

Nebraska State Board of Landscape Architects  
**Annual Meeting Minutes**  
**January 29, 2013**  
**215 Centennial Mall South, Large 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 8:34am 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 compliance with the Open Meetings Act.

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

**Staff Present:** Sandra Weaver, Administrator (AD); Jean Lais, Administrative Assistant (AA); Rachel Fetterman, Public Information Officer (PIO)

**Open Meeting and Public Agenda Information** - Notes taken at an Independent Agency Meeting on the Open Meetings Act were provided.

**Election of Officers**

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

**Public Comment/Appointments – No public present**

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**A Consent Agenda**

**September 25, 2012 Meeting** minutes were approved as presented

**September 25, 2012 Public Rules Hearing** minutes were approved as presented

**Late PDH submittals** for Mary Slaven, LA 237; James Wikes, LA 237; John Williams, LA 230; and Ronald Poe, LA 275 were approved.

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

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**B Financial Matters**

**Budget Status Report –** September, October, November, December 2012

Personnel and Financial Center reports provided for review.

**MTD General Ledger Detail Report –** September, October, November, December 2012

Personnel and Financial Center reports provided for review.

**Fund Summary Report –** September, October, November, December 2012

Personnel and Financial Center reports provided for review.

**Financial Profile FY 2012/2013 –** September, October, November, December 2012

Report provided for review.

**Other Financial Matters**

**Memorandum of Understanding with Administrative Services** - The MOU states that each agency will have and maintain an internal control plan over financial reporting. The plan shall be implemented, tested and monitored by the agency.

**Administrative Service Contract with the Nebraska Board of Engineers and**

**Architects** - Time and cost worksheets were provided to the board for review. The proposed new weighted hourly rate for FY13/14 is \$17.822. The proposed contract amount for FY13/14 is \$13,616 or \$3,404 per quarter. The contract was approved by the Nebraska Board of Engineers and Architects at their January 11, 2012, meeting. This is a decrease of \$795.00 from the previous contract.

**Mileage Change Notice from State Accounting** - Memo received from State Accounting stating the mileage rate will be increased to 56.5 cents as of January 1, 2013. The Board decided to start claiming mileage to and from board meetings.

**Action** Motion by Wells, second by Bergt to authorize the reimbursement for mileage to and from

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Board meetings. Voting Yes: Wells, Ciaccio, Maiellaro, Bergt, Bryers; Voting No: None; Absent: Kissel

**Budget Hearing**

The 2013/2015 biennium budget hearing will be held on February 26, 2013. It was suggested that since the Governor's proposed budget allocation was exactly the same as the Board has requested, the Board may want to consider submitting a letter of approval and not plan to attend the hearing.

**Action** Motion by Bergt, second by Wells to approve the Financial Matters including contracts as presented. Voting Yes: Wells, Ciaccio, Maiellaro, Bergt, Bryers; Voting No: None; Absent: Kissel

AD Weaver left the meeting at 9:30am

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**C Applications**

**Applications for Licensure by Reciprocity**

**Approved:** Theresa Clark (CA), Kurt Culbertson (CO), Richard Flierl (CA); Andrew Gorham (NE), Regan Pence (NE)

**Applications for Licensure by Exam – None**

**Action** Motion by Ciaccio, second by Maiellaro to approve the applications for Licensure by Reciprocity as discussed. Voting Yes: Wells, Ciaccio, Maiellaro, Bergt, Bryers; Voting No: None; Absent: Kissel

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**D Compliance**

**Logs – None**

**New Cases – None**

**Pending Cases – None**

**Compliance Issues**

**City of Lincoln** not allowing Landscape Architects to stamp certain drawings

No discussion or action taken

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**E Committee Reports**

**Officers Report - None**

**CLARB** - Chairperson Bryers reported that the President's Council will be meeting next week. The goal of the Council will to get each of the attending organizations to be more uniformed in their coordination and theme for the coming year.

December was the first computer based offering of what use to be the graphics sections of the LARE. Overall, it was a very smooth operation with fewer complaints than with the written exam. One issue brought up with the candidates was with the practice samples. The program used for testing is different than that used to create the practice samples, therefore, creating some differences for the examinees during actual testing. Test results were released in four weeks instead of the former eight weeks with the written exam.

CLARB continues to look at the global aspect of landscape architecture and coming up with a uniformed standard for all countries who wish to participate in CLARB. Alberta and Manitoba have approached CLARB about becoming members and offering the exam in those provisions. China and Mexico are still interested in joining CLARB and offering the exams in those countries.

**ASLA** - The certifying of certificate programs remains a topic of discussion.

**Office/Staff – None**

PIO Fetterman joined the meeting at 10:00a

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**F Old Business**

**Landscape Architect Items**

**Changes/Updates to Website Discussion**

PIO Fetterman brought the Board update to date as to where she is at on the new website. A

Nebraska State Board of Landscape Architects

Annual Meeting Minutes

January 29, 2013

215 Centennial Mall South, Large Conference Room, Lincoln, NE

new copy of the picture used on the current website has been received from Joel Sartore and it has been uploaded to the draft site. She will now contact ne.gov to set up a test site and start entering the text on each page and test links. She should have a working test site available by the April meeting. Wells suggested adding a link to the UNL landscape architecture program and maybe to the LAAB accreditation page on ASLA's website.

PIO Fetterman left the meeting at 10:20am

**G New Business**

**Governance Issues**

**Board Policies**

**Policy LA P13.01 Peer Review Committee**

This policy combines policies P94.01, P97.01, and P04.04 regarding Professional Development Hours submittals and how they are handled into one policy and procedure document in addition to bringing it up to date with current practices.

**Action** Motion by Bergt, second by Maiellaro to approve LA P13.01 as presented. Voting Yes: Wells, Ciaccio, Maiellaro, Bergt, Bryers; Voting No: None; Absent: Kissel

**Statutes - None**

**Rules and Regulations - None**

**Landscape Architect Issues**

**Peer Review Committee Report**

The report by the Peer Review Committee was provided for review. The Committee is charged with the responsibility of reviewing the Professional Development Hours submitted with each license renewal. The Committee met on January 7, 2013, to review the submittals received to date during the current renewal period. The Committee refers the following PDH submittals to the Board for further review and consideration:

**Approved:** Patrick Wyse, Kevin Strehle, Michael VanValkenburgh, Charles Walker, Charles McDaniel.

**Denied:** Bradley Young – The Board disallowed four hours listed for developing specifications for the company in their civil and landscape architecture sections. They deemed this to be within the scope of his daily work. This leaves a deficiency of 2.5 hours. He will have until April 15, 2013, to submit the additional hours.

**Action** Motion by Ciaccio, second by Maiellaro to approve the PDH submittals for Wyse, Strehle, VanValkenburgh, and Walker. Voting Yes: Wells, Ciaccio, Maiellaro, Bergt, Bryers; Voting No: None; Absent: Kissel

**Action** Motion by Ciaccio, second by Bergt to deny the PDH submittal for Young as discussed. Voting Yes: Wells, Ciaccio, Maiellaro, Bergt, Bryers; Voting No: None; Absent: Kissel

**Complaint Form Revision – Draft**

A redesigned form using the current form heading was provided for approval.

**Action** Motion by Bergt, second by Maiellaro to approved the draft of the Complaint Form for use. Voting Yes: Wells, Ciaccio, Maiellaro, Bergt, Bryers; Voting No: None; Absent: Kissel

**CLARB Spring Meeting, March 1-2, 2013, Scottsdale, Arizona – Select and Approve Delegate – Board approved AA Lais to attend the MBE Exchange on February 28, 2013, and the Spring Meeting on March 1-2, 2013. Chairperson Bryers will send an email to ED Wilbeck to request permission for her to travel on behalf of the Board.**

**Action** Motion by Ciaccio, second by Maiellaro to approve AA Lais to attend the meetings as discussed. Voting Yes: Wells, Ciaccio, Maiellaro, Bergt, Bryers; Voting No: None; Absent: Kissel

**Mailing of Revised Statutes and Rules – Quotes for printing and mailing the revised statutes and rules for three different formats were provided for review. Members did not**

Nebraska State Board of Landscape Architects

Annual Meeting Minutes

January 29, 2013

215 Centennial Mall South, Large Conference Room, Lincoln, NE

believe it was necessary to send a copy of the revisions to all licenses. They did determine it was a good idea to send out in the new licensee packets. The members agreed to print 20 of the 5.5"x 8.5" booklets to send to new licensees. A notice and link will be placed on the website informing the public and licensees that the handbook may be downloaded or they can request a paper copy.

**Action** Motion by Wells, second by Maiellaro to print twenty copies of the handbook at this time and to reprint as needed and to place a link on the website. Voting Yes: Wells, Maiellaro, Bergt, Bryers; Voting No: Ciaccio; Absent: Kissel

**Committee on the Professional Landscape Architects Act Revisions** – Chairperson Bryers would like to form an outside committee to look at and revisions to the current Act, i.e. definition of a landscape architect, the PDH requirement and review process, etc. The committee would be charged with reviewing the Act in its entirety and make recommendations to the Board. It was decided the committee should consist of up to five licensees, up to two Board members, and possibly a staff member. It was discussed how the Board should solicit and recruit members to the committee. It was determined an email would be sent to all licensees residing in Nebraska and the Board members would also solicit for members on an individual basis.

The Board would like to have a proposal in hand by the July 2013 board meeting so that they can send the revisions to the bill writers and possibly be ready to introduce the bill during the 2014 Legislative session.

**Action** Motion by Ciaccio, second by Bergt to form a Committee to review and make recommendations for revision of the Professional Landscape Architects Act as discussed. Voting Yes: Wells, Ciaccio, Maiellaro, Bergt, Bryers; Voting No: None; Absent: Kissel

**Strategic Plan** – A copy of the current Strategic Plan with the revisions made at the September 2012 meeting was provide for review. The Board will review and discuss in depth at their April meeting. No action taken.

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**H General Information**

**Public Notice publication**

**Board meetings and schedule**

**Board Members Roster**

**Re-Appointment of Dennis Bryers**

**Peer Review Committee Roster**

**Licensing Trends**

The Trends in Licensure and Fiscal Activity Reports were provided for review.

**Other**

**Approved Board Policies and Record of Board's Actions** – Provided for review

**Sept 2012 LARE Results** – Provided for review

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**Adjournment:** Motion by Wells, second by Maiellaro to adjourn the meeting at 10:55am

The next Board of Landscape Architects board meeting is currently scheduled for April 30, 2013, at 8:30am at 215 Centennial Mall South, Lincoln, Nebraska, fifth floor, small conference room.

  
Board Member

4.30.2013  
Date