

Nebraska State Board of Landscape Architects

**Board Meeting Minutes**

**April 30, 2019**

215 Centennial Mall South, 5<sup>th</sup> Floor Small Conference Room, Lincoln, NE

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**CALL TO ORDER**

The meeting was held at 215 Centennial Mall South, Lincoln, Nebraska. Chairperson Casper called the meeting to order at 8:30am and informed the public of the location of the Open Meetings Act. Notice of the meeting was published in the Lincoln Journal Star on April 16, 2019, and on the Board's website in accordance with the Open Meetings Act.

**Roll Call:** Eric Casper, Todd Maiellaro, Gayle Malmquist, Jennifer Seacrest, and Bradley Swerczek;  
Absent: David Ciaccio

**Staff Present:** Jean Lais, Administrative Assistant (AA) and Sandra Weaver, Business Manager (BM)

**PUBLIC COMMENTS/APPOINTMENTS**

No members of the public were present.

**A CONSENT AGENDA**

**January 29, 2019 Meeting Minutes**

**Late PDH Approvals**

**Approved:** Danny Mitchell, LA 374; Mark Dawson, LA 245; Tom Mroz, LA 281

**Action**

Motion by Malmquist, second by Maiellaro to approve the Consent Agenda as presented. Voting Yes: Malmquist, Maiellaro, Casper; Voting No: None; Abstained: Seacrest, Swerczek

**B REPORTS**

**Officers Report - None**

**Office/Staff - None**

**C OLD BUSINESS**

**Professional Landscape Architects Act Revisions (LB30) Update**

AA Lais informed the members that the Speaker of the Legislature announced the dates of the Consent Agendas last week. Requests had to be submitted by Friday, April 26<sup>th</sup>. We are awaiting word as to whether LB30 will be selected. No Action.

**D NEW BUSINESS**

**CLARB**

**MBE Communique-February 2019**

A copy of the MBE Communique from February 2019 was included for reference. The article covered updates in the regulatory community and work that CLARB and ASLA have been working on together.

**Regional Meeting Summary**

A summary of the Region 4 webcast held on February 26, 2019, was provided. Representatives from Alberta, Colorado, Kansas, Nebraska, Oklahoma, South Dakota, and Wyoming were present on the call. A list of Hot Topics in each state/province was provided.

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**Albizo Resignation**

Notification of CLARB's Chief Executive Officer, Joel Albizo, has resigned from his position effective March 29, 2019. CLARB has begun preparing a transition plan and identifying a search firm to assist in hiring the new CEO.

**Webinar Schedule through September 2019**

A copy of CLARB's webinar scheduled was included for reference.

**Governance Revision Recommendations**

Information on the CLARB's Board of Directors recommendations in revisions to CLARB's Governance structure was included for review. This recommendation was brought before the members for a vote at the 2018 Annual Meeting. The resolution failed by one vote. After the CLARB Board had further conversation at its October 2018 meeting, the decision was to not make any amendments and bring the original proposal before the members again at the 2019 Annual Meeting. The Board also spent the Spring reaching out to the member boards who were not in favor of the resolution for further discussion.

This Board will take final action on the resolution at its July 2019 meeting.

**Strategic Plan**

A current copy of the Strategic Plan was provided for review. AA Lais brought the members up to date on the website redesign. The Home Page has been completed. AA Lais is currently reviewing for revisions. Nebraska Interactive is planning on finishing the remaining development in the next two weeks and turning the site over to staff for completion.

**Pocket Card Discussion**

AA Lais informed the members that the NBEA is no longer issuing pocket cards for new licensees or renewals. When the current supply of cards is depleted, the Board would incur the cost of ordering additional costs. This is currently a shared expense between the Boards. The last order was placed in March 2018 at a cost of \$.524 per sheet based on an order of 2000. With a lower volume order, the cost will most likely be higher.

The members also discussed the necessity of the chairperson's signature since cards will no longer be issued. It was determined that this could be removed.

**Action**

Motion by Malmquist, second by Swerczek to discontinue the use of pocket cards and remove the chairperson's signature from the printing. Voting Yes: Malmquist, Seacrest, Swerczek, Maiellaro, Casper; Voting No: None.

**Title 231 Rules & Regulations Review**

In anticipation of LB30 passing this legislative session, the members began a review of the rules and regulations revisions that was started in 2016. This will be a complete rewrite of the rules. AA Lais has reviewed the last revision and removed the Intern provision along with making some other minor changes.

One topic needing discussion is the use of the word *shall* throughout the rules. AA Lais made some changes, but highlighted several occurrences the Board needs to discuss. The members made the following revisions:

Rule 1.4 Discussion was held on the possible lowering of some fees. Final decision will be made during the final review of the revisions.

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Rule 1.17.3.2 General consensus is to require the experience to be under a design professional. Further discussion will be made during the final review of the revisions.

Rule 3.3.4 No revision

Rule 4.1.3 Change *shall* to *must*

Rule 4.1.4 Change *shall* to *is*

Rule 5.4.3.2 Change *shall* to *may*

Rule 5.4.3.3 Change *shall* to *may*

Rule 5.5.8 Change both occurrences of *shall* to *will*

Rule 5.6.3 Leave as *shall*

Rule 6.7.1 Establish a ceiling on the number of audits of 10%

Rule 7.1.3 Change *shall* to *will*

Final action will be take once LB30 passes and the Board is prepared to move forward with the revisions to Title 231.

**E COMPLIANCE**

**Cases** ..... *None*

**F APPLICATIONS**

**Licensure by Reciprocity**

**Approved:** Harold V Blevins, CA; James G Carlson, SD; Brett Douglas, IA; Stephanie Gillard, KS; Robert Koontz, NC; David B Meyer, CA; Lynn A Moore, CO; Geoffrey B Roehll, IL

**Initial Licensure** - *None*

**LARE Applications without a LAAB-accredited degree**

**Approved:** Mark E Canney, NE

**Action**

Motion by Maiellaro, second by Seacrest to approve the applications as presented and discussed. Voting Yes, Malmquist, Seacrest, Swerczek, Maiellaro, Casper; Voting No: None.

*BM Weaver entered the meeting at 9:56am*

**G FINANCIAL MATTERS**

**Financial Reports**

**Budget Status Report** – January, February, March 2019

**MTD General Ledger Detail Report** – January, February, March 2019

**Fund Summary Report** – January, February, December 2019

**FY 2018-19 Financial Profile** – January, February, December 2019

With just over 75% of the fiscal year lapsed as of March 31<sup>st</sup>, 52% of the appropriated expenses have been used and 106% of the projected revenue has been received. The Cash Fund is at \$55,984, which is an increase of \$9,786 over the same time last year.

There is still approximately \$1,700 to be expended for the website redesign along with mileage reimbursements and postage before the end of the year.

**Action**

Motion by Maiellaro, second by Malmquist to approve the Financial Reports as presented. Voting Yes: Malmquist, Seacrest, Swerczek, Maiellaro, Casper; Voting No: None.

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***Other Financial Matters***

**Fee Schedule Review**

The Board reviewed the Fee Schedule as of April 23, 2019. It was determined that any adjustments to the fees will take place with the Rules revisions. No action taken.

**Administrative Service Contract with NBEA**

Time and cost worksheets were provided to the Board for review. The proposed new weighted hourly rate for FY 2019-20 is \$19.125. The proposed contract amount is \$12,742, or \$3,185.50 per quarter. This is a decrease of \$622 from the last contract. The service contract was approved by the NBEA at its meeting on March 22, 2019.

**Action**

Motion by Seacrest, second by Swerczek to approve the Administrative Service Contract with the NBEA. Voting Yes: Malmquist, Seacrest, Swerczek, Maiellaro, Casper; Voting No: None.

*BM Weaver left the meeting 10:10am.*

**H GENERAL INFORMATION**

A schedule of upcoming meetings and events was provided for review. The next meeting of the Board is scheduled for July 30, 2019, at 215 Centennial Mall S, 5<sup>th</sup> Floor, Small Conference Room, Lincoln, at 8:30am.

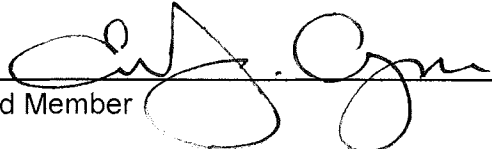
A roster of the Board members was provided. A Certificate of Appointment was received from the Governor's Office appointing Jennifer Seacrest to the Board. She replaces Eileen Bergt. Her term will expire on September 23, 2023.

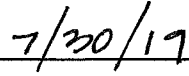
Professional Landscape Architects authorized to practice as of April 23, 2019: 121

***Other information***

Approved Board Policies as April 24, 2019 were provided.

**Adjournment:** Chairperson Casper adjourned the meeting at 10:24am.

  
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Board Member

  
\_\_\_\_\_  
Date