

Nebraska State Board of Landscape Architects  
**Annual Meeting Minutes**  
January 26, 2016  
215 Centennial Mall South, Small Conference Room, Lincoln, NE

**CALL TO ORDER**

The meeting was held at 215 Centennial Mall South, Fifth Floor, Lincoln, Nebraska. Chairperson Bryers called the meeting to order at 8:42 am and informed the public of the location of the Open Meetings Act. Notice of the meeting was published on the Board's website and in the Lincoln Journal Star in accordance to the Open Meetings Act.

**Roll Call:** Eileen Bergt, Dennis Bryers, David Ciaccio, Todd Maiellaro, Gayle Malmquist, Garry Wells

**Staff Present:** Jean Lais, Administrative Assistant (AA); Sandra Weaver, Administrator (AD); Jon Wilbeck, Compliance Officer (CO)

**Election of Officers**

**Action** Motion by Malmquist, second by Maiellaro to elect Bryers as Chairperson and Bergt as Vice-Chairperson. Voting Yes: Maiellaro, Malmquist, Wells, Bergt, Ciaccio, Bryers; Voting No: None

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**Appointments/Public Comments**

No members of the public were present

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**A Consent Agenda**

**October 27, 2015, meeting minutes** were approved as presented.

**Late PDH submittal approvals**

**Approved:** Theodore Lee, MN; Peter Conway, NY

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

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**B Committee Reports**

**Officers Report**

Bryers – American Society of Landscape Architects (ASLA) – Great Plains Chapter – SD paying to be a part of a lobbying association – Royster is contacting the Professional Engineers Coalition (PEC) to see if ASLA may be able to join enabling the Chapter to use PEC's lobbying power.

**CLARB**

Chairperson Bryers reported on the webcast which was held on January 21, 2016. It covered how the Oklahoma board has been able to establish a scholarship fund with excess reserves through a statute change and the setting up of a foundation to manage the fund. The board retains control of the fund and how the scholarships are awarded. Scholarships are awarded to third and fourth year architecture, landscape architecture and interior design students.

There is a phone conference scheduled for this afternoon at 2:00pm on "What is Your Board Planning to do This Year to Enhance Your Stakeholder's Experience?"

All members are encouraged to take part if they are available.

AA Lais reported the preliminary agenda for the annual meeting has been set. There will not be separate all day session for the Member Board Executives and the Member Board Members as previous done, but one breakout session. It was the MBE Committees determination that the most of the topics to be discussed had an overall importance to both groups and a more productive outcome would be the result of combining the two groups. Another change will be that the "Critical Conversations", while still in a Round Robin format, will be grouped by Regions.

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**Office/Staff**

AA Lais reported the Nebraska Board of Engineers and Architects (NBEA) has hired Jon Wilbeck to replace Lisa Mathews as the Compliance Officer. They have also filled the Accounting Clerk position left by Jeanne Vliet with Betty Frausto who started on December 28, 2015.

She also informed the members that Rachel Fetterman, Public Information Officer, resigned her position as of December 11, 2015. Her replacement, Tanna Dittmar, will start on February 8, 2016.

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**C Old Business**

**Governance Issues**

**LB788** – A copy of the first reading of the bill was provided for review. The Board is still waiting for a hearing date. Chairperson Bryers encouraged the members to solicit support letters from fellow landscape architects and associated organizations. Letters should be sent to the Government, Military, and Veterans Affairs Committee prior to the hearing.

**Landscape Architect Items** - *None*

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**D New Business**

**Governance Issues**

**Rules and Regulations Revision**

Copies of the current Rules and Regulations, CLARB Model Regulations, a State by State PDH Survey conducted in January 2014, CLARB Continuing Education Standards, NBEA Policy 14.09, CLARB Standards of Eligibility for Council Certification, and CLARB Model Professional Conduct were provide for review in preparation of the upcoming Rules Revisions.

AA Lais reported that after contacting the Secretary of State's office, the best approach in rewriting the Rules would be to start from scratch as there will be some re-aligning of chapters, and additional requirements for licensure and professional development hours (PDH). She hopes to have a content outline and some of the rules completed by the April meeting based on discussions already held during the revisions of the statutes. She requested the members to begin thinking about what equivalencies the Board wishes to create especially with regards to exam equivalency. Also, to begin thinking about the PDH and/or renewal rewrite to address the trend to go to an annual PDH requirement or to keep it attached to the biennial renewal.

**Landscape Architect Items**

**Peer Review Committee Report**

A copy of the Committee's report was provided along with copies of the Professional Development Hours (PDH) in question for Enevoldsen and Staib. The Committee did not feel comfortable making a recommendation on these submittals due to the nature of the courses taken. After review, the Board determined the courses taken did qualify as allowed in Chapter 6 of the Board's Rules and Regulations.

**Approved:** Hall Enveldsen, NE; Nicholas Staib, KS

**Action** Motion by Ciaccio, second by Malmquist to approve the PDH submittals as recommended by the Peer Review Committee and to approve the PDH submittals of Enveldsen and Staib. Voting Yes: Maiellaro, Malmquist, Wells, Bergt, Ciaccio, Bryers; Voting No: None

**"In The Know" Series** Details of the January offerings were provided for reference.

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**Strategic Plan**

The current Strategic Plan was provided for review. Chairperson Bryers is still working with the University and the ASLA student chapter about setting up a session with the students to talk about licensure.

Discussion was held in adding "as needed" on the first action time under "Coordination with Allied Design Professionals", change the date to "Annually" and remove the second item "Form sub-committee..." Change the date on "Partner with UNL College of Architecture" to 2016-2017 under "Ordinance & Code Development Assistance". No action taken.

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*Wilbeck entered the meeting at 9:54 am.*

**E Compliance**

**New Cases - None**

**Action** Motion by Wells, second by Bergt to go into executive session for the discussion of compliance cases not a matter of public information to prevent needless injury to the reputation of those involved. Voting Yes: Maiellaro, Malmquist, Wells, Bergt, Ciaccio, Bryers; Voting No: None

*Bryers recused himself from the meeting at 9:54 am.*

**Pending Cases**

15.01 Summary and Documentation – discussion held during Executive Session

**Action** Motion by Malmquist, second by Wells to close the executive session on the discussion of compliance cases brought to the Board not a matter of public information to prevent needless injury to the reputation of those involved. Voting Yes: Maiellaro, Malmquist, Wells, Bergt, Ciaccio; Voting No: None; Absent: Bryers

*Bryers re-entered the meeting at 10:07 am.*

**Action** Motion by Wells, second by Bergt to send respondent a letter as discussed contingent on Assistant Attorney General Jelkin's approval on Case 15.01. Voting Yes: Maiellaro, Malmquist, Wells, Bergt, Ciaccio; Voting No: None; Abstain: Bryers

**Compliance Issues**

City of Lincoln not allowing Landscape Architects to stamp certain drawings

There was no update, discussion or action taken.

*Wilbeck left the meeting at 10:10 am.*

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**F Applications**

**Applications for Licensure by Reciprocity**

**Approved:** Brady Halverson, MN

**Applications for Initial Licensure - None**

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

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*AD Weaver entered the meeting at 10:15am.*

**G Financial Matters**

Budget Status Report – October, November, December 2015

MTD General Ledger Detail Report – October, November, December 2015

Fund Summary Report – October, November, December 2015

Financial Profile FY 2015/2016 – October, November, December 2015

AD Weaver reported that as of the end of December with just over 50% of the time elapsed, 52% of appropriations have been spent, and 76% of the projected revenue has been received. The Cash fund is just over \$40,000. AA Lais reported that 110 renewals have come in as of January 25, 2016.

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**Other Financial Matters**

**Memo from the State Treasurer** regarding agency bank accounts was provided for review.

**Action** Motion by Maiellaro, second by Maiellaro to approve the Financial Matters as discussed.

Voting Yes: Maiellaro, Malmquist, Wells, Bergt, Ciaccio, Bryers; Voting No: None

*AD Weaver left the meeting at 10:25am.*

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**H General Information**

**Public Notice publication** was provided for review.

**Board meetings and schedule** was provide for review. The Board set a meeting for May 24, 2016 at 8:30am to discussion Rules revisions pending passage of LB788.

**Roster of Board members** was provided for review. It was noted that Wells' term expires in September of this year and will not be seeking reappointment.

**Licensing Trends**

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

**Other**

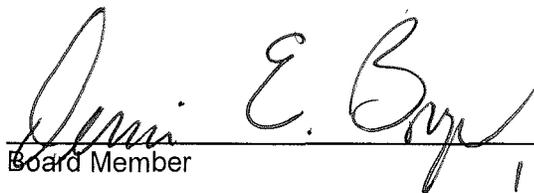
**December 2015 LARE Results** were provided for review.

**Approved Board Policies** were provided for review.

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**Adjournment:** Motion by Ciaccio, second by Wells to adjourn the meeting at 10:40am.

The next Board of Landscape Architects board meeting is currently scheduled for April 26, 2016 at 8:30am at 215 Centennial Mall South, Lincoln, Nebraska, fifth floor, small conference room.

  
Board Member

FASLA, PLA

  
Date