

Nebraska State Board of Landscape Architects  
**Board Meeting Minutes – July 25, 2023, 9:00 a.m.**  
215 Centennial Mall South, Lincoln NE

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## CALL TO ORDER

Chairperson Seacrest called the meeting to order at 9:06 a.m. and noted the location of the Open Meetings Act. Notice of the meeting was published in the Lincoln Journal Star on July 11, 2023, and on the Board's website in accordance with the Open Meetings Act.

**Roll Call:** Kristina Engler, Jonathan Hauck, Regan Pence, Jennifer Seacrest, Bradley Swerczek; Absent: Derek Miller

**Staff Present:** Jean Lais, Administrative Programs Officer (APO); Diana Stahlnecker, Administrative Programs Officer (APO)

## PUBLIC COMMENT/APPOINTMENTS

No members of the public were present.

### A. CONSENT AGENDA

[April 25, 2023, Meeting Minutes](#)

*Motion by Pence, second by Hauck, to approve the consent agenda. Voting Yes: Pence, Swerczek, Engler, Hauck, Seacrest; Voting No: None; Absent: Miller*

### B. MEETING REPORTS

#### CLARB

A schedule of upcoming *In the Know* webinars was provided. The pre-annual meeting regional meetings will be held on August 22, 2023, at 2:00 p.m. CT.

#### Office/Staff

APO Lais reported the database conversion has moved into the development stage for landscape architects. Meetings are not being held on a bi-weekly basis. At the June 29<sup>th</sup> meeting, staff were informed there may be a delay in launching the license applications, but renewals are on track to go live in time for the beginning of the renewal cycle.

The reporting available in the new database does not currently provide many of the reports staff have requested, including the application reports created for the board meetings. Discussion was held regarding the information the members would like to see on the reports. If possible, the members requested the following information be included on application reports:

- **General Information**
  - Applicant/Licensee Name
  - Council Record Status
- **Education**
  - Institution Name
  - Degree Type
  - Accreditation Category
- **Disciplinary Action (Y/N)**
  - Comment/Memo field to enter information regarding action
- **References**
  - Total Number of References
  - Number of Licensed References
- **License Information**
  - Jurisdiction

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- License Issue Date
- License Expiration Date
- **Experience**
  - Employer
  - Total years
  - Supervisor Status/Type
- **Nebraska License** (for administratively approved/reinstatements)
  - License Number
  - Issue Date
- **Memo/Comment Field** to enter any relevant information i.e., alternate certificate qualifications, etc.

It was also discussed eliminating the LARE Without an Accredited Degree Application if CLARB is evaluating LARE candidates based on the Uniform Licensing Standard. The application will not be available to submit online in the new database based on the low number submitted. If an individual needs to submit the application, it will need to be done with a paper application with a check for the payment.

## **C. OLD BUSINESS**

### **CLARB**

#### [CLARB LARE Section 1 & 4 Notifications](#)

Copies of the CLARB announced to exam candidates regarding the move to the new LARE blueprint in December were provided. August will be the last opportunity to take Section 1. CLARB is adding an additional test window in October for candidates to take Section 4. Candidates must have passed Section 1 in order to take Section 4 during the test window. Both sections must be passed in order to receive credit on the new *Construction Documentation and Administration* section.

### **Legislative**

#### [LB16 Universal Licensing Update](#)

Chair Seacrest and Miller will follow up with Senator Briesse's office to schedule a meeting to discuss the Board receiving an exemption from the bill's licensing requirements.

#### [Draft Statute and Rules Revision](#)

APO Lais provided the materials made available at the April meeting, along with copies of CLARB's Model Law and Model Regulation language. Also provided were the draft staff revisions they believe would be necessary to bring Nebraska's statutes and rules in line with the CLARB Uniform Licensure Standard.

Concern was raised that if the statutes and rules reference the Uniform License Standard or the CLARB Standards for Eligibility only that it may be difficult to revise to more stringent requirements if those standards were lowered to a level that the Board did not agree with. It was decided an additional meeting would be held on August 30, 2023, to allow the members to study and review the recommended revisions in more detail and depth. This would also allow the Board to discuss any concerns with LR222 that may come up at the same time.

### **Other Old Business**

#### [Website Photos Request](#)

Copies of the emails sent out by PIO Frerking requesting photos to be used on the Board's website home page were provided along with the eight photos received in response. The members decided to retain the photos used for *Initial Licensure* and *Regulation* tiles. The members chose photos two, four, five, and seven to replace the other photos in no particular order.

## D. NEW BUSINESS

### CLARB

#### CLARB Annual Meeting Voting Delegate

Seacrest Was selected as the voting delegate to the CLARB Annual Meeting in Henderson NV, September 20-22, 2023.

*Motion by Engler, second by Swerczek, to appoint Seacrest as the voting delegate to the CLARB Annual Meeting in Henderson NV. Voting Yes: Pence, Swerczek, Engler, Hauck, Seacrest; Voting No: None; Absent: Miller*

#### CLARB Board of Directors Elections

The Board selected the following candidates for the CLARB Board of Directors:

- Joel Kurokawa – President-Elect
- Craig Coronato – Treasurer
- John Cothron-Leadership Advisory Council
- Keven Graham-Leadership Advisory Council

*Motion by Engler, second by Pence, to vote for Kurokawa as President-Elect, Coronato as Treasurer, Cothron, and Graham for the Leadership Advisory Council. Voting Yes: Pence, Swerczek, Engler, Hauck, Seacrest; Voting No: None; Absent: Miller*

#### Directors-at-Large Appointees

The following have been appointed as Directors-at-Large by the President:

- Monica Pallares
- Allison Fleury

### Other New Business

#### LR222 Interim Study

A copy of LR222 introduced by Senator Brewer was provided. The resolution calls for an interim study to review the credentialing requirements for landscape architects in furtherance of the purposes of the Occupational Board Reform Act. APO Lais reached out to the senator's office, but has not received a response.

#### Landscape Architecture Designated as a STEM degree program

CLARB and ALSA announced that landscape architecture has received recognition as a STEM degree program by the US Department of Homeland Security as of July 12, 2023.

#### Electronic Signatures

During discussions and review of letters and notifications in the new database, it was brought to the staff's attention that the license approval is scripted to provide a link to download a license certificate that incorporates electronic signatures. Staff was informed that there may be a way to allow for a "temporary" certificate that would be replaced once the Board wet signed the original. The members voted to allow electronic signatures on comity and reinstated license certificates. They want to retain wet-signing initial license certificates.

*Motion by Pence, second by Engler, to allow electronic signatures on license certificates except for initial licenses. Voting Yes: Pence, Swerczek, Engler, Hauck, Seacrest; Voting No: None; Absent: Miller*

## **E. COMPLIANCE – None**

## **F. APPLICATIONS**

### **Administratively Approved**

[Licensure by CLARB Certificate](#)

**Approved:** Rodrigo Abela, John Coleman, Christopher Davis; Nicholas Fobes, Bradley McCauley, Holly Reid

[Initial Licensure – None](#)

### **Licensure/Examinations**

[Licensure by Comity – None](#)

[Licensure by Reinstatement – None](#)

[LARE Applications without an LAAB/LAAC-accredited degree](#)

**Approved:** Justin Robert Schmitt

*Motion by Swerczek, second by Engler, to approve the applications as presented. Voting Yes: Pence, Swerczek, Engler, Hauck, Seacrest; Voting No: None; Absent: Miller*

## **G. FINANCIAL MATTERS**

### **Financial Reports –April, May, June**

[Budget Status Report](#)

[MTD General Ledger Detail Reports](#)

[Fund Summary Reports](#)

[FY22-23 Financial Profile](#)

APO Lais reported that as of June 30<sup>th</sup>, with the fiscal year completed, just over 65% of the appropriated expenditures had been used and 125.5% of the projected revenue had been received.

The Cash Fund was at \$89,527, which is \$5,437 more than the same time last year. Staff will continue to monitor and make recommendations on fee revisions if needed. Per Board Policy LA P08.01, the Cash Fund should be around two times the appropriations (FY2023-24 - \$29,647). For FY2023-24, this would be \$59,294.

*Motion by Hauck, second by Engler, to approve the financial reports as presented. Voting Yes: Pence, Swerczek, Engler, Hauck, Seacrest; Voting No: None; Absent: Miller*

### **Other Financial Matters**

[Review of Fee Schedule](#)

The members tabled the review of fees at the April meeting to allow for discussion of the full board.

*Motion by Engler, second by Swerczek, to maintain the fee scheduled for FY2023-24. Voting Yes: Pence, Swerczek, Engler, Hauck, Seacrest; Voting No: None; Absent: Miller*

[FY2023-24 Budget Status – Initial](#)

APO Lais provided a spreadsheet showing the initial budget appropriation for FY2023-24. As the administrative service contract was higher than requested, the additional funds were moved from conference registration fees and other operation expenses. The projected revenue for FY2023-24 is \$5,147 lower than the appropriated expenditures, which, if received as projected, will help bring the Cash Fund down.

## H. GENERAL INFORMATION

A schedule of upcoming meetings and events was provided. The next regular meeting of the board is scheduled for October 31, 2023, at 9:00 a.m., at 215 Centennial Mall South, Lincoln, Nebraska.

### Trends in Licensure

*As of July 20, 2023*

Professional Landscape Architects .....	161
Applications Received in FY2022-23.....	19
Licenses Issued in FY2022-23 .....	16

The members requested the number of in-state and out-of-state be added.

### Other Information


The Website Dashboard shows the following numbers:

	<u>April</u>	<u>May</u>	<u>June</u>
Total Visits	281	233	223

A copy of the approved Board policies as of January 27, 2021, was provided.

## ADJOURNMENT

*Chair Seacrest adjourned the meeting at 11:01 a.m.*

  
Board Member

