

Nebraska State Board of Landscape Architects
Annual Meeting Agenda
January 27, 2009 Lincoln, NE

1:00 p.m. - CALL THE MEETING TO ORDER

Open Meeting and Public Agenda Information

The following people are scheduled to appear before the Board:

- 1:05 p.m. Melinda Pearson, Executive Director
- 1:05 p.m. Sandra Weaver, Administrator - B. Financials
- 1:20 p.m. Jon Wilbeck, Compliance Officer, D. Compliance

Election of Officers

1:05 p.m. election of President and Vice-President

Public Comment

The public is invited to speak.

Agenda Items

Approval or Adjustment of the Agenda

Action

Public Notice Publication

A Consent Agenda

1 Meeting Minutes

- a 1-3 October 9, 2008, Meeting Minutes

Action Approval of Consent Agenda

B Financial Matters

1 Financial Reports

- a 1-6 Budget Status Report
October, November, December 2008
 - b 1-6 General Ledger by Business Unit
October, November, December 2008
 - c 1-3 Fund Summary Report
October, November, December 2008
 - d 1 Financial Profile Report
October, November, December 2008
 - e 1 Fiscal Activity Report to Date
FY 08/09
- 2 Mileage Rate Reimbursement**
- a 1 Memo - Mileage Rate Decrease
 - b 1-2 Revised Travel Policy
- 3 Contracts**
- a 1-4 2008-2009 Agreement between NSBLA and Charles Borcharding

Action Approval of All Financial Matters

C Applications

1 Licensure/Examination Applications

- a Licensure by Reciprocity - Class 2 w/CLARB certificate
 - 1-6 Control # 34149 Charles R. Walker
 - 7-12 Control # 33896 David Fjare
- b Licensure by L.A.R.E. Examination
 - o None at this time

Nebraska State Board of Landscape Architects
Annual Meeting Agenda
January 27, 2009 Lincoln, NE

- 2 0 **Pending Cases**
None at this time
- 3 0 **Appeals**
None at this time

Action Approval/Denial of Licensure/Examination Applications

D Compliance Cases

- 1 **Logs**
 - a 0 None at this time
- 2 **New Cases**
 - a 0 None at this time
- 3 **Pending Cases**
 - a 0 None at this time
- 4 **Case Recommendations**
 - a 0 None at this time
- 5 **Compliance Issues**
 - a Jon Wilbeck will give update on previous items discussed

Action Approval of Compliance Case Disposition

E General Information / Committee Reports

- 1 **Meetings/Schedules/Rosters**
 - a 1-2 2009 Board Schedule
 - b 1 Board Member Roster
 - c 1-5 Peer Review Committee/Policy Statement/Letters
 - d 1 Application Overview Revised 10/10/09
 - e 1-10 CLARB Calendar/Meeting Information
 - f 1-4 Eileen Bergt Board Member Appointment
- 2 **Committee Reports**
 - a 0 Officer Report - Dennis Bryers, Chairperson
- 3 **Office/Staff**
 - a 1-2 Inclement Weather Policy
- 4 **Retirement Letter**
 - a 1-2 LA 022 Retirement Letter/Response

F New Business

- 1 **Governance Issues**
 - a 0 Board Actions (No new actions at this time)
 - b 0 Rules and Regulations (No new regulations or rules at this time)
 - c 0 Statute (No new statutes at this time)
 - d 0 Legislative Items (No new items)
- 2 **Landscape Architects Items**
 - a **Peer Review Committee Report**
 - 1-19 Continuing Education Reviews

Action Action on Continuing Education Reviews

- b **Board Member Term Expirations**
 - 1 Two board member terms expire September 23, 2009.

Action

- c 1-3 Eligibility for LARE

Nebraska State Board of Landscape Architects
Annual Meeting Agenda
January 27, 2009 Lincoln, NE

Review email regarding eligibility for LARE

Action

The next Nebraska State Board of Landscapes board meeting will be held on April 7, 2009 at 1:00 p.m. at 215 Centennial Mall South, Lincoln, Nebraska on Fifth floor, in the small conference room.

Adjournment

Action Action to Adjourn Meeting

Nebraska State Board of Landscape Architects
Annual Meeting Minutes
January 27, 2009 Lincoln, NE

1:00 p.m. - CALL THE MEETING TO ORDER

The meeting was held at 215 Centennial Mall South, 5th Floor, Small Conference Room, Lincoln, Nebraska. Chairperson Bryers called the meeting to order and informed the public of the location of the Open Meetings Act.

Roll Call: Eileen Bergt, John Royster, Gary Wells, JoAnn Kissel, Steven Rodie, Dennis Bryers. Absent: None.

Staff Present: Melinda Pearson, Executive Director; Sandra Weaver, Administrator; Jon Wilbeck, Compliance Officer; Dale Crawford, Public Information Officer; Karen Schamp, Administrative Assistant.

Public Comments/Appointments

None scheduled

Election of Officers

Motion by Wells, second by Bergt to elect Dennis Bryers as Chairperson and John Royster as Vice Chairperson. Voting Yes: Bergt, Royster, Wells, Rodie, Bryers. Voting No: None. Absent: None

Public Comment

The public is invited to speak.

Agenda Items

No additions or corrections were made.
Public Notice Publication

A Consent Agenda

1 Meeting Minutes

a October 9, 2008 meeting minutes as submitted.

Approval of Consent Agenda

Action Motion by Royster, second by Wells to approve the meeting minutes. Voting Yes: Bergt, Royster, Wells, Rodie, Bryers

B Financial Matters

1 Financial Reports

a Budget Status Report

October, November, December 2008

Financial reports were reviewed with Executive Director Pearson and Administrator Weaver. Discussion took place regarding the Memo of Understanding (MOU) between Nebraska State Board of Landscape Architects (NSBLA) and Nebraska Board of Engineers and Architects (NBEA). Office staff will continue to record time spent on NSBLA activities for the purpose of re-evaluating the cost of services to the NSBLA Board and how it will impact the 2011-2012 biennial budget.

b General Ledger by Business Unit

October, November, December 2008

NIS reports provided for review.

c Fund Summary Report

October, November, December 2008

NIS reports provided for review.

d Financial Profile Report

October, November, December 2008

Report provided for review.

e Fiscal Activity Report to Date

FY 08/09 database report provided for review.

Nebraska State Board of Landscape Architects
Annual Meeting Minutes
January 27, 2009 Lincoln, NE

2 Mileage Rate Reimbursement

a Memo - Mileage Rate Decrease

DAS Accounting announced a rate decrease of \$0.55 per mile for personal vehicle usage as of January 1, 2009.

b Revised Travel Policy

The Travel Policy was revised to reflect the new mileage rate.

3 Contracts

- a** The fiscal year 2008-2009 agreement with Charles Borcharding to proctor Landscape Architect Registration Exams (L.A.R.E.) graphic exams at the rate of \$12.00 per hour was reviewed.

Approval of All Financial Matters

Action Motion by Royster, second by Wells to approve all Financial Matters for January 27, 2009 board meeting, and to approve the agreement for Charles Borcharding to proctor L.A.R.E. exams. Voting Yes: Bergt, Royster, Kissel, Wells, Rodie, Bryers. Voting No: None
Absent: None.

C Applications

1 Licensure/Examination Applications

- a** Applications for Licensure by Reciprocity - Class 2 w/CLARB certificate
34149 Charles R. Walker
33896 David Fjare
- b** Applications for Licensure by L.A.R.E. Examination
None at this time

2 Pending Cases

None at this time

3 Appeals

None at this time

Approval/Denial of Licensure/Examination Applications

Action Motion by Royster, second by Wells to approve Charles R. Walker for licensure by Class 2 Reciprocity. Voting Yes: Bergt, Royster, Wells, Rodie, Bryers.
Voting No: None. Abstained: Kissel. Absent: None.

Action Motion by Royster, second by Rodie to approve David Fjare for licensure by Class 2 Reciprocity. Voting Yes: Bergt, Royster, Wells, Rodie, Bryers.
Abstained: Kissel; Absent: None.

D Compliance Cases

1 Logs

- a** None at this time

2 New Cases

- a** None at this time

3 Pending Cases

- a** None at this time

4 Case Recommendations

- a** None at this time

5 Compliance Issues

- a** Jon Wilbeck gave updates on previously discussed compliance cases. A draft letter written to Boulevard Gardens was presented. Wilbeck will make suggested changes to letter and mail. The board thanked Wilbeck for his work on behalf of the board regarding investigations of possible practice violations.

Nebraska State Board of Landscape Architects
Annual Meeting Minutes
January 27, 2009 Lincoln, NE

Approval of Compliance Case Disposition

No action was taken.

E General Information / Committee Reports

1 Meetings/Schedules/Rosters

- a 2009 Board Schedule
No changes or additions were made.
- b Board Member Roster
No changes or additions were made.
- c Peer Review Committee/Policy Statement/Letters
January 1, 2009 Eric Casper was appointed to replace John Williams whose term expired the end of 2008. Brian Leaders became the new Chairperson. The Peer Review Committee Policy Statement was revised to reflect this information.
- d Application Overview Revised 10/10/09
As suggested at 10/9/08 Board Meeting the Peer Review Committee section was removed from the Application Overview sheet. The Board reviewed the revised sheet.
- e CLARB Calendar/Meeting Information
The calendar information was reviewed.
- f Eileen Bergt Board Member Appointment
An appointment letter and certificate showing Eileen Bergt had been appointed by the Governor was received from the Boards and Commission office.

2 Committee Reports

- a Officer Report - Dennis Bryers, Chairperson
No report was given.

3 Office/Staff

- a Inclement Weather Policy
The State of Nebraska Emergency Weather Policy was reviewed.

4 Retirement Letter

- a LA 022 Retirement Letter/Response
Retirement letter from Milford Fjare and reply from Board office was reviewed.

F New Business

1 Governance Issues

- a Board Actions (No new actions at this time)
- b Rules and Regulations (No new regulations or rules at this time)
- c Statute (No new statutes at this time)
- d Legislative Items (No new items)

2 Landscape Architects Items

a Peer Review Committee Report

Copies of continuing education submissions that had been handled by the Peer Review Committee were reviewed.

Action Motion by Royster, second by Rodie to approve submissions of continuing education reviewed and approved by Peer Review Committee on January 7, 2009. Voting Yes: Bergt, Royster, Kissel, Wells, Rodie, Bryers. Voting No: None. Absent: None.

Action Motion by Wells, second by Kissel to approve late submissions of continuing education received after the Peer Review Committee met on January 7, 2009 for: Kevin Strehle LA221, Mark Dawson LA245, Chad Grimm LA199, Brian Clark LA214, Eric Sporer LA256. Voting Yes: Bergt, Royster, Kissel, Wells, Rodie, Bryers. Voting No: None. Absent: None.

Nebraska State Board of Landscape Architects

Annual Meeting Minutes

January 27, 2009 Lincoln, NE

b **Board Member Term Expirations**

Board terms for Steven Rodie and JoAnne Kissel are set to expire on September 23, 2009. Kissel said she intended to reapply. Rodie said he would need more time to determine if he would reapply.

Action No action was taken.

c **Eligibility for LARE**

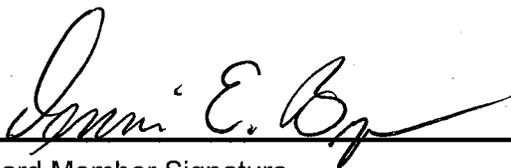
Discussion of an email regarding eligibility for L.A.R.E. was tabled to the next board meeting.

Adjournment

Action to Adjourn Meeting

Action A motion was made by Royster, seconded by Wells to adjourn the Board meeting at 2:25 p.m.

The next Nebraska State Board of Landscape Architects board meeting will be held on April 7, 2009, at 1:00 p.m., at the Lincoln Community Foundation Building, 215 Centennial Mall South, Lincoln, Nebraska on Fifth floor, in the small conference room.



Board Member Signature

4-7-09

Date