



NEVADA STATE BOARD OF LANDSCAPE ARCHITECTURE BOARD MEETING

August 15, 2015

Voting Members in Attendance:

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

Non-Voting Attendees:

Helen Wright
Ellis Antunez

The agenda for this meeting was posted pursuant to SB70, Section 4 with documentation in writing that the minimum public notice requirement was achieved on August 11, 2015 prior to 9:00 AM in accordance with Nevada Revised Statute 241 in the following locations:

Stantec Consulting, Las Vegas
Lumos and Associates

Documentation of the posting is available upon request.

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 August 15, 2015 Nevada State Board of Landscape Architecture Board Meeting was called to order by the President of the Board, Cary Baird at 10:30 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 June 27, 2015 b. Create Quarterly Newsletter/Web-site Updates and Articles	a. The minutes from the June 27, 2015 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. Stan Southwick will let NVALSA know about the web-site and encourage members to reference the site. There were no updates recommended at this time. This item is a regular agenda item to be completed during upcoming Board Meetings.	a. Post approved meeting minutes to the web-site. b. Ongoing.
<i>4. Old Business</i>		
a. Report on Landscape Architecture Program at UNLV	Members had previously considered ideas to promote Board activities to Landscape Architecture students studying in Nevada. Stan Southwick reported on a meeting with Danny Ortega from UNLV regarding this subject. Mr. Ortega will be invited to attend the next meeting of the Board in November. A report of the meeting follows these minutes.	Invite Danny Ortega to attend the meeting in November.
b. Continue Discussion on Implementing Continuing Education	Ellis Antunez presented a report on <i>Public Health, Safety and Welfare</i> . All members are asked to bring ideas on what public welfare means to them to the next meeting. A discussion about implementing required <i>Continuing Education for Registered Landscape Architects in Nevada</i> continued during this meeting. Dale Doerr and Ryan Hansen will create a flow chart to display the operations aspect of continuing education for further discussion during the next meeting. Tasks and goals to develop a process will be provided; a flip chart is to be utilized as needed.	Members are to bring ideas about Public Health, Safety and Welfare. Dale and Ryan will provide the described process.

To be Approved During the 11-14-2015 Board Meeting

Agenda Item	Discussion	Follow-Up
<i>4. Old Business (cont.)</i>		
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. Members are reminded that they will attend the CLARB Annual Meeting session on this topic.	Ongoing.
<i>5. New Business</i>		
a. Review and Approve FY16 Commercial Lease Agreement	The FY16 Rental Agreement was reviewed and approved by the Board.	Closed.
b. Elect President of Board and Secretary of Board FY16	Offices for FY16 will be as follows: <ul style="list-style-type: none"> • President-Dale Doerr • Secretary-Stanton Southwick 	Closed.
c. Appoint Executive Director FY16	Members of the Board voted to reappoint Helen Wright as Executive Director for FY16.	Closed.
d. Appoint Field Investigation Officers FY16	Field Investigation Officers as listed were reappointed for FY16, Cary Baird was added as a Field Investigation Officer. <ul style="list-style-type: none"> • Ellis Antunez • Clair Lewis • Rich Shock • Jack Zunino • Kreg Mebust • Donald Naquin • Dan Hill 	Closed.

Agenda Item	Discussion	Follow-Up
<i>5. New Business (cont.)</i>		
e. Select Meeting Dates FY16	Board Meeting Dates for FY16 will be as follows: <ul style="list-style-type: none"> • November 14 Las Vegas • February 6 Las Vegas • May 14 Reno 	Closed.
<i>6. Enforcement</i>		
a. Review Current Enforcement Cases by Case Number Only	Stan Southwick reported on recent enforcement cases. There was no action from the Board.	Closed.
<i>7. Council of Landscape Architecture Registration Board Report</i>		
a. Finalize Plans for CLARB Annual Meeting September 17-19, New Orleans, LA	The Board discussed and finalized plans for the upcoming CLARB Annual Meeting.	Closed.
b. Review CLARB Reports	Reports included in the meeting packet were reviewed by meeting attendees. <ul style="list-style-type: none"> • The SCOTUS Decision that Rocked the Regulatory World • Important Dates and Reminders • The Final Slate of Board of Directors Candidates • Jim Penrod to Lead Veterinary Board Association • Bylaws Changes • President Jackson Presentation at Brazilian Conference • CLARB Bank Account Change 	Informational.
c. Complete Member Board Awareness Survey	Members completed an awareness survey regarding the recent SCOTUS decision on the Dental Board of NC.	Closed.

To be Approved During the 11-14-2015 Board Meeting

8. Executive Director Report

<p>a. Financial Update b. Operations Update</p>	<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 \$139,778.08 for all accounts. In reviewing the Profit & Loss Budget vs. Actual Report, it is apparent that the Board has received over 87.2% of its projected income, and has spent only 19.6% of its projected expenses. All invoices to this date have been paid.</p> <p><u>b. Operations Update:</u> Remember that attending educational events that are not related to the business of the Board on your own time is your own business. The matter does not fall under the State of Nevada Code of Ethics. Refrain from wearing your “board member hat” while attending such functions. The new telephone number for the Board is 775 671-3242. Callers are greeted with a professional voice announcing “Thank you for contacting the Nevada State Board of Landscape Architecture; please press 0 to reach Executive Director Helen Wright”. The caller is then redirected. Everyone take a minute to update phone contact information. A telephone call to Annalyn Bo Carrillo from Governor Sandoval’s office revealed that appointments for the upcoming Board vacancies will not be made until October 2015 or later. She asked that current Board Members continue serving until appointments are made. Additionally, Dale Doerr was asked to apply for a second term; the same conditions apply with him. A new printer/copier/scanner was purchased and installed. Reports to State of Nevada:</p> <ul style="list-style-type: none"> • <i>Executive Order 2014-20</i> 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. The aggregate data will be sent to the Nevada Department of Veterans Services after November 1, 2015. • <i>The Balance Sheet for FY15 as required by the Legislative Auditor will not be allowed for FY15 as the Board’s income exceeded the \$75,000 threshold permitted. The Board is now required to submit to an audit which is due to be prepared and delivered to the Chief of the Budget Division of the Department of Administration before November 30, 2015. The Board Bookkeeper, Ann E. Rodewald contacted the Legislative Counsel Bureau for a list of acceptable auditors and has selected Zeth Macy, CPA of Schettler Macy & Associates, LLC to perform the service.</i> • <i>Reports to State of Nevada LCB and AB 463 Use of Consultants</i> have been filed. • <i>Reports to the LCB Reports of Occupational Licensing Boards</i> will be filed following the August 15, 2015 meeting. 	<p>.Ongoing.</p>
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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	<p><u>c. Registration Renewal Update (FY16):</u> As of this date the following have been processed:</p> <ul style="list-style-type: none"> • 352 fees paid in full • 12 still outstanding (includes 2 with returned checks) • 8 to inactive • 3 candidates for registration are in process • 3 notifications from CLARB that candidates are eligible for registration/no application received. <p><u>d. Candidates for Registration in the State of Nevada</u> The following have submitted an application and are seeking approval for Registration.</p> <table border="0" data-bbox="487 634 1192 753"> <tr> <td>947</td> <td>Rene Bihan</td> <td>Registration by Reciprocity</td> </tr> <tr> <td>948</td> <td>Charles Foley</td> <td>Registration by Reciprocity</td> </tr> <tr> <td>949</td> <td>Chad Kovaleski</td> <td>Registration by Reciprocity</td> </tr> <tr> <td>950</td> <td>Gregory Flanagan</td> <td>Registration by Reciprocity</td> </tr> </table>	947	Rene Bihan	Registration by Reciprocity	948	Charles Foley	Registration by Reciprocity	949	Chad Kovaleski	Registration by Reciprocity	950	Gregory Flanagan	Registration by Reciprocity	Candidates for Registration were approved as recommended.
947	Rene Bihan	Registration by Reciprocity												
948	Charles Foley	Registration by Reciprocity												
949	Chad Kovaleski	Registration by Reciprocity												
950	Gregory Flanagan	Registration by Reciprocity												
<i>9. Public Comment Period</i>														
	There were no public comments.	Closed.												
<i>10. Next Meeting and Adjournment</i>														
	The next meeting is scheduled for November 14, 2015 and will be held in Southern Nevada. There being no further business to discuss, the meeting was adjourned at 1:30 PM.	Closed.												

Respectfully Submitted By: Helen Wright
 Executive Director for the Board, Nevada State Board of Landscape Architecture
 Approved By: Dale Doerr, President of the Board, Nevada State Board of Landscape Architecture