

Nebraska State Board of Landscape Architects  
**Board Meeting Minutes**  
**July 26, 2022**

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**CALL TO ORDER**

Vice-Chairperson Pence called the meeting to order at 9:28 a.m., and informed the public of the location of the Open Meetings Act. Notice of the meeting was published in the Lincoln Journal Star on July 12, 2022, and on the Board's website in accordance with the Open Meetings Act.

**Roll Call:** Regan Pence, Jonathan Hauck, Kristina Engler Absent: Derek Miller, Jennifer Seacrest, Bradley Swerczek

**Staff Present:** Gail Parris, Administrative Programs Officer (APO); Jean Lais, Administrative Programs Officer (APO)

**PUBLIC COMMENTS/APPOINTMENTS**

No members of the public were present.

**A CONSENT AGENDA**

**April 12, 2022, Meeting Minutes**

Motion by Engler, second by Hauck to approve the minutes as submitted. Voting Yes: Hauck, Pence, Engler Voting No: None

**B REPORTS**

**CLARB Updates**

***L.A.R.E. update***

The new dates for the August 2022 L.A.R.E. administration are August 6 – August 20, 2022. The registration deadline is August 1, 2022. PSI is CLARB's new exam administration partner.

***CLARB Website Access Offline***

The website was offline from May 20 to June 3, 2022, for a scheduled upgrade. Information requiring a log-in was not available during this time.

**Office/Staff**

APO Parris informed the members that the inLumon database contract was cancelled, and negotiations for a database are ongoing with NCARB (National Council of Architectural Registration Boards). A new Public Information Officer, Laura Buis, was hired.

**C OLD BUSINESS**

***Uniform Standard Membership Vote***

The CLARB Uniform Licensure Standard for Landscape Architecture 2022 was adopted by the CLARB Member Boards on April 20, 2022.

***Job Task Analysis***

The survey was administered over a six-week period; there was a 20% response rate. The Blueprint is being finalized, and will be released publicly in September 2022.

**D New Business**

**CLARB 2022 Annual Meeting**

The meeting will be held in Omaha, NE on September 21 – 23, 2022.

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*Select Delegates to CLARB 2022 Annual Meeting*

Jonathan Hauck was approved as the voting delegate to the Annual Meeting.

**Action**

Motion by Engler, second by Pence to approve Hauck as the voting delegate to the 2022 CLARB Annual Meeting. Voting Yes: Pence, Hauck, Engler Voting No: None

Seacrest entered the meeting at 9:50 a.m.

**Selection of 2022 CLARB Board of Directors**

There is one candidate running for President-Elect: Lea Ann Macknally, AL. Her Candidate Interest Form was provided for review. There are three candidates running for the Leadership Advisory Council: Ryan Collins, AL; Joseph Steffes, TX; and Mark Taylor, CO. Their Candidate Interest Forms were provided for review. The members selected Joseph Steffes and Mark Taylor.

**Action**

Motion by Engler, second by Hauck to direct the voting delegate to vote for Lea Ann Macknally as President-Elect; and Joseph Steffes and Mark Taylor as members of the Leadership Advisory Council. Voting Yes: Seacrest, Pence, Engler, Hauck; Voting No: None

The Candidate Interest Forms for the appointed Directors-at-Large were provided for review. They include Nicole Crutchfield, ND; Edward Kinney, SC; Ramon Murray, FL; Todd Reade, Alberta, Canada; Brian Verardo, NM.

A list of upcoming CLARB events was provided for review. They include regional meetings scheduled for August 10, 2022.

**E COMPLIANCE – None**

**F APPLICATIONS**

*Licensure by Comity*

**Approved:** Jose Castrejon, OH; Benjamin Hartberg, MN; Amanda Prosser, MN

*Initial Licensure*

**Approved:** Rachel Anderson NE; Eric Benson, NE; Nicholas Soper, NE; Matthew Tiarks, NE

**Action**

Motion by Jennifer Seacrest, second by Engler to approve the applications as presented.

Voting Yes: Pence, Hauck, Engler, Seacrest: Voting No: None

*APO Lais entered the meeting at 10:00 a.m.*

**G FINANCIAL MATTERS**

**Financial Reports**

*Budget Status Report – April, May, June 2022*

*MTD General Ledger Detail Report – April, May, June 2022*

*Fund Summary Report – April, May, June 2022*

*FY 2021-22 Financial Profile – April, May, June 2022*

*FY 2021-22 Financial Summary: Final – April, May, June 2022*

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APO Lais reported that with 100% of the fiscal year elapsed as of June 2022, a little less than 78% of the allotted appropriations had been used. 107% of the projected revenue has been received which exceeded the projected revenue.

The Cash Fund was at \$84,089 which is approximately \$15,000 higher than the same time last year. This is due in part to the switch to biennial renewals and fewer travel expenses.

**Action**

Motion by Seacrest, second by Engler to approve the Financial Reports as presented.

Voting Yes: Hauck, Pence, Seacrest, Engler Voting No: None

**Other Financial Matters**

*FY2022-23 Budget Status - Draft*

*2023-25 Biennium Budget Request - Draft*

Spreadsheets and copies of the draft narrative were provided for review and discussion. The draft must be entered into the budget request system by August 5, 2022. Final approval will occur at the August 19, 2022, meeting at 1:00 p.m. for submittal by the September 15, 2022, due date.

*APO Lais exited the meeting at 10:22 a.m.*

**H GENERAL INFORMATION**

A schedule of upcoming meetings and events was provided for review. The next regular meeting is scheduled for October 18, 2022, beginning at 9:00 a.m.

A roster of the Board members was provided.

Professional Landscape Architects licensed to practice as of 06/30/22: 146

The website dashboard reports showed the following number of total visits:

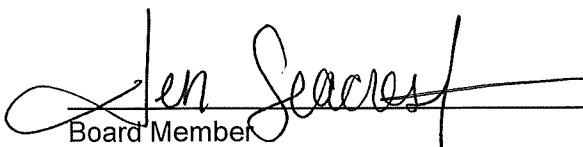
January: 349

February: 372

March: 391

A copy of the approved Board policies as of January 27, 2021, and a copy of the Travel/Reimbursement policy as of January 26, 2021, were provided.

**Adjournment:** Vice-Chairperson Pence adjourned the meeting at 10:26 a.m.

  
Board Member

10.18.2022  
Date