

Nebraska State Board of Landscape Architects  
**Board Meeting Agenda**  
**March 29, 2011**  
**215 Centennial Mall South, Fifth Floor, Small Conference Room, Lincoln, NE**

**8:30a CALL TO ORDER**

Open Meeting and Public Agenda Information

**Public Comments/Appointments**

The public is invited to speak

**Agenda Items**

Approval or adjustment of the listed agenda

**Action**

- 1 Public Notice Publication
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**A Consent Agenda**

**1 Meeting Minutes**

- a 1-5 January 25, 2011, meeting minutes

**2 a 1-3 Late Submittals of Continuing Education**

**Action Approval of Consent Agenda**

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**B Financial Reports/Matters**

- 1 a 1-4 Budget Status Report – January, February 2011

- 2 a 1-2 MTD General Ledger Detail Report – January, February 2011

- 3 a 1-2 Fund Summary Report – January, February 2011

- 4 a 1 Financial Profile – January, February 2011

- 5 a 1 Fiscal Activity Report – FY 10/11

- b 1 Trends in Licensure – FY 10/11

**6 Other Financial Matters**

- a 1 Governor's 2011-2013 Biennial Budget Recommendations

**7 Contract Review**

- a 1-7 Administrative Services Contract with the Nebraska Board of Engineers and Architects

- b 1-4 Examination Proctor Contract with Charles Borcharding

**Action Approval of Financial Matters**

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**C Applications**

**1 a 1 Application Overview Sheet**

**2 Licensure/Examination**

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

1-2 Jeffrey Best, KS

3-4 John Copley, MA

5-6 Matthew Kennedy, CA

7-8 Bradley Young, NE

9-10 Peter Schaudt, IL

11-12 Mark Kaltsas, MN

- b 0 Applications for Licensure by L.A.R.E. Examination – **Class 1 w/CLARB Record – None at this time**

**Action Approval of Licensure/Examination Applications**

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**D Compliance Cases**

- 1 a 0 **Logs- None at this time**

- 2 a 0 **New Cases – None at this time**

**3 Pending Cases**

- a 1-8 10.02 Summary and documentation

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**5 Compliance Issues**

- a 1-7 Hoerr Schaudt Issue

*Action*     **Approval of Compliance Case Disposition**

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**E General Information/Committee Reports**

**1 Meetings Schedule/Rosters**

- a 1-2 Board Meeting Schedule
- b 1 Roster of Board Members

**2 Committee Reports**

- a 0 Officers Report – Dennis Bryers, Chairperson

**3 CLARB**

- a 0 Spring Meeting Report – Dennis Bryers

**4 ASLA – *None at this time***

**5 Office/Staff**

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**F New Business**

**1 Governance Issues**

- a 1-3 Board policies and action history
- b 0 Rules and Regulations – *None at this time*
- c 0 Statutes – *None at this time*
- d 0 Legislative items – *None at this time*

**2 Landscape Architects**

- a 1-20 Charles Walker - Additional PDH support documentation
- b 1 Proposed Board Book Agenda Changes

**Adjournment**

The next State Board of Landscape Architects meeting will be held on July 26, 2011, at 8:30am at 215 Centennial Mall South, Lincoln, Nebraska, Fifth floor, in the Small Conference Room.

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**Board Meeting Notes**  
**March 29, 2011**  
**215 Centennial Mall South, Fifth Floor, 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, Nebraska. Chairperson Bryers called the meeting to order at 8:35am and informed the public of the location of the Open Meetings Act.

**Roll Call:** Eileen Bergt, Dennis Bryers, David Ciaccio, JoAnne Kissel, Todd Maiellaro, Gary Wells

**Staff Present:** John Wilbeck, Executive Director (ED); Sandra Weaver, Administrator (Admin); Tyler Kohtz, Compliance Officer (CO); Jean Lais, Administrative Assistant (AA)

**Public Comments/Appointments**

None Scheduled

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**A Consent Agenda**

**Meeting Minutes**

January 25, 2011, meeting minutes approved as presented

**Late Submittals of Continuing Education**

Submittal from Barbara Kohles as approved by the Peer Review Committee and Board Chairperson

**Approval of Consent Agenda**

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

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ED Wilbeck and Admin Weaver entered the meeting at 8:40am

**B Financial Reports/Matters**

**Budget Status Report** – January, February 2011

EnterpriseOne reports provide for review – Admin Weaver will recalculate the spreadsheet provide to the board at January's meeting to reflect the project FY10-11 income at 75% of the budget using the current number of licensees to allow the board to determine the amount by which fees must be increased.

**MTD General Ledger Detail Report** – January, February 2011

EnterpriseOne reports provide for review

**Fund Summary Report** – January, February 2011

EnterpriseOne reports provide for review

**Financial Profile** – January, February 2011 – Report provide for review

**Fiscal Activity Report** – FY 10/11 – Report provide for review

**Trends in Licensure** – FY 10/11 – Report provide for review

**Other Financial Matters**

**Governor's 2011-2013 Biennial Budget Recommendations**

A copy of the Governor's Budget Recommendations was provided for review. Chairperson Bryers testified before the Appropriations Committee on February 15, 2011, stating that the Board could accept a lower budget amount based on the lower Service Contract amount with the Nebraska Board of Engineers and Architects (NBEA).

**Approval of Financial Matters**

**Action** Motion by Bergt, second by Kissel to approve the Financial Matters with the exception of contracts.

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

**Contract Review**

**Administrative Services Contract with the Nebraska Board of Engineers and Architects**

A copy of the contract provide for review. The contract provides for the administrative services of the Board (NSBLA) to be handled by the NBEA staff. The contract covers FY 11-12, effective July 1, 2011, through June 30, 2012. The contract amount is \$14, 893 or \$3,723.25 per quarter. Any additional services not listed on the approved activities list will be billed at \$25.00 per hour and will include a

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signed approval by both the NSBLA and NBEA prior to any work commencing. The NBEA staff will continue to track all time spent in work performed directly for NSBLA and time spent in time which indirectly benefits both boards. Attachments showing staff time allocation for the period July 1, 2008 to December 5, 2010, the calculation of the weighted hourly rate, operational expenses and final fee, and the services to be provided were included for review. The contract is revisited on a yearly basis.

**Approval of the Administrative Services Contract**

**Action** Motion by Wells, second by Bergt to approve the Administrative Services Contract with the Nebraska Board of Engineers and Architects. Voting Yes: Ciaccio, Maiellaro, Bergt, Kissel, Wells, Bryers; Voting No: None; Abstain: None

**Examination Proctor Contract with Charles Borcharding**

Copy of the contract provided for review. The contract provides for the service of proctoring the L.A.R.E. graphic examinations administrations for FY 11-12. Included in the contract are the hourly wage, terms of payment, frequency of the examinations and the litigation process.

**Approval of Contract with Charles Borcharding**

**Action** Motion by Ciaccio, second by Maiellaro to approve the Contract with Charles Borcharding. Voting Yes: Ciaccio, Maiellaro, Bergt, Kissel, Wells, Bryers; Voting No: None; Abstain: None

ED Wilbeck and Admin Weaver left the meeting at 9:00am

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**C Applications**

**Application Overview Sheet** – Form provided

**Licensure/Examination**

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

**Approved:** Jeffrey Best, KS; John Copley, MA; Matthew Kennedy, CA; Bradley Young, NE; Peter Schaudt, IL; Mark Kaltsas, MN

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

**Approval of Licensure/Examination Applications**

**Action** Motion by Bergt, second by Ciaccio to approve the licensure applications by Reciprocity Class 2 with a CLARB certificate. Voting Yes: Wells, Ciaccio, Maiellaro, Bergt, Bryers; Voting No: None; Abstain: Kissel

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CO Kohtz entered the meeting at 9:05am

**D Compliance Cases**

**Logs**- *None*

**New Cases** – *None*

**Pending Cases**

**10.02 Summary and documentation**

CO Kohtz reviewed the case and summary of action taken to date. The respondent has complied with all the Board's requests and he recommended closure without prejudice.

**Approval of Compliance Case Disposition**

**Action** Motion by Wells, second by Maiellaro to accept the case disposition as recommended by CO Kohtz. Voting Yes: Ciaccio, Maiellaro, Bergt, Kissel, Wells, Bryers; Voting No: None; Abstain: None

**Compliance Issues**

**Hoerr Schaudt Issue**

Concern had been raised by former board member John Royster on a company out of Chicago, IL, who may be practicing in Nebraska without a licensed landscape architect on staff. Plans had been sent to Royster in September 2010, asking for his assistance in making quantity takeoffs from drawings prepared

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by Hoerr Schaudt Landscape Architects. At that time it did not appear anyone from this company was licensed in Nebraska. Royster no longer has the plans in his possession. Chairperson Bryers was to check with Omaha Planning to see if they had a copy of the plans. He has not had the time to follow up on this.

Peter Schaudt with this company just submitted an application for licensure and was approved. The Board considers the issue closed.

Kissel brought to the attention of the board an email she received from Dennis Scheer, President of The Clark Enersen Partners, stating an issue with the City of Omaha not allowing a licensed landscape architect to stamp project plans for improvements including setbacks within the public right-of-way. The denial stated the plans needed to be reviewed by the Public Works Engineering Services Division and be stamped and sealed by a licensed engineer as required by state statute. This is an issue that has been discussed with the board and with the City of Omaha in the past. Chairperson Bryers and AA Lais will look at past board meeting minutes for information on how this was handled by the board. Chairperson Bryers requested Kissel to forward the email to CO Kohtz and he will work with him to resolve the issue.

CO Kohtz left the meeting at 9:30am

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**E General Information/Committee Reports**

**Meetings Schedule/Rosters**

**Board Meeting Schedule** – Provided for review

**Roster of Board Members** – Provided for review

**Committee Reports**

**Officers Report – Dennis Bryers, Chairperson** - *None*

**CLARB**

**Spring Meeting Report – Dennis Bryers**

Regions were asked to look at the way they elect their regional officers as CLARB would like to see more involvement of licensees. Regions currently elect a Regional Director and an Alternate Director and each serves a two year term. CLARB would like to change the Alternate Director term to one year allowing for two different appointments during the Regional Director's term. They are also asking Regional Directors serve no more than two terms.

The Task Analysis Results were reviewed for possible changes in the L.A.R.E. exam. It was determined that in general, testing is where it should be with some slight adjustment to be made. The major issue of discussion was the graphic exams. Discussion was held on converting the two current graphic sections to computer based. Points of concern are that there are some aspects which cannot be tested accurately in a multiple choice format and is not 100% defensible.

As an alternative, an innovative testing format was suggested by the psychoanalyst. This may included a click and drag format in which the examinee is asked to place certain items in the correct place on a provided drawing. This method can test many more concepts multiple times within the test. Another format would be "hotspots" in which the correct answer is a range and if it is within that range, the problem is counted as correct. These formats allow for easier grading, higher security, it is more defensible, it can test more concepts multiple times, and saves money on committees.

All exam approvals will be handled by CLARB and could possibly be offered three or four times a year instead of the current two times. Once an examinee passed all sections of the exam, they would then apply to the board of their choice for licensure.

The exam will be changing from five sections to four sections. Sections A & B will become Sections 1 & 2 respectfully. Section D will be split between Section 3 & 4. Section C & D will become Section 3 and Section D & E will become Section 4.

The definition of welfare has been published to the boards, but is still only available on the board section of CLARB's website as this has not been released to the public yet. Chairperson Bryers will

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send the link to the board members for their reference. There will be some rewording of questions which will be able to test for welfare.

The Terminates of Success will be completed and represented at the Annual Meeting in September for the first time. This study looked at the education and beginning experience to see if there is any correlation as to the examinee's success on the exam.

**ASLA** – Chairperson Bryers pointed out the ASLA Annual Meeting will be held in San Diego, CA, October 30<sup>th</sup> through November 2<sup>nd</sup> this year.

**Office/Staff** - None

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**F New Business**

**Governance Issues**

**Board Policies and Action History** – Provide for review

**Rules and Regulations** – None

**Statutes** – None

**Legislative items** – None

**Landscape Architects**

**Charles Walker** - Additional PDH support documentation

Walker was requested to submit further details and/or verification on the type of education training he received on a "Credit Landscape Irrigation Auditor Examination" and an "ET Based Irrigation Scheduling" presentation.

Chairperson Bryers stated credit cannot be given for taking the exam, but could get credit if Walker attended formal classes in preparation for the exam. If he did not take any formal classes, could claim up to four (4) hours of self study as allowed by the rules and regulations. The board also rejected the reported hours for the "Scheduling" presentations as Walker was the presenter and not a participant. If the four (4) hours of self study are included with the remaining hours, Walker has a total of 7.5 hours of professional development hours. He is required to have sixteen (16). This leaves a deficiency of 7.5 hours. The Board agreed to give him until July 15, 2011, to complete and provide proof of completion on the deficient hours to the board office.

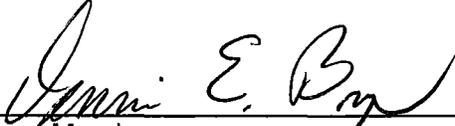
**Proposed Board Book Agenda Changes**

Copy provided for review. The NBEA is changing the order and format of their board meeting agendas. In order to help streamline and simplify the in office process and preparation, the board was asked if they had any concerns with changing over to the new format. The board members did not have any issues and the changes will be incorporated in the next board meeting agenda.

Ciaccio asked about the possibility of receiving the board book packets electronically, instead of by mail. Discussion was held and it was determined that this would be a good way to go. Those members who wished to bring electronic viewing devices to the meeting could do so and those wish to print a hard copy would have that option. AA Lais will work on having the July board book packets transmitted electronically as this will involve some additional work on a .pdf file prior to sending and thought on the method of delivery whether it is by email or a secure link on the board website.

**Adjournment** Motion by Wells, second by Ciaccio to adjourn the meeting at 10:35am

The next State Board of Landscape Architects meeting will be held on July 26, 2011, at 8:30am at 215 Centennial Mall South, Lincoln, Nebraska, Fifth floor, in the Small Conference Room.

  
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Board Member

  
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Date