

Nebraska State Board of Landscape Architects
Board Meeting Minutes
July 28, 2020
215 Centennial Mall South Lincoln NE

CALL TO ORDER

The meeting was held at 215 Centennial Mall South, Lincoln Nebraska. Chairperson Casper called the meeting to order at 8:32 am and informed the public of the location of the Open Meetings Act. Notice of the meeting was published in the Lincoln Journal Stat on July 14, 2020, and on the Board's website in accordance to the Open Meeting Act.

Roll Call: Eric Casper, Kristina Engler, Derek Miller, Jennifer Seacrest, Bradley Swerczek; Absent; Todd Maiellaro

Staff Present: Jean Lais, Business Manager (BM); Mia Azizah, Public Information Officer, (PIO)

PUBLIC COMMENTS/APPOINTMENTS

No members of the public were present.

A CONSENT AGENDA

April 28, 2020 Meeting Minutes

Late PDH Submittals

Approved: Lynn Moore, LA

Action

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

B REPORTS

Officers Report - None

CLARB Updates

Notice was received on June 6, 2020, that the CLARB Board of Directors had voted to move the Annual Meeting scheduled for September 9-12, 2020, to a shorter virtual-only format due to COVID-19. The meeting will be held on September 10, 2020, from 1:30pm-5:00pm EDT. The CLARB 50th Anniversary celebration in New York City will take place at the 2021 meeting.

On May 19, 2020, notice was received that many candidates who had scheduled LARE appointments during the May/June make up exam window received cancellation notices due to COVID-19 restrictions and were not able to sit for the exam. As a result, CLARB has worked with Pearson VUE to extend the August administration window to add additional options for candidates to test. The expanded testing window will be August 1-September 19, 2020, and additional test centers will be made available, run by third-party companies.

Office/Staff

BM Lais reported Sandra Weaver's, the previous Business Manager, last day with the Board of Engineers and Architects (NBEA) was July 10, 2020. BM Lais has moved into her position and the new Administrative Assistant is scheduled to begin on August 3, 2020.

She also reported a new potential vendor has been identified to assist the NBEA in converting the existing database to a new platform. Executive Director Wilbeck is currently working with purchasing to determine the steps that are needed for the procurement process.

Mia Azizah, Nebraska Board of Engineers and Architects (NBEA) Public Information Officer, was introduced to the Board. Azizah is replacing Molly Mayhew who left the NBEA Board in June. She will be responsible for any public outreach the Board may have in addition to handling public information requests, website maintenance, and mass communications sent out by the Board.

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C OLD BUSINESS

Legislative

LB30 Update

During the April meeting, the Board reviewed and discussed comments on LB30 received from Harold Blevin (Lic LA 397). Included for review was a copy of the response sent to him from Chairperson Casper and his response.

BM Lais reported the Legislature is currently scheduled to adjourn on August 13, 2020. LB30 will become effective ninety calendar days after adjournment. This will make the effective date November 14, 2020.

Title 231, NAC Revisions

A copy of the notice sent to the American Society of Landscape Architects (ASLA) Nebraska-Dakota chapter regarding the revisions to Title 231 NAC, the Boards Rules and Regulations, was provided for review. BM Lais was also contacted by Dennis Bryers for information on the revisions to be included in its next newsletter.

It is the intention of the Board to hold the public hearing on the revisions prior to the October 27, 2020, meeting.

D NEW BUSINESS

Strategic Plan

A copy of the current Strategic Plan was provided. No updates were made to the plan. The Board will hold a planning session at the August meeting to amend and revise the plan in preparation of the 2021-23 biennium budget request.

CLARB

Select Voting Delegate to CLARB Annual Meeting – Virtual – September 10, 2020

Chairperson Casper was selected as the Voting Delegate to the Annual Meeting.

Action

Motion by Seacrest, second by Miller to approve Chairperson Casper as the Voting Delegate to the 2020 CLARB Annual Meeting. Voting Yes: Engler, Miller, Seacrest, Swerczek, Casper; Voting No: None

Selection of 2021 CLARB Board of Directors

There are two candidates running for President-Elect: Robert Gunderson, PLA, MN; and Chuck Smith, PLA, NC. Their Candidate Interest Forms were provided for review. The members directed the voting delegate to vote for Gunderson.

There are three candidates running for selection to the Leadership Advisory Council: Julie Hildebrand, Executive Director, TX; Bob Mercier, PLA, MS; and Carrie Rybczynski, PLA, CA. Their Candidate Interest Forms were provided for review. The Board may vote for two of the candidates. The members directed the voting delegate to vote for Hildebrand and Mercier.

Action

Motion by Seacrest, second by Swerczek to direct the voting delegate to vote for Gunderson as President-Elect and Hildebrand and Mercier as members of the Leadership Advisory Council. Voting Yes: Engler, Miller, Seacrest, Swerczek, Casper; Voting No: None

The Candidate Interest Forms for the appointed Directors-at-Large were provided for review. They include: Nicole Crutchfield, PLA, ND; Jon Milstead, PLA, MS; Dean Peterson, PLA, CO; Todd Reade, Executive Director, AB; Brian Verardo, PLA, NM.

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A list of upcoming CLARB webcasts was provided for review. They include:

- ICOR Town Hall – July 28, 2020 – *All About Remote Proctoring*
- Regional Meetings – August 13, 2020
- CLARB/ASLA Web License Summit – August 18, 2020

Other New Business

Peer Review Committee Appointment

Engler's term on the Peer Review Committee will expire on December 31, 2020. A replacement will need to be named or Engler reappointed. This year's renewals will be the last that will require all professional development hours (PDH) be reviewed by the committee. Beginning with licenses expiring December 31, 2021, the Board will conduct random audits of selected licensees to review the PDH and this will be done by the Board members. Engler has agreed to stay on for one more year.

Notice of Board Seat Vacancy sent to Licensees and ASLA

Copies of the notice of the Board seat vacancy sent to ASLA and all licensees residing in Nebraska were provided for review.

E COMPLIANCE - None

F APPLICATIONS

Licensure by Reciprocity

Approved: Garrett Ochs, KS; Sean Simms, MO

Action

Motion by Seacrest, second by Engler to approve the application as presented. Voting Yes: Engler, Miller, Seacrest, Swerczek, Casper; Voting No: None

G FINANCIAL MATTERS

Financial Reports

Budget Status Report – April, May, June 2020

MTD General Ledger Detail Report – April, May, June 2020

Fund Summary Report – April, May, June 2020

FY 2019-20 Financial Profile – April, May, June 2020

BM Lais reported with FY 2019-20 completed as of June 30, 2020, 76.53% of the appropriated expenses were used and 98.02% of the projected revenue was received. Expenses were down due to only sending one member to the 2019 CLARB Annual Meeting and no mileage expense for the April 2020 meeting which was held virtually. Only 26.74% of the appropriated travel expenses were used.

The Cash Fund as of June 30th was at \$62,148 which is \$6,981 higher than the same time last year. With the proposed reduction in some fees in the Title 231 revisions, this should begin to come down to be in line with the Board's policy to have a cash reserve of two times the annual budget.

It appears there will be a rollover appropriation of \$6,413.04 plus any encumbrances for June expenses paid for in July.

Action

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

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Other Financial Matters

2021-23 Biennium Budget Request Narrative Draft

A copy of the draft biennium budget narrative was provided for review. This must be entered into the budget request system no later than August 3, 2020. As this is only a draft, revisions may be made to it until the final request is submitted which is due September 15, 2020. The Board will be meeting on August 25, 2020, to review and approve the budget request prior to the final submittal.

Auditor of Public Records Audit Results

The Exit Conference findings and the Final Attestation Report for the Auditor of Public Records for the internal audit that was conducted for the period of July 1, 2018 through December 31, 2019 were provided for review. There were two items found to have been processed in error. One was an expense reimbursement for mileage that did not have the required authorization for the member to use his personal vehicle for the 2019 CLARB Annual Meeting.

The second was a calculation error in the personnel cost for the FY2018-19 administrative services contract. It resulted in a \$170 overstatement in the contract. In addition the Database Development & Maintenance Fees were incorrectly calculated using the NBEA calculated amount instead of the budgeted amount times the staff distribution rate. This caused the total shared expenses to be overstated by \$82.

Staff has put checks in place to eliminate this from happening in the future. None of the above were included on the final report which is posted on the Auditor of Public Records' website.

H GENERAL INFORMATION

A schedule of upcoming meetings and events was provided for review. The next meeting is scheduled for August 25, 2020, at 215 Centennial Mall South, beginning at 8:30am to hold a strategic planning session and approve the 2021-23 Biennium Budget Request.

A roster of the Board members was provided.

Professional Landscape Architects licensed to practice as of July 23, 2020: 135

Results from the June 2020 LARE were provided for review.

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

April: 146

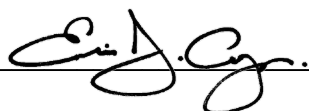
May: 122

June: 87

A copy of the approved Board policies as of April 28, 2020, was provided.

Adjournment: Chairperson Casper adjourned the meeting at 9:20am.

Board Member



10/27/20

Date