



NEVADA STATE BOARD OF LANDSCAPE ARCHITECTURE BOARD MEETING

February 7, 2015

Voting Members in Attendance:

Cary Baird, President of the Board
Sandra Antunez
Dale Doerr
Ryan Hansen
Stan Southwick

Helen Wright
Clair Lewis
Dan Hill
Ellis Antunez

Members of the Public:

Amie Wojtech

Non-Voting Attendees:

The agenda for this meeting was posted on February 2, 2015 prior to 9:00 AM in accordance with Nevada Revised Statute 241 in the following locations:

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

Minutes Transcribed by Helen Wright, Executive Director of the Board

Agenda Item	Discussion	Follow-Up
<i>1. Call to Order</i>		
a. Introductions of all Present b. Establish Quorum c. Approval of Agenda	The February 7, 2015 Nevada State Board of Landscape Architecture Board Meeting was called to order by the President of the Board, Cary Baird at 10:00 AM. It is noted that the number of voting members present represented a quorum. All attendees introduced themselves. The agenda was approved as presented.	Closed.
<i>2. Public Comment Period</i>		
	There were no public comments.	Closed.
<i>3. Standing Business</i>		
a. Review and Approve Meeting Minutes of November 7, 2014 b. Create Quarterly Newsletter/Web-site Updates and Articles c. Update on 2015 Legislative Session	a. The minutes from the November 7, 2014 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. b. Attendees agreed to submit Newsletter/Web-site Updates and Articles on the following topics: Ellis Antunez and Clair Lewis will co-write an article entitled <i>ASLA vs. NSBLA Likeness and Differences</i> . This article will replace <i>New Professional Title Acronyms</i> . Stan Southwick will submit digital images which will be rotated into the existing images. This item is now a regular agenda item to be completed during upcoming Board Meetings. c. Ellis Antunez provided a comprehensive report on Bills introduced in the 78 th Session of The Nevada Legislature. Currently there are 7 Bill Draft Requests which may impact the construction industry. Each BDR was reviewed by members of the Board it was noted that SB50 may impact this board; it will be closely watched. Dale Doerr reported on his attendance at the Engineers and Surveyor's Board. There are no follow-up items at this time.	The described articles/images will be forwarded to the web-site.

Agenda Item	Discussion	Follow-Up
<i>4. Old Business</i>		
a. Continue Discussion Regarding Plans to Promote Board Activities to Nevada State Schools and Universities	<p>Members considered ideas to promote Board activities to Landscape Architecture students studying in Nevada. Suggestions include a presentation for students and visiting the campuses utilizing NASLA in facilitating the process. Information about the LAIT Certificate Designation and Registration by Education will be presented as follows:</p> <ul style="list-style-type: none"> -Dale Doerr and Ryan Hansen to TMCC Students -Dan Hill and Stan Southwick to UNLV Students -Ellis Antunez to WNCC Students <p>This discussion will be concluded at the next meeting of the Board.</p>	<p>A report of completed visits will be presented at the next meeting of the Board.</p>
b. Determine Financial Compensation to Board Members and Field Investigation Officers	<p>Board Members continued this discussion and again reviewed <i>NRS 623A.090-Compensation of members and employees</i>. It was recognized that all Registered Landscape Architects, including Board Members and Field Investigation Officers must pay their registration renewal fees each year. The Board voted in favor of increasing Board Member meeting attendance compensation to \$130 beginning FY16.</p> <p>The Board then voted in favor of providing compensation to Field Investigation Officers at the rate of \$75 per hour. This rate will not exceed three (3) hours per year without approval from the Executive Director who will seek guidance from the Board President as needed. Additionally all Field Investigation Officers will be individually included in the Board's Risk Management Plan provided by the State of Nevada beginning immediately. Beginning FY16, each Field Investigation Officer will be provided with a simple contract outlining these conditions. On July 1, 2015 and each year thereafter the Officers who wish to be included in the pool, will be added to the Risk Management Plan.</p> <p>The Executive Director was instructed to write a policy outlining these decisions utilizing advice from Jim Smith. The contract will be included as an attachment to the policy. The content of the policy has been approved by the Board; the actual policy will be presented to the Board on May 16th for information only. The policy will be reviewed during the first meeting of each calendar year and approved for usage during the next fiscal year. A notice of this topic will be sent to current Field Investigation Officers to be delivered with their Registration Renewal Packets May 1.</p>	<p>Write Policy/Contract; send with letter in May to Field Investigation Officers. Add current pool to Risk Management Policy. Send all to Mr. Smith.</p>

Agenda Item	Discussion	Follow-Up
<i>4. Old Business (cont.)</i>		
c. Continue Discussion on Implementing Continuing Education	A discussion about implementing required Continuing Education for Registered Landscape Architects in Nevada continued during this meeting. Board Members reported on neighboring states implementation of continuing education. Reports were as follows: Ryan Hansen-Washington and Oregon; Dale Doerr-Texas and New Mexico; Stan Southwick-Wyoming and Kansas; Sandra Antunez-North Carolina and South Carolina. The discussion will continue with the goal to have definition by February 2016 in as a Board Policy. Going forward Ellis Antunez will make a presentation on Health, Safety and Welfare and members will begin sorting out ideas using flip charts during the next meeting. Cary Baird will ask about perceived impacts to Registered Landscape Architects who reside in California during the upcoming Region 5 meeting.	Ongoing.
<i>5. New Business</i>		
a. Review and Approve Initial and Renewal of Registration Application Revision	Revised Initial and Renewal Applications which accommodate Executive Order 2014-20 were reviewed and approved by the Board.	Closed.
b. Discuss Solutions for Illegal Internet Advertising	Cary Baird brought up this topic and provided a brief history of solutions found to protect the public from unlicensed practice. If at any time, anyone chooses to file a complaint, the Board will follow-up utilizing existing practices. The Board directed the Executive Director to write a policy outlining the steps taken to address a complaint. The policy will be presented at the next meeting of the Board.	Provide draft policy for approval during the next meeting of the Board.
c. Discuss Development of a Board One to Three Year Strategic Plan	The Board agreed to set a road map to project direction over the next 3-year period. Other states in Region 5 have undergone a similar process. Board members will bring topics to consider during the next meeting in May.	Bring ideas for goals to the next meeting.
<i>6. Council of Landscape Architecture Registration Board Report</i>		
	No CLARB Items to be Reported.	Closed.
<i>7. Enforcement</i>		
	No Enforcement Items to be Reported.	Closed.

Agenda Item	Discussion	Follow-Up
<i>8. Executive Director Report</i>		
a. Financial Update b. Operations Update	<p><u>a. Financial Update:</u> The current bank account balance and accounting records are detailed in the financial reports included with this report. The balance to date is \$102,466.23 for all accounts. In reviewing the Profit & Loss Budget vs. Actual Report, it is apparent that the Board has received over 100% (103.53%) of its projected income, and has spent only 65.48% of its projected expenses. All invoices to this date have been paid.</p> <p><u>b. Operations Update:</u> Reports to State of Nevada: -Executive Order 2014-20 established the requirement for a baseline report for aggregate veteran data in Nevada in 2015. This requirement was fulfilled by adding appropriate questions to the registration application and the annual renewal application to be used May 1, 2015. The aggregate data will be sent to the Nevada Department of Veterans Services after July 1, 2015. The revised forms were scheduled to be approved at this meeting -Requirements to fulfill SB-21 which asks for a listing of all Registered Landscape Architects who reside in Nevada. The information will be used to assist the Nevada Controllers Office with debt collection is in process to be reported again at the end of February. -The Balance Sheet as required by the Legislative Auditor was prepared and delivered to the Chief of the Budget Division of the Department of Administration on November 30, 2014. -Reports to State of Nevada LCB and AB 463 Use of Consultants have been filed.</p>	

Agenda Item	Discussion	Follow-Up
<i>8. Executive Director Report (cont.)</i>		
c. Registration Renewal Update d. Presentation and Approval of Candidates for Registration in the State of Nevada	<u>c. Registration Renewal Update:</u> As of this date the following have been processed: <ul style="list-style-type: none"> • 10 fees waived • 13 went inactive • 351 fees paid in full • 19 non-renewal-(1 check returned) all of these have received either an e-mail message or a registered letter advising of consequences for non-payment. • 1 registrant requested and is qualified for Emeritus Status. • 3 candidates for registration are in process, completing Nevada Specific Research Exam • 1 notification of CLARB Record wishing to submit an application-no application yet • 1 notification of LARE completed-no application yet <u>d. Candidates for Registration in the State of Nevada</u> The following has submitted an application and is seeking approval for Registration. Registration Number 940 Brian Lind Registration by Reciprocity (Pending Registration Fee \$250.)	Candidate for Registration was approved as recommended.
<i>9. Public Comment Period</i>		
	There was no additional public comment.	Closed.
<i>10. Next Meeting and Adjournment</i>		
	The next meeting is scheduled for May 16, 2015 and will be held in Northern Nevada. 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: Cary Baird, President of the Board, Nevada State Board of Landscape Architecture