

**Nebraska State Board of Landscape Architects  
Annual Meeting Agenda  
April 7, 2009  
215 Centennial Mall South, Fifth Floor, Small Conference Room, Lincoln, NE**

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

Open Meeting and Public Agenda Information

**Public Comment**

The public is invited to speak.

**Agenda Items**

Approval or Adjustment of the Agenda

**Action**

Public Notice Publication

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**A Consent Agenda**

**1 Meeting Minutes**

a 1-4 January 27, 2009 Meeting Minutes

**Action Approval of January 27, 2009 Meeting Minutes**

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**B Financial Matters**

**1 Financial Reports**

a 1-4 Budget Status Report - January, February 2009  
5-6 March 2009

**2** a 1-4 General Ledger by Business Unit - January, February 2009  
5-6 March 2009

**3** a 1-2 Fund Summary Report - January, February 2009  
3 March 2009

**4** a 1 Financial Profile Report - January, February, March 2009

**5** a 1 Fiscal Activity Report to Date FY 08/09

**6 Other Financial Matters**

- a 1-2 Revised Travel Reimbursement Policy  
3 AS State Accounting memo on changes to Travel Policies
- b FY09/10 Memorandum of Understanding for Board of Landscape Architects  
1-3 Renewal Letter, reimbursement schedule and revised MOU  
4 MOU change anticipation letter
- c 1 NE.GOV funding proposals for on-line credit card activity

**Action Approval of all Financial Matters as presented**

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**C Applications**

**1** a 1 Application Overview Sheet with licensing requirements and checklist

**2 Licensure/Examination**

- a Applications for licensure by Reciprocity - Class 2 w/CLARB Certificate  
1-4 #34517 Larry Blankenship - NE  
5-8 #34824 Kevin Pfeiffer - MN  
9-12 #34823 Joan MacLeod - MN

b 0 Applications for licensure by L.A.R.E Exam - Class 1 w/CLARB Record - *None at this time*

c 0 Applications to take the L.A.R.E. Exam - *None of this time*

**3** 0 **Appeals** - *None at this time*

**Action Approval of Licensure/Examination Applications**

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**D Compliance Cases**

- 1 Logs**
  - a 0 *None at this time*
- 2 New Cases**
  - a 0 *None at this time*
- 3 Pending Cases**
  - a 1-2 08.04 - Letter of Request and Response
- 4 Case Recommendations**
  - a 1-2 08-05 - Letterhead Review - Recommend closure
- 5 a 0 Compliance Issues - *None at this time***

**Action Approval of Compliance Case Disposition**

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**E General Information / Committee Reports**

- 1 Meetings/Schedules/Rosters**
  - Board Meetings and Schedule
  - a 1-4 Board meeting schedule
  - b 1 Roster of Board members - note expirations in 2009
  - c 1-2 Electronic Board Packets
- 2 Committee Reports**
  - a 0 Officer Report - Dennis Bryers, Chairperson
- 3 CLARB**
  - a 1-2 L.A.R.E. Exam Changes
- 4 a 0 Office/Staff - *None at this time***

**F New Business**

- 1 Governance Issues**
  - a 0 Board Policies
  - b 0 Rules and Regulations
  - c 0 Statute
  - d 0 Legislative Items - *None at this time*
- 2 Landscape Architects Items**
  - a 1-3 Eligibility for L.A.R.E. Correspondence

**Action**

- b 1 LA CES Program Review

**Action**

***The next Nebraska State Board of Landscapes board meeting will be held on July 14, 2009 at 1:00 p.m. at 215 Centennial Mall South, Lincoln, Nebraska on Fifth floor, in the small conference room.***

**Adjournment**

**Action**

Nebraska State Board of Landscape Architects  
**Board Meeting Minutes**  
April 7, 2009

**CALL 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 at 1:14pm and informed the public of the location of the Open Meetings Act.

**Roll Call:** Dennis Bryers, Gary Wells, Steve Rodie, JoAnne Kissel

Absent: Eileen Bergt, John Royster

**Staff Present:** Melinda Pearson, Executive Director (ED); Sandra Weaver Administrator, Jon Wilbeck, Compliance Officer (CO); Jean Lais, Administrative Assistant (AA)

Administrative Assistant, Jean Lais, was introduced to the Board. She will be replacing Karen Schamp

**Public Comments/Appointments**

None scheduled

**Agenda Items**

No additions or corrections were made

Public Notice Publication

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**A Consent Agenda**

**1 Meeting Minutes**

a January 27, 2009 meeting minutes approved as submitted

**Approval of Consent Agenda**

**Action** Motion by Wells, second by Kissel to approve the meeting minutes. Voting Yes: Bryers, Wells, Rodie, Kissel. Voting No: None. Absent: Bergt, Royster.

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**B Financial Matters**

**1 Budget Status Report** – January, February, March 2009

NIS reports provided for review

**2 General Ledger by Business Unit** – January, February, March 2009

NIS reports provided for review

**3 Fund Summary Report** - January, February, March 2009

NIS reports provided for review

**4 Financial Profile Report** - January, February, March 2009

Report provided for review

**5 Fiscal Activity Report to Date** - January, February, March 2009

FY 08/09 database report provided for review. Weaver will work with IT to correct reciprocity records pulled for report.

**6 Other Financial Matters**

**a Revised Travel Reimbursement Policy**

The Travel Reimbursement Policy was updated to reflect an AS State Accounting memo stating "original" receipts are no longer required to be attached to the expense reimbursement document. This allows employees to scan the original receipts and attach to the reimbursement document and submit them in electronic form.

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**b FY09/10 Memorandum of Understanding (MOU) - Board of Landscape Architects**

The FY08-09 Memorandum of Understanding will expire June 30, 2009. Charges for FY09-10 will increase to \$1,030 per month or \$12,360 per year. Office staff will track time and expense associated with providing administrative support for FY08-09. Information will be assembled and provided at the July 14, 2009 board meeting to allow time to review options before the January 2010 legislative session.

Renewal Letter, Reimbursement Schedule, revised MOU, and MOU change anticipation letter were provided for review.

ED Pearson discussed MOU as projected in budgeting for fiscal year. Board of Engineers and Architects (EA) will look at different ideas and continue to collect data to determine true cost of administration. Chairperson Bryers asked to be included in any discussions or meetings.

**c NE.GOV funding proposals for on-line credit card activity**

ED Pearson and Weaver met with Nebraska Interactive staff on March 4, 2009, to renegotiate charges for on-line credit card activity fees.

Nebraska.gov offered to allow the Board to use their payment portal for the current 5% service fee and would cover the credit card and banking activity fees. The Board could pay the service fee or charge all or a percentage of the fee to the customer. The Board elected to have the licensee pay the 5% service fee.

**Approval of MOU and All Financial Matters**

**Action** Motion by Kissel, second by Wells to approve MOU and other financial matters as discussed. Voting Yes: Bryers, Wells, Rodie, Kissel. Voting No: None. Absent: Bergt, Royster.

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**C Applications**

**1 a Application Overview Sheet with licensing requirements and checklist**  
Form provided

**2 a Applications for Licensure by Reciprocity - Class 2 w/CLARB certificate**

#34517 Larry Blankenship – NE - Has not taken L.A.R.E. exams as required by Neb. Rev. Stat. § 81-8,196 (2).

**Action** Motion by Wells, second by Rodie to defer Larry Blankenship's request for reciprocity to next meeting for further discussion. Voting Yes: Rodie, Wells. Voting No: Bryers. Abstain: Kissel. Absent: Bergt, Royster.

#34824 Kevin Pfeiffer – MN – only three years work experience under licensed landscape architect – see if applicant can verify additional year under licensed landscape architect. Board discussed whether experience under a licensed engineer or architect could be accepted.

**Action** Motion by Rodie, second by Wells to defer Pfeiffer to next meeting pending verification of additional year of experience under licensed landscape architect. Voting Yes: Rodie, Wells, Bryers. Voting No: None. Abstain: Kissel. Absent: Bergt, Royster.

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#34823 Joan MacLeod – MN  
**Action** Motion by Wells, second by Rodie to approve MacLeod for reciprocity as a Class 2 applicant with CLARB certification. Voting Yes: Rodie, Wells, Bryers. Voting No: None. Abstain: Kissel. Absent: Bergt, Royster.

- 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**
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**D Compliance Cases**

- 1 Logs - None at this time**
- 2 New Cases - None at this time**
- 3 Pending Cases**
  - a 08-04 – Letter of Request and Response – Respondent was asked to reword website to clarify services provided. If master planning is not offered through partner companies should be removed from website. CO Wilbeck will send letter to clarify that an organization selling design services must also sell the plants and materials as per Neb. Rev. Stat. § 81-8,184 (2).
- 4 Case Recommendations**
  - a 08-05 Letterhead Review – CO Wilbeck recommended closure
- 5 Compliance Issues – None at this time**

**Approval of Compliance Case Disposition Recommendation**

**Action** Motion by Kissel, second by Wells to accept case disposition as discussed or recommended by CO Wilbeck. Voting Yes: Kissel, Rodie, Wells, Bryers. Voting No: None. Absent: Bergt, Royster.

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**E General Information/Committee Reports**

- 1 Meeting Schedules/Rosters**
  - a Board Meeting Schedule**

Rodie has conflict with July meeting date. Chairperson Bryers will check with Bergt and Royster. Bryers will also send ASLA meeting dates to be added to the schedule.
  - b Roster of Board Members**

Kissel will send a letter to the Governor's office stating interest in being reappointed to the board. Rodie has not decided whether to seek reappointment. He will let the Board know within the month.
  - c Electronic Board Packets**

Discussion to move forward with electronic packets. Board Members could either bring a printed copy or a laptop. Since CLARB records are now received electronically, they could be added to the electronic board packet. The Board was in consensus that projection of the agenda was not necessary.

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**2 Committee Reports**

**a Officers Report – Dennis Bryers, Chairperson**

Chairperson Bryers reported on CLARB Spring meeting held February 27-28 in Charleston, SC. The Nominating Committee has finalized slate of candidates for 17 positions on The Committee and CLARB Board of Directors. Chairperson Bryers attended several education seminars and a L.A.R.E. presentation on red-lining. The next CLARB Board of Directors meeting is June 5-6 in Montreal, QC and the CLARB Annual Meeting will be held September 10-12 in Seattle, WA.

**3 a L.A.R.E. Exam Changes**

The multiple choice testing window will be expanded from three weekdays to two weeks, beginning with the September 2009 administration.

**4 a Office/Staff – None at this time**

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**F New Business**

**1 Governance Issues**

- a Board Policies – None at this time**
- b Rules and Regulations – None at this time**
- c Statutes – None at this time**
- d Legislative Items – None at this time**

**2 Landscape Architects**

**a Eligibility for L.A.R.E. Correspondence**

Chairperson Bryers will respond to candidate that he must meet minimum experience requirements before taking L.A.R.E. exam.

**b LA CES Program Review**

The Landscape Architecture Continuing Education System (LA CES) was created to streamline the provider approval of continuing education. CLARB requested boards to accept or endorse courses offered by LA CES approved providers. Chairperson Bryers explained the providers would register and pay an annual fee to be accepted into the program and each course would be evaluated and approved before it was added to the list of courses available.

**Action** Motion by Rodie, second by Kissel to support and accept courses offered by LA CES. Voting Yes: Kissel, Rodie, Wells, Bryers. Voting No: None. Absent: Bergt, Royster.

**Adjournment** Motion by Bryers, second by Wells to adjourn meeting at 4:03 pm

  
Board Member Signature

  
Date