

Nevada State Board of Landscape Architecture
Quarterly Board Meeting Minutes
February 9, 2018



Members Present: Dale Doerr, Melinda Gustin, Ryan Hansen, Stan Southwick, Amie Wojtech

Staff Present: Henna Rasul, Deputy Attorney General
Ellis Antuñez, Executive Director

Public/Guests: Ann E. Rodewald, Small Office Management

Call to Order: 12:09 PM by President, Ryan Hansen, a quorum was established.

Public Comment: None

3A. Minutes of December 1, 2017 Meeting: The minutes were approved; motion by Melinda Gustin, Second by Amie Wojtech

Old Business: 4A. A discussion of the proposed Continuing Education (CE) credits and with comments from the workshops followed. Including the review of the chart that was presented. The language for the Nevada Administrative Code 623A was presented and discussed. Policies concerning types of learning styles was discussed, along with the possible list of providers.

B. A discussion of the changes to the NAC623A.170, 505, 509, 511, 513 & 515 that were presented at the workshops in Reno and Sparks. Administrative Procedures will delete references to the Board President and or Designated Board Member. Add or substitute Executive Director in their place. A comment was made concerning the change in fees in NAC623A.170, to be a not-to-exceed amount. The following sections will be removed from NAC623A, 501 (1), 511 3 a & b, 513 & 515. These were approved, motion by Dale Doerr, Second by Melinda Gustin.

C. A discussion of the changes in NRS623A followed. A State Senator that has agreed to present a bill with the changes that the board would like to have. The changes concern the wording of disciplinary investigations and fees. A discussion followed concerning the wording needed to spell out that the board has the ability to collect fees for registration, renewal and other duties. A timeline was discussed as to the need for the information to be presented for a bill. A change to NRS623A. to accept United States Currency, including Credit Cards, Cash, Checks, Cashier's Checks and Money Orders was discussed. Wording will be developed to simplify this section of the NRS. Changing the designation of Registration/Registrant to License/Licensee within the NRS.

5 A. A review and discussion of the current financial Profit & Loss and budget summary as of February 1, 2018 entailed a review as compared to the budget that was approved in June 2017. Current Total Checking and Savings is \$105,126.19. At the next quarterly meeting in June, the Fiscal Year 18-19 budget will be presented for review and approval.

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It is projected to break even at the end of the fiscal year. Currently, the actual shows a \$2305 surplus.

B. The number of current Registered Landscape Architects is 393, last quarter there were 9 new licensees through Reciprocity with 6 through CLARB reciprocity as administrative approval. Not including the licensees to be reviewed at this meeting.

C. Executive Director Report: Ellis Antuñez, updated the report on the Governor's Financial Division request for an audit of the past four years finances. A request was made to break out the hours billed by the Attorney General's Office and the compensation for the Executive Director.

A job description for the position of Executive Director was presented. This was presented for review by the board to be discussed at the next meeting. Also, included is an evaluation review document to be discussed, as the next meeting will be the end of the fiscal year with a new budget and evaluation of the Executive Director's work performance.

D. The timeline and information that is being requested by the Sunset Subcommittee was discussed. February 21 is the date that the Landscape Board is being requested to present. The presentation will be made at the Grant Sawyer Building in Las Vegas. Ryan Hansen, Board President and Ellis Antuñez, Executive Director will make the presentation.

6A. A discussion of how the State Board will interface with the local and state chapter of the American Society of Landscape Architects (ASLA) followed. A suggestion was to invite the current President and other board members of ASLA to our board meetings, also to personally contact them with an invitation. Have the board's Out Reach Representative, Dale Doerr to visit the local Northern Nevada ASLA Chapter Section.

6B. Review and Approve the Contract with Small Office Management for Bookkeeping services. Ms. Ann E. Rodewald was introduced. She has been the bookkeeper for the board for the past several years. A contract was presented to utilize this serves through June 2019. There is a not to exceed amount of \$7500.00 for this contract period. Motion to Approve: Dale Doerr, Second Stan Southwick. Motion passed Unanimously.

6C Review and Approve the following licensees:

- 1) Lisa Harris, Reciprocity Applicant
Motion: Dale Doerr, Second Melinda Gustin
- 2) Matthew Reilly, Reciprocity Applicant
Motion: Dale Doerr, Second Stan Southwick

Nevada State Board of Landscape Architecture
Quarterly Board Meeting Minutes
February 9, 2018



Both Motions passed Unanimously

6D. Ryan Hansen presented a mock-up of a new layout for the certificate to be sent to new Licensees. A review on this will be continued. No motion was taken.

E. Video Conferencing for future meetings was discussed. Several options were mentioned to investigate for venues to use. These will be investigated and report back at the next meeting.

7. Review and Discuss Matters Pertaining to Council of Landscape Architecture Registration Boards.

A. In-the-Know webinars can be viewed on the CLARB YouTube website. The latest topic was an overview of what CLARB Leadership model is changing to. There is a 5-part series being conducted as Webinars to explain the changes. The change to the CLARB by-laws will be voted on at the Annual Meeting in September. Our board will discuss these changes at the next meeting and what it means to the CLARB leadership.

B. Report on dates for the upcoming CLARB Annual meetings.

- 1) Toronto, Ontario, Canada, Sept. 27-29, 2018,
- 2) St. Louis, MO Sept. 26-28, 2019,
- 3) New York, NY in 2020, Dates to be Arranged.

8. Topics for future meetings were discussed: Continue with Continuing Education language to Legislative Council Bureau and policies and procedures. Strategic Plan to be on agenda for discussion. Video Conferencing follow-up. Report back on Sunset Subcommittee presentation and possible recommendation from the Subcommittee. Update certificate sent to licensees. Discussion of Registrant/Licensee/Professional Landscape Architecture.

10. The following dates for 2018 meetings were discussed:

- June 8, 2018 in Reno Area
- September TBD, 2018 in Reno Area
- December TBD, 2018 in Las Vegas Area

11. Public Comment Period: None

12. Adjournment: 3:39 PM

Respectfully Submitted,

Ellis L. Antuñez, FASLA
Executive Director
2-17-2018