



## NEVADA STATE BOARD OF LANDSCAPE ARCHITECTURE BOARD MEETING

February 20, 2016

**Voting Members in Attendance:**

Dale Doerr, President of the Board  
Ryan Hansen  
Amie Wojtech  
Melinda Gustin  
Stanton Southwick

**Non-Voting Attendees:**

Helen Wright  
Ellis Antunez  
Sandra Antunez  
Cary Baird  
Henna Rasul

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 February 15, 2015 prior to 9:00 AM in accordance with Nevada Revised Statute 241 in the following locations:

Southwick Landscape Architects, 1700 West Horizon Ridge Parkway, Suite 203, Henderson, NV 89012  
LA Studio, LLC, 1552 C Street, Sparks, NV 89431  
Nevada Department of Transportation, 1263 South Stewart Street, Carson City, Nevada 89712  
City of Henderson, 240 Water St. Henderson, NV 89009  
University of Nevada School of Architecture, 4505 S. Maryland Parkway, Las Vegas, NV 89154  
Board of Landscape Architecture Website [www.nsbla.nv.gov](http://www.nsbla.nv.gov)  
State of Nevada Public Notice Website [www.notice.nv.gov](http://www.notice.nv.gov).

Minutes Transcribed by Helen Wright, Outgoing Executive Director of the Board

Agenda Item	Discussion	Follow-Up
<i>1. Call to Order-Confirmation of Quorum</i>		
	The February 20, 2016 Nevada State Board of Landscape Architecture Board Meeting was called to order by the President of the Board, Dale Doerr at 10:00 AM. It is noted that the number of voting members present represented a quorum. Meeting attendees introduced themselves. The agenda was approved as presented.	Closed.
<i>2. Public Comment</i>		
	Cary Baird provided an update on a movement in Arizona to eliminate the regulation of Landscape Architecture and Geology as unnecessary. The proposed bill has since been defeated. The Deputy Attorney General advised that no action by the Landscape Architecture Board could be taken on this item.	Closed.
<i>3. Approval of the Minutes November 14, 2015</i>		
	a. The minutes from the November 14, 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.	Post approved meeting minutes to the web-site.
<i>4. Accept Resignation/Terms of Helen Wright, Executive Director</i>		
	Board Members accepted the resignation of Executive Director, Helen Wright. All members voted in favor of the terms of resignation which include the following: Ms. Wright's final day will be June 30, 2016; she will continue to be available after that date on a per diem basis and be paid \$50 per hour.	Closed.
<i>5. Appoint Ellis Antunez and Define Terms as Executive Director</i>		
	Board Members appointed Ellis Antunez as the incoming Executive Director with these terms: Starting day as Deputy Executive Director will be March 1, 2016 with the goal to work closely with the existing Executive Director and be fully trained before her departure. Salary from March 1, 2016 to June 30, 2016 will be \$2500 per month. Beginning on July 1, 2016 salary will be \$25,000 for the fiscal year. Additionally, the Board may elect to award a bonus. Office space will be negotiated at another time.	Closed.

Agenda Item	Discussion	Follow-Up			
<i>6. Selection of Board Officers-Secretary, CLARB Representative, Enforcement Representative and Outreach and Communications Representative</i>					
	Board Officers were selected as outlined: President Dale Doerr Secretary Ryan Hansen CLARB Representative-Stanton Southwick Public Member-Melinda Gustin Outreach and Communications-Amie Wojtech All were appointed for a 1-year term ending February 2017	Closed.			
<i>6. Disciplinary Matters</i>					
	No Report.	Closed.			
<i>8. Executive Director Report</i>					
a. Finances	The current bank account balance and accounting records are detailed in the financial reports included with this report. The balance to date is \$105,268.00 for all accounts. In reviewing the Profit & Loss Budget vs. Actual Report, it is apparent that the Board has received over 93% of its projected income, and has spent only 69.7% of its projected expenses. All invoices to this date have been paid.	Ongoing.			
<table border="1"> <thead> <tr> <th data-bbox="180 954 474 993">Agenda Item</th> <th data-bbox="474 954 1705 993">Discussion</th> <th data-bbox="1705 954 1929 993">Follow-Up</th> </tr> </thead> </table>			Agenda Item	Discussion	Follow-Up
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<i>8. Executive Director Report (cont.)</i>					
b. Operations	Reports to State of Nevada: <ul style="list-style-type: none"> <li>• <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 was sent to the Nevada Department of Veterans Services on October 23, 2015. Going forward, data from new registrants will be provided on an <u>annual basis on November 1</u>. <b>FILED</b></li> <li>• The Board is required to submit to an <i>Annual Audit</i> which is due to be prepared and delivered to the Chief of the Budget Division of the Department of Administration before <u>November 30 of each year</u>. <b>FILED</b></li> </ul>	Ongoing.			

Agenda Item	Discussion	Follow-Up								
<i>8. Executive Director Report (cont.)</i>										
	<ul style="list-style-type: none"> <li>• <i>Reports to State of Nevada LCB and AB 463 Use of Consultants</i> are filed <u>July 1 and January 1 of each year</u>. The next filing will be January 1, 2017. <b>FILED</b></li> <li>• <i>Reports to the LCB Reports of Occupational Licensing Boards</i> due on the <u>last day of each quarter</u> will be filed following the February 20, 2016 meeting. <b>NOW DUE</b></li> <li>• <i>Index and List of Licensees and/or Certificate Holders</i> is due <u>January 1 of each year</u>. The next filing will be January 1, 2017. <b>FILED</b></li> <li>• <i>SPOLR Report agencies that provide professional or occupational licenses must submit a list to the State Controller's Office (SCO) of licensees who renewed their license during that renewal period</i>. The SCO will use this list to match against the list of active debtors who owe the State of Nevada money. The next filing will be February 1, 2017. <b>FILED</b></li> </ul>									
c. Registration Renewal	<p>As of this date the following have been processed:</p> <ul style="list-style-type: none"> <li>• 365 fees paid in full</li> <li>• 10 still outstanding (includes 2 with returned checks)</li> <li>• 9 to inactive</li> <li>• 3 candidates for registration are in process</li> <li>• 3 notifications from CLARB that candidates are eligible for registration/no application received. (1 more only have transcripts)</li> </ul>									
d. Presentation and Approval of Candidates for Registration in the State of Nevada	<table border="0"> <tr> <td>956</td> <td>Barton</td> <td>Cheryl</td> <td>Registration by Reciprocity</td> </tr> <tr> <td>957</td> <td>Coleman</td> <td>Shavawn</td> <td>Registration by Examination-pending payment of \$325</td> </tr> </table>	956	Barton	Cheryl	Registration by Reciprocity	957	Coleman	Shavawn	Registration by Examination-pending payment of \$325	Candidates for Registration were approved as recommended.
956	Barton	Cheryl	Registration by Reciprocity							
957	Coleman	Shavawn	Registration by Examination-pending payment of \$325							
<i>9. Public Comment</i>										
	Ryan Hansen submitted an application for Registration by Examination on behalf of Dawn Donovan.	Closed.								

**To be Approved During the 5-14-2016 Board Meeting**

Page 5 of 5

*10. Adjournment*

	The next meeting is scheduled for May 14, 2016 and will be held in Reno. There being no further business to discuss, the meeting was adjourned at 11:00 AM.	Closed.
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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