

Nebraska State Board of Landscape Architects  
**Annual Meeting Agenda**  
January 31, 2012  
215 Centennial Mall South, Small Conference Room, Lincoln, NE

**8:30 a.m. – CALL TO ORDER**

Open Meeting and Public Agenda Information

**Election of Officers**

**Action**

**Public Comment/Appointments**

The public is invited to speak

**Agenda Items**

Approval or adjustment of the Agenda

**Action**

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**A Consent Agenda**

**Meeting Minutes**

- 1-4 September 27, 2011 meeting minutes
- 5-7 October 27, 2011 meeting minutes

**Action**

**Approval of Consent Agenda**

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**B Financial Matters**

- 1-8 **Budget Status Report** – September, October, November, December 2011
- 9-14 **MTD General Ledger Detail Report** – September, October, November, December 2011
- 15-18 **Fund Summary Report** – September, October, November, December 2011
- 19 **Financial Profile FY 2010/2011** – September, October, November, December 2011

**Contract Review and Approval**

- 31-32 CLARB Amendment to 2010-2011 Examination Purchase Agreement

**Other Financial Matters**

- 41-44 Proposed Service Contract with the Nebraska Board of Engineers and Architects

**Action**

**Approval of Financial Matters**

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**C Applications**

**Licensure/Examination**

**Applications for Licensure by Reciprocity – Class 2 w/CLARB Certificate**

- 1-8 Stan Cowan, TX
- 9-10 Craig Larson, NE

**Applications for Licensure by L.A.R.E. – Class 1 w/CLARB Certificate – None**

**Action**

**Approval of Licensure/Examination Applications**

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**D Compliance**

**Logs – None**

**New Cases – None**

**Pending Cases – None**

**Compliance Issues**

City of Lincoln not allowing Landscape Architects to stamp certain drawings  
Phone Directory Disclaimer

**Action**

**Approval of Compliance Case Disposition**

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**E Committee Reports**

Officers Report  
CLARB  
ASLA

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Office/Staff – *None*

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**F Old Business**

**Landscape Architect Items**

Changes/Updates to Website Discussion

**Action**

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**G New Business**

**Governance Issues**

Board Policies – *None*

Rules and Regulations - *None*

Statutes

31-46 LB 1140 Introduced Copy

**Landscape Architect Items**

51-70 Peer Review Committee Report

**Action Approval of Peer Review Committee Report**

71-73 CLARB 2012 Spring Meeting – February 24-25, 2012 – Coral Gables, FL –  
selection and approval of Board representative

**Action Approval of Board Representative to CLARB 2012 Spring Meeting**

Retention Schedule 105

81-87 Current Schedule

88-92 Draft Schedule

93 Proposed Documents for License/Application Electronic Work Files

**Action Approval of Draft Retention Schedule and Documents for Electronic Work Files**

101 Request from Art Thompson with Regards to PLA designation and Emeritus Status

**Action**

**Strategic Plan**

**Action**

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**H General Information**

1 Public Notice publication

2-5 Board meetings and schedule

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**Licensing Trends**

11 Trends in Licensure

12 Fiscal Activity Report

**Other**

21-24 Approved Board Policies and Record of Board's Actions

25 September 2011 L.A.R.E. Multiple Choice Exam Results

26 Thank You Letter from Laurence Wagner

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**Adjournment**

The next Board of Landscape Architects board meeting will be held on March 27, 2012, at 8:30am at 215 Centennial Mall South, Lincoln, Nebraska, fifth floor, small conference room.

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**January 31, 2012**  
**215 Centennial Mall South, Small Conference Room, Lincoln, NE**

**CALL TO ORDER**

The meeting was held at 215 Centennial Mall South, 5<sup>th</sup> Floor, Small Conference Room, Lincoln, NE. Vice-Chairperson Bergt called the meeting to order at 8:38am and informed the public of the location of the Open Meeting Act.

**Roll Call:** Eileen Bergt, JoAnne Kissel, Todd Maiellaro, Gary Wells; Absent: Dennis Bryers, David Ciaccio  
**Staff Present:** Sandra Weaver, Administrator (Admin); Jean Lais, Administrative Assistant (AA)

**Election of Officers**

Motion by Wells, second by Kissel to elect Dennis Bryers as Chairperson. Voting Yes: Maiellaro, Kissel, Wells, Bergt; Voting No: None; Absent: Bryers, Ciaccio

Motion by Wells, second by Kissel to elect Eileen Bergt as Vice-Chairperson. Voting Yes: Maiellaro, Kissel, Wells; Voting No: None; Abstain: Bergt; Absent: Bryers, Ciaccio

**Public Comment/Appointments**

No members of the public were present

**Agenda Items**

No adjustments were made to the Agenda.

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**A Consent Agenda**

**Meeting Minutes**

The September 27, 2011 meeting minutes were approved as presented.

The October 27, 2011 meeting minutes were approved as presented.

**Approval of Consent Agenda**

**Action** Motion by Wells, second by Maiellaro to accept and approve the Consent Agenda as presented.  
Voting Yes: Maiellaro, Kissel, Wells, Bergt; Voting No: None; Absent: Bryers, Ciaccio

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**B Financial Matters**

**Budget Status Report – September, October, November, December 2011**

EnterpriseOne reports were provided for review. Admin Weaver pointed out the board has spent 40.5% of the appropriated expenses for the fiscal year with 50% of the time elapsed as of December 31<sup>st</sup>. The Board has brought in 68.4% of the projected revenue as of the same time. She has started a new spreadsheet with the projected expenses and revenue for the rest of the fiscal year and it appears the cash fund will end up at the same level or slightly higher than last year.

**MTD General Ledger Detail Report – September, October, November, December 2011**

EnterpriseOne reports were provided for review.

**Fund Summary Report – September, October, November, December 2011**

EnterpriseOne reports were provided for review.

**Financial Profile FY 2011/2012 – September, October, November, December 2011**

Report was provided for review.

**Contract Review and Approval**

**CLARB Amendment to 2010-2011 Examination Purchase Agreement**

Copy provided for review. The amendment extends the current contract to include the graphic sections administration for June 2012 as this will be the last exam administration before the new exam format goes into effect. It also includes the cost associated with each of the graphic sections. The board will no longer need to administer the graphic portion of the exams as CLARB will be administering all sections directly with the examinees.

**Approval of the CLARB Amendment to 2010-2011 Examination Purchase Agreement**

**Action** Motion by Wells, second by Kissel to approve the CLARB Amendment to the 2010-2011 Examination Purchase Agreement. Voting Yes: Maiellaro, Kissel, Wells, Bergt; Voting No: None; Absent: Bryers, Ciaccio

**Other Financial Matters**

**Proposed Service Contract with the Nebraska Board of Engineers and Architects**

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Time and cost worksheets were provided to the board for review. The proposed new weighted hourly rate for FY12/13 is \$17.499. The proposed contract amount for FY12/13 is \$14, 411 or \$3602.75 per quarter. The contract was approved by the Nebraska Board of Engineers and Architects at their January 13, 2012, meeting. This is a decrease of \$482.00 from the previous contract.

**Approval of the Proposed Service Contract with the Nebraska Board of Engineers and Architects**

**Action** Motion by Maiellaro, second by Wells to approve the Proposed Service Contract with the Nebraska Board of Engineers. Voting Yes: Maiellaro, Kissel, Wells, Bergt; Voting No: None; Absent: Bryers, Ciaccio

**Approval of Other Financial Matters except of Contract**

**Action** Motion by Kissel, second by Maiellaro to accept and approved the Other Financial Matters except Contracts. Voting Yes: Maiellaro, Kissel, Wells, Bergt; Voting No: None; Absent: Bryers, Ciaccio

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**C Applications**

**Licensure/Examination**

**Applications for Licensure by Reciprocity – Class 2 w/CLARB Certificate**

Approved: Stan Cowan, TX; Craig Larson, NE

**Applications for Licensure by L.A.R.E. – Class 1 w/CLARB Certificate – None**

**Approval of Licensure/Examination Applications**

**Action** Motion by Wells, second by Maiellaro to approve the applications as discussed. Voting Yes: Maiellaro, Wells, Bergt; Voting No: None; Abstain: Kissel; Absent: Bryers, Ciaccio

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**D Compliance**

**Logs – None**

**New Cases – None**

**Pending Cases – None**

**Compliance Issues**

**City of Lincoln not allowing Landscape Architects to stamp certain drawings**

The Board is waiting for a letter from Dennis Scheer. No discussion or action was taken.

**Phone Directory Disclaimer**

No discussion or action – deferred to the next meeting.

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**E Committee Reports**

**Officers Report – None**

**CLARB – None**

**ASLA – None**

**Office/Staff – None**

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**F Old Business**

**Landscape Architect Items**

**Changes/Updates to Website Discussion**

Kissel suggested an email be sent to the licensees about the proposed statute changes, and then follow up with another notice once the hearing date has been set.

It was also suggested we send communication to the licensees for their input as to what they would like to see changed on the website and what personal information they would feel comfortable having listed on the public roster.

All the members expressed agreement that the changes to the statutes should be listed on the website with information on the hearing once set and where to send comments if they so wish.

Some members suggested the discussion of the PLA (Professional Landscape Architect) designation be included in the letter for their input.

AA Lais will work with ED Wilbeck and PIO Yanez to get the proposed statute changes up on the

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website and look into possibly adding a column or box in the database for people who want to opt out of having their contact information listed on the website roster.  
In light of the current issues with the professional development hours (PDH), it was suggested AA Lais take a look at what is currently listed on the website and possibly add a FAQ section.

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**G New Business**

**Governance Issues**

**Board Policies – None**

**Rules and Regulations - None**

**Statutes**

**LB 1140 Introduced Copy**

Copy of LB 1140 as introduced on January 19, 2012 was included for review. Proposed changes being made to the Act are revisions in the licensing requirement to accommodate the upcoming changes to the exam administration, to eliminate "registration" from the Act, and to bring the Act in line with current practice. No hearing date had been set at the time of the board meeting.

**Landscape Architect Items**

**Peer Review Committee Report**

The report by the Peer Review Committee was provided for review. The Committee is charged with the responsibility of reviewing the Professional Development Hours (PDH) submitted with each license renewal. The Committee refers any PDH submittals in question to the Board for their review and acceptance.

**Approved:** Griscom, Neil, Henningson; Wilensky approved with the assumption of four (4) self study hours were used. A letter will be sent informing him of the board's decision.

**Denied:**

**Wyss:** Course listed on renewal was taken in 2010. He will need to complete and submit the required hours for 2012 no later than March 15, 2012.

**Williams:** He is short ½ hour. He has until March 15, 2012, to submit the additional ½ hour.

**Conway:** He reported only two (2) hours in 2011. He is required to complete and submit the remaining hours no later than March 15, 2012. If he reports self study activities, he will still need nine (9) additional hours.

**Ledbetter:** Courses listed on the renewal were all in 2010. He will need to complete and submit the required hours no later than March 15, 2012.

**Pfeiffer:** Courses listed on the renewal were all in 2010. He will need to complete and submit the required hours no later than March 15, 2012.

**Enevoldsen:** The Board requested more information and detail be given with regards to his attendance at the Progreen Expo. They are specifically looking for information on the sessions taken and the hours of each session. The required information needs to be received no later than March 15, 2012.

AA Lais is to send letter to each of the above. The Board agreed to allow an extension if any of the above felt they could not provide the requested information by the deadline.

**Approval of Peer Review Committee Report and as per discussion**

**Action** Motion by Maiellaro, second by Wells to accept the Peer Review Committee Report as presented and to have letters sent as discussed to those licensees lacking the required PDHs. Voting Yes: Maiellaro, Wells, Bergt; Voting No: None; Abstain: Kissel; Absent: Bryers, Ciaccio

**CLARB 2012 Spring Meeting** – February 24-25, 2012 – Coral Gables, FL – selection and approval of Board representative.

No member expressed interest in attending the meeting. No action was taken.

**Retention Schedule 105**

Copies of the current schedule and the draft schedule were provided for review. The retention scheduled was last updated in June 2005. The draft schedule brings the retention up to date with current practices and procedures and brings the board's schedule in line with the State wide schedule (124). A copy of the proposed list of documents to be included in the electronic work files

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once files are scanned was also included for review.

**Approval of Draft Retention Schedule and Documents for Electronic Work Files**

**Action** Motion by Wells, second by Maiellaro to approve the Draft Retention Schedule and Documents for Electronic Work files. Voting Yes: Maiellaro, Kissel, Wells, Bergt; Voting No: None; Absent: Bryers, Ciaccio

**Request from Art Thompson with Regards to PLA designation and Emeritus Status**

An inquiry was received from Art Thompson asking the Board if they planned on sending a recommendation to Nebraska licensees with regards to the ASLA proposed designation of PLA versus RLA. He also asked the board to consider an "Emeritus" classification for retired landscape architects who are no longer practicing, but would like to continue using the title "Landscape Architects".

The members agreed a letter should go to him emphasizing the fact that the Act is called "The Professional Landscape Architect Act". The Act has always referred to licensed landscape architects as "professional" landscape architects whether or not "Registered" is listed before the title. With the proposed changes currently before the legislature, it is more appropriate to use PLA in Nebraska versus RLA.

With regards, to offering an "Emeritus" classification, the board requested AA Lais inquire of the surrounding states to see if what they offer and the requirements for such. AA Lais informed the board the Engineers and Architects have an Emeritus status which is renewed yearly at a cost of \$25. The Geologists have a lifetime Emeritus status with a one-time fee of \$25. Both boards allow licensees to select the status during the renewal period.

**Strategic Plan**

The board requested AA Lais include the current Strategic Plan on the next meeting's agenda and include it in the Statute/Rules and Regulation handbook used during the meetings.

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**H General Information**

**Public Notice publication**

**Board meetings and schedule** – Bergt has a conflict with the July meeting. She is not available in the morning, but is available in the afternoon.

**Roster of Board Members/Peer Review Committee**

**Licensing Trends**

Trends in Licensure and Fiscal Activity Reports were provided for review.

**Other**

**Approved Board Policies and Record of Board's Actions** – Board polices and Action Summary was provided for review.

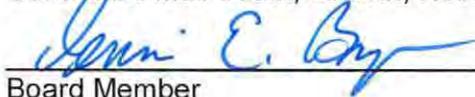
**September 2011 L.A.R.E. Multiple Choice Exam Results** – Results were provided for review.

**Thank You Letter** from Laurence Wagner – A letter from Laurence Wagner expressing his thanks for the board working with him on his 2010 PDHs was provided for review.

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**Adjournment:** Motion by Kissel, second by Wells to adjourn the meeting at 10:56am

The next Board of Landscape Architects board meeting will be held on March 27, 2012, at 8:30am at 215 Centennial Mall South, Lincoln, Nebraska, fifth floor, small conference room.

  
Board Member

  
Date