



NEVADA STATE BOARD OF LANDSCAPE ARCHITECTURE BOARD MEETING

June 27, 2015

Voting Members in Attendance:

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

Non-Voting Attendees:

Helen Wright

Members of the Public:

Darlene Sharpe
Melinda Gustin

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 June 22, 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 June 27, 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>		
	Melinda Gustin thanked the Board for the opportunity to attend the meeting. Darlene Sharpe asked about public comments; her question was addressed by Cary Baird.	Closed.
<i>3. Standing Business</i>		
a. Review and Approve Meeting Minutes of February 7, 2015 b. Create Quarterly Newsletter/Web-site Updates and Articles c. Update on 2015 Legislative Session	a. The minutes from the February 7, 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. Attendees agreed to submit Newsletter/Web-site Updates and Articles on the following topics: Add article from Ellis Antunez and Clair Lewis which shows a comparison of NSBLA-NASLA-CLARB. A new photograph of the working Board will be added after the new members are added. The Final Report on 2015 Legislative Session written by Ellis Antunez will be added as well. This item is now a regular agenda item to be completed during upcoming Board Meetings. c. Ellis Antunez provided a comprehensive final report on the actions from the 78 th Session of the Nevada Legislature the report follows as an attachment to these meeting minutes; this item is now closed.	The described articles/images will be forwarded to the web-site.
<i>4. Old Business</i>		
a. Report on Landscape Architecture Program at TMCC	Members had previously considered ideas to promote Board activities to Landscape Architecture students studying in Nevada. Dale Doerr met with Kreg Mebust, Daniel Kovach and Melinda Gustin on May 19, 2015. A report of this meeting follows these minutes. Stan Southwick has reached out to Dan Ortega with UNLV and will keep trying to make contact.	A report of competed contacts will be presented at the next meeting of the Board.

Agenda Item	Discussion	Follow-Up
<i>4. Old Business (cont.)</i>		
b. Review Previously Approved Policy: Financial Compensation to Field Investigation Officers	The policy Financial Compensation to Field Investigation Officers was reviewed for information only by members of the Board.	Closed.
c. Continue Discussion on Implementing Continuing Education	The presentation on Public Health, Safety and Welfare was deferred due to the absence of Ellis Antunez. A discussion about implementing required Continuing Education for Registered Landscape Architects in Nevada continued during this meeting. Cary Baird reported on the number of registrants who reside outside of Nevada elaborating on perceived impacts to Registered Landscape Architects who reside in California. Dale Doerr and Ryan Hansen will present ideas on the operations aspect of continuing education for further discussion during the next meeting.	Ongoing.
d. Review and Approve Policy-Board Action on Illegal Advertising	The Board had directed the Executive Director to write a policy outlining the steps taken to address a complaint. The policy was approved by the Board.	Closed.
e. 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 August.	Bring ideas for goals to the next meeting.
<i>5. New Business</i>		
a. Review and Approve FY16 Budget	The proposed FY16 Budget was approved by members of the Board. Reports including Profit & Loss Budget vs. Actual will be presented during each meeting of the upcoming fiscal year for continued surveillance by the Board.	Closed.

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<i>6. Council of Landscape Architecture Registration Board Report</i>		
a. Report on Implementing CLARB's New Exam Eligibility Standard	Members reviewed CLARB's New Exam Eligibility Standard which essentially addresses exam applicants who do not have an accredited degree in landscape architecture. The new standard requires candidates to get approval from their jurisdiction's board before beginning the exam process. The new process begins with the December 2015 exam administration.	Closed.
b. Establish Plans for CLARB Annual Meeting September 17-19, New Orleans, LA	<p>The Board discussed the upcoming CLARB Annual Meeting noting these highlights:</p> <ul style="list-style-type: none"> • Bylaws Changes • Topics on Regulations • Specialized Training <p>All Board Members and the Executive Director will attend the meeting. The Executive Director was instructed to make all arrangements.</p>	Ongoing.
c. Cast Vote for Committee on Nominations	Members completed the CLARB ballot selecting Terry DeWan, Bob Gunderson and Fred Ogram for the Committee on Nominations. The Ballot will be submitted by the Executive Director.	Closed.
d. Report on May Board of Directors Meeting	Members reviewed the Outcomes from the May Board of Directors Meeting held May 4-5 in Branson, MO. There was no further discussion.	Closed.
<i>7. 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.

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 \$90,899.24 for all accounts. In reviewing the Profit & Loss Budget vs. Actual Report, it is apparent that the Board has received over 100% of its projected income, and has spent only 87.3% of its projected expenses. All invoices to this date have been paid.</p> <p><u>b. Operations Update:</u> 6-11-2015 E-Mail Message from DAG Henna Rasul: As our office reads SB70, there are a couple of changes that we likely need to ensure that our clients are aware of.</p> <p>First, in section 4: <i>For each of its meetings, a public body shall document in writing that the public body complied with the minimum public notice required by paragraph (a) of subsection 3. The documentation must be prepared by every person who posted a copy of the public notice and include, without limitation:</i></p> <p><i>(a) The date and time when the person posted the copy of the public notice;</i> <i>(b) The address of the location where the person posted the copy of the public notice; and</i> <i>(c) The name, title and signature of the person who posted the copy of the notice.</i></p> <p>Per our OML DAG, he is interpreting this to require that the person posting, sign something containing this information... i.e., require your posters to complete, sign, and send back a form containing a signature that verifies the posting.</p> <p>Another important change is in section 6: <i>Unless good cause is shown, a public body shall approve the minutes of a meeting within 45 days after the meeting or at the next meeting of the public body, whichever occurs later.</i></p> <p>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 July 1, 2015. • The <i>Balance Sheet for FY15</i> as required by the Legislative Auditor will be prepared and delivered to the Chief of the Budget Division of the Department of Administration before November 30, 2015. • <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 June 27, 2015 meeting 	

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<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"> • 259 fees paid in full (including the 6 being approved today) • 109 still outstanding • 4 to inactive • 3 candidates for registration are in process <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="499 602 1060 808"> <tr> <td>941</td> <td>Baldovin</td> <td>James</td> <td>Reciprocity</td> </tr> <tr> <td>942</td> <td>Easter</td> <td>Melvin</td> <td>Reciprocity</td> </tr> <tr> <td>943</td> <td>Fridenmaker</td> <td>Brian</td> <td>Reciprocity</td> </tr> <tr> <td>944</td> <td>Miller</td> <td>Laura</td> <td>Examination</td> </tr> <tr> <td>945</td> <td>Nelson</td> <td>Douglas</td> <td>Reciprocity</td> </tr> <tr> <td>946</td> <td>Shelor</td> <td>Michele</td> <td>Reciprocity</td> </tr> </table>	941	Baldovin	James	Reciprocity	942	Easter	Melvin	Reciprocity	943	Fridenmaker	Brian	Reciprocity	944	Miller	Laura	Examination	945	Nelson	Douglas	Reciprocity	946	Shelor	Michele	Reciprocity	Candidates for Registration were approved as recommended.
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<i>9. Public Comment Period</i>																										
	Both Darlene Sharpe and Melinda Gustin expressed their pleasure in attending the meeting.	Closed.																								
<i>10. Next Meeting and Adjournment</i>																										
	The next meeting is scheduled for August 15, 2015 and will be held in Northern Nevada. There being no further business to discuss, the meeting was adjourned at 2:00 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