



**AGENDA
NEVADA STATE BOARD OF LANDSCAPE ARCHITECTURE
PUBLIC NOTICE OF MEETING**

Brian Sandoval
Governor

BOARD MEMBERS

Dan Hill-President
Sandra Antunez
Cary Baird
Dale Doerr
Ryan Hansen

FIELD INVESTIGATION

OFFICERS

Ellis Antunez
Clair Lewis
Kreg Mebust
Donald Naquin
Rich Shock
Jack Zunino

DEPUTY ATTORNEY

GENERAL

Henna Rasul

EXECUTIVE DIRECTOR

Helen Wright

*****PUBLIC NOTICE OF MEETING***
NEVADA STATE BOARD OF LANDSCAPE
ARCHITECTURE**

Date: Saturday August 24, 2013
Time: 10:00 PM to 12:00 Noon
Location: 587 Dunn Circle
Sparks, NV 89431 or by Audio Conference Call
Telephone Number 866-519-2804
Passcode: 582784

MEETING AGENDA

1. CALL TO ORDER- Dan Hill

- a. Introductions of all Present and Consent to be Recorded.
- b. *Establish Quorum.
- c. *Approval of Agenda.

2. PUBLIC COMMENT PERIOD

No vote may be taken upon a matter raised under this item of the agenda until the matter itself has been specifically included on an agenda as an item upon which action may be taken. (NRS 241.020)

3. *APPROVAL OF PREVIOUS MEETING MINUTES-Dan Hill

4. OLD BUSINESS

- a. *Final Report on Meeting of the Nevada Construction Industry Relations Committee-Sandy Antunez
- b. *Final Report on 2014 Legislative Session-Ellis Antunez
- c. *Report on Exact Process and Operations Changes Required for Board Compliance with Statutes Adopted During the 77th /2013 Legislative Session-Henna Rasul

*Items to remain on agenda for future reference and not to be discussed during this meeting:
Board Newsletter, Mass E-mail, Credit Card Payments, Public Welfare Project*

5. NEW BUSINESS

- a. *Annual Review Executive Director-All Members
- b. Discuss Restoration of \$200 Registration Renewal Fee for FY15-All Members
- c. Training for Board Members-All Members

6. EXECUTIVE DIRECTOR REPORT-Report Filed

- a. Financial Update
- b. Registration Renewal Update
- c. *Presentation and Approval of Candidate for Registration in the State of Nevada

7. COUNCIL OF LANDSCAPE ARCHITECTURE REGISTRATION BOARD REPORT

- a. *Discuss Plans for Annual Meeting (September 26-28 2013 in Minneapolis, MN)
- b. *Provide Voting Instructions for CLARB Board of Directors Election to CLARB Representative

8. ENFORCEMENT

- a. *Open Cases-13-01, 13-02, 13-03, 13-04, 13-05, 13-06, 13-07, 13-08, 13-09, 13-10, 13-11, 13-12, 13-13.

9. PUBLIC COMMENT PERIOD

No vote may be taken upon a matter raised under this item of the agenda until the matter itself has been specifically included on an agenda as an item upon which action may be taken. (NRS 241.020)

10. *NEXT MEETING, NEXT MEETING AGENDA ITEMS AND ADJOURNMENT

*** Denotes items on which Board may take possible action. Action by the Board on an item may be to approve, deny, amend, or pull or remove the item.**

Please Note: The Nevada State Board of Landscape Architecture may address agenda items out of sequence, combine the agenda items, pull or remove the agenda items, in order to aid the efficiency or effectiveness of the meeting or to accommodate persons appearing before the Board. The Board may continue agenda items to the next meeting as needed. (NRS 241.020)

Public comment is welcomed by the Board and will be heard at the beginning of the Board meeting following the Call to Order and Roll and at the end of the agenda prior to the adjournment of the Board meeting. Public comment will be limited to five minutes per person. The Board meeting Chair may allow additional time to be given a speaker as time allows and at his/her sole discretion. Once all items on the agenda are completed the meeting will adjourn.

Prior to the commencement and conclusion of a contested case or a quasi judicial proceeding that may affect the due process rights of an individual, the Board may refuse to consider public comment. See NRS 233B.126.

Anyone desiring additional information regarding the meeting is invited to call the Board office at (775) 688-1316. We are pleased to make reasonable accommodations for members of the public who are disabled and wish to attend the meeting. If special arrangements for the meeting are necessary, please notify the Nevada State Board of Landscape Architecture, P.O. Box 17039, Reno, Nevada 89511, or call (775) 688-1316, as soon as possible.

The Board may convene in closed session to consider the character, alleged misconduct, professional competence or physical or mental health of a person. (NRS 241.030)

All meeting materials are available for download at the Nevada State Board of Landscape Architecture meeting page of the website <http://nsbla.state.nv.us/Agendas.htm>. Meeting materials may also be picked up in person at any one of the following office locations:

Office of the Attorney General – Carson City
100 North Carson Street, Carson City, NV 89701 Telephone: 775-684-1100 Fax: 775-684-1108

Office of the Attorney General – Reno
5420 Kietzke Lane Suite 202, Reno, NV 89511 Telephone: 775-688-1818 Fax: 775-688-1822

Office of the Attorney General – Las Vegas
Grant Sawyer Building, 555 E. Washington Avenue Suite 3900, Las Vegas, NV 89101 Telephone: 702-486-3420 Fax: 702-486-3768.

This notice has been posted at the office of the Nevada State Board of Landscape Architecture; the Board's Web Page www.nsbla.state.us; Office of Hill, Clark and Associates Landscape Architects
Stantec Consulting, (Las Vegas and Reno), Lumos and Associates, and LA Studio, LLC.



NEVADA STATE BOARD OF LANDSCAPE ARCHITECTURE

BOARD MEETING
May 18, 2013

Voting Members in Attendance:

Dan Hill, President of the Board
Cary Baird
Ryan Hansen
Dale Doerr

Non-Voting Attendees:

Helen Wright

Members of the Public:

Voting Member Absent:

Sandra Antunez

The agenda for this meeting was posted on May 14, 2013 prior to 9:00 AM in accordance with Nevada Revised Statute 241 in the following locations:

The Office of Hill, Clark and Associates Landscape Architects
Stantec Consulting, Las Vegas and Reno
The Office of the Nevada State Board of Landscape Architecture
The Office of LA Studio, LLC
Lumos and Associates
Nevada State Board of Landscape Architecture Web site

Minutes Transcribed by Helen Wright, Executive Director of the Board

| Agenda Item | Discussion | Follow-Up |
|---|---|--|
| 1. Call to Order | | |
| a. Introductions of all Present b. Establish Quorum c. Approval of Agenda | The May 18, 2013 Nevada State Board of Landscape Architecture Board Meeting was called to order by the President of the Board, Dan Hill at 10:00 AM. It is noted that the number of voting members present represented a quorum. All attendees introduced themselves and provided consent to be recorded. The agenda was approved as presented. The Board interrupted its meeting during the day for two 10-minute breaks and a one-hour lunch break. | Closed. |
| 2. Public Comment Period | | |
| | There was no public comment at this time. | Closed. |
| 3. Approval of Previous Meeting Minutes | | |
| | The minutes from the January 25, 2013 meeting of the Nevada State Board of Landscape Architecture were reviewed and approved by the Board. The approved minutes will be posted on the Nevada State Board of Landscape Architecture web site. | Post approved minutes to the web site. |
| 4. Old Business | | |
| a. Discuss Options for Quarterly Newsletter | Following a lengthy discussion, Board members agreed that providing a newsletter would require a large commitment on everyone's part. Ideas regarding usage of social media were explored and discussed along with ideas about remaining transparent. It was decided that a newsletter will be published following each Board meeting and that time during meetings would be set aside to actually write and edit the publication as needed. Articles will cover the following topics: President's Message, Enforcement Cases, Featured Board Member, Question of the Quarter and The Board Welcomes... Members will bring their articles to the next meeting and will be prepared to complete the publication. | Board members will bring their articles to the next meeting on August 24, 2013 when the newsletter will be edited. |

To be Approved by the Board 3rd Quarter Meeting

| Agenda Item | Discussion | Follow-Up |
|--|--|--|
| 4. Old Business (cont.) | | |
| b. Report Findings Regarding the Nevada State Board of Finance | Cary Baird reported that he is unable to provide new information to the Board; a report will be presented during the August meeting of the Board. | Report findings during 3rd Quarter Meeting of Board. |
| c. Report on Meeting of the Nevada Construction Industry Relations Committee Meeting | Board members reviewed the report filed by Sandra Antunez on the final outcome of edits requested of the Blue Book Committee. Board members made some slight revisions to the document which will be presented to the Committee on June 25 th by Sandra Antunez. The matter will be closed following a final report on that meeting. | |
| d. Report on the 2013 Legislative Session | Ellis Antunez filed a report listing bills which are being watched during the 2013 Legislative Session. He reported that most bills are reflective of operations for administration. The bills may affect the way in which this board operates and reports to the executive branch and financial committees. Included in the list is <i>AB434, Revisions on Application for Interior Designer</i> and <i>SB 55 Revisions in Master Plans in Clark County</i> . Others listed may not affect the profession of Landscape Architecture directly; they are being watched in case wording is added that may bring this profession into its purview. The bill numbers may be found on http://www.leg.state.nv.us/ , click on Bill Info. | Ongoing. |
| e. Report on Public Welfare Project | The presentation is still a work in progress. Trying to make a 5 min. presentation out of a 1 hour presentation is a considerable task. I am forwarding a presentation that was presented to the legislators at the February Meet and Greet, held in Carson City and hosted by the Northern Nevada ASLA Section. The purpose of this presentation was to educate the legislators what Landscape Architects do, not just plant trees and shrubs. Using a presentation from National as a basis, then adding local graphics and descriptions that local L.A.'s came up with. This presentation runs about 9 minutes. | |
| Agenda Item | Discussion | Follow-Up |
| 6. Executive Director Report | | |
| a. Financial Operations Update | The current bank account balance and accounting records are detailed in the financial reports. The balance to date is \$106,141.50 for all accounts. In reviewing the Profit & Loss Budget vs. Actual Report, it is apparent that the Board has received over 86.6% of its projected income, and has spent only 57.3% of its projected expenses. All invoices to this date have been paid. | Informational. |
| b. Operations Update | Pursuant to NRS 623A.160 (Designation of Attorney General as legal adviser. The | Informational. |

| | | |
|--|---|----------------|
| | <p>Attorney General is the legal adviser of the Board, but the Board may employ legal counsel.); and under the direction of the Board, Jim Smith has been retained to act as legal adviser to the Board. He will provide direction and support during the upcoming legislative session and will be available for other matters as they arise in support of Henna Rasul.</p> <p>Registration renewals will be sent out using the new format on May 1, 2013. This smaller pocked sized card will reduce the amount of printing, paper and mailing costs associated with renewals.</p> | |
| c. Registered Landscape Architect Update | <p>Renewals continue to come in. There were 364 returned applications with fees paid, 1 was delinquent with delinquency fees still outstanding. 19 have still not returned or paid their renewals, 11 (1 deceased) elected not to renew and 9 are exempt from paying due to their status with the Board. Certified letters or e-mails have been sent to all who have not returned their renewal application and fees with consequences for non-renewal clearly stated. 6 were added at this meeting.</p> | Informational. |
| d. Presentation and Approval of Candidates for Registration in the State of Nevada | <p>Reciprocity with CLARB Certification..... Case, David (pending) Examination..... Duhamel, Ronald (pending) Reciprocity..... Ellison, Berry Reciprocity..... Larimer, Peter Reciprocity with CLARB Certification..... Rogers, Richard Reciprocity with CLARB Certification..... Rothwell, Amber Examination..... Talarico, Mark (pending) Reciprocity.....Kazinec, Corey</p> | Closed. |
| e. Report on Public Welfare Project | Deferred. | Ongoing. |

To be Approved by the Board 3rd Quarter Meeting

| 7. Council of Landscape Architecture Registration Board Report | | |
|---|---|------------------|
| Agenda Item | Discussion | Follow-Up |
| a. Discuss Plans for Spring Meeting | Plans to attend the Spring Meeting March 1-2 in Scottsdale, AZ were discussed. The CLARB Representative and possibly the Executive Director will attend the meeting. | Ongoing. |
| 8. Enforcement | | |
| a. Review of Current Enforcement Cases | The LCB Quarterly report has been filed. The Board deferred review of current enforcement cases. | Ongoing. |
| 9. Public Comment Period | | |
| | There was no additional public comment. | Closed. |
| Agenda Item | Discussion | Follow-Up |
| 10. Next Meeting, Next Meeting Agenda Items and Adjournment | | |
| | The date of the next meeting of the Nevada State Board of Landscape Architecture will be held during the 2 nd Quarter, the exact date and location will be determined at a later date. There being no further business to discuss, the meeting was adjourned at 4:00 PM. | Closed. |

Respectfully Submitted By: Helen Wright

Executive Director for the Board, Nevada State Board of Landscape Architecture

Approved By: Dan Hill, President of the Board, Nevada State Board of Landscape Architecture

The following is a summary of the Bills that were passed in the 2013 Nevada State Legislature and will affect the operations of the board.

Assembly Bill 31 SUMMARY—Revises various provisions relating to public records. (BDR 19-211)

FISCAL NOTE: Effect on Local Government: No.

Effect on the State: Yes.

AN ACT relating to public records; revising provisions governing requests for books and records of certain agencies of the Executive Department of the State Government; and providing other matters properly relating thereto.

Legislative Counsel's Digest:

Under existing law, all public books and records of a governmental entity, the contents of which are not otherwise declared by law to be confidential, are required to be open at all times during office hours for inspection and copying by the public. (NRS 239.010) The Nevada Supreme Court has established a balancing test for a governmental entity to apply to determine whether to disclose a book or record when the law is silent with respect to the confidentiality of the book or record.

Under this balancing test, the governmental entity is required to determine whether the private or governmental interest served by withholding the book or record clearly outweighs the right of the public to inspect or copy the book or record. (Donrey v. Bradshaw, 106 Nev. 630 (1990); DR Partners v. Board of County Comm'rs, 116 Nev. 616 (2000); Reno Newspapers, Inc. v. Haley, 126 Nev. Adv.

Op. 23, 234 P.3d 922 (2010); Reno Newspapers, Inc. v. Gibbons, 127 Nev. Adv.

Op. 79, 266 P.3d 623 (2011))

The legislative declaration for the Nevada Public Records Act (chapter 239 of NRS) requires that the Act be construed liberally to foster democratic principles by providing the public with access to inspect and copy public books and records and that any restriction on the disclosure of public books and records be construed narrowly. (NRS 239.001) Existing law imposes the burden of proof on a governmental entity that withholds a record to prove, by a preponderance of the evidence, that the record, or a part thereof, is confidential. (Bold is mine)

(NRS 239.0113)

Section 1 of this bill requires the head of each agency, bureau, board, commission, department, division or any other unit of the Executive Department of State Government except the Nevada System of Higher Education to designate one or more employees to act as records official for the agency, whose duties relate to handling requests for public books or records of the agency. Section 1 requires the State Library and Archives Administrator, in cooperation with the Attorney General, to prescribe: (1) the form for requesting to inspect a copy of a public book or record of such an agency; (2) the form to be used by such an agency to respond to such a request; and (3) the procedures with which a records official is required to comply in carrying out his or her duties. Section 1 also requires each such agency to make those forms and procedures available on any website maintained by the agency on the Internet. Sections 3 and 3.5 of this bill compile all the statutory provisions that prohibit the disclosure of or specifically declare public books and records confidential.

Assembly Bill 16 Summary...AN ACT relating to the State Government; providing for the compilation and publication of the State Administrative Manual, consisting of the policies and procedures adopted and amended by the State Board of Examiners for the Executive Branch of State Government; establishing notice requirements for the adoption, amendment and repeal of such policies and procedures; and providing other matters properly relating thereto.

Legislative Counsel's Digest:

The Department of Administration currently publishes the State Administrative

Manual, a compilation of policies governing the internal operation of all agencies of the Executive Branch of the State Government. This bill provides specific statutory authority and notice requirements for adopting, amending and repealing these policies and provides specific requirements for compiling and publishing such a manual.

Assembly Bill No. 65 – Summary...AN ACT relating to public meetings; exempting certain entities, proceedings and meetings from compliance with the Open Meeting Law in certain circumstances; prohibiting a member of a public body from designating a person to attend a meeting in the member's place without certain authority; revising provisions relating to the prosecution of an alleged violation of the Open Meeting Law; revising provisions governing the provision of supporting material for meetings to the public; and providing other matters properly relating thereto.

Legislative Counsel's Digest:

The Open Meeting Law requires that meetings of public bodies be open to the public, with limited exceptions set forth specifically in statute. (NRS 241.020)

Section 2 of this bill provides certain exceptions and exemptions to the Open Meeting Law and provides that any other provision of law which: (1) exempts a meeting, hearing or proceeding from the requirements of the Open Meeting Law; or (2) otherwise authorizes or requires a closed meeting, hearing or proceeding prevails over the general provisions of the Open Meeting Law. Sections 6 and 8 of this bill make conforming changes.

Section 3 of this bill prohibits a member of a public body from designating a person to attend a meeting of the public body in the place of the member unless members of the public body are expressly authorized to do so by the constitutional provision, statute, ordinance, resolution or other legal authority that created the public body. Section 3 also requires that any such designation be made in writing or made on the record at a meeting of the public body, deems any person so designated to be a member of the public body for purposes of determining a quorum at the meeting and entitles such a person to exercise the same powers as the regular members of the public body at the meeting. Any action taken by a public body in violation of the Open Meeting Law is void. (NRS 241.036) Under existing law, the Attorney General is required to investigate and prosecute any violation of the Open Meeting Law. (NRS 241.039)

Existing law authorizes the Attorney General or a member of the public to sue a public body: (1) within 60 days after an alleged violation to have an action by the public body declared void; or (2) within 120 days after an alleged violation to require the public body to comply with the Open Meeting Law. (NRS 241.037)

Section 4 of this bill provides that if a public body takes certain corrective action within 30 days after an alleged violation, the Attorney General may decide not to commence prosecution of the alleged violation if the Attorney General determines that foregoing prosecution would be in the best interests of the public. Section 4 also extends by 30 days the deadline by which lawsuits to enforce the Open Meeting Law may be filed by the Attorney General in the context of corrective action. Section 4 further provides that any action taken by a public body to correct an alleged violation of the Open Meeting Law is effective prospectively.

With certain exceptions, a public body is required to comply with the Open Meeting Law when a quorum of its members is present to deliberate toward a decision or take action on a matter over which the public body has supervision, control, jurisdiction or advisory power. (NRS 241.015) Section 6 of this bill defines "deliberate" for purposes of this requirement to mean collectively examining, weighing and reflecting on the reasons for or against an action and includes the collective discussion or exchange of

facts preliminary to the ultimate decision. Section 6 also clarifies that a quorum of members may be present in person or by means of electronic communication.

Under the Open Meeting Law, a public body is required, upon request and at no charge, to provide a copy of an agenda for the meeting, any proposed ordinance or regulation to be discussed at the meeting, and other supporting material, with certain exceptions, provided to members of the public body for an item on the agenda. (NRS 241.020) Section 7 of this bill requires that a public body include on the notice for a meeting: (1) the name and contact information for the person designated by the public body from whom a member of the public may request the supporting material for a meeting; and (2) a list of the locations where the supporting material is available to the public. Section 7 also requires the governing body of a city or county whose population is 45,000 or more (currently Clark, Douglas, Elko, Lyon and Washoe Counties and the cities of Carson City, Henderson, Las Vegas, North Las Vegas, Reno and Sparks) to post the supporting material to its website not later than the time at which the material is provided to the members of the governing body or, if the supporting material is provided to the governing body at a meeting, not later than 24 hours after the meeting. Section 7 also authorizes such a public body to provide the supporting material via a link to the posting on its website to a person who has requested to receive the material by electronic mail if the person so agrees.

Senate Bill No. 74– Summary...AN ACT relating to public records; requiring the person who has legal custody or control of a public record, under certain circumstances, to prepare a copy of the public record rather than requiring the person who has requested the copy to prepare the copy; requiring copies of public books and records to be made available upon request in certain circumstances; limiting the fee which may be charged for a copy of a public record in the custody of a law library operated by a governmental entity; requiring a copy of minutes or audio recordings of public meetings to be made available to a member of the public upon request at no charge; reducing the fee a county clerk charges for copying records, proceedings or papers or for searching records or files in the office of the county clerk; and providing other matters properly relating thereto.

Legislative Counsel's Digest:

Under existing law, all public books and records that are not otherwise declared by law to be confidential must be made available to the public for inspection or copying by any person. (NRS 239.010) Section 1 of this bill prohibits the officer, employee or agent of a governmental entity who has legal custody or control of a public record from requiring a person who has requested a copy of the public record to prepare the copy himself or herself. Rather, upon request, the officer, employee or agent of the governmental entity must prepare the copy of the public record, unless the copy needs to be a certified copy. Existing law requires requests for inspection or copying of public books or records to be addressed not later than the fifth business day after the person who has legal custody or control of a public book or record of a governmental entity receives a request. (NRS 239.0107) Section 2 of this bill requires the public book or record to be made available upon request if the public book or record is readily available. Section 4 of this bill limits the fee for a copy of a public book or record in the custody of a law library operated by a governmental entity to 50 cents per page. Section 5 of this bill requires a copy of minutes or audio recordings of public meetings to be made available to a member of the public upon request at no charge. Section 7 of this bill reduces the fee a county clerk charges for preparing a copy of any record, proceeding or paper and the fee that the county clerk charges for searching the records or files in the office of the county clerk and authorizes the county clerk to waive those fees.

The following bill may not effect the board directly, it's implementation may have an effect on the profession.

SENATE CONCURRENT RESOLUTION 1—Requiring the Legislative Commission to conduct an interim study regarding the taxation of services.

Senate Bill No. 55 - Summary...AN ACT relating to land use planning; revising provisions governing the subject matter of master plans; and providing other matters properly relating thereto. Legislative Counsel's Digest:

Existing law sets forth the subject matter that may be included in a master plan and specifies 19 separate plans and other items that may be so included, with the exception of certain cities and counties who must include all or a portion of certain elements in a master plan. (NRS 278.150-278.170) Section 3 of this bill reorganizes the 19 separate plans and other items into 8 different elements that may comprise a master plan. Pursuant to this reorganization, a master plan may now include: (1) a conservation element; (2) a historic preservation element; (3) a housing element; (4) a land use element; (5) a public facilities and services element; (6) a recreation and open space element; (7) a safety element; and (8) a transportation element.

Attached are the full renditions of the bills mentioned above as amended and passed.

Respectfully Submitted,

Ellis L. Antuñez, FASLA
Board Enforcement Investigation Officer



STATE OF NEVADA
OFFICE OF THE ATTORNEY GENERAL
100 North Carson Street
Carson City, Nevada 89701-4717

CATHERINE CORTEZ MASTO
Attorney General

KEITH G. MUNRO
Assistant Attorney General

GREGORY M. SMITH
Chief of Staff

DATE: June 19, 2013
TO: All Deputy Attorneys General
FROM: George Taylor, Senior Deputy Attorney General *gt*
SUBJECT: 2013 Legislative changes to NRS 241 Open Meeting Law: AB 65, AB 445, and SB74. NOTE: AB 65 is EFFECTIVE JULY 1, 2013.

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For those of you advising a public body that is subject to the Open Meeting Law (OML), including any licensing board or advisory public body, *it is vital* that you familiarize yourself with these new changes and amendments. *AB 65 changes to the OML become effective on July 1, 2013*, AB 445 changes will become effective on January 1, 2014, and SB 74 changes are effective October 1, 2013.

Three bills were enacted with provisions amending the OML – AB65, AB 445, and SB 74. Below are links to AB 65, AB 445, and SB 74:

https://nelis.leg.state.nv.us/77th2013/App#/77th2013/Bill/Text/AB65/BD_AB65_EN

https://nelis.leg.state.nv.us/77th2013/App#/77th2013/Bill/Text/AB445/BD_AB445_EN

https://nelis.leg.state.nv.us/77th2013/App#/77th2013/Bill/Text/SB74/BD_SB74_EN

SUMMARY OF LEGISLATIVE CHANGES IN AB 65

1. Exceptions and Exemptions to OML are legislatively defined.
2. The process for appointing a designee to a public body is defined.
3. The process to “cure” an OML violation with corrective action is defined.

4. **“Deliberate” is defined.**
5. **Supporting material “contact” person must be included on every agenda.**
6. **Certain public bodies must upload supporting materials to its webpage.**
7. **No requirement to electronically send supporting material to requester unless delivery by electronic mail is feasible and the requester has agreed to receive it electronically.**
8. **“Present” is defined.**

DETAILS OF LEGISLATIVE CHANGES IN AB 65

1. **Exceptions and Exemptions to the OML are legislatively defined.**

AB 65 initially contained codification of each individual statutory exception and exemption in one place in the OML. Instead, the Legislature chose to enact a generalized statute, which provides that a specific exemption or exception elsewhere in the NRS prevail over the general provisions of the OML.

2. **The process for appointing a designee to a public body is defined.**

There are many statutory authorities that generally allow a “designee” to serve on a public body, but the details of the various authorities in statute were confusing and had been applied in a haphazard fashion. This amendment supplies some uniformity to the process as well as the designee’s authority to act, once seated, on a public body. AB 65, Section 3, provides some uniformity of process for certain public bodies.

Designation may only occur if the public body’s creating authority specifically allows for designation. If there is no express authority authorizing a designee then one cannot be appointed. However, if the legal authority creating the public body expressly authorizes a designee then the process of designation of a person may occur either in a written document or “on the record” at a meeting of the public body.

Once a person is designated, that person, 1) shall be deemed to be a member of the body for the purpose of determining a quorum at the meeting, and 2) may exercise the same powers as the regular members of the body at that meeting.

There is nothing in the statute, which forbids designation of a person for multiple meetings as long as the process is followed and the term of the designation is explicitly set forth so there can be no confusion about the designee’s term.

3. **“Cure” an inadvertent OML violation with corrective action; process is authorized.**

The Attorney General’s OML Manual contains a section devoted to “cure.” (See OML Manual, Part 11, What Happens if a Violation Occurs?) Previously, when inadvertent

violations of the OML occurred or were alleged, the Manual *encouraged* public bodies to take corrective action as soon as possible, although the process of corrective action had not been codified in statute until this session.

The 2013 (77th session) Legislature amends the OML with new statutory authority that allows corrective action by the public body when inadvertent violations of the OML occur or are alleged. Voluntary corrective action may be taken during the meeting that the violation occurred.

Corrective action of an inadvertent violation may be taken at a future meeting if the following steps are taken:

1. Notice of corrective action must be included as an agenda item for a subsequent meeting at which the public body intends to take corrective action; and
2. The public body must take corrective action within 30 days of the alleged violation.

If the public body takes corrective action within 30 days after posting notice of its intent to take corrective action on its agenda, the Attorney General may not commence prosecution of the alleged violation – if it appears that forbearance is in the best interests of the public.

AB 65 also contains important additional amendments:

If the public body takes corrective action within 30-days of the alleged violation, the statutory limitations period (NRS 241.037), applicable to the time for bringing suit (by the Attorney General or a private party), is tolled for 30 days.

Any corrective action taken by the public body to correct an alleged violation is effective only prospectively.

4. “Deliberate” is defined.

Deliberate, an important component of every public meeting has now been defined in statute. NRS 241.015(2). The definition adopted by this session of the Legislature may be familiar because it is similar to the definition used in the past in the OML Manual¹ and taken from Nevada Supreme Court case law². The new legislative definition is set out below in full:

“Deliberate” means collectively to examine, weigh and reflect upon the reasons for or against the action. The term includes, without limitation, the collective discussion or exchange of facts preliminary to the ultimate decision.”

¹ Attorney General's Open Meeting Law Manual, §5.01 (11th Ed. 2012)

² *Dewey v. Redevelopment Agency of the City of Reno*, 119 Nev. 87, 97, 64 P.3d 1070, 1077 (2003).

Deliberation is half of the definition of "meeting."³ The importance of this definition cannot be overstated. This new definition alters the scope and breadth of the former definition. Where the former definition included both "*collective discussion*" and "*collective acquisition*" of facts preliminary to the ultimate decision, the newly adopted definition omits the words "*collective acquisition*" of facts. Otherwise, the new definition resembles the former one.

- 5. The name and contact information for a designated person who keeps supporting material for the public body and a list of locations where the supporting material is available to the public must be included on every agenda.**

This is a new amendment to NRS 241.020(2), which is intended to assist the public seeking to obtain agenda supporting material. This information must appear on each agenda and it must tell the person where to obtain supporting material. This requirement is effective July 1, 2013.

- 6. Certain public bodies must upload supporting materials to its webpage.**

NRS 241.020(7) applies only to the governing bodies of a city or county whose population is greater than 45,000, but does not apply to state agencies or local government advisory bodies. It requires those governing bodies to upload supporting materials to its website no later than the time the material is provided to members of the public body. Material provided to the governing body during its meeting must be uploaded to its website within 24 hours of adjournment of said meeting.

The right of the public to request a copy of the material pursuant to NRS 241.020(5) is not eliminated by the requirement that certain governing bodies upload supporting material to its website.

Technical problems with the upload do not constitute a violation of the OML.

- 7. No requirement to electronically send supporting material to requester unless delivery by electronic mail is feasible and the requester has agreed to receive it.**

NRS 241.020(8) is a related, but a separate amendment to the new requirement that certain governing bodies upload supporting material to its website. Existing law (NRS 241.020(6)(b)), states that a public body that makes the notice, agenda, or supporting material available by electronic mail (see NRS 241.020(8)), shall ask the requester if he or she will accept receipt by electronic mail. However, even if the answer is no, there is no corresponding statutory duty to electronically mail materials to

³ NRS 241.015(2)(a)(1): "The gathering of members of a public body at which a quorum is present to *deliberate* toward a decision or to take action on any matter over which the public body has supervision, control, jurisdiction or advisory power."

the requester, although many public bodies do transmit supporting materials by email. The requester may always acquire the material over the counter from the designated person (see paragraph 5 above).

A governing body of a city or county with a population greater than 45000 shall inquire of persons who request copies of the "notice, information, or supporting material," if the requester will accept, by electronic mail, a link to the posting of those documents on the governing body's website. Again, the statute *does not mandate* that materials be mailed if the requester refuses to accept receipt by link.

Electronic delivery of notice, agenda, and supporting material is only supplemental to the right of the public to request materials over the counter under NRS 241.020(5).

Supporting material must continue to be provided over the counter upon request, but in neither case is there a statutory requirement that supporting material be mailed or emailed to the requester, even if the requester refuses to accept the electronic link. NRS 241.020(6)(b) grants some latitude to the public body with the phrase, "if feasible." The feasibility of emailing large files depends in part on the capability of the electronic system on which the public body relies.

For many public bodies, other than governing bodies with a population greater than 45,000, there may not be a webpage on which supporting material will be uploaded.

NRS 241.020(6) only requires that supporting material be "made available," which our office has opined means "over the counter." There is no statutory requirement in AB 65 or in previous amendments to the OML, which require a public body to email or mail supporting material to a requester.

8. "Present" is defined.

NRS 241.010 has been amended to define "present." Essentially, this definition codifies the definition this office has used for a long time. A member of a public body may be present through video conference or teleconference, but not through social media such as a chat room or email participation. The public must be able to view and/or hear the public body and be able to participate in the public meeting.

LEGISLATIVE CHANGES IN AB 445

1. The Department of Administration must create a location on the State's website for the posting of notices by public bodies subject to the OML.

Beginning January 1, 2014, NRS 241.020(3)(b) requires all public bodies to post public notice of a public meeting on the State's official website, to be created between now and January 1, 2014. The Department of Administration must establish, maintain,

and have a fully operational location on the State's official website for the posting of OML public body notices. Local government public bodies are initially exempt from the requirement, but must comply beginning July 1, 2014.

LEGISLATIVE CHANGES IN SB 74

- 1. Minutes or audio recordings of public meeting must be provided upon request to members of the public, at no charge, beginning October 1, 2013.**

Minutes are public records. (NRS 241.035). NRS 241.035(2) has been amended to require all public bodies to make available minutes or audio recordings upon request to a member of the public at no charge. Court reporters, who report meetings or transcribe recordings of meetings, are exempt from the requirement to provide a copy of transcription at no charge; court reporters are also prevented from charging a fee to a public body for any services related to transcription of a meeting.



NEVADA STATE BOARD OF LANDSCAPE ARCHITECTURE POSITION DESCRIPTION

Position Title: Executive Director

Date Originated: March 6, 2009

Reviewed/Revised:

RELATIONSHIPS:

Reports To: Board President

Internal Contacts: Board Members, Field Investigation Officers, Temporary Office Staff, Bookkeeper, Auditor, Deputy Attorney General

External Contacts: State of Nevada Registered Landscape Architects, Landscape Architects-In Training, Applicants for Registration by Reciprocity, Examination and Landscape Architect-In Training, Council of Landscape Architecture Registration Board Members and Staff, Other State of Nevada Boards and Agencies, Nevada Construction Relations Committee, National Society of Landscape Architects, Vendors and Visitors.

POSITION PURPOSE:

Pursuant to NRS 623A.100 duties of the Executive Director include: (a) Keep an accurate record of all proceedings of the Board; (b) Maintain custody of the official seal; (c) Maintain a file containing the names and addresses of all holders of certificates of registration and certificates to practice as a landscape architect intern; (d) Submit to the Board each application for a certificate of registration or certificate to practice as a landscape architect intern that is filed with the Board; (e) If a holder of a certificate of registration or certificate to practice as a landscape architect intern has violated any provision of this chapter, file a complaint with the Attorney General; and (f) Perform any other duties assigned to him by the Board.

The Executive Director is responsible for the supervision, coordination and administrative services of the Nevada State Board of Landscape Architects. This position oversees all operations of the

Board including: enforcement, quarterly Board meetings, payroll, payables, receivables, administration of national and state examinations, processing applicants for registration, annual registration renewals, communications including maintenance of the Board's web-site, preservation of Board files, budget and annual audit.

The Executive Director must retain a thorough knowledge of Nevada Administrative Code and Nevada Revised Statutes which pertain to this position as well as the State Administrative Manual (SAM). Active participation in State of Nevada Legislative Sessions including the representation of the Board at hearings and meetings as needed is also required.

The Executive Director serves as a liaison between the Board of Directors and all external contacts for purposes of communicating requirements of State of Nevada to Registered Landscape Architects and in keeping the Board apprised of legal requirements and current issues.

NATURE AND SCOPE:

The nature and scope of the Executive Director includes the establishment and implementation of administrative policies and procedures, which comply with applicable State of Nevada requirements. The Executive Director is responsible for Landscape Architect registration and renewal of registration, meeting management, flow of information from external contacts to the Board. This position acts as the liaison and resource between the Board and the Community. It is expected that the Executive Director will remain knowledgeable of any and all changes in standards and practices or of new standards and practices. It is further expected that any and all new required information will be transferred to existing operations.

MINIMUM QUALIFICATIONS:

Education: Working-level knowledge of the English language, including the ability to read, write, and speak English. A bachelor's degree is preferred.

Experience: Five years of experience in related administration.

ESSENTIAL FUNCTIONS REQUIRED TO FULFILL DUTIES:

Board of Director Activities

Provides supportive services to members of the Board in fulfilling the responsibilities of their offices. Participates in developing policies for the Board, and in monitoring the continuity of office activities. Organizes travel and attends Board meetings. Assists in the preparation of the agenda and meeting documents pursuant to NRS 241. Prepares and delivers Executive Director Report including progress and needs for Board operation; recommends necessary action concerning the operation of the Board. Records, transcribes and maintains records from these meetings. Notifies applicants, petitioners, or appropriate parties of Board actions. Initiates action on Board directives.

Landscape Architecture, Landscape Architecture In-training Registration and Renewal of Registration

Oversees the processing of all Landscape Architect and Landscape Architecture In-training registration and registration renewal applications in accordance with NRS Chapter 623A.200

Examinations

Pursuant to NRS 623A.190, oversees the administration of the National Examination and the Nevada State Research Examination.

Board Records

Maintains confidential credentials files and electronic database in accordance with NRS 623A.135

Enforcement

Responsible for receiving initial complaints and establishing if the complaint falls within the jurisdiction of the Board. All correspondence to the complainant and the respondent are the responsibility of the Executive Director. Responsible for introducing all cases to the Enforcement Representative of the Board and the Deputy Attorney General as needed for follow-up and disposition. Assists the Field Enforcement Officers, Enforcement Representative of the Board and Deputy Attorney General as requested with all enforcement activities. Provides quarterly enforcement reports to the Legislative Counsel Bureau pursuant to NRS 622.100.

Legislative Session

Represents the Board at hearings and meetings as directed by the Board. Tracks bills as they are introduced for impact on the Board providing reports at quarterly meetings of the Board and more often as needed.

Communications

Maintains communication with all internal and external contacts. Identifies and works to solve problems as they arise. Maintains the Nevada State Board of Landscape Architecture web-site, telephone, facsimile machine and cellular telephone. Receives and responds to United States mail, telephone calls and electronic mailings and any other form of communication to the Board.

Coordinates the activities of the Board with other State of Nevada Boards and Agencies including but not limited to correspondence, attendance at meetings, telephone contacts and project cooperation.

Coordinates the activities of the Board with professional organizations such as National Society of Landscape Architects, Council of Landscape Architect Registration Boards, Nevada Construction Relations Committee including correspondence, attendance at meetings, telephone contacts and project cooperation.

Payroll

Oversees all aspects of Board payroll including the completion of quarterly and year end State of Nevada and Federal Reports.

Annual Budget

Prepares and administers the annual budget in conjunction with the Board. Performs monthly financial duties including accounts payable, accounts receivable, banking and Board reports in accordance with NRS 623A.150

Annual Audit

Prepares and provides data necessary for an annual audit pursuant to NRS 218.825, oversees reporting of the audit to the Legislative Counsel Bureau.

Confidentiality

Exhibits a high degree of responsibility for confidential matters. in accordance with NRS 623A.353

Assume Other Related Responsibilities as Required

Maintains knowledge of Chapter 623A of Nevada Revised Statutes (NRS), Chapter 623A of Nevada Administrative Code (NAC) and State Administrative Manual (SAM). Ensures that all office policies and procedures comply with NRS Chapter 623A and NAC Chapter 623A. Responsible for the creation and maintenance of an operations manual. Responsible for monitoring outside contractors including necessary training and evaluations. Maintains custody of the official seal.



**Nevada State Board of Landscape Architecture
Executive Director
Annual Review
PERFORMANCE STANDARDS**

Instructions: For each function, assess whether the employee demonstrates the behaviors, Exceptional (4), Exceeds Expectations (3) Meets Expectations (2), Needs Development (1) or Unsatisfactory (0). For any function scored as needs development or unsatisfactory, develop and implement an action plan. Customer is defined as anyone with whom the Board has contact. Maximum score is 48.

4: Exceptional: Consistently exceeds all expectations and standards. Demonstrates the highest level of professional excellence and superior work. Always demonstrates desired behaviors even under difficult and stressful circumstances. Anticipates and exceeds customer needs and desires. This level of performance is an excellent role model to others. Recognized by peers as an expert and problem solver.

3: Exceeds Expectations: Demonstrated accomplishments are clearly and consistently above most expectations and standards. Regularly demonstrates desired behaviors. Provides significant contributions towards the achievement of individual, and Board goals; this level of performance is a positive model to others.

2: Meets Expectations: Work is performed within established expectations and standards. Provides expected performance; some of the time exceeds expectations and rarely does not meet expectations. Generally demonstrates desired behaviors and strives to correct deviation from desired behaviors.

1: Needs Development: Does not consistently meet performance expectations or standards; some of the time meets expectations, but overall compliance with expectations or results are not meeting expectations and require a development plan. Demonstrates some, but not all the desired behaviors. Improvement in performance is needed to achieve acceptable level of contribution. Employee is placed on a formal Development/Action Plan.

0: Unsatisfactory: Performance level fails to meet expectations or standards. There is inconsistency and the employee is generally unaware when not demonstrating desired behaviors. Does not demonstrate the desired behaviors of this organization. Employee is placed on a formal Development/Action Plan and immediate improvements must be made to justify continued employment.

ESSENTIAL FUNCTIONS:

4 3 2 1 0

1. Board of Director Activities

Provides supportive services to members of the Board in fulfilling the responsibilities of their offices.

Participates in developing policies for the Board, and in monitoring the continuity of office activities.

Organizes travel and attends Board meetings.

Assists in the preparation of the agenda and meeting documents pursuant to NRS 241.

Prepares and delivers Executive Director Report including progress and needs for Board operation; recommends necessary action concerning the operation of the Board.

Records, transcribes and maintains records from these meetings.

Notifies applicants, petitioners, or appropriate parties of Board actions.

Initiates action on Board directives.

4 3 2 1 0

2. Landscape Architecture, Landscape Architecture In-training Registration and Renewal of Registration

Oversees the processing of all Landscape Architect and Landscape Architecture In-training registration and registration renewal applications in accordance with NRS Chapter 623A.200

4 3 2 1 0

3. Examinations

Pursuant to NRS 623A.190, oversees the administration of the National Examination and the Nevada State Research Examination.

4 3 2 1 0

4. Board Records

Maintains confidential credentials files and electronic database in accordance with NRS 623A.135

4 3 2 1 0

5. Communications

Maintains communication with all internal and external contacts.

Identifies and works to solve problems as they arise.

Maintains the Nevada State Board of Landscape Architecture web-site, telephone, facsimile machine and cellular telephone. Receives and responds to United States mail, telephone calls and electronic mailings and any other form of communication to the Board.

Coordinates the activities of the Board with other State of Nevada Boards and Agencies including but not limited to correspondence, attendance at meetings, telephone contacts and project cooperation.

Coordinates the activities of the Board with professional organizations such as National Society of Landscape Architects, Council of Landscape Architect Registration Boards,

Nevada Construction Relations Committee including correspondence, attendance at meetings, telephone contacts and project cooperation.

4 3 2 1 0

6. Enforcement

Responsible for receiving initial complaints and establishing if the complaint falls within the jurisdiction of the Board.

All correspondence to the complainant and the respondent are the responsibility of the Executive Director.

Responsible for introducing all cases to the Enforcement Representative of the Board and the Deputy Attorney General as needed for follow-up and disposition.

Assists the Field Enforcement Officers, Enforcement Representative of the Board and Deputy Attorney General as requested with all enforcement activities.

Provides quarterly enforcement reports to the Legislative Counsel Bureau pursuant to NRS 622.100.

4 3 2 1 0

7. Legislative Session

Represents the Board at hearings and meetings as directed by the Board.

Tracks bills as they are introduced for impact on the Board providing reports at quarterly meetings of the Board and more often as needed.

4 3 2 1 0

8. Payroll

Oversees all aspects of Board payroll including the completion of quarterly and year end State of Nevada and Federal Reports.

4 3 2 1 0

9. Annual Budget

Prepares and administers the annual budget in conjunction with the Board.

Performs monthly financial duties including accounts payable, accounts receivable, banking and Board reports in accordance with NRS 623A.150

4 3 2 1 0

10. Annual Audit

Prepares and provides data necessary for an annual audit pursuant to NRS 218.825, oversees reporting of the audit to the Legislative Counsel Bureau.

4 3 2 1 0

11. Confidentiality

Exhibits a high degree of responsibility for confidential matters. in accordance with NRS 623A.353

4 3 2 1 0

12. Assume Other Related Responsibilities as Required

Maintains knowledge of Chapter 623A of Nevada Revised Statutes (NRS), Chapter 623A of Nevada Administrative Code (NAC) and State Administrative Manual (SAM).



State of Nevada
Office of the Attorney General

**TRAINING FOR BOARD AND COMMISSION MEMBERS,
EXECUTIVE DIRECTORS, ADMINISTRATORS, DIRECTORS, AND
AGENCY STAFF**

CARSON CITY
Nevada Legislative Counsel Bureau
401 S. Carson Street
Room No. 4100
Carson City, NV 89701-4747

LAS VEGAS
(by Video-Conference)
Grant Sawyer Office Building
555 E. Washington Ave.
Room No. 4401
Las Vegas, NV 89101-1072

WEDNESDAY, OCTOBER 23, 2013

8:45 a.m. to 12:00 p.m. and 1:15 p.m. to 4:30 p.m.

TOPICS

ADMINISTRATIVE HEARINGS AND PROCEDURES (9 A.M.)

ADMINISTRATIVE RULE MAKING (10 A.M.)

OPEN MEETING LAW (11 A.M.)

PUBLIC RECORDS (1:15 P.M.)

ETHICS IN GOVERNMENT/ABSTENTION (2:15 P.M.)

THE 10 COMMANDMENTS OF SOCIAL MEDIA USE FOR PUBLIC OFFICERS AND EMPLOYEES
(3:45 P.M.)

GENERAL QUESTION AND ANSWER SESSION (4:15 P.M.)

Please RSVP to Heather Cooney by e-mail to HCooney@ag.nv.gov or
phone to 775-684-1202, before 10/9/2013

▣ ▣ ▣ **SPACE IS LIMITED—PLEASE ARRIVE EARLY FOR A SEAT** ▣ ▣ ▣

Nevada State Board of Landscape Architecture

Profit & Loss Budget vs. Actual

July 1 through August 25, 2013

| | Jul 1 - Aug 25, 13 | Budget | \$ Over Budget | % of Budget |
|--|--------------------|------------------|-------------------|---------------|
| Income | | | | |
| 001 · Application Fees | 0.00 | 100.00 | -100.00 | 0.0% |
| 002 · LAIT (\$100) | 0.00 | 875.00 | -875.00 | 0.0% |
| 003 · LARE (\$175) | 0.00 | 1,500.00 | -1,500.00 | 0.0% |
| 004 · Reciprocity (\$100) | 0.00 | 0.00 | 0.00 | 0.0% |
| 001 · Application Fees - Other | 0.00 | 0.00 | 0.00 | 0.0% |
| Total 001 · Application Fees | 0.00 | 2,475.00 | -2,475.00 | 0.0% |
| 010 · Exam Fees | | | | |
| 011 · Redline Reviewer Fee (\$50) | 0.00 | 0.00 | 0.00 | 0.0% |
| 012 · LARE - Late Fee (\$100) | 0.00 | 0.00 | 0.00 | 0.0% |
| 013 · LARE - Section C & E (\$280) | 0.00 | 0.00 | 0.00 | 0.0% |
| 014 · LARE - Sitting Fee (\$100/sectn) | 0.00 | 0.00 | 0.00 | 0.0% |
| 015 · Nevada Specific Exam (\$75) | 0.00 | 1,500.00 | -1,500.00 | 0.0% |
| 016 · Redline Review (\$120) | 0.00 | 0.00 | 0.00 | 0.0% |
| 010 · Exam Fees - Other | 0.00 | 0.00 | 0.00 | 0.0% |
| Total 010 · Exam Fees | 0.00 | 1,500.00 | -1,500.00 | 0.0% |
| 020 · Interest Income | | | | |
| 030 · New Registration Fees | 0.00 | 50.00 | -50.00 | 0.0% |
| 031 · New Certificate Fee (\$25) | 75.00 | 500.00 | -425.00 | 15.0% |
| 032 · New Licensee Fee - LARE (\$150) | 300.00 | 750.00 | -450.00 | 40.0% |
| 033 · New Licensee Fee - Recipr (\$150) | 300.00 | 2,250.00 | -1,950.00 | 13.3% |
| 034 · New Stamp Fee (\$25) | 75.00 | 500.00 | -425.00 | 15.0% |
| 030 · New Registration Fees - Other | 0.00 | 0.00 | 0.00 | 0.0% |
| Total 030 · New Registration Fees | 750.00 | 4,000.00 | -3,250.00 | 18.8% |
| 040 · Registration Renewal Fees | | | | |
| 041 · Reinstatement Fee (\$300) | 0.00 | 300.00 | -300.00 | 0.0% |
| 042 · Renewal Delinquency Fee (\$50) | 450.00 | 1,000.00 | -550.00 | 45.0% |
| 043 · Renewal Fee LA (\$150) | 52,162.50 | 55,500.00 | -3,337.50 | 94.0% |
| 044 · Renewal Fee LAIT (\$100) | 0.00 | 0.00 | 0.00 | 0.0% |
| 040 · Registration Renewal Fees - Other | 0.00 | 0.00 | 0.00 | 0.0% |
| Total 040 · Registration Renewal Fees | 52,612.50 | 56,800.00 | -4,187.50 | 92.6% |
| 050 · Other Income | | | | |
| Returned Check Fees (\$25) | 0.00 | 50.00 | -50.00 | 0.0% |
| 051 · Address Change (\$10) | 420.00 | 250.00 | 170.00 | 168.0% |
| 052 · Blue Book | 0.00 | 0.00 | 0.00 | 0.0% |
| 053 · Electronic/Replacemt Stamp \$25 | 19.99 | 19.99 | 0.00 | 100.0% |
| 054 · Enforcement Revenue | 0.00 | 0.00 | 0.00 | 0.0% |
| 050 · Other Income - Other | 0.00 | 0.00 | 0.00 | 0.0% |
| Total 050 · Other Income | 439.99 | 319.99 | 120.00 | 137.5% |
| Total Income | 53,802.49 | 65,144.99 | -11,342.50 | 82.6% |

Nevada State Board of Landscape Architecture Profit & Loss Budget vs. Actual

July 1 through August 25, 2013

| | Jul 1 - Aug 25, 13 | Budget | \$ Over Budget | % of Budget |
|---|--------------------|-----------|----------------|-------------|
| Cost of Goods Sold | 0.00 | 0.00 | 0.00 | 0.0% |
| 50000 · Cost of Goods Sold | 0.00 | 0.00 | 0.00 | 0.0% |
| Total COGS | 0.00 | 0.00 | 0.00 | 0.0% |
| Gross Profit | 53,802.49 | 65,144.99 | -11,342.50 | 82.6% |
| Expense | 24.00 | 250.00 | -226.00 | 9.6% |
| 060 · Bank Charges | | | | |
| 070 · Board Expenses | | | | |
| 071 · Board Member Mtg Fee (\$80) | 400.00 | 1,600.00 | -1,200.00 | 25.0% |
| 072 · Meals - Board Meetings | 0.00 | 4,413.67 | -4,413.67 | 0.0% |
| 073 · Travel - Board Meetings | 0.00 | 4,000.00 | -4,000.00 | 0.0% |
| 070 · Board Expenses - Other | 0.00 | 0.00 | 0.00 | 0.0% |
| Total 070 · Board Expenses | 400.00 | 10,013.67 | -9,613.67 | 4.0% |
| 080 · CLARB Affiliation Dues | 0.00 | 5,325.00 | -5,325.00 | 0.0% |
| 090 · CLARB Conference Expenses | | | | |
| 091 · Bd Member Conf Per Diem \$80 | 0.00 | 1,200.00 | -1,200.00 | 0.0% |
| 092 · CLARB Representative Expenses | 0.00 | 0.00 | 0.00 | 0.0% |
| 093 · Conference Registration | 0.00 | 6,600.00 | -6,600.00 | 0.0% |
| 094 · Travel - CLARB | 1,931.70 | 6,000.00 | -4,068.30 | 32.2% |
| 090 · CLARB Conference Expenses - Other | 0.00 | 0.00 | 0.00 | 0.0% |
| Total 090 · CLARB Conference Expenses | 1,931.70 | 13,800.00 | -11,868.30 | 14.0% |
| 100 · Education & Training | 0.00 | 0.00 | 0.00 | 0.0% |
| 110 · LARE Exam Expenses | | | | |
| 111 · Exam Room Rental | 0.00 | 0.00 | 0.00 | 0.0% |
| 112 · Proctor Exam Expenses | 0.00 | 0.00 | 0.00 | 0.0% |
| 113 · LARE Exams (\$280) | 0.00 | 0.00 | 0.00 | 0.0% |
| 114 · Redline & Standard Review \$120 | 0.00 | 0.00 | 0.00 | 0.0% |
| 115 · Redline Reviewer Fees | 0.00 | 0.00 | 0.00 | 0.0% |
| 110 · LARE Exam Expenses - Other | 0.00 | 0.00 | 0.00 | 0.0% |
| Total 110 · LARE Exam Expenses | 0.00 | 0.00 | 0.00 | 0.0% |
| 120 · NCIRC | | | | |
| 121 · Board Member NCIRC Mtg Fee \$80 | 0.00 | 0.00 | 0.00 | 0.0% |
| 122 · Miscellaneous - NCIRC | 0.00 | 0.00 | 0.00 | 0.0% |
| 123 · Travel - NCIRC | 28.53 | 0.00 | 28.53 | 100.0% |
| 120 · NCIRC - Other | 0.00 | 0.00 | 0.00 | 0.0% |
| Total 120 · NCIRC | 28.53 | 0.00 | 28.53 | 100.0% |

**Nevada State Board of Landscape Architecture
Profit & Loss Budget vs. Actual
July 1 through August 25, 2013**

| | Jul 1 - Aug 25, 13 | Budget | \$ Over Budget | % of Budget |
|--|--------------------|------------------|-------------------|--------------|
| 130 · Office Expenses | | | | |
| 131 · Cellular Telephone | 153.66 | 1,260.00 | -1,106.34 | 12.2% |
| 132 · DoIT Email & Web | 5.08 | 100.00 | -94.92 | 5.1% |
| 133 · Miscellaneous Office Expense | 71.88 | 0.00 | 71.88 | 100.0% |
| 134 · NSBLA Stamp | 10.00 | 519.99 | -509.99 | 1.9% |
| 135 · Office Eqmt, Software & Maint | 578.82 | 1,100.00 | -521.18 | 52.6% |
| 136 · Office Rent | 0.00 | 3,600.00 | -3,600.00 | 0.0% |
| 137 · Office Supplies | 0.00 | 1,000.00 | -1,000.00 | 0.0% |
| 138 · Post Office Box Rent | 0.00 | 124.00 | -124.00 | 0.0% |
| 139 · Postage & Delivery | 0.00 | 400.00 | -400.00 | 0.0% |
| 140 · Printing & Reproduction | 0.00 | 400.00 | -400.00 | 0.0% |
| 141 · Telephone & Fax Line | 0.00 | 80.00 | -80.00 | 0.0% |
| 130 · Office Expenses - Other | 0.00 | 1,000.00 | -1,000.00 | 0.0% |
| Total 130 · Office Expenses | 819.44 | 9,583.99 | -8,764.55 | 8.6% |
| 150 · Payroll Expenses | | | | |
| 151 · Enforcement Officer | 0.00 | 1,000.00 | -1,000.00 | 0.0% |
| 152 · Executive Director | 4,607.04 | 28,990.50 | -24,383.46 | 15.9% |
| 153 · Executive Director - Bonus | 0.00 | 2,000.00 | -2,000.00 | 0.0% |
| 154 · Mileage | 67.80 | 400.00 | -332.20 | 17.0% |
| 155 · Nevada Business Tax | 0.00 | 150.00 | -150.00 | 0.0% |
| 156 · Payroll Penalties & Interest | 24.20 | 0.00 | 24.20 | 100.0% |
| 157 · Payroll Taxes | 490.64 | 2,700.00 | -2,209.36 | 18.2% |
| 150 · Payroll Expenses - Other | 0.00 | 0.00 | 0.00 | 0.0% |
| Total 150 · Payroll Expenses | 5,189.68 | 35,240.50 | -30,050.82 | 14.7% |
| 160 · Professional Fees | | | | |
| 161 · Accountant | 0.00 | 3,150.00 | -3,150.00 | 0.0% |
| 162 · Bookkeeping | 180.00 | 600.00 | -420.00 | 30.0% |
| 163 · Deputy Attorney General | 0.00 | 1,500.00 | -1,500.00 | 0.0% |
| 164 · Legislative Bill Tracker | 0.00 | 0.00 | 0.00 | 0.0% |
| 165 · Legislative Counsel Bureau | 0.00 | 0.00 | 0.00 | 0.0% |
| 166 · 2013 Legislative Session | 0.00 | 0.00 | 0.00 | 0.0% |
| 167 · Risk Management | 0.00 | 1,381.83 | -1,381.83 | 0.0% |
| 168 · Temporary Office Help | 0.00 | 0.00 | 0.00 | 0.0% |
| 160 · Professional Fees - Other | 0.00 | 0.00 | 0.00 | 0.0% |
| Total 160 · Professional Fees | 180.00 | 6,631.83 | -6,451.83 | 2.7% |
| 170 · Registration Renewal Expenses | | | | |
| 172 · Printing Renewal Forms | 0.00 | 100.00 | -100.00 | 0.0% |
| 171 · Mailing Renewal Forms | 0.00 | 200.00 | -200.00 | 0.0% |
| 170 · Registration Renewal Expenses - Other | 0.00 | 0.00 | 0.00 | 0.0% |
| Total 170 · Registration Renewal Expenses | 0.00 | 300.00 | -300.00 | 0.0% |

**Nevada State Board of Landscape Architecture
Profit & Loss Budget vs. Actual
July 1 through August 25, 2013**

| | Jul 1 - Aug 25, 13 | Budget | \$ Over Budget | % of Budget |
|--------------------------------------|--------------------|-------------------|-------------------|----------------|
| 200 · Publications | | | | |
| 201 · Nevada Blue Book | 0.00 | 0.00 | 0.00 | 0.0% |
| 200 · Publications - Other | 0.00 | 0.00 | 0.00 | 0.0% |
| Total 200 · Publications | 0.00 | 0.00 | 0.00 | 0.0% |
| 66900 · Reconciliation Discrepancies | 0.00 | 0.00 | 0.00 | 0.0% |
| 999 · FY04 | 0.00 | 0.00 | 0.00 | 0.0% |
| Total Expense | 8,573.35 | 81,144.99 | -72,571.64 | 10.6% |
| Net Income | 45,229.14 | -16,000.00 | 61,229.14 | -282.7% |

Nevada State Board of Landscape Architecture
Balance Sheet
As of August 25, 2013

| | |
|---------------------------------|------------|
| Aug 25, 13 | |
| ASSETS | |
| Current Assets | |
| Checking/Savings | 33,121.13 |
| CD 5219 - B of A | 48,932.72 |
| Petty Cash | 58.46 |
| Savings 8524 - B of A | 45,092.08 |
| Total Checking/Savings | 127,204.39 |
| Total Current Assets | 127,204.39 |
| TOTAL ASSETS | 127,204.39 |
| LIABILITIES & EQUITY | |
| Liabilities | |
| Current Liabilities | |
| Other Current Liabilities | 1,119.38 |
| Payroll Liabilities | 1,119.38 |
| Total Other Current Liabilities | 1,119.38 |
| Total Current Liabilities | 1,119.38 |
| Equity | |
| Opening Bal Equity | 32,224.00 |
| Retained Earnings | 48,631.87 |
| Net Income | 45,229.14 |
| Total Equity | 126,085.01 |
| TOTAL LIABILITIES & EQUITY | 127,204.39 |

Welcome Valued Business Banking Client

NV STATE BOARD OF LANDSCAPE ARCHITECTURE - Business Platinum Privileges™

Protect your accounts and information, visit the Security Center

Last sign in: 08/11/2013 at 06:09 PM ET
 landscapboard@nsbla.nv.gov **Edit**

Need Assistance?

Business Platinum Privileges™ Clients
 Call 1.888.BUSINESS (1.888.287.4637) for help with your new or existing Small Business accounts and services.

Business Platinum Privileges™ and Business Advantage
 customers, please have your Access ID/PIN or your Bank of America account number on hand to enjoy priority service.

Send a message to customer service team
 For Online Banking technical questions call: 1800.933.6262
 Send a message to Online Banking Support

Accounts

Business Accounts

NSBLA CHECKING ACCOUNT
 \$53,280.92
 Go Paperless — more documents available

NSBLA SAVINGS ACCOUNT
 \$45,093.61
 Go Paperless — more documents available

Personal Accounts
Fixed Term CD - 5219
 \$33,106.73
 Go Paperless — more documents available



Investment accounts

Open an investment account with Merrill Edge® and view your banking and investing accounts on this page.
 \$6.95 simple flat-rate pricing or qualify for 30 commission-free online equity and ETF trades per month with a Merrill Edge Self-directed account.
 Invest for retirement with Merrill Edge and get a full range of investment offerings including mutual funds, ETFs, stocks and bonds.

My Portfolio® »

You can view and manage all your accounts - even those from other banks and financial institutions - in one place with My Portfolio. Visit My Portfolio today to simplify how you manage your money.

Special Offers & New Accounts

BankameriDeals®

New Choose cash back deals, and get cash back put into your account.

Add It Up™

Earn up to 20% cash back on your online purchases, on top retailer's discounts and credit or debit card rewards.

View your Special Offers »

Open an Account.

For checking, savings, and money market accounts, the balance may reflect transactions that have not yet posted to your account. For credit card, Gold Option and Gold Reserve accounts, the balance may not reflect recent transactions or pending payments.



**NEVADA STATE BOARD OF LANDSCAPE ARCHITECTURE
EXECUTIVE DIRECTOR REPORT
August 24, 2013**

a. Financial Update:

The current bank account balance and accounting records are detailed in the financial reports included with this report. The balance to date is \$127,204.39 for all accounts. In reviewing the Profit & Loss Budget vs. Actual Report, it is apparent that the Board has received over 82.6% of its projected income, and has spent only 10.6% of its projected expenses. All invoices to this date have been paid.

b. Registration Renewal Update:

Registration packets were sent out on May 1, 2013 in the new format consisting of 1 sheet on which the renewal card was printed.

*NRS 623A.200-If a holder of a certificate of registration submits to the Board the annual renewal fee, proof and information required pursuant to the provisions of subsection 2, or if the Board approves the renewal or reinstatement of a certificate of registration pursuant to the provisions of subsection 3 or 4, the Executive Director of the Board shall, upon receipt of the applicable fees, proof and information or upon receipt of the approval of the Board, **issue a renewal card to the applicant, indicating that the certificate of registration is renewed for 1 year. The renewal card must bear the seal of the Board and include:***

(a) The number of the certificate of registration; and

(b) The signature of the President or Executive Director of the Board or a facsimile of that signature.

There were less than 15 registrants who requested their renewal card in the former format, their requests were met. Perhaps next year, a line should be added to the renewal form indicating that a renewal certificate is available for a fee of \$25 for which is allowed per NRS.

Of the 383 applications mailed:

- 353 paid in renewal fees in full
- 10 are exempt due to their status with the Board
- 3 returned their renewal but still owe \$10 change of address fee
- 2 checks were returned by the bank as unpaid
- 1 check was paid, no application was included
- 14 remain unpaid

Follow-up correspondence for each of the delinquent/missing registrations has been sent out with an explanation of the consequences of non-registration. Overall, the Board experienced greater success with renewals than in the past years. On June

20th, 10 days before expiration, an e-mail was sent to all outstanding registrants reminding them that their renewals had still not been received. This action contributed to far fewer delinquent registrations than past years.

d. Candidate for Registration in the State of Nevada-All Registration by Reciprocity
Carrie Jensen-Registration by Examination

Important Reminders

September 3 at 5 p.m. Central Time is the deadline for hotel reservations.

September 11 is the meeting registration deadline.

Member Board Executives must register attendees.

Attendees will select their own sessions and register guests.

During session selection, please let CLARB know if you're planning to attend the Welcome Reception and/or the President's Awards Dinner.

Dress code is business casual for sessions and evening business casual for the President's Awards Dinner.

In keeping with CLARB's core value of stewardship, this meeting will be **"paperless."**

[Visit the Annual Meeting website](#) for detailed meeting information.

NEW! [Meeting info at a glance](#) is now available (PDF).

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2013 CLARB ANNUAL MEETING
SEPTEMBER 26-28
MINNEAPOLIS

K N O W L E D G E A B L E
e m p o w e r e d
I N F O R M E D
e d u c a t e d
E N L I G H T E N E D
g r o u n d e d
A W A R E

Wednesday, September 25

1:00 p.m. – 5:00 p.m.

Registration, Hospitality Area and Cyber Café Open

7:00 p.m. – 8:30 p.m.

Welcome Reception with *IGNITE* Presentations*

Join your regulatory board peers, the CLARB Board of Directors and staff for a relaxing evening of networking and learning to kick off the meeting. As a special feature, this year's reception will introduce *IGNITE* presentations: creative, entertaining and informative talks where presenters share their ideas and personal or professional passions in five minutes. Each presentation is meant to "ignite" the audience on a subject, i.e. to generate awareness and to stimulate thought and action on the subjects presented. [Click here to view an *IGNITE* example.](#)

Thursday, September 26

7:30 a.m. – 4:00 p.m.

Registration, Hospitality Area and Cyber Café Open

8:00 a.m. – 12:00 p.m.

Working Breakfast and MBE Exchange



Engage with fellow MBEs to share ideas and best practices for addressing common issues and challenges. Onsite and virtual attendees will both benefit from the following discussions:

- Emotional intelligence and regulatory excellence—a critical connection. An effective Board Executive will utilize the competency of emotional intelligence (EI) to understand the unique perspectives and needs of various stakeholders to inform his or her leadership and management behaviors. By employing EI attributes of sensitivity and awareness executives can help ensure efficient and productive relationships while bringing organizations closer to their ultimate goal of public protection.
- Emerging trends in licensure qualification. CLARB has learned that new requirements are being added to licensure qualifications, not only for landscape architects, but for all professions. Background checks, legal work status, and special accommodations for military personnel are examples of new requirements in some jurisdictions. Come prepared to share and discuss how your Board might respond to these emerging requirements.

- Evaluating foreign exam/licensure applicants. As landscape architecture grows in scope and importance across the world, some U.S. and Canadian jurisdictions are seeing an increase in foreign applicants for examination and licensure. How is your Board addressing this trend, what processes are you using to evaluate these applicants, and how can CLARB help?
- How multi-disciplinary Boards can update their laws. In 2012 the Kansas State Board of Technical Profession, representing the professions of architecture, engineering, geology and land surveying, updated its Practice Act by completing a line-by-line review. Successfully updating an Act for five professions requires all responsible parties to set goals and objectives, buy into the process, and work together as a single regulatory entity: otherwise, achieving such an effort across multiple professions is likely to fail from the onset. Join Kansas Board Executive Jean Boline and staff member Mary Dyck for a discussion of best practices for updating regulations.

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1:30 p.m. – 2:30 p.m. Opening Business Session



Following a welcome from representatives from the Minnesota Board of Architecture, Engineering, Land Surveying, Landscape Architecture, Geoscience and Interior Design we will review the meeting agenda and outcomes and meet CLARB officer candidates. Participants will also hear about new pilot projects to increase engagement between CLARB and all Member Boards.

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Contribute to and learn from the knowledge and experience of the Boards in your region from these in-person sessions. During this open forum, attendees will have an opportunity to discuss common local, regional, national and international issues and challenges, share ideas and best practices and conduct elections for Regional Director in Regions 1, 3, and 5.

4:30 p.m. – 5:30 p.m. Explaining the Unexplainable: Helping the Public Understand the Unique Impacts of Landscape Architecture



Based on a recent, highly well-received presentation delivered at the Canadian Society of Landscape Architects annual congress, this “un-session” will demonstrate how to communicate the CLARB research on the impacts of landscape architecture to public well-being in a way that also recognizes and speaks to the challenge of explaining the profession to the public. The premise of the presentation is that landscape architects have an historic opportunity to reinvent and rearticulate their value proposition to establish a powerful, distinctive, and enduring brand that builds upon the profession’s historic strengths, core values, and unique competencies. Through real-life, visualized examples, attendees will learn how to identify and concisely explain the seven distinctive, research validated impacts of landscape architecture to wide ranging audiences.

4:30 p.m.

Walking Tour*

This self-guided walking tour of Minneapolis provides an opportunity to stretch your legs and view places of landscape architectural interest that demonstrate the profession's impact on health, safety and welfare. A map with locations and notes will be provided to guide you on your tour.

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8:00 a.m. – 5:00 p.m.

Hospitality Area and Cyber Café Open

8:00 a.m. – 9:00 a.m.

Group Breakfast*

9:00 a.m. – 12:00 p.m.

Special Group Workshop: Building More Strategic Boards with “Knowledge Based Strategic Governance”

Boards are challenged by the new “reset” economy, deregulatory pressures, and changing demographics as they work to deliver on their mission of protecting the public's health, safety, and welfare. While it's important to “keep the trains running on time,” it's not enough to ensure Board and regulatory relevance next year or five years from now. How can Boards manage to do it all? Part of the solution may be to develop new “muscles” that enable Boards to make decisions that provide for today's needs while preparing for a successful future. Join Paul Meyer, co-president of Tecker, Inc., strategic governance consultant to the CLARB Board of Directors and hundreds of other associations, nonprofits, small businesses, and government entities, in an interactive workshop that will enable your Board to take advantage of governance practices that will increase their efficiency, strategic focus and effectiveness.

Attendees will learn the basics of “knowledge based strategic governance” and how the CLARB Board of Directors has employed these processes as part of its ongoing work and will take home tools, resources, and knowledge that they can put in to practice quickly.

12:00 p.m. – 2:00 p.m.

Working Lunch (Bonus Session w/ Paul Meyer) or Lunch on Your Own

Choose lunch on your own or join “strategic boards” session leader, Paul Meyer for lunch and more conversation about how to address specific challenges and opportunities in your own jurisdiction.

2:00 p.m. – 5:00 p.m.

Strategic Conversations – regulating welfare, CLARB's global strategy and value proposition for the 21st century

Consistently rated as the most popular by Member attendees, these sessions enable Boards to be “in the know” about the organization's strategic initiatives and priorities and help inform CLARB's strategic thinking processes. During these 45-minute, rotating sessions, attendees will hear updates and provide input on the following topics:

- Regulating welfare. Member Boards will have an opportunity to provide feedback on specific approaches to recognize the “welfare” aspects of landscape architectural practice in regulation and help the CLARB Board of Directors better understand Board interest in, and readiness for, movement towards regulating welfare.
- Facilitating and responding to the increase in professionalism around the world. Based on increased dialogue with landscape architecture organizations around the world, including the International Federation of Landscape Architects, there is significant interest in the concept of global standards for the practice of landscape architecture. Hear what CLARB has learned since



the last membership meeting and provide input to the Board of Directors on how global practice issues are, or may be, affecting your Board.

- CLARB's value proposition for the 21st century. Periodically every organization must reevaluate what unique value it provides to its members/customers/constituents/stakeholders due to changes in the environment and evolution of individual and organizational needs. Join in an interactive dialogue designed to address three key questions:
 - What are the long-term, high value outcomes that CLARB should **commit** to working on over time?
 - What is the **content** (substantive, meaningful activities) that will enable CLARB to create long-term, high value to members and customers?
 - What would a **community** that is genuinely concerned about each other's long term success look like, be like, and do?

6:15 p.m. – 9:30 p.m. President's Dinner*

Join President Dennis Bryers at the [Minneapolis Institute of Art](#) as he recognizes individuals who have made special contributions during the past year. **Shuttles will depart at 6:30 p.m. Please meet in the hotel lobby by 6:15 p.m. to ensure a prompt departure.** Don't forget your drink tickets! **Dress code is evening business casual** (i.e. cocktail dress, slacks and dress shirt; jacket and tie optional).

Saturday, September 28

8:00 a.m. – 1:00 p.m. Hospitality Area and Cyber Café Open

8:00 a.m. – 9:00 a.m. Group Breakfast*

9:00 a.m. – 12:00 p.m. Operational Conversations

Introduced at the most recent CLARB Spring membership meeting, these conversations encourage deeper understanding of business and programmatic issues and provide opportunities for Members to weigh in on proposed enhancements to the way CLARB serves Boards, candidates and licensees. During these 45-minute rotating sessions participants will review:

- 2014 scope of work
- Website enhancements
- Analyzing L.A.R.E. data and trends

12:00 p.m. – 1:00 p.m. Closing Session



Attendees will [vote on proposed bylaws changes](#), meet the new members of the Board of Directors, hear a summary of meeting outcomes and next steps, and have a fresh opportunity to provide additional input to CLARB leadership.



[Visit the Annual Meeting page on Facebook](#)
to be "in the know," chat with meeting attendees,
share meeting pics, and much more!



Indicates a virtual participation opportunity. Dial-in and web login access details will be provided to all members via email as well as posted [on the Annual Meeting website](#).



- An enhanced session for Member Board Executives (MBEs) that includes discussions about emerging trends in licensure qualification, and how Boards can efficiently update their laws;
- A new session designed exclusively for Member Board Members (MBMs) to provide clarity on the important governance role they play;
- A bonus session for all about helping the public understand the impacts of landscape architecture;
- Discussions about regulating the welfare aspect of practice, creating a global practice standard, and identifying CLARB's value proposition for the 21st century;
- Voting on proposed bylaws revisions that will bring the bylaws into alignment with the new exam procedures;
- The election of new CLARB Board of Directors members including Regional and Alternate Directors for Regions I, III and V;

CLARB Board of Directors Election

The Nominating Committee has established an initial slate of candidates for the CLARB Board of Directors. Click to view each candidate's bio.

- [Stephanie Landregan](#) (President)
- [Jerany Jackson](#) (President-Elect)
- [Randy Weatherly](#) (Vice President)
- [Christine Anderson](#) (Treasurer)
- [John Tarkany](#) (Treasurer)

The Treasurer will serve a two year term (October 1, 2013 - September 30, 2015) while the other positions will each serve a one year term (October 1, 2013 - September 30, 2014).

Cary and Dan:

AIR Confirmation: AZ2MSL

BAIRD/CARY and HILL/DAN

Wed Sep 25 Flight 180

Depart LAS VEGAS NV (LAS) on Southwest Airlines at 06:55 AM

Arrive in DENVER CO (DEN) at 09:45 AM

Flight 4571

Change planes to Southwest Airlines in DENVER CO (DEN) at 10:25 AM

Arrive in MSP TERMINAL 2 (MSP) at **1:20 PM**

Sat Sep 28 Flight 103

Depart MSP TERMINAL 2 (MSP) on Southwest Airlines at 2:00 PM

Arrive in DENVER CO (DEN) at 3:00 PM

Flight 1046

Change planes to Southwest Airlines in DENVER CO (DEN) at 4:05 PM

Arrive in LAS VEGAS NV (LAS) at 4:50 PM

Sandy Ryan and Dale:

SANDRA ANTUNEZ **AIR Confirmation AiAFZMSZ**

RYAN HANSEN and DALE DOERR **AIR Confirmation ALRMT8**

Depart Sep 25Wed 06:00 AM Depart Reno/Tahoe, NV (RNO)

09:05 AM Arrive in Denver, CO (DEN)

Flight #227

Wednesday, September 25, 2013

10:25 AM Change connect, change plane to Southwest Airlines in Denver, CO (DEN)

01:20 PM Arrive in Minneapolis/St. Paul (Terminal 2), MN (MSP)

Flight #4571

Return Sep 28Sat 02:00 PM Depart Minneapolis/St. Paul (Terminal 2), MN (MSP)

03:00 PM Arrive in Denver, CO (DEN)

Flight #103

Saturday, September 28, 2013

04:45 PM Change connect, change plane to Southwest Airlines in Denver, CO (DEN)

06:00 PM Arrive in Reno/Tahoe, NV (RNO)

Helen

AIR Confirmation: AH48NH

HELEN WRIGHT

Depart Sep 25Wed 08:45 AM Depart Ft. Lauderdale, FL (FLL) on AirTran

10:33 AM Arrive in Atlanta, GA (ATL)

Flight #5706 Operated by AirTran

12:30 PM Change connect, change plane to AirTran in Atlanta, GA (ATL)

02:03 PM Arrive in Minneapolis/St. Paul (Terminal 2), MN (MSP)

Return Sep 28Sat 02:00 PM Depart Minneapolis/St. Paul

03:00 PM Arrive in Denver, CO (DEN)

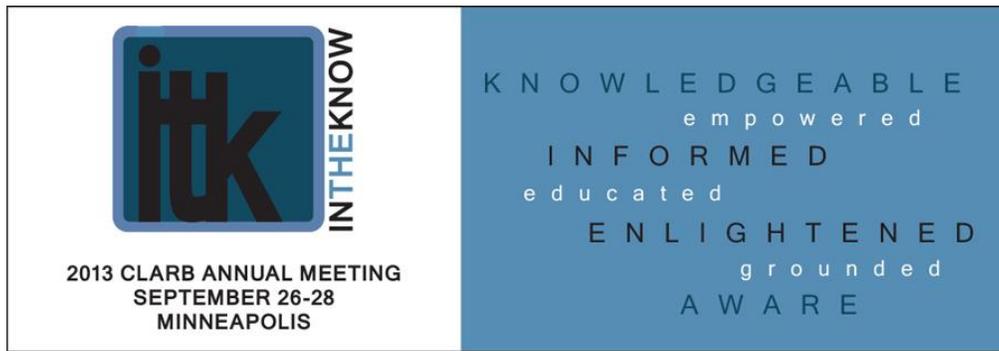
Flight #103 Operated by Southwest

Saturday, September 28, 2013

04:45 PM Change connect, change plane to Southwest Airlines in Denver, CO (DEN)

06:00 PM Arrive in Reno/Tahoe, NV (RNO)

09/25/2013 - 09/28/2013



About Minneapolis

Weather

- In late September, the average low temperature in Minneapolis is in the mid 50s and the average high temperature is in the low 70s. [Get the local forecast here.](#)

Food and Drink

- [Farmers' Markets and Restaurant Guides](#)

Things to Do

- [Art and Museums](#)
- [Landmarks and Tours](#)
- [Music and Theater](#)
- [Recreation](#)
- [Sports](#)

Transportation (Getting Around Minneapolis)

- [All Transportation](#)
- [Public Bike Sharing](#)
- [Walking in Minneapolis](#) (learn about the Minneapolis pedestrian master plan)

Other

- [Official Website of Minneapolis](#)
- [Minneapolis Park and Recreation Board](#)

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SEPTEMBER 26-28
MINNEAPOLIS

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e m p o w e r e d
I N F O R M E D
e d u c a t e d
E N L I G H T E N E D
g r o u n d e d
A W A R E

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- Analyzing L.A.R.E. data and trends

12:00 p.m. – 1:00 p.m. Closing Session



Attendees will [vote on proposed bylaws changes](#), meet the new members of the Board of Directors, hear a summary of meeting outcomes and next steps, and have a fresh opportunity to provide additional input to CLARB leadership.

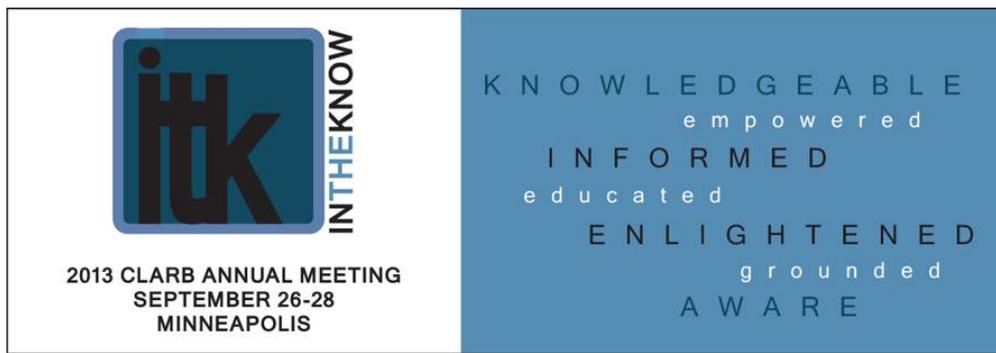


[Visit the Annual Meeting page on Facebook](#)
to be "in the know," chat with meeting attendees,
share meeting pics, and much more!



Indicates a virtual participation opportunity. Dial-in and web login access details will be provided to all members via email as well as posted [on the Annual Meeting website](#).





Meeting Reminders

-- Member Boards will vote on proposed bylaws changes during the closing session at the Annual Meeting. The changes will bring the bylaws into alignment with the new exam procedures. [Click here to view the proposed revisions.](#)

-- In keeping with CLARB's core value of stewardship:

- This meeting will be "paperless." You may want to bring your laptop or mobile device so you can easily record notes and access the [meeting materials](#) which are only available in electronic format. Document printouts and Flash drives loaded with files will not be available at the meeting.
- To ensure you have the most recent version of all meeting materials (and so you have the documents to follow along with at the meeting), please [download all meeting materials the day before](#) you depart for the meeting.
- If you decide to print the meeting materials, please consider printing double-sided.
- Recycle when possible. Recycle bins will be available in the registration/hospitality/internet cafe area. [Read more about the hotel's sustainability efforts.](#)
- Power charging centers will be available in the registration/hospitality/internet cafe area instead of all meeting rooms in an effort to reduce our environmental impact.
- Water will be served at meals and during breaks in pitchers.
- Leftover food will be donated to local food banks in accordance with health department guidelines.
- At the end of the meeting, please turn in your nametag holders, nametags and lanyards so that CLARB can recycle/reuse these.
- Getting to/from the hotel in Minneapolis: the Light Rail Transit runs from the Minneapolis Airport to downtown Minneapolis. Take the light rail to the Nicollet Mall Station (located on 5th Street), walk south/southeast one block towards Marquette Avenue, and walk west/southwest for five blocks on Marquette Avenue. The W Foshay will be on the left. Fares each way are \$1.75-\$2.25 per person depending on time of travel.
- For all other transportation needs, please share a van or taxi when possible.

-- The dress code for all sessions is business casual. Because temperatures fluctuate in the meeting rooms, dressing in layers is advised. The dress code for the President's Awards Dinner is evening business casual (i.e. cocktail dress, slacks and dress shirt; jacket and tie optional).

-- After the meeting, you will receive a survey and we thank you in advance for sharing your thoughts and feedback which we will use to enhance future meetings.

-- In late September, the average low temperature in Minneapolis is in the mid 50s and the average high temperature is in the low 70s. [Get the local forecast here.](#)

-- If you plan to do any touring on your own, we recommend bringing a pair of walking shoes, comfortable clothing, a light jacket, and an umbrella.

-- [The W Foshay hotel](#) offers free internet access in your hotel room and in the registration/hospitality/internet cafe area. The hotel also offers [other amenities](#) including an [on-site fitness center](#).

Questions? Please contact [Missy Sutton](#) at CLARB.

Nevada State Board of Landscape Architecture Enforcement Cases 8-24-13

| Date Case Opened | Case # | Complaint | Follow-up | Current Status |
|------------------|--------|--|---|----------------|
| 8-24-2013 | 13-01 | Practice Without License Dex Las Vegas Yellow Pages "Landscape Designers" page 506 | To Board 8-24-2013 Request Open Case | |
| 8-24-2013 | 13-02 | Practice Without License Dex Las Vegas Yellow Pages "Landscape Designers" page 506 | To Board 8-24-2013 Request Open Case | |
| 8-24-2013 | 13-03 | Practice Without License Dex Las Vegas Yellow Pages "Landscape Designers" page 506 | To Board 8-24-2013 Request Open Case | |
| 8-24-2013 | 13-04 | Practice Without License Dex Las Vegas Yellow Pages "Landscape Designers" page 506 | To Board 8-24-2013 Request Open Case | |
| 8-24-2013 | 13-05 | Practice Without License Dex Las Vegas Yellow Pages "Landscape Designers" page 506 | To Board 8-24-2013 Request Open Case | |
| 8-24-2013 | 13-06 | Practice Without License Dex Las Vegas Yellow Pages "Landscape Designers" page 506 | To Board 8-24-2013 Request Open Case | |
| 8-24-2013 | 13-07 | Practice Without License Dex Las Vegas Yellow Pages "Landscape Designers" page 506 | To Board 8-24-2013 Request Open Case | |
| 8-24-2013 | 13-08 | Practice Without License Dex Las Vegas Yellow Pages "Landscape Designers" page 506 | To Board 8-24-2013 Request Open Case | |
| 8-24-2013 | 13-09 | Practice Without License Dex Las Vegas Yellow Pages "Landscape Designers" page 506 | To Board 8-24-2013 Request Open Case | |
| 8-24-2013 | 13-10 | Practice Without License Dex Las Vegas Yellow Pages "Landscape Designers" page 506 | To Board 8-24-2013 Request Open Case | |
| 8-24-2013 | 13-11 | Practice Without License Dex Las Vegas Yellow Pages "Landscape Designers" page 506 | To Board 8-24-2013 Request Open Case | |
| 8-24-2013 | 13-12 | Practice Without License Dex Las Vegas Yellow Pages | To Board 8-24-2013 Request Open Case | |

Nevada State Board of Landscape Architecture Enforcement Cases 8-24-13

| | | | | |
|-----------|-------|--|---|--|
| | | "Landscape Designers" page 506 | | |
| 8-24-2013 | 13-13 | Practice Without License Dex Las Vegas Yellow Pages "Landscape Designers" page 506 | To Board 8-24-2013 Request Open Case | |



AGENDA
NEVADA STATE BOARD OF LANDSCAPE ARCHITECTURE
PUBLIC NOTICE OF MEETING

Brian Sandoval
Governor

BOARD MEMBERS

Dan Hill-President
Sandra Antunez
Cary Baird
Dale Doerr
Ryan Hansen

FIELD INVESTIGATION OFFICERS

Ellis Antunez
Clair Lewis
Kreg Mebust
Donald Naquin
Rich Shock
Jack Zunino

DEPUTY ATTORNEY GENERAL

Henna Rasul

EXECUTIVE DIRECTOR

Helen Wright

*****PUBLIC NOTICE OF MEETING*****
NEVADA STATE BOARD OF LANDSCAPE ARCHITECTURE

Date: Saturday August 24, 2013
Time: 10:00 PM to 12:00 Noon
Location: 587 Dunn Circle
Sparks, NV 89431 or by Audio Conference Call
Telephone Number 866-519-2804
Passcode: 582784

MEETING AGENDA

1. CALL TO ORDER- Dan Hill

- a. Introductions of all Present and Consent to be Recorded.
- b. *Establish Quorum.
- c. *Approval of Agenda.

2. PUBLIC COMMENT PERIOD

No vote may be taken upon a matter raised under this item of the agenda until the matter itself has been specifically included on an agenda as an item upon which action may be taken. (NRS 241.020)

3. *APPROVAL OF PREVIOUS MEETING MINUTES-Dan Hill

4. OLD BUSINESS

- a. *Final Report on Meeting of the Nevada Construction Industry Relations Committee-Sandy Antunez
- b. *Final Report on 2014 Legislative Session-Ellis Antunez
- c. *Report on Exact Process and Operations Changes Required for Board Compliance with Statutes Adopted During the 77th /2013 Legislative Session-Henna Rasul

*Items to remain on agenda for future reference and not to be discussed during this meeting:
Board Newsletter, Mass E-mail, Credit Card Payments, Public Welfare Project*

5. NEW BUSINESS

- a. *Annual Review Executive Director-All Members
- b. Discuss Restoration of \$200 Registration Renewal Fee for FY15-All Members
- c. Training for Board Members-All Members

6. EXECUTIVE DIRECTOR REPORT-Report Filed

- a. Financial Update
- b. Registration Renewal Update
- c. *Presentation and Approval of Candidate for Registration in the State of Nevada

7. COUNCIL OF LANDSCAPE ARCHITECTURE REGISTRATION BOARD REPORT

- a. *Discuss Plans for Annual Meeting (September 26-28 2013 in Minneapolis, MN)
- b. *Provide Voting Instructions for CLARB Board of Directors Election to CLARB Representative

8. ENFORCEMENT

- a. *Open Cases-13-01, 13-02, 13-03, 13-04, 13-05, 13-06, 13-07, 13-08, 13-09, 13-10, 13-11, 13-12, 13-13.

9. PUBLIC COMMENT PERIOD

No vote may be taken upon a matter raised under this item of the agenda until the matter itself has been specifically included on an agenda as an item upon which action may be taken. (NRS 241.020)

10. *NEXT MEETING, NEXT MEETING AGENDA ITEMS AND ADJOURNMENT

*** Denotes items on which Board may take possible action. Action by the Board on an item may be to approve, deny, amend, or pull or remove the item.**

Please Note: The Nevada State Board of Landscape Architecture may address agenda items out of sequence, combine the agenda items, pull or remove the agenda items, in order to aid the efficiency or effectiveness of the meeting or to accommodate persons appearing before the Board. The Board may continue agenda items to the next meeting as needed. (NRS 241.020)

Public comment is welcomed by the Board and will be heard at the beginning of the Board meeting following the Call to Order and Roll and at the end of the agenda prior to the adjournment of the Board meeting. Public comment will be limited to five minutes per person. The Board meeting Chair may allow additional time to be given a speaker as time allows and at his/her sole discretion. Once all items on the agenda are completed the meeting will adjourn.

Prior to the commencement and conclusion of a contested case or a quasi judicial proceeding that may affect the due process rights of an individual, the Board may refuse to consider public comment. See NRS 233B.126.

Anyone desiring additional information regarding the meeting is invited to call the Board office at (775) 688-1316. We are pleased to make reasonable accommodations for members of the public who are disabled and wish to attend the meeting. If special arrangements for the meeting are necessary, please notify the Nevada State Board of Landscape Architecture, P.O. Box 17039, Reno, Nevada 89511, or call (775) 688-1316, as soon as possible.

The Board may convene in closed session to consider the character, alleged misconduct, professional competence or physical or mental health of a person. (NRS 241.030)

All meeting materials are available for download at the Nevada State Board of Landscape Architecture meeting page of the website <http://nsbla.state.nv.us/Agendas.htm>. Meeting materials may also be picked up in person at any one of the following office locations:

Office of the Attorney General – Carson City
100 North Carson Street, Carson City, NV 89701 Telephone: 775-684-1100 Fax: 775-684-1108

Office of the Attorney General – Reno
5420 Kietzke Lane Suite 202, Reno, NV 89511 Telephone: 775-688-1818 Fax: 775-688-1822

Office of the Attorney General – Las Vegas
Grant Sawyer Building, 555 E. Washington Avenue Suite 3900, Las Vegas, NV 89101 Telephone: 702-486-3420 Fax: 702-486-3768.

This notice has been posted at the office of the Nevada State Board of Landscape Architecture; the Board's Web Page www.nsbla.state.us; Office of Hill, Clark and Associates Landscape Architects
Stantec Consulting, (Las Vegas and Reno), Lumos and Associates, and LA Studio, LLC.



NEVADA STATE BOARD OF LANDSCAPE ARCHITECTURE

BOARD MEETING
May 18, 2013

Voting Members in Attendance:

Dan Hill, President of the Board
Cary Baird
Ryan Hansen
Dale Doerr

Non-Voting Attendees:

Helen Wright

Members of the Public:

Voting Member Absent:

Sandra Antunez

The agenda for this meeting was posted on May 14, 2013 prior to 9:00 AM in accordance with Nevada Revised Statute 241 in the following locations:

The Office of Hill, Clark and Associates Landscape Architects
Stantec Consulting, Las Vegas and Reno
The Office of the Nevada State Board of Landscape Architecture
The Office of LA Studio, LLC
Lumos and Associates
Nevada State Board of Landscape Architecture Web site

Minutes Transcribed by Helen Wright, Executive Director of the Board

| Agenda Item | Discussion | Follow-Up |
|---|---|--|
| 1. Call to Order | | |
| a. Introductions of all Present b. Establish Quorum c. Approval of Agenda | The May 18, 2013 Nevada State Board of Landscape Architecture Board Meeting was called to order by the President of the Board, Dan Hill at 10:00 AM. It is noted that the number of voting members present represented a quorum. All attendees introduced themselves and provided consent to be recorded. The agenda was approved as presented. The Board interrupted its meeting during the day for two 10-minute breaks and a one-hour lunch break. | Closed. |
| 2. Public Comment Period | | |
| | There was no public comment at this time. | Closed. |
| 3. Approval of Previous Meeting Minutes | | |
| | The minutes from the January 25, 2013 meeting of the Nevada State Board of Landscape Architecture were reviewed and approved by the Board. The approved minutes will be posted on the Nevada State Board of Landscape Architecture web site. | Post approved minutes to the web site. |
| 4. Old Business | | |
| a. Discuss Options for Quarterly Newsletter | Following a lengthy discussion, Board members agreed that providing a newsletter would require a large commitment on everyone's part. Ideas regarding usage of social media were explored and discussed along with ideas about remaining transparent. It was decided that a newsletter will be published following each Board meeting and that time during meetings would be set aside to actually write and edit the publication as needed. Articles will cover the following topics: President's Message, Enforcement Cases, Featured Board Member, Question of the Quarter and The Board Welcomes... Members will bring their articles to the next meeting and will be prepared to complete the publication. | Board members will bring their articles to the next meeting on August 24, 2013 when the newsletter will be edited. |

To be Approved by the Board 3rd Quarter Meeting

| Agenda Item | Discussion | Follow-Up |
|--|--|--|
| 4. Old Business (cont.) | | |
| b. Report Findings Regarding the Nevada State Board of Finance | Cary Baird reported that he is unable to provide new information to the Board; a report will be presented during the August meeting of the Board. | Report findings during 3rd Quarter Meeting of Board. |
| c. Report on Meeting of the Nevada Construction Industry Relations Committee Meeting | Board members reviewed the report filed by Sandra Antunez on the final outcome of edits requested of the Blue Book Committee. Board members made some slight revisions to the document which will be presented to the Committee on June 25 th by Sandra Antunez. The matter will be closed following a final report on that meeting. | |
| d. Report on the 2013 Legislative Session | Ellis Antunez filed a report listing bills which are being watched during the 2013 Legislative Session. He reported that most bills are reflective of operations for administration. The bills may affect the way in which this board operates and reports to the executive branch and financial committees. Included in the list is <i>AB434, Revisions on Application for Interior Designer</i> and <i>SB 55 Revisions in Master Plans in Clark County</i> . Others listed may not affect the profession of Landscape Architecture directly; they are being watched in case wording is added that may bring this profession into its purview. The bill numbers may be found on http://www.leg.state.nv.us/ , click on Bill Info. | Ongoing. |
| e. Report on Public Welfare Project | The presentation is still a work in progress. Trying to make a 5 min. presentation out of a 1 hour presentation is a considerable task. I am forwarding a presentation that was presented to the legislators at the February Meet and Greet, held in Carson City and hosted by the Northern Nevada ASLA Section. The purpose of this presentation was to educate the legislators what Landscape Architects do, not just plant trees and shrubs. Using a presentation from National as a basis, then adding local graphics and descriptions that local L.A.'s came up with. This presentation runs about 9 minutes. | |
| Agenda Item | Discussion | Follow-Up |
| 6. Executive Director Report | | |
| a. Financial Operations Update | The current bank account balance and accounting records are detailed in the financial reports. The balance to date is \$106,141.50 for all accounts. In reviewing the Profit & Loss Budget vs. Actual Report, it is apparent that the Board has received over 86.6% of its projected income, and has spent only 57.3% of its projected expenses. All invoices to this date have been paid. | Informational. |
| b. Operations Update | Pursuant to NRS 623A.160 (Designation of Attorney General as legal adviser. The | Informational. |

| | | |
|--|---|----------------|
| | <p>Attorney General is the legal adviser of the Board, but the Board may employ legal counsel.); and under the direction of the Board, Jim Smith has been retained to act as legal adviser to the Board. He will provide direction and support during the upcoming legislative session and will be available for other matters as they arise in support of Henna Rasul.</p> <p>Registration renewals will be sent out using the new format on May 1, 2013. This smaller pocked sized card will reduce the amount of printing, paper and mailing costs associated with renewals.</p> | |
| c. Registered Landscape Architect Update | <p>Renewals continue to come in. There were 364 returned applications with fees paid, 1 was delinquent with delinquency fees still outstanding. 19 have still not returned or paid their renewals, 11 (1 deceased) elected not to renew and 9 are exempt from paying due to their status with the Board. Certified letters or e-mails have been sent to all who have not returned their renewal application and fees with consequences for non-renewal clearly stated. 6 were added at this meeting.</p> | Informational. |
| d. Presentation and Approval of Candidates for Registration in the State of Nevada | <p>Reciprocity with CLARB Certification..... Case, David (pending) Examination..... Duhamel, Ronald (pending) Reciprocity..... Ellison, Berry Reciprocity..... Larimer, Peter Reciprocity with CLARB Certification..... Rogers, Richard Reciprocity with CLARB Certification..... Rothwell, Amber Examination..... Talarico, Mark (pending) Reciprocity.....Kazinec, Corey</p> | Closed. |
| e. Report on Public Welfare Project | Deferred. | Ongoing. |

To be Approved by the Board 3rd Quarter Meeting

| 7. Council of Landscape Architecture Registration Board Report | | |
|---|---|------------------|
| Agenda Item | Discussion | Follow-Up |
| a. Discuss Plans for Spring Meeting | Plans to attend the Spring Meeting March 1-2 in Scottsdale, AZ were discussed. The CLARB Representative and possibly the Executive Director will attend the meeting. | Ongoing. |
| 8. Enforcement | | |
| a. Review of Current Enforcement Cases | The LCB Quarterly report has been filed. The Board deferred review of current enforcement cases. | Ongoing. |
| 9. Public Comment Period | | |
| | There was no additional public comment. | Closed. |
| Agenda Item | Discussion | Follow-Up |
| 10. Next Meeting, Next Meeting Agenda Items and Adjournment | | |
| | The date of the next meeting of the Nevada State Board of Landscape Architecture will be held during the 2 nd Quarter, the exact date and location will be determined at a later date. There being no further business to discuss, the meeting was adjourned at 4:00 PM. | Closed. |

Respectfully Submitted By: Helen Wright

Executive Director for the Board, Nevada State Board of Landscape Architecture

Approved By: Dan Hill, President of the Board, Nevada State Board of Landscape Architecture

The following is a summary of the Bills that were passed in the 2013 Nevada State Legislature and will affect the operations of the board.

Assembly Bill 31 SUMMARY—Revises various provisions relating to public records. (BDR 19-211)

FISCAL NOTE: Effect on Local Government: No.

Effect on the State: Yes.

AN ACT relating to public records; revising provisions governing requests for books and records of certain agencies of the Executive Department of the State Government; and providing other matters properly relating thereto.

Legislative Counsel's Digest:

Under existing law, all public books and records of a governmental entity, the contents of which are not otherwise declared by law to be confidential, are required to be open at all times during office hours for inspection and copying by the public. (NRS 239.010) The Nevada Supreme Court has established a balancing test for a governmental entity to apply to determine whether to disclose a book or record when the law is silent with respect to the confidentiality of the book or record.

Under this balancing test, the governmental entity is required to determine whether the private or governmental interest served by withholding the book or record clearly outweighs the right of the public to inspect or copy the book or record. (Donrey v. Bradshaw, 106 Nev. 630 (1990); DR Partners v. Board of County Comm'rs, 116 Nev. 616 (2000); Reno Newspapers, Inc. v. Haley, 126 Nev. Adv.

Op. 23, 234 P.3d 922 (2010); Reno Newspapers, Inc. v. Gibbons, 127 Nev. Adv.

Op. 79, 266 P.3d 623 (2011))

The legislative declaration for the Nevada Public Records Act (chapter 239 of NRS) requires that the Act be construed liberally to foster democratic principles by providing the public with access to inspect and copy public books and records and that any restriction on the disclosure of public books and records be construed narrowly. (NRS 239.001) Existing law imposes the burden of proof on a governmental entity that withholds a record to prove, by a preponderance of the evidence, that the record, or a part thereof, is confidential. (Bold is mine)

(NRS 239.0113)

Section 1 of this bill requires the head of each agency, bureau, board, commission, department, division or any other unit of the Executive Department of State Government except the Nevada System of Higher Education to designate one or more employees to act as records official for the agency, whose duties relate to handling requests for public books or records of the agency. Section 1 requires the State Library and Archives Administrator, in cooperation with the Attorney General, to prescribe: (1) the form for requesting to inspect a copy of a public book or record of such an agency; (2) the form to be used by such an agency to respond to such a request; and (3) the procedures with which a records official is required to comply in carrying out his or her duties. Section 1 also requires each such agency to make those forms and procedures available on any website maintained by the agency on the Internet. Sections 3 and 3.5 of this bill compile all the statutory provisions that prohibit the disclosure of or specifically declare public books and records confidential.

Assembly Bill 16 Summary...AN ACT relating to the State Government; providing for the compilation and publication of the State Administrative Manual, consisting of the policies and procedures adopted and amended by the State Board of Examiners for the Executive Branch of State Government; establishing notice requirements for the adoption, amendment and repeal of such policies and procedures; and providing other matters properly relating thereto.

Legislative Counsel's Digest:

The Department of Administration currently publishes the State Administrative

Manual, a compilation of policies governing the internal operation of all agencies of the Executive Branch of the State Government. This bill provides specific statutory authority and notice requirements for adopting, amending and repealing these policies and provides specific requirements for compiling and publishing such a manual.

Assembly Bill No. 65 – Summary...AN ACT relating to public meetings; exempting certain entities, proceedings and meetings from compliance with the Open Meeting Law in certain circumstances; prohibiting a member of a public body from designating a person to attend a meeting in the member's place without certain authority; revising provisions relating to the prosecution of an alleged violation of the Open Meeting Law; revising provisions governing the provision of supporting material for meetings to the public; and providing other matters properly relating thereto.

Legislative Counsel's Digest:

The Open Meeting Law requires that meetings of public bodies be open to the public, with limited exceptions set forth specifically in statute. (NRS 241.020)

Section 2 of this bill provides certain exceptions and exemptions to the Open Meeting Law and provides that any other provision of law which: (1) exempts a meeting, hearing or proceeding from the requirements of the Open Meeting Law; or (2) otherwise authorizes or requires a closed meeting, hearing or proceeding prevails over the general provisions of the Open Meeting Law. Sections 6 and 8 of this bill make conforming changes.

Section 3 of this bill prohibits a member of a public body from designating a person to attend a meeting of the public body in the place of the member unless members of the public body are expressly authorized to do so by the constitutional provision, statute, ordinance, resolution or other legal authority that created the public body. Section 3 also requires that any such designation be made in writing or made on the record at a meeting of the public body, deems any person so designated to be a member of the public body for purposes of determining a quorum at the meeting and entitles such a person to exercise the same powers as the regular members of the public body at the meeting. Any action taken by a public body in violation of the Open Meeting Law is void. (NRS 241.036) Under existing law, the Attorney General is required to investigate and prosecute any violation of the Open Meeting Law. (NRS 241.039)

Existing law authorizes the Attorney General or a member of the public to sue a public body: (1) within 60 days after an alleged violation to have an action by the public body declared void; or (2) within 120 days after an alleged violation to require the public body to comply with the Open Meeting Law. (NRS 241.037)

Section 4 of this bill provides that if a public body takes certain corrective action within 30 days after an alleged violation, the Attorney General may decide not to commence prosecution of the alleged violation if the Attorney General determines that foregoing prosecution would be in the best interests of the public. Section 4 also extends by 30 days the deadline by which lawsuits to enforce the Open Meeting Law may be filed by the Attorney General in the context of corrective action. Section 4 further provides that any action taken by a public body to correct an alleged violation of the Open Meeting Law is effective prospectively.

With certain exceptions, a public body is required to comply with the Open Meeting Law when a quorum of its members is present to deliberate toward a decision or take action on a matter over which the public body has supervision, control, jurisdiction or advisory power. (NRS 241.015) Section 6 of this bill defines "deliberate" for purposes of this requirement to mean collectively examining, weighing and reflecting on the reasons for or against an action and includes the collective discussion or exchange of

facts preliminary to the ultimate decision. Section 6 also clarifies that a quorum of members may be present in person or by means of electronic communication.

Under the Open Meeting Law, a public body is required, upon request and at no charge, to provide a copy of an agenda for the meeting, any proposed ordinance or regulation to be discussed at the meeting, and other supporting material, with certain exceptions, provided to members of the public body for an item on the agenda. (NRS 241.020) Section 7 of this bill requires that a public body include on the notice for a meeting: (1) the name and contact information for the person designated by the public body from whom a member of the public may request the supporting material for a meeting; and (2) a list of the locations where the supporting material is available to the public. Section 7 also requires the governing body of a city or county whose population is 45,000 or more (currently Clark, Douglas, Elko, Lyon and Washoe Counties and the cities of Carson City, Henderson, Las Vegas, North Las Vegas, Reno and Sparks) to post the supporting material to its website not later than the time at which the material is provided to the members of the governing body or, if the supporting material is provided to the governing body at a meeting, not later than 24 hours after the meeting. Section 7 also authorizes such a public body to provide the supporting material via a link to the posting on its website to a person who has requested to receive the material by electronic mail if the person so agrees.

Senate Bill No. 74– Summary...AN ACT relating to public records; requiring the person who has legal custody or control of a public record, under certain circumstances, to prepare a copy of the public record rather than requiring the person who has requested the copy to prepare the copy; requiring copies of public books and records to be made available upon request in certain circumstances; limiting the fee which may be charged for a copy of a public record in the custody of a law library operated by a governmental entity; requiring a copy of minutes or audio recordings of public meetings to be made available to a member of the public upon request at no charge; reducing the fee a county clerk charges for copying records, proceedings or papers or for searching records or files in the office of the county clerk; and providing other matters properly relating thereto.

Legislative Counsel's Digest:

Under existing law, all public books and records that are not otherwise declared by law to be confidential must be made available to the public for inspection or copying by any person. (NRS 239.010) Section 1 of this bill prohibits the officer, employee or agent of a governmental entity who has legal custody or control of a public record from requiring a person who has requested a copy of the public record to prepare the copy himself or herself. Rather, upon request, the officer, employee or agent of the governmental entity must prepare the copy of the public record, unless the copy needs to be a certified copy. Existing law requires requests for inspection or copying of public books or records to be addressed not later than the fifth business day after the person who has legal custody or control of a public book or record of a governmental entity receives a request. (NRS 239.0107) Section 2 of this bill requires the public book or record to be made available upon request if the public book or record is readily available. Section 4 of this bill limits the fee for a copy of a public book or record in the custody of a law library operated by a governmental entity to 50 cents per page. Section 5 of this bill requires a copy of minutes or audio recordings of public meetings to be made available to a member of the public upon request at no charge. Section 7 of this bill reduces the fee a county clerk charges for preparing a copy of any record, proceeding or paper and the fee that the county clerk charges for searching the records or files in the office of the county clerk and authorizes the county clerk to waive those fees.

The following bill may not effect the board directly, it's implementation may have an effect on the profession.

SENATE CONCURRENT RESOLUTION 1—Requiring the Legislative Commission to conduct an interim study regarding the taxation of services.

Senate Bill No. 55 - Summary...AN ACT relating to land use planning; revising provisions governing the subject matter of master plans; and providing other matters properly relating thereto. Legislative Counsel's Digest:

Existing law sets forth the subject matter that may be included in a master plan and specifies 19 separate plans and other items that may be so included, with the exception of certain cities and counties who must include all or a portion of certain elements in a master plan. (NRS 278.150-278.170) Section 3 of this bill reorganizes the 19 separate plans and other items into 8 different elements that may comprise a master plan. Pursuant to this reorganization, a master plan may now include: (1) a conservation element; (2) a historic preservation element; (3) a housing element; (4) a land use element; (5) a public facilities and services element; (6) a recreation and open space element; (7) a safety element; and (8) a transportation element.

Attached are the full renditions of the bills mentioned above as amended and passed.

Respectfully Submitted,

Ellis L. Antuñez, FASLA
Board Enforcement Investigation Officer



STATE OF NEVADA
OFFICE OF THE ATTORNEY GENERAL
100 North Carson Street
Carson City, Nevada 89701-4717

CATHERINE CORTEZ MASTO
Attorney General

KEITH G. MUNRO
Assistant Attorney General

GREGORY M. SMITH
Chief of Staff

DATE: June 19, 2013
TO: All Deputy Attorneys General
FROM: George Taylor, Senior Deputy Attorney General *gt*
SUBJECT: 2013 Legislative changes to NRS 241 Open Meeting Law: AB 65, AB 445, and SB74. NOTE: AB 65 is EFFECTIVE JULY 1, 2013.

=====

For those of you advising a public body that is subject to the Open Meeting Law (OML), including any licensing board or advisory public body, *it is vital* that you familiarize yourself with these new changes and amendments. *AB 65 changes to the OML become effective on July 1, 2013*, AB 445 changes will become effective on January 1, 2014, and SB 74 changes are effective October 1, 2013.

Three bills were enacted with provisions amending the OML – AB65, AB 445, and SB 74. Below are links to AB 65, AB 445, and SB 74:

https://nelis.leg.state.nv.us/77th2013/App#/77th2013/Bill/Text/AB65/BD_AB65_EN

https://nelis.leg.state.nv.us/77th2013/App#/77th2013/Bill/Text/AB445/BD_AB445_EN

https://nelis.leg.state.nv.us/77th2013/App#/77th2013/Bill/Text/SB74/BD_SB74_EN

SUMMARY OF LEGISLATIVE CHANGES IN AB 65

1. Exceptions and Exemptions to OML are legislatively defined.
2. The process for appointing a designee to a public body is defined.
3. The process to “cure” an OML violation with corrective action is defined.

4. **“Deliberate” is defined.**
5. **Supporting material “contact” person must be included on every agenda.**
6. **Certain public bodies must upload supporting materials to its webpage.**
7. **No requirement to electronically send supporting material to requester unless delivery by electronic mail is feasible and the requester has agreed to receive it electronically.**
8. **“Present” is defined.**

DETAILS OF LEGISLATIVE CHANGES IN AB 65

1. **Exceptions and Exemptions to the OML are legislatively defined.**

AB 65 initially contained codification of each individual statutory exception and exemption in one place in the OML. Instead, the Legislature chose to enact a generalized statute, which provides that a specific exemption or exception elsewhere in the NRS prevail over the general provisions of the OML.

2. **The process for appointing a designee to a public body is defined.**

There are many statutory authorities that generally allow a “designee” to serve on a public body, but the details of the various authorities in statute were confusing and had been applied in a haphazard fashion. This amendment supplies some uniformity to the process as well as the designee’s authority to act, once seated, on a public body. AB 65, Section 3, provides some uniformity of process for certain public bodies.

Designation may only occur if the public body’s creating authority specifically allows for designation. If there is no express authority authorizing a designee then one cannot be appointed. However, if the legal authority creating the public body expressly authorizes a designee then the process of designation of a person may occur either in a written document or “on the record” at a meeting of the public body.

Once a person is designated, that person, 1) shall be deemed to be a member of the body for the purpose of determining a quorum at the meeting, and 2) may exercise the same powers as the regular members of the body at that meeting.

There is nothing in the statute, which forbids designation of a person for multiple meetings as long as the process is followed and the term of the designation is explicitly set forth so there can be no confusion about the designee’s term.

3. **“Cure” an inadvertent OML violation with corrective action; process is authorized.**

The Attorney General’s OML Manual contains a section devoted to “cure.” (See OML Manual, Part 11, What Happens if a Violation Occurs?) Previously, when inadvertent

violations of the OML occurred or were alleged, the Manual *encouraged* public bodies to take corrective action as soon as possible, although the process of corrective action had not been codified in statute until this session.

The 2013 (77th session) Legislature amends the OML with new statutory authority that allows corrective action by the public body when inadvertent violations of the OML occur or are alleged. Voluntary corrective action may be taken during the meeting that the violation occurred.

Corrective action of an inadvertent violation may be taken at a future meeting if the following steps are taken:

1. Notice of corrective action must be included as an agenda item for a subsequent meeting at which the public body intends to take corrective action; and
2. The public body must take corrective action within 30 days of the alleged violation.

If the public body takes corrective action within 30 days after posting notice of its intent to take corrective action on its agenda, the Attorney General may not commence prosecution of the alleged violation – if it appears that forbearance is in the best interests of the public.

AB 65 also contains important additional amendments:

If the public body takes corrective action within 30-days of the alleged violation, the statutory limitations period (NRS 241.037), applicable to the time for bringing suit (by the Attorney General or a private party), is tolled for 30 days.

Any corrective action taken by the public body to correct an alleged violation is effective only prospectively.

4. “Deliberate” is defined.

Deliberate, an important component of every public meeting has now been defined in statute. NRS 241.015(2). The definition adopted by this session of the Legislature may be familiar because it is similar to the definition used in the past in the OML Manual¹ and taken from Nevada Supreme Court case law². The new legislative definition is set out below in full:

“Deliberate” means collectively to examine, weigh and reflect upon the reasons for or against the action. The term includes, without limitation, the collective discussion or exchange of facts preliminary to the ultimate decision.”

¹ Attorney General's Open Meeting Law Manual, §5.01 (11th Ed. 2012)

² *Dewey v. Redevelopment Agency of the City of Reno*, 119 Nev. 87, 97, 64 P.3d 1070, 1077 (2003).

Deliberation is half of the definition of "meeting."³ The importance of this definition cannot be overstated. This new definition alters the scope and breadth of the former definition. Where the former definition included both "*collective discussion*" and "*collective acquisition*" of facts preliminary to the ultimate decision, the newly adopted definition omits the words "*collective acquisition*" of facts. Otherwise, the new definition resembles the former one.

- 5. The name and contact information for a designated person who keeps supporting material for the public body and a list of locations where the supporting material is available to the public must be included on every agenda.**

This is a new amendment to NRS 241.020(2), which is intended to assist the public seeking to obtain agenda supporting material. This information must appear on each agenda and it must tell the person where to obtain supporting material. This requirement is effective July 1, 2013.

- 6. Certain public bodies must upload supporting materials to its webpage.**

NRS 241.020(7) applies only to the governing bodies of a city or county whose population is greater than 45,000, but does not apply to state agencies or local government advisory bodies. It requires those governing bodies to upload supporting materials to its website no later than the time the material is provided to members of the public body. Material provided to the governing body during its meeting must be uploaded to its website within 24 hours of adjournment of said meeting.

The right of the public to request a copy of the material pursuant to NRS 241.020(5) is not eliminated by the requirement that certain governing bodies upload supporting material to its website.

Technical problems with the upload do not constitute a violation of the OML.

- 7. No requirement to electronically send supporting material to requester unless delivery by electronic mail is feasible and the requester has agreed to receive it.**

NRS 241.020(8) is a related, but a separate amendment to the new requirement that certain governing bodies upload supporting material to its website. Existing law (NRS 241.020(6)(b)), states that a public body that makes the notice, agenda, or supporting material available by electronic mail (see NRS 241.020(8)), shall ask the requester if he or she will accept receipt by electronic mail. However, even if the answer is no, there is no corresponding statutory duty to electronically mail materials to

³ NRS 241.015(2)(a)(1): "The gathering of members of a public body at which a quorum is present to *deliberate* toward a decision or to take action on any matter over which the public body has supervision, control, jurisdiction or advisory power."

the requester, although many public bodies do transmit supporting materials by email. The requester may always acquire the material over the counter from the designated person (see paragraph 5 above).

A governing body of a city or county with a population greater than 45000 shall inquire of persons who request copies of the "notice, information, or supporting material," if the requester will accept, by electronic mail, a link to the posting of those documents on the governing body's website. Again, the statute *does not mandate* that materials be mailed if the requester refuses to accept receipt by link.

Electronic delivery of notice, agenda, and supporting material is only supplemental to the right of the public to request materials over the counter under NRS 241.020(5).

Supporting material must continue to be provided over the counter upon request, but in neither case is there a statutory requirement that supporting material be mailed or emailed to the requester, even if the requester refuses to accept the electronic link. NRS 241.020(6)(b) grants some latitude to the public body with the phrase, "if feasible." The feasibility of emailing large files depends in part on the capability of the electronic system on which the public body relies.

For many public bodies, other than governing bodies with a population greater than 45,000, there may not be a webpage on which supporting material will be uploaded.

NRS 241.020(6) only requires that supporting material be "made available," which our office has opined means "over the counter." There is no statutory requirement in AB 65 or in previous amendments to the OML, which require a public body to email or mail supporting material to a requester.

8. "Present" is defined.

NRS 241.010 has been amended to define "present." Essentially, this definition codifies the definition this office has used for a long time. A member of a public body may be present through video conference or teleconference, but not through social media such as a chat room or email participation. The public must be able to view and/or hear the public body and be able to participate in the public meeting.

LEGISLATIVE CHANGES IN AB 445

1. The Department of Administration must create a location on the State's website for the posting of notices by public bodies subject to the OML.

Beginning January 1, 2014, NRS 241.020(3)(b) requires all public bodies to post public notice of a public meeting on the State's official website, to be created between now and January 1, 2014. The Department of Administration must establish, maintain,

and have a fully operational location on the State's official website for the posting of OML public body notices. Local government public bodies are initially exempt from the requirement, but must comply beginning July 1, 2014.

LEGISLATIVE CHANGES IN SB 74

- 1. Minutes or audio recordings of public meeting must be provided upon request to members of the public, at no charge, beginning October 1, 2013.**

Minutes are public records. (NRS 241.035). NRS 241.035(2) has been amended to require all public bodies to make available minutes or audio recordings upon request to a member of the public at no charge. Court reporters, who report meetings or transcribe recordings of meetings, are exempt from the requirement to provide a copy of transcription at no charge; court reporters are also prevented from charging a fee to a public body for any services related to transcription of a meeting.



NEVADA STATE BOARD OF LANDSCAPE ARCHITECTURE POSITION DESCRIPTION

Position Title: Executive Director

Date Originated: March 6, 2009

Reviewed/Revised:

RELATIONSHIPS:

Reports To: Board President

Internal Contacts: Board Members, Field Investigation Officers, Temporary Office Staff, Bookkeeper, Auditor, Deputy Attorney General

External Contacts: State of Nevada Registered Landscape Architects, Landscape Architects-In Training, Applicants for Registration by Reciprocity, Examination and Landscape Architect-In Training, Council of Landscape Architecture Registration Board Members and Staff, Other State of Nevada Boards and Agencies, Nevada Construction Relations Committee, National Society of Landscape Architects, Vendors and Visitors.

POSITION PURPOSE:

Pursuant to NRS 623A.100 duties of the Executive Director include: (a) Keep an accurate record of all proceedings of the Board; (b) Maintain custody of the official seal; (c) Maintain a file containing the names and addresses of all holders of certificates of registration and certificates to practice as a landscape architect intern; (d) Submit to the Board each application for a certificate of registration or certificate to practice as a landscape architect intern that is filed with the Board; (e) If a holder of a certificate of registration or certificate to practice as a landscape architect intern has violated any provision of this chapter, file a complaint with the Attorney General; and (f) Perform any other duties assigned to him by the Board.

The Executive Director is responsible for the supervision, coordination and administrative services of the Nevada State Board of Landscape Architects. This position oversees all operations of the

Board including: enforcement, quarterly Board meetings, payroll, payables, receivables, administration of national and state examinations, processing applicants for registration, annual registration renewals, communications including maintenance of the Board's web-site, preservation of Board files, budget and annual audit.

The Executive Director must retain a thorough knowledge of Nevada Administrative Code and Nevada Revised Statutes which pertain to this position as well as the State Administrative Manual (SAM). Active participation in State of Nevada Legislative Sessions including the representation of the Board at hearings and meetings as needed is also required.

The Executive Director serves as a liaison between the Board of Directors and all external contacts for purposes of communicating requirements of State of Nevada to Registered Landscape Architects and in keeping the Board apprised of legal requirements and current issues.

NATURE AND SCOPE:

The nature and scope of the Executive Director includes the establishment and implementation of administrative policies and procedures, which comply with applicable State of Nevada requirements. The Executive Director is responsible for Landscape Architect registration and renewal of registration, meeting management, flow of information from external contacts to the Board. This position acts as the liaison and resource between the Board and the Community. It is expected that the Executive Director will remain knowledgeable of any and all changes in standards and practices or of new standards and practices. It is further expected that any and all new required information will be transferred to existing operations.

MINIMUM QUALIFICATIONS:

Education: Working-level knowledge of the English language, including the ability to read, write, and speak English. A bachelor's degree is preferred.

Experience: Five years of experience in related administration.

ESSENTIAL FUNCTIONS REQUIRED TO FULFILL DUTIES:

Board of Director Activities

Provides supportive services to members of the Board in fulfilling the responsibilities of their offices. Participates in developing policies for the Board, and in monitoring the continuity of office activities. Organizes travel and attends Board meetings. Assists in the preparation of the agenda and meeting documents pursuant to NRS 241. Prepares and delivers Executive Director Report including progress and needs for Board operation; recommends necessary action concerning the operation of the Board. Records, transcribes and maintains records from these meetings. Notifies applicants, petitioners, or appropriate parties of Board actions. Initiates action on Board directives.

Landscape Architecture, Landscape Architecture In-training Registration and Renewal of Registration

Oversees the processing of all Landscape Architect and Landscape Architecture In-training registration and registration renewal applications in accordance with NRS Chapter 623A.200

Examinations

Pursuant to NRS 623A.190, oversees the administration of the National Examination and the Nevada State Research Examination.

Board Records

Maintains confidential credentials files and electronic database in accordance with NRS 623A.135

Enforcement

Responsible for receiving initial complaints and establishing if the complaint falls within the jurisdiction of the Board. All correspondence to the complainant and the respondent are the responsibility of the Executive Director. Responsible for introducing all cases to the Enforcement Representative of the Board and the Deputy Attorney General as needed for follow-up and disposition. Assists the Field Enforcement Officers, Enforcement Representative of the Board and Deputy Attorney General as requested with all enforcement activities. Provides quarterly enforcement reports to the Legislative Counsel Bureau pursuant to NRS 622.100.

Legislative Session

Represents the Board at hearings and meetings as directed by the Board. Tracks bills as they are introduced for impact on the Board providing reports at quarterly meetings of the Board and more often as needed.

Communications

Maintains communication with all internal and external contacts. Identifies and works to solve problems as they arise. Maintains the Nevada State Board of Landscape Architecture web-site, telephone, facsimile machine and cellular telephone. Receives and responds to United States mail, telephone calls and electronic mailings and any other form of communication to the Board.

Coordinates the activities of the Board with other State of Nevada Boards and Agencies including but not limited to correspondence, attendance at meetings, telephone contacts and project cooperation.

Coordinates the activities of the Board with professional organizations such as National Society of Landscape Architects, Council of Landscape Architect Registration Boards, Nevada Construction Relations Committee including correspondence, attendance at meetings, telephone contacts and project cooperation.

Payroll

Oversees all aspects of Board payroll including the completion of quarterly and year end State of Nevada and Federal Reports.

Annual Budget

Prepares and administers the annual budget in conjunction with the Board. Performs monthly financial duties including accounts payable, accounts receivable, banking and Board reports in accordance with NRS 623A.150

Annual Audit

Prepares and provides data necessary for an annual audit pursuant to NRS 218.825, oversees reporting of the audit to the Legislative Counsel Bureau.

Confidentiality

Exhibits a high degree of responsibility for confidential matters. in accordance with NRS 623A.353

Assume Other Related Responsibilities as Required

Maintains knowledge of Chapter 623A of Nevada Revised Statutes (NRS), Chapter 623A of Nevada Administrative Code (NAC) and State Administrative Manual (SAM). Ensures that all office policies and procedures comply with NRS Chapter 623A and NAC Chapter 623A. Responsible for the creation and maintenance of an operations manual. Responsible for monitoring outside contractors including necessary training and evaluations. Maintains custody of the official seal.



**Nevada State Board of Landscape Architecture
Executive Director
Annual Review
PERFORMANCE STANDARDS**

Instructions: For each function, assess whether the employee demonstrates the behaviors, Exceptional (4), Exceeds Expectations (3) Meets Expectations (2), Needs Development (1) or Unsatisfactory (0). For any function scored as needs development or unsatisfactory, develop and implement an action plan. Customer is defined as anyone with whom the Board has contact. Maximum score is 48.

4: Exceptional: Consistently exceeds all expectations and standards. Demonstrates the highest level of professional excellence and superior work. Always demonstrates desired behaviors even under difficult and stressful circumstances. Anticipates and exceeds customer needs and desires. This level of performance is an excellent role model to others. Recognized by peers as an expert and problem solver.

3: Exceeds Expectations: Demonstrated accomplishments are clearly and consistently above most expectations and standards. Regularly demonstrates desired behaviors. Provides significant contributions towards the achievement of individual, and Board goals; this level of performance is a positive model to others.

2: Meets Expectations: Work is performed within established expectations and standards. Provides expected performance; some of the time exceeds expectations and rarely does not meet expectations. Generally demonstrates desired behaviors and strives to correct deviation from desired behaviors.

1: Needs Development: Does not consistently meet performance expectations or standards; some of the time meets expectations, but overall compliance with expectations or results are not meeting expectations and require a development plan. Demonstrates some, but not all the desired behaviors. Improvement in performance is needed to achieve acceptable level of contribution. Employee is placed on a formal Development/Action Plan.

0: Unsatisfactory: Performance level fails to meet expectations or standards. There is inconsistency and the employee is generally unaware when not demonstrating desired behaviors. Does not demonstrate the desired behaviors of this organization. Employee is placed on a formal Development/Action Plan and immediate improvements must be made to justify continued employment.

ESSENTIAL FUNCTIONS:

4 3 2 1 0

1. Board of Director Activities

Provides supportive services to members of the Board in fulfilling the responsibilities of their offices.

Participates in developing policies for the Board, and in monitoring the continuity of office activities.

Organizes travel and attends Board meetings.

Assists in the preparation of the agenda and meeting documents pursuant to NRS 241.

Prepares and delivers Executive Director Report including progress and needs for Board operation; recommends necessary action concerning the operation of the Board.

Records, transcribes and maintains records from these meetings.

Notifies applicants, petitioners, or appropriate parties of Board actions.

Initiates action on Board directives.

4 3 2 1 0

2. Landscape Architecture, Landscape Architecture In-training Registration and Renewal of Registration

Oversees the processing of all Landscape Architect and Landscape Architecture In-training registration and registration renewal applications in accordance with NRS Chapter 623A.200

4 3 2 1 0

3. Examinations

Pursuant to NRS 623A.190, oversees the administration of the National Examination and the Nevada State Research Examination.

4 3 2 1 0

4. Board Records

Maintains confidential credentials files and electronic database in accordance with NRS 623A.135

4 3 2 1 0

5. Communications

Maintains communication with all internal and external contacts.

Identifies and works to solve problems as they arise.

Maintains the Nevada State Board of Landscape Architecture web-site, telephone, facsimile machine and cellular telephone. Receives and responds to United States mail, telephone calls and electronic mailings and any other form of communication to the Board.

Coordinates the activities of the Board with other State of Nevada Boards and Agencies including but not limited to correspondence, attendance at meetings, telephone contacts and project cooperation.

Coordinates the activities of the Board with professional organizations such as National Society of Landscape Architects, Council of Landscape Architect Registration Boards,

Nevada Construction Relations Committee including correspondence, attendance at meetings, telephone contacts and project cooperation.

4 3 2 1 0

6. Enforcement

Responsible for receiving initial complaints and establishing if the complaint falls within the jurisdiction of the Board.

All correspondence to the complainant and the respondent are the responsibility of the Executive Director.

Responsible for introducing all cases to the Enforcement Representative of the Board and the Deputy Attorney General as needed for follow-up and disposition.

Assists the Field Enforcement Officers, Enforcement Representative of the Board and Deputy Attorney General as requested with all enforcement activities.

Provides quarterly enforcement reports to the Legislative Counsel Bureau pursuant to NRS 622.100.

4 3 2 1 0

7. Legislative Session

Represents the Board at hearings and meetings as directed by the Board.

Tracks bills as they are introduced for impact on the Board providing reports at quarterly meetings of the Board and more often as needed.

4 3 2 1 0

8. Payroll

Oversees all aspects of Board payroll including the completion of quarterly and year end State of Nevada and Federal Reports.

4 3 2 1 0

9. Annual Budget

Prepares and administers the annual budget in conjunction with the Board.

Performs monthly financial duties including accounts payable, accounts receivable, banking and Board reports in accordance with NRS 623A.150

4 3 2 1 0

10. Annual Audit

Prepares and provides data necessary for an annual audit pursuant to NRS 218.825, oversees reporting of the audit to the Legislative Counsel Bureau.

4 3 2 1 0

11. Confidentiality

Exhibits a high degree of responsibility for confidential matters. in accordance with NRS 623A.353

4 3 2 1 0

12. Assume Other Related Responsibilities as Required

Maintains knowledge of Chapter 623A of Nevada Revised Statutes (NRS), Chapter 623A of Nevada Administrative Code (NAC) and State Administrative Manual (SAM).



State of Nevada
Office of the Attorney General

**TRAINING FOR BOARD AND COMMISSION MEMBERS,
EXECUTIVE DIRECTORS, ADMINISTRATORS, DIRECTORS, AND
AGENCY STAFF**

CARSON CITY
Nevada Legislative Counsel Bureau
401 S. Carson Street
Room No. 4100
Carson City, NV 89701-4747

LAS VEGAS
(by Video-Conference)
Grant Sawyer Office Building
555 E. Washington Ave.
Room No. 4401
Las Vegas, NV 89101-1072

WEDNESDAY, OCTOBER 23, 2013

8:45 a.m. to 12:00 p.m. and 1:15 p.m. to 4:30 p.m.

TOPICS

ADMINISTRATIVE HEARINGS AND PROCEDURES (9 A.M.)

ADMINISTRATIVE RULE MAKING (10 A.M.)

OPEN MEETING LAW (11 A.M.)

PUBLIC RECORDS (1:15 P.M.)

ETHICS IN GOVERNMENT/ABSTENTION (2:15 P.M.)

THE 10 COMMANDMENTS OF SOCIAL MEDIA USE FOR PUBLIC OFFICERS AND EMPLOYEES
(3:45 P.M.)

GENERAL QUESTION AND ANSWER SESSION (4:15 P.M.)

Please RSVP to Heather Cooney by e-mail to HCooney@ag.nv.gov or
phone to 775-684-1202, before 10/9/2013

▣ ▣ ▣ **SPACE IS LIMITED—PLEASE ARRIVE EARLY FOR A SEAT** ▣ ▣ ▣

Nevada State Board of Landscape Architecture

Profit & Loss Budget vs. Actual

July 1 through August 25, 2013

6:40 PM

08/11/13

Cash Basis

| | Jul 1 - Aug 25, 13 | Budget | \$ Over Budget | % of Budget |
|--|--------------------|------------------|-------------------|---------------|
| Income | | | | |
| 001 · Application Fees | 0.00 | 100.00 | -100.00 | 0.0% |
| 002 · LAIT (\$100) | 0.00 | 875.00 | -875.00 | 0.0% |
| 003 · LARE (\$175) | 0.00 | 1,500.00 | -1,500.00 | 0.0% |
| 004 · Reciprocity (\$100) | 0.00 | 0.00 | 0.00 | 0.0% |
| 001 · Application Fees - Other | 0.00 | 0.00 | 0.00 | 0.0% |
| Total 001 · Application Fees | 0.00 | 2,475.00 | -2,475.00 | 0.0% |
| 010 · Exam Fees | | | | |
| 011 · Redline Reviewer Fee (\$50) | 0.00 | 0.00 | 0.00 | 0.0% |
| 012 · LARE - Late Fee (\$100) | 0.00 | 0.00 | 0.00 | 0.0% |
| 013 · LARE - Section C & E (\$280) | 0.00 | 0.00 | 0.00 | 0.0% |
| 014 · LARE - Sitting Fee (\$100/sectn) | 0.00 | 0.00 | 0.00 | 0.0% |
| 015 · Nevada Specific Exam (\$75) | 0.00 | 1,500.00 | -1,500.00 | 0.0% |
| 016 · Redline Review (\$120) | 0.00 | 0.00 | 0.00 | 0.0% |
| 010 · Exam Fees - Other | 0.00 | 0.00 | 0.00 | 0.0% |
| Total 010 · Exam Fees | 0.00 | 1,500.00 | -1,500.00 | 0.0% |
| 020 · Interest Income | | | | |
| 030 · New Registration Fees | 0.00 | 50.00 | -50.00 | 0.0% |
| 031 · New Certificate Fee (\$25) | 75.00 | 500.00 | -425.00 | 15.0% |
| 032 · New Licensee Fee - LARE (\$150) | 300.00 | 750.00 | -450.00 | 40.0% |
| 033 · New Licensee Fee - Recipr (\$150) | 300.00 | 2,250.00 | -1,950.00 | 13.3% |
| 034 · New Stamp Fee (\$25) | 75.00 | 500.00 | -425.00 | 15.0% |
| 030 · New Registration Fees - Other | 0.00 | 0.00 | 0.00 | 0.0% |
| Total 030 · New Registration Fees | 750.00 | 4,000.00 | -3,250.00 | 18.8% |
| 040 · Registration Renewal Fees | | | | |
| 041 · Reinstatement Fee (\$300) | 0.00 | 300.00 | -300.00 | 0.0% |
| 042 · Renewal Delinquency Fee (\$50) | 450.00 | 1,000.00 | -550.00 | 45.0% |
| 043 · Renewal Fee LA (\$150) | 52,162.50 | 55,500.00 | -3,337.50 | 94.0% |
| 044 · Renewal Fee LAIT (\$100) | 0.00 | 0.00 | 0.00 | 0.0% |
| 040 · Registration Renewal Fees - Other | 0.00 | 0.00 | 0.00 | 0.0% |
| Total 040 · Registration Renewal Fees | 52,612.50 | 56,800.00 | -4,187.50 | 92.6% |
| 050 · Other Income | | | | |
| Returned Check Fees (\$25) | 0.00 | 50.00 | -50.00 | 0.0% |
| 051 · Address Change (\$10) | 420.00 | 250.00 | 170.00 | 168.0% |
| 052 · Blue Book | 0.00 | 0.00 | 0.00 | 0.0% |
| 053 · Electronic/Replacemt Stamp \$25 | 19.99 | 19.99 | 0.00 | 100.0% |
| 054 · Enforcement Revenue | 0.00 | 0.00 | 0.00 | 0.0% |
| 050 · Other Income - Other | 0.00 | 0.00 | 0.00 | 0.0% |
| Total 050 · Other Income | 439.99 | 319.99 | 120.00 | 137.5% |
| Total Income | 53,802.49 | 65,144.99 | -11,342.50 | 82.6% |

Nevada State Board of Landscape Architecture Profit & Loss Budget vs. Actual

July 1 through August 25, 2013

| | Jul 1 - Aug 25, 13 | Budget | \$ Over Budget | % of Budget |
|---|--------------------|-----------|----------------|-------------|
| Cost of Goods Sold | 0.00 | 0.00 | 0.00 | 0.0% |
| 50000 · Cost of Goods Sold | 0.00 | 0.00 | 0.00 | 0.0% |
| Total COGS | 0.00 | 0.00 | 0.00 | 0.0% |
| Gross Profit | 53,802.49 | 65,144.99 | -11,342.50 | 82.6% |
| Expense | 24.00 | 250.00 | -226.00 | 9.6% |
| 060 · Bank Charges | | | | |
| 070 · Board Expenses | | | | |
| 071 · Board Member Mtg Fee (\$80) | 400.00 | 1,600.00 | -1,200.00 | 25.0% |
| 072 · Meals - Board Meetings | 0.00 | 4,413.67 | -4,413.67 | 0.0% |
| 073 · Travel - Board Meetings | 0.00 | 4,000.00 | -4,000.00 | 0.0% |
| 070 · Board Expenses - Other | 0.00 | 0.00 | 0.00 | 0.0% |
| Total 070 · Board Expenses | 400.00 | 10,013.67 | -9,613.67 | 4.0% |
| 080 · CLARB Affiliation Dues | 0.00 | 5,325.00 | -5,325.00 | 0.0% |
| 090 · CLARB Conference Expenses | | | | |
| 091 · Bd Member Conf Per Diem \$80 | 0.00 | 1,200.00 | -1,200.00 | 0.0% |
| 092 · CLARB Representative Expenses | 0.00 | 0.00 | 0.00 | 0.0% |
| 093 · Conference Registration | 0.00 | 6,600.00 | -6,600.00 | 0.0% |
| 094 · Travel - CLARB | 1,931.70 | 6,000.00 | -4,068.30 | 32.2% |
| 090 · CLARB Conference Expenses - Other | 0.00 | 0.00 | 0.00 | 0.0% |
| Total 090 · CLARB Conference Expenses | 1,931.70 | 13,800.00 | -11,868.30 | 14.0% |
| 100 · Education & Training | 0.00 | 0.00 | 0.00 | 0.0% |
| 110 · LARE Exam Expenses | | | | |
| 111 · Exam Room Rental | 0.00 | 0.00 | 0.00 | 0.0% |
| 112 · Proctor Exam Expenses | 0.00 | 0.00 | 0.00 | 0.0% |
| 113 · LARE Exams (\$280) | 0.00 | 0.00 | 0.00 | 0.0% |
| 114 · Redline & Standard Review \$120 | 0.00 | 0.00 | 0.00 | 0.0% |
| 115 · Redline Reviewer Fees | 0.00 | 0.00 | 0.00 | 0.0% |
| 110 · LARE Exam Expenses - Other | 0.00 | 0.00 | 0.00 | 0.0% |
| Total 110 · LARE Exam Expenses | 0.00 | 0.00 | 0.00 | 0.0% |
| 120 · NCIRC | | | | |
| 121 · Board Member NCIRC Mtg Fee \$80 | 0.00 | 0.00 | 0.00 | 0.0% |
| 122 · Miscellaneous - NCIRC | 0.00 | 0.00 | 0.00 | 0.0% |
| 123 · Travel - NCIRC | 28.53 | 0.00 | 28.53 | 100.0% |
| 120 · NCIRC - Other | 0.00 | 0.00 | 0.00 | 0.0% |
| Total 120 · NCIRC | 28.53 | 0.00 | 28.53 | 100.0% |

**Nevada State Board of Landscape Architecture
Profit & Loss Budget vs. Actual
July 1 through August 25, 2013**

| | Jul 1 - Aug 25, 13 | Budget | \$ Over Budget | % of Budget |
|--|--------------------|------------------|-------------------|--------------|
| 130 · Office Expenses | | | | |
| 131 · Cellular Telephone | 153.66 | 1,260.00 | -1,106.34 | 12.2% |
| 132 · DoIT Email & Web | 5.08 | 100.00 | -94.92 | 5.1% |
| 133 · Miscellaneous Office Expense | 71.88 | 0.00 | 71.88 | 100.0% |
| 134 · NSBLA Stamp | 10.00 | 519.99 | -509.99 | 1.9% |
| 135 · Office Eqmt, Software & Maint | 578.82 | 1,100.00 | -521.18 | 52.6% |
| 136 · Office Rent | 0.00 | 3,600.00 | -3,600.00 | 0.0% |
| 137 · Office Supplies | 0.00 | 1,000.00 | -1,000.00 | 0.0% |
| 138 · Post Office Box Rent | 0.00 | 124.00 | -124.00 | 0.0% |
| 139 · Postage & Delivery | 0.00 | 400.00 | -400.00 | 0.0% |
| 140 · Printing & Reproduction | 0.00 | 400.00 | -400.00 | 0.0% |
| 141 · Telephone & Fax Line | 0.00 | 80.00 | -80.00 | 0.0% |
| 130 · Office Expenses - Other | 0.00 | 1,000.00 | -1,000.00 | 0.0% |
| Total 130 · Office Expenses | 819.44 | 9,583.99 | -8,764.55 | 8.6% |
| 150 · Payroll Expenses | | | | |
| 151 · Enforcement Officer | 0.00 | 1,000.00 | -1,000.00 | 0.0% |
| 152 · Executive Director | 4,607.04 | 28,990.50 | -24,383.46 | 15.9% |
| 153 · Executive Director - Bonus | 0.00 | 2,000.00 | -2,000.00 | 0.0% |
| 154 · Mileage | 67.80 | 400.00 | -332.20 | 17.0% |
| 155 · Nevada Business Tax | 0.00 | 150.00 | -150.00 | 0.0% |
| 156 · Payroll Penalties & Interest | 24.20 | 0.00 | 24.20 | 100.0% |
| 157 · Payroll Taxes | 490.64 | 2,700.00 | -2,209.36 | 18.2% |
| 150 · Payroll Expenses - Other | 0.00 | 0.00 | 0.00 | 0.0% |
| Total 150 · Payroll Expenses | 5,189.68 | 35,240.50 | -30,050.82 | 14.7% |
| 160 · Professional Fees | | | | |
| 161 · Accountant | 0.00 | 3,150.00 | -3,150.00 | 0.0% |
| 162 · Bookkeeping | 180.00 | 600.00 | -420.00 | 30.0% |
| 163 · Deputy Attorney General | 0.00 | 1,500.00 | -1,500.00 | 0.0% |
| 164 · Legislative Bill Tracker | 0.00 | 0.00 | 0.00 | 0.0% |
| 165 · Legislative Counsel Bureau | 0.00 | 0.00 | 0.00 | 0.0% |
| 166 · 2013 Legislative Session | 0.00 | 0.00 | 0.00 | 0.0% |
| 167 · Risk Management | 0.00 | 1,381.83 | -1,381.83 | 0.0% |
| 168 · Temporary Office Help | 0.00 | 0.00 | 0.00 | 0.0% |
| 160 · Professional Fees - Other | 0.00 | 0.00 | 0.00 | 0.0% |
| Total 160 · Professional Fees | 180.00 | 6,631.83 | -6,451.83 | 2.7% |
| 170 · Registration Renewal Expenses | | | | |
| 172 · Printing Renewal Forms | 0.00 | 100.00 | -100.00 | 0.0% |
| 171 · Mailing Renewal Forms | 0.00 | 200.00 | -200.00 | 0.0% |
| 170 · Registration Renewal Expenses - Other | 0.00 | 0.00 | 0.00 | 0.0% |
| Total 170 · Registration Renewal Expenses | 0.00 | 300.00 | -300.00 | 0.0% |

**Nevada State Board of Landscape Architecture
Profit & Loss Budget vs. Actual
July 1 through August 25, 2013**

| | Jul 1 - Aug 25, 13 | Budget | \$ Over Budget | % of Budget |
|--------------------------------------|--------------------|-------------------|-------------------|----------------|
| 200 · Publications | | | | |
| 201 · Nevada Blue Book | 0.00 | 0.00 | 0.00 | 0.0% |
| 200 · Publications - Other | 0.00 | 0.00 | 0.00 | 0.0% |
| Total 200 · Publications | 0.00 | 0.00 | 0.00 | 0.0% |
| 66900 · Reconciliation Discrepancies | 0.00 | 0.00 | 0.00 | 0.0% |
| 999 · FY04 | 0.00 | 0.00 | 0.00 | 0.0% |
| Total Expense | 8,573.35 | 81,144.99 | -72,571.64 | 10.6% |
| Net Income | 45,229.14 | -16,000.00 | 61,229.14 | -282.7% |

Nevada State Board of Landscape Architecture
Balance Sheet
As of August 25, 2013

| | |
|------------|---------------------------------|
| Aug 25, 13 | |
| | ASSETS |
| | Current Assets |
| 33,121.13 | Checking/Savings |
| 48,932.72 | CD 5219 - B of A |
| 58.46 | Checking 4998 - B of A |
| 45,092.08 | Petty Cash |
| 127,204.39 | Savings 8524 - B of A |
| 127,204.39 | Total Checking/Savings |
| | Total Current Assets |
| 127,204.39 | TOTAL ASSETS |
| | LIABILITIES & EQUITY |
| | Liabilities |
| | Current Liabilities |
| | Other Current Liabilities |
| 1,119.38 | Payroll Liabilities |
| 1,119.38 | Total Other Current Liabilities |
| | Total Current Liabilities |
| 1,119.38 | Total Liabilities |
| | Equity |
| 32,224.00 | Opening Bal Equity |
| 48,631.87 | Retained Earnings |
| 45,229.14 | Net Income |
| 126,085.01 | Total Equity |
| 127,204.39 | TOTAL LIABILITIES & EQUITY |

Welcome Valued Business Banking Client
NV STATE BOARD OF LANDSCAPE ARCHITECTURE - Business Platinum Privileges™

Protect your accounts and information, visit the **Security Center**

Last sign in: 08/11/2013 at 06:09 PM ET
 landscapboard@nsbla.nv.gov **Edit**

Need Assistance?

Business Platinum Privileges™ Clients
 Call 1.888.BUSINESS (1.888.287.4637) for help with your new or existing Small Business accounts and services.

Business Platinum Privileges™ and Business Advantage customers, please have your Access ID/PIN or your Bank of America account number on hand to enjoy priority service.

Send a message to customer service team
 For Online Banking technical questions call: 1800.933.6262
 Send a message to Online Banking Support

Accounts

Business Accounts

NSBLA CHECKING ACCOUNT
 \$53,280.92
 Go Paperless — more documents available

NSBLA SAVINGS ACCOUNT
 \$45,093.61
 Go Paperless — more documents available

Personal Accounts
Fixed Term CD - 5219
 \$33,106.73
 Go Paperless — more documents available



Investment accounts

Open an investment account with Merrill Edge® and view your banking and investing accounts on this page.
 \$6.95 simple flat-rate pricing or qualify for 30 commission-free online equity and ETF trades per month with a Merrill Edge Self-directed account.
 Invest for retirement with Merrill Edge and get a full range of investment offerings including mutual funds, ETFs, stocks and bonds.

My Portfolio®

You can view and manage all your accounts - even those from other banks and financial institutions - in one place with My Portfolio. Visit My Portfolio today to simplify how you manage your money.

Special Offers & New Accounts

BankameriDeals®

New Choose cash back deals, and get cash back put into your account.

Add It Up™

Earn up to 20% cash back on your online purchases, on top retailer's discounts and credit or debit card rewards.

View your Special Offers

Open an Account

³For checking, savings, and money market accounts, the balance may reflect transactions that have not yet posted to your account. For credit card, Gold Option and Gold Reserve accounts, the balance may not reflect recent transactions or pending payments.



**NEVADA STATE BOARD OF LANDSCAPE ARCHITECTURE
EXECUTIVE DIRECTOR REPORT
August 24, 2013**

a. Financial Update:

The current bank account balance and accounting records are detailed in the financial reports included with this report. The balance to date is \$127,204.39 for all accounts. In reviewing the Profit & Loss Budget vs. Actual Report, it is apparent that the Board has received over 82.6% of its projected income, and has spent only 10.6% of its projected expenses. All invoices to this date have been paid.

b. Registration Renewal Update:

Registration packets were sent out on May 1, 2013 in the new format consisting of 1 sheet on which the renewal card was printed.

*NRS 623A.200-If a holder of a certificate of registration submits to the Board the annual renewal fee, proof and information required pursuant to the provisions of subsection 2, or if the Board approves the renewal or reinstatement of a certificate of registration pursuant to the provisions of subsection 3 or 4, the Executive Director of the Board shall, upon receipt of the applicable fees, proof and information or upon receipt of the approval of the Board, **issue a renewal card to the applicant, indicating that the certificate of registration is renewed for 1 year. The renewal card must bear the seal of the Board and include:***

(a) The number of the certificate of registration; and

(b) The signature of the President or Executive Director of the Board or a facsimile of that signature.

There were less than 15 registrants who requested their renewal card in the former format, their requests were met. Perhaps next year, a line should be added to the renewal form indicating that a renewal certificate is available for a fee of \$25 for which is allowed per NRS.

Of the 383 applications mailed:

- 353 paid in renewal fees in full
- 10 are exempt due to their status with the Board
- 3 returned their renewal but still owe \$10 change of address fee
- 2 checks were returned by the bank as unpaid
- 1 check was paid, no application was included
- 14 remain unpaid

Follow-up correspondence for each of the delinquent/missing registrations has been sent out with an explanation of the consequences of non-registration. Overall, the Board experienced greater success with renewals than in the past years. On June

20th, 10 days before expiration, an e-mail was sent to all outstanding registrants reminding them that their renewals had still not been received. This action contributed to far fewer delinquent registrations than past years.

d. Candidate for Registration in the State of Nevada-All Registration by Reciprocity
Carrie Jensen-Registration by Examination

Important Reminders

September 3 at 5 p.m. Central Time is the deadline for hotel reservations.

September 11 is the meeting registration deadline.

Member Board Executives must register attendees.

Attendees will select their own sessions and register guests.

During session selection, please let CLARB know if you're planning to attend the Welcome Reception and/or the President's Awards Dinner.

Dress code is business casual for sessions and evening business casual for the President's Awards Dinner.

In keeping with CLARB's core value of stewardship, this meeting will be **"paperless."**

[Visit the Annual Meeting website](#) for detailed meeting information.

NEW! [Meeting info at a glance](#) is now available (PDF).

NEW! [Visit the Annual Meeting Facebook page.](#)



2013 CLARB ANNUAL MEETING
SEPTEMBER 26-28
MINNEAPOLIS

K N O W L E D G E A B L E
e m p o w e r e d
I N F O R M E D
e d u c a t e d
E N L I G H T E N E D
g r o u n d e d
A W A R E

Wednesday, September 25

1:00 p.m. – 5:00 p.m.

Registration, Hospitality Area and Cyber Café Open

7:00 p.m. – 8:30 p.m.

Welcome Reception with *IGNITE* Presentations*

Join your regulatory board peers, the CLARB Board of Directors and staff for a relaxing evening of networking and learning to kick off the meeting. As a special feature, this year's reception will introduce *IGNITE* presentations: creative, entertaining and informative talks where presenters share their ideas and personal or professional passions in five minutes. Each presentation is meant to "ignite" the audience on a subject, i.e. to generate awareness and to stimulate thought and action on the subjects presented. [Click here to view an *IGNITE* example.](#)

Thursday, September 26

7:30 a.m. – 4:00 p.m.

Registration, Hospitality Area and Cyber Café Open

8:00 a.m. – 12:00 p.m.

Working Breakfast and MBE Exchange



Engage with fellow MBEs to share ideas and best practices for addressing common issues and challenges. Onsite and virtual attendees will both benefit from the following discussions:

- Emotional intelligence and regulatory excellence—a critical connection. An effective Board Executive will utilize the competency of emotional intelligence (EI) to understand the unique perspectives and needs of various stakeholders to inform his or her leadership and management behaviors. By employing EI attributes of sensitivity and awareness executives can help ensure efficient and productive relationships while bringing organizations closer to their ultimate goal of public protection.
- Emerging trends in licensure qualification. CLARB has learned that new requirements are being added to licensure qualifications, not only for landscape architects, but for all professions. Background checks, legal work status, and special accommodations for military personnel are examples of new requirements in some jurisdictions. Come prepared to share and discuss how your Board might respond to these emerging requirements.

- Evaluating foreign exam/licensure applicants. As landscape architecture grows in scope and importance across the world, some U.S. and Canadian jurisdictions are seeing an increase in foreign applicants for examination and licensure. How is your Board addressing this trend, what processes are you using to evaluate these applicants, and how can CLARB help?
- How multi-disciplinary Boards can update their laws. In 2012 the Kansas State Board of Technical Profession, representing the professions of architecture, engineering, geology and land surveying, updated its Practice Act by completing a line-by-line review. Successfully updating an Act for five professions requires all responsible parties to set goals and objectives, buy into the process, and work together as a single regulatory entity: otherwise, achieving such an effort across multiple professions is likely to fail from the onset. Join Kansas Board Executive Jean Boline and staff member Mary Dyck for a discussion of best practices for updating regulations.

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This session, sponsored by CLARB and delivered by the Council on Licensure and Regulation (CLEAR), is an interactive program designed to prepare regulatory board members for effective service. The half-day program will include four modules covering different facets of the role of regulatory board members, from the foundations of occupational and professional regulation to the various disciplinary and rulemaking responsibilities they hold. After participating in the session, board members will better understand and be fully equipped for the important governance role they play.

12:00 p.m. – 1:30 p.m. Group Lunch*

1:30 p.m. – 2:30 p.m. Opening Business Session



Following a welcome from representatives from the Minnesota Board of Architecture, Engineering, Land Surveying, Landscape Architecture, Geoscience and Interior Design we will review the meeting agenda and outcomes and meet CLARB officer candidates. Participants will also hear about new pilot projects to increase engagement between CLARB and all Member Boards.

2:45 p.m. – 4:15 p.m. Regional Meetings

Contribute to and learn from the knowledge and experience of the Boards in your region from these in-person sessions. During this open forum, attendees will have an opportunity to discuss common local, regional, national and international issues and challenges, share ideas and best practices and conduct elections for Regional Director in Regions 1, 3, and 5.

4:30 p.m. – 5:30 p.m. Explaining the Unexplainable: Helping the Public Understand the Unique Impacts of Landscape Architecture



Based on a recent, highly well-received presentation delivered at the Canadian Society of Landscape Architects annual congress, this “un-session” will demonstrate how to communicate the CLARB research on the impacts of landscape architecture to public well-being in a way that also recognizes and speaks to the challenge of explaining the profession to the public. The premise of the presentation is that landscape architects have an historic opportunity to reinvent and rearticulate their value proposition to establish a powerful, distinctive, and enduring brand that builds upon the profession’s historic strengths, core values, and unique competencies. Through real-life, visualized examples, attendees will learn how to identify and concisely explain the seven distinctive, research validated impacts of landscape architecture to wide ranging audiences.

4:30 p.m.

Walking Tour*

This self-guided walking tour of Minneapolis provides an opportunity to stretch your legs and view places of landscape architectural interest that demonstrate the profession's impact on health, safety and welfare. A map with locations and notes will be provided to guide you on your tour.

Friday, September 27

8:00 a.m. – 5:00 p.m.

Hospitality Area and Cyber Café Open

8:00 a.m. – 9:00 a.m.

Group Breakfast*

9:00 a.m. – 12:00 p.m.

Special Group Workshop: Building More Strategic Boards with “Knowledge Based Strategic Governance”

Boards are challenged by the new “reset” economy, deregulatory pressures, and changing demographics as they work to deliver on their mission of protecting the public's health, safety, and welfare. While it's important to “keep the trains running on time,” it's not enough to ensure Board and regulatory relevance next year or five years from now. How can Boards manage to do it all? Part of the solution may be to develop new “muscles” that enable Boards to make decisions that provide for today's needs while preparing for a successful future. Join Paul Meyer, co-president of Tecker, Inc., strategic governance consultant to the CLARB Board of Directors and hundreds of other associations, nonprofits, small businesses, and government entities, in an interactive workshop that will enable your Board to take advantage of governance practices that will increase their efficiency, strategic focus and effectiveness.

Attendees will learn the basics of “knowledge based strategic governance” and how the CLARB Board of Directors has employed these processes as part of its ongoing work and will take home tools, resources, and knowledge that they can put in to practice quickly.

12:00 p.m. – 2:00 p.m.

Working Lunch (Bonus Session w/ Paul Meyer) or Lunch on Your Own

Choose lunch on your own or join “strategic boards” session leader, Paul Meyer for lunch and more conversation about how to address specific challenges and opportunities in your own jurisdiction.

2:00 p.m. – 5:00 p.m.

Strategic Conversations – regulating welfare, CLARB's global strategy and value proposition for the 21st century

Consistently rated as the most popular by Member attendees, these sessions enable Boards to be “in the know” about the organization's strategic initiatives and priorities and help inform CLARB's strategic thinking processes. During these 45-minute, rotating sessions, attendees will hear updates and provide input on the following topics:

- Regulating welfare. Member Boards will have an opportunity to provide feedback on specific approaches to recognize the “welfare” aspects of landscape architectural practice in regulation and help the CLARB Board of Directors better understand Board interest in, and readiness for, movement towards regulating welfare.
- Facilitating and responding to the increase in professionalism around the world. Based on increased dialogue with landscape architecture organizations around the world, including the International Federation of Landscape Architects, there is significant interest in the concept of global standards for the practice of landscape architecture. Hear what CLARB has learned since



the last membership meeting and provide input to the Board of Directors on how global practice issues are, or may be, affecting your Board.

- CLARB's value proposition for the 21st century. Periodically every organization must reevaluate what unique value it provides to its members/customers/constituents/stakeholders due to changes in the environment and evolution of individual and organizational needs. Join in an interactive dialogue designed to address three key questions:
 - What are the long-term, high value outcomes that CLARB should **commit** to working on over time?
 - What is the **content** (substantive, meaningful activities) that will enable CLARB to create long-term, high value to members and customers?
 - What would a **community** that is genuinely concerned about each other's long term success look like, be like, and do?

6:15 p.m. – 9:30 p.m. President's Dinner*

Join President Dennis Bryers at the [Minneapolis Institute of Art](#) as he recognizes individuals who have made special contributions during the past year. **Shuttles will depart at 6:30 p.m. Please meet in the hotel lobby by 6:15 p.m. to ensure a prompt departure.** Don't forget your drink tickets! **Dress code is evening business casual** (i.e. cocktail dress, slacks and dress shirt; jacket and tie optional).

Saturday, September 28

8:00 a.m. – 1:00 p.m. Hospitality Area and Cyber Café Open

8:00 a.m. – 9:00 a.m. Group Breakfast*

9:00 a.m. – 12:00 p.m. Operational Conversations

Introduced at the most recent CLARB Spring membership meeting, these conversations encourage deeper understanding of business and programmatic issues and provide opportunities for Members to weigh in on proposed enhancements to the way CLARB serves Boards, candidates and licensees. During these 45-minute rotating sessions participants will review:

- 2014 scope of work
- Website enhancements
- Analyzing L.A.R.E. data and trends

12:00 p.m. – 1:00 p.m. Closing Session



Attendees will [vote on proposed bylaws changes](#), meet the new members of the Board of Directors, hear a summary of meeting outcomes and next steps, and have a fresh opportunity to provide additional input to CLARB leadership.



[Visit the Annual Meeting page on Facebook](#)
to be "in the know," chat with meeting attendees,
share meeting pics, and much more!



Indicates a virtual participation opportunity. Dial-in and web login access details will be provided to all members via email as well as posted [on the Annual Meeting website](#).



- An enhanced session for Member Board Executives (MBEs) that includes discussions about emerging trends in licensure qualification, and how Boards can efficiently update their laws;
- A new session designed exclusively for Member Board Members (MBMs) to provide clarity on the important governance role they play;
- A bonus session for all about helping the public understand the impacts of landscape architecture;
- Discussions about regulating the welfare aspect of practice, creating a global practice standard, and identifying CLARB's value proposition for the 21st century;
- Voting on proposed bylaws revisions that will bring the bylaws into alignment with the new exam procedures;
- The election of new CLARB Board of Directors members including Regional and Alternate Directors for Regions I, III and V;

CLARB Board of Directors Election

The Nominating Committee has established an initial slate of candidates for the CLARB Board of Directors. Click to view each candidate's bio.

- [Stephanie Landregan](#) (President)
- [Jerany Jackson](#) (President-Elect)
- [Randy Weatherly](#) (Vice President)
- [Christine Anderson](#) (Treasurer)
- [John Tarkany](#) (Treasurer)

The Treasurer will serve a two year term (October 1, 2013 - September 30, 2015) while the other positions will each serve a one year term (October 1, 2013 - September 30, 2014).

Cary and Dan:

AIR Confirmation: AZ2MSL

BAIRD/CARY and HILL/DAN

Wed Sep 25 Flight 180

Depart LAS VEGAS NV (LAS) on Southwest Airlines at 06:55 AM

Arrive in DENVER CO (DEN) at 09:45 AM

Flight 4571

Change planes to Southwest Airlines in DENVER CO (DEN) at 10:25 AM

Arrive in MSP TERMINAL 2 (MSP) at **1:20 PM**

Sat Sep 28 Flight 103

Depart MSP TERMINAL 2 (MSP) on Southwest Airlines at 2:00 PM

Arrive in DENVER CO (DEN) at 3:00 PM

Flight 1046

Change planes to Southwest Airlines in DENVER CO (DEN) at 4:05 PM

Arrive in LAS VEGAS NV (LAS) at 4:50 PM

Sandy Ryan and Dale:

SANDRA ANTUNEZ **AIR Confirmation AiAFZMSZ**

RYAN HANSEN and DALE DOERR **AIR Confirmation ALRMT8**

Depart Sep 25Wed 06:00 AM Depart Reno/Tahoe, NV (RNO)

09:05 AM Arrive in Denver, CO (DEN)

Flight #227

Wednesday, September 25, 2013

10:25 AM Change connect, change plane to Southwest Airlines in Denver, CO (DEN)

01:20 PM Arrive in Minneapolis/St. Paul (Terminal 2), MN (MSP)

Flight #4571

Return Sep 28Sat 02:00 PM Depart Minneapolis/St. Paul (Terminal 2), MN (MSP)

03:00 PM Arrive in Denver, CO (DEN)

Flight #103

Saturday, September 28, 2013

04:45 PM Change connect, change plane to Southwest Airlines in Denver, CO (DEN)

06:00 PM Arrive in Reno/Tahoe, NV (RNO)

Helen

AIR Confirmation: AH48NH

HELEN WRIGHT

Depart Sep 25Wed 08:45 AM Depart Ft. Lauderdale, FL (FLL) on AirTran

10:33 AM Arrive in Atlanta, GA (ATL)

Flight #5706 Operated by AirTran

12:30 PM Change connect, change plane to AirTran in Atlanta, GA (ATL)

02:03 PM Arrive in Minneapolis/St. Paul (Terminal 2), MN (MSP)

Return Sep 28Sat 02:00 PM Depart Minneapolis/St. Paul

03:00 PM Arrive in Denver, CO (DEN)

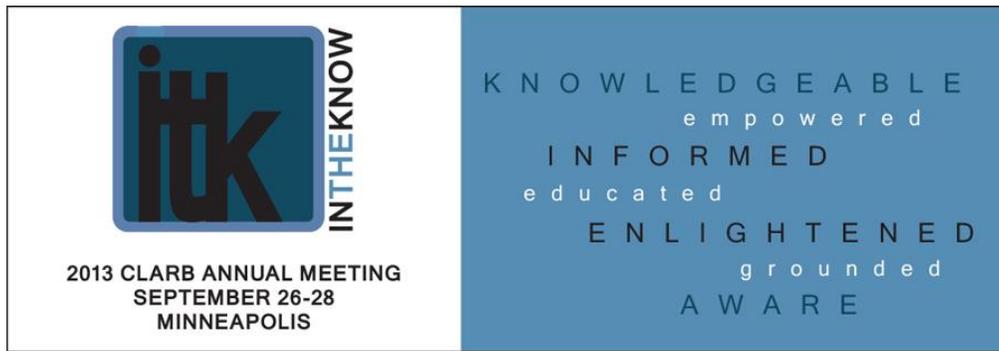
Flight #103 Operated by Southwest

Saturday, September 28, 2013

04:45 PM Change connect, change plane to Southwest Airlines in Denver, CO (DEN)

06:00 PM Arrive in Reno/Tahoe, NV (RNO)

09/25/2013 - 09/28/2013



About Minneapolis

Weather

- In late September, the average low temperature in Minneapolis is in the mid 50s and the average high temperature is in the low 70s. [Get the local forecast here.](#)

Food and Drink

- [Farmers' Markets and Restaurant Guides](#)

Things to Do

- [Art and Museums](#)
- [Landmarks and Tours](#)
- [Music and Theater](#)
- [Recreation](#)
- [Sports](#)

Transportation (Getting Around Minneapolis)

- [All Transportation](#)
- [Public Bike Sharing](#)
- [Walking in Minneapolis](#) (learn about the Minneapolis pedestrian master plan)

Other

- [Official Website of Minneapolis](#)
- [Minneapolis Park and Recreation Board](#)

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SEPTEMBER 26-28
MINNEAPOLIS

K N O W L E D G E A B L E
e m p o w e r e d
I N F O R M E D
e d u c a t e d
E N L I G H T E N E D
g r o u n d e d
A W A R E

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12:00 p.m. – 1:30 p.m. Group Lunch*

1:30 p.m. – 2:30 p.m. Opening Business Session



Following a welcome from representatives from the Minnesota Board of Architecture, Engineering, Land Surveying, Landscape Architecture, Geoscience and Interior Design we will review the meeting agenda and outcomes and meet CLARB officer candidates. Participants will also hear about new pilot projects to increase engagement between CLARB and all Member Boards.

2:45 p.m. – 4:15 p.m. Regional Meetings

Contribute to and learn from the knowledge and experience of the Boards in your region from these in-person sessions. During this open forum, attendees will have an opportunity to discuss common local, regional, national and international issues and challenges, share ideas and best practices and conduct elections for Regional Director in Regions 1, 3, and 5.

4:30 p.m. – 5:30 p.m. Explaining the Unexplainable: Helping the Public Understand the Unique Impacts of Landscape Architecture



Based on a recent, highly well-received presentation delivered at the Canadian Society of Landscape Architects annual congress, this “un-session” will demonstrate how to communicate the CLARB research on the impacts of landscape architecture to public well-being in a way that also recognizes and speaks to the challenge of explaining the profession to the public. The premise of the presentation is that landscape architects have an historic opportunity to reinvent and rearticulate their value proposition to establish a powerful, distinctive, and enduring brand that builds upon the profession’s historic strengths, core values, and unique competencies. Through real-life, visualized examples, attendees will learn how to identify and concisely explain the seven distinctive, research validated impacts of landscape architecture to wide ranging audiences.

4:30 p.m.

Walking Tour*

This self-guided walking tour of Minneapolis provides an opportunity to stretch your legs and view places of landscape architectural interest that demonstrate the profession's impact on health, safety and welfare. A map with locations and notes will be provided to guide you on your tour.

Friday, September 27

8:00 a.m. – 5:00 p.m.

Hospitality Area and Cyber Café Open

8:00 a.m. – 9:00 a.m.

Group Breakfast*

9:00 a.m. – 12:00 p.m.

Special Group Workshop: Building More Strategic Boards with “Knowledge Based Strategic Governance”

Boards are challenged by the new “reset” economy, deregulatory pressures, and changing demographics as they work to deliver on their mission of protecting the public's health, safety, and welfare. While it's important to “keep the trains running on time,” it's not enough to ensure Board and regulatory relevance next year or five years from now. How can Boards manage to do it all? Part of the solution may be to develop new “muscles” that enable Boards to make decisions that provide for today's needs while preparing for a successful future. Join Paul Meyer, co-president of Tecker, Inc., strategic governance consultant to the CLARB Board of Directors and hundreds of other associations, nonprofits, small businesses, and government entities, in an interactive workshop that will enable your Board to take advantage of governance practices that will increase their efficiency, strategic focus and effectiveness.

Attendees will learn the basics of “knowledge based strategic governance” and how the CLARB Board of Directors has employed these processes as part of its ongoing work and will take home tools, resources, and knowledge that they can put in to practice quickly.

12:00 p.m. – 2:00 p.m.

Working Lunch (Bonus Session w/ Paul Meyer) or Lunch on Your Own

Choose lunch on your own or join “strategic boards” session leader, Paul Meyer for lunch and more conversation about how to address specific challenges and opportunities in your own jurisdiction.

2:00 p.m. – 5:00 p.m.

Strategic Conversations – regulating welfare, CLARB's global strategy and value proposition for the 21st century

Consistently rated as the most popular by Member attendees, these sessions enable Boards to be “in the know” about the organization's strategic initiatives and priorities and help inform CLARB's strategic thinking processes. During these 45-minute, rotating sessions, attendees will hear updates and provide input on the following topics:

- Regulating welfare. Member Boards will have an opportunity to provide feedback on specific approaches to recognize the “welfare” aspects of landscape architectural practice in regulation and help the CLARB Board of Directors better understand Board interest in, and readiness for, movement towards regulating welfare.
- Facilitating and responding to the increase in professionalism around the world. Based on increased dialogue with landscape architecture organizations around the world, including the International Federation of Landscape Architects, there is significant interest in the concept of global standards for the practice of landscape architecture. Hear what CLARB has learned since



the last membership meeting and provide input to the Board of Directors on how global practice issues are, or may be, affecting your Board.

- CLARB's value proposition for the 21st century. Periodically every organization must reevaluate what unique value it provides to its members/customers/constituents/stakeholders due to changes in the environment and evolution of individual and organizational needs. Join in an interactive dialogue designed to address three key questions:
 - What are the long-term, high value outcomes that CLARB should **commit** to working on over time?
 - What is the **content** (substantive, meaningful activities) that will enable CLARB to create long-term, high value to members and customers?
 - What would a **community** that is genuinely concerned about each other's long term success look like, be like, and do?

6:15 p.m. – 9:30 p.m. President's Dinner*

Join President Dennis Bryers at the [Minneapolis Institute of Art](#) as he recognizes individuals who have made special contributions during the past year. **Shuttles will depart at 6:30 p.m. Please meet in the hotel lobby by 6:15 p.m. to ensure a prompt departure.** Don't forget your drink tickets! **Dress code is evening business casual** (i.e. cocktail dress, slacks and dress shirt; jacket and tie optional).

Saturday, September 28

8:00 a.m. – 1:00 p.m. Hospitality Area and Cyber Café Open

8:00 a.m. – 9:00 a.m. Group Breakfast*

9:00 a.m. – 12:00 p.m. Operational Conversations

Introduced at the most recent CLARB Spring membership meeting, these conversations encourage deeper understanding of business and programmatic issues and provide opportunities for Members to weigh in on proposed enhancements to the way CLARB serves Boards, candidates and licensees. During these 45-minute rotating sessions participants will review:

- 2014 scope of work
- Website enhancements
- Analyzing L.A.R.E. data and trends

12:00 p.m. – 1:00 p.m. Closing Session



Attendees will [vote on proposed bylaws changes](#), meet the new members of the Board of Directors, hear a summary of meeting outcomes and next steps, and have a fresh opportunity to provide additional input to CLARB leadership.

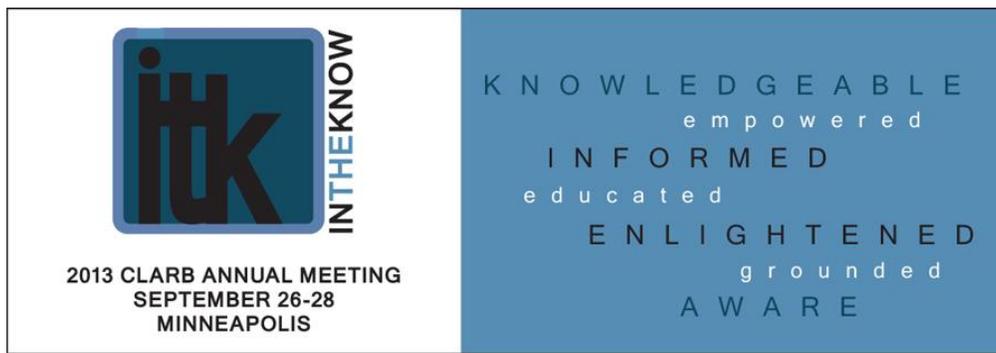


[Visit the Annual Meeting page on Facebook](#)
to be "in the know," chat with meeting attendees,
share meeting pics, and much more!



Indicates a virtual participation opportunity. Dial-in and web login access details will be provided to all members via email as well as posted [on the Annual Meeting website](#).





Meeting Reminders

-- Member Boards will vote on proposed bylaws changes during the closing session at the Annual Meeting. The changes will bring the bylaws into alignment with the new exam procedures. [Click here to view the proposed revisions.](#)

-- In keeping with CLARB's core value of stewardship:

- This meeting will be "paperless." You may want to bring your laptop or mobile device so you can easily record notes and access the [meeting materials](#) which are only available in electronic format. Document printouts and Flash drives loaded with files will not be available at the meeting.
- To ensure you have the most recent version of all meeting materials (and so you have the documents to follow along with at the meeting), please [download all meeting materials the day before](#) you depart for the meeting.
- If you decide to print the meeting materials, please consider printing double-sided.
- Recycle when possible. Recycle bins will be available in the registration/hospitality/internet cafe area. [Read more about the hotel's sustainability efforts.](#)
- Power charging centers will be available in the registration/hospitality/internet cafe area instead of all meeting rooms in an effort to reduce our environmental impact.
- Water will be served at meals and during breaks in pitchers.
- Leftover food will be donated to local food banks in accordance with health department guidelines.
- At the end of the meeting, please turn in your nametag holders, nametags and lanyards so that CLARB can recycle/reuse these.
- Getting to/from the hotel in Minneapolis: the Light Rail Transit runs from the Minneapolis Airport to downtown Minneapolis. Take the light rail to the Nicollet Mall Station (located on 5th Street), walk south/southeast one block towards Marquette Avenue, and walk west/southwest for five blocks on Marquette Avenue. The W Foshay will be on the left. Fares each way are \$1.75-\$2.25 per person depending on time of travel.
- For all other transportation needs, please share a van or taxi when possible.

-- The dress code for all sessions is business casual. Because temperatures fluctuate in the meeting rooms, dressing in layers is advised. The dress code for the President's Awards Dinner is evening business casual (i.e. cocktail dress, slacks and dress shirt; jacket and tie optional).

-- After the meeting, you will receive a survey and we thank you in advance for sharing your thoughts and feedback which we will use to enhance future meetings.

-- In late September, the average low temperature in Minneapolis is in the mid 50s and the average high temperature is in the low 70s. [Get the local forecast here.](#)

-- If you plan to do any touring on your own, we recommend bringing a pair of walking shoes, comfortable clothing, a light jacket, and an umbrella.

-- [The W Foshay hotel](#) offers free internet access in your hotel room and in the registration/hospitality/internet cafe area. The hotel also offers [other amenities](#) including an [on-site fitness center](#).

Questions? Please contact [Missy Sutton](#) at CLARB.

Nevada State Board of Landscape Architecture Enforcement Cases 8-24-13

| Date Case Opened | Case # | Complaint | Follow-up | Current Status |
|------------------|--------|--|---|----------------|
| 8-24-2013 | 13-01 | Practice Without License Dex Las Vegas Yellow Pages "Landscape Designers" page 506 | To Board 8-24-2013 Request Open Case | |
| 8-24-2013 | 13-02 | Practice Without License Dex Las Vegas Yellow Pages "Landscape Designers" page 506 | To Board 8-24-2013 Request Open Case | |
| 8-24-2013 | 13-03 | Practice Without License Dex Las Vegas Yellow Pages "Landscape Designers" page 506 | To Board 8-24-2013 Request Open Case | |
| 8-24-2013 | 13-04 | Practice Without License Dex Las Vegas Yellow Pages "Landscape Designers" page 506 | To Board 8-24-2013 Request Open Case | |
| 8-24-2013 | 13-05 | Practice Without License Dex Las Vegas Yellow Pages "Landscape Designers" page 506 | To Board 8-24-2013 Request Open Case | |
| 8-24-2013 | 13-06 | Practice Without License Dex Las Vegas Yellow Pages "Landscape Designers" page 506 | To Board 8-24-2013 Request Open Case | |
| 8-24-2013 | 13-07 | Practice Without License Dex Las Vegas Yellow Pages "Landscape Designers" page 506 | To Board 8-24-2013 Request Open Case | |
| 8-24-2013 | 13-08 | Practice Without License Dex Las Vegas Yellow Pages "Landscape Designers" page 506 | To Board 8-24-2013 Request Open Case | |
| 8-24-2013 | 13-09 | Practice Without License Dex Las Vegas Yellow Pages "Landscape Designers" page 506 | To Board 8-24-2013 Request Open Case | |
| 8-24-2013 | 13-10 | Practice Without License Dex Las Vegas Yellow Pages "Landscape Designers" page 506 | To Board 8-24-2013 Request Open Case | |
| 8-24-2013 | 13-11 | Practice Without License Dex Las Vegas Yellow Pages "Landscape Designers" page 506 | To Board 8-24-2013 Request Open Case | |
| 8-24-2013 | 13-12 | Practice Without License Dex Las Vegas Yellow Pages | To Board 8-24-2013 Request Open Case | |

Nevada State Board of Landscape Architecture Enforcement Cases 8-24-13

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| | | "Landscape Designers" page 506 | | |
| 8-24-2013 | 13-13 | Practice Without License Dex Las Vegas Yellow Pages "Landscape Designers" page 506 | To Board 8-24-2013 Request Open Case | |