

**Landscape
Architect
Board Meeting**

**Tab 1
Call to Order**

October 14, 2016

11:00 AM

Historic Davenport Hotel
Spokane, WA



STATE OF WASHINGTON
DEPARTMENT OF LICENSING

**WASHINGTON BOARD OF LICENSURE FOR
 LANDSCAPE ARCHITECTS
 AGENDA
 REGULAR BOARD MEETING**

DATE: October 14, 2016
TIME: 11:00 a.m.
LOCATION: Historic Davenport Hotel
 Davenport Board Room
 Spokane, WA

OPEN SESSION..... 11:00 AM

1. Call to Order

- 1.1. Introduction of Visitors
- 1.2. Order of Agenda
- 1.3. Approval of Minutes: July 22, 2016
- 1.4. Review of Communications

2. Public Comment/Presentations

3. New Business

- 3.1. 2017 Meeting Schedule (usually meet: Jan, Apr, July, Oct)

4. Old Business

- 4.1. CLARB Model Board Project Update & Action Plan
 - 4.1.1. Outreach Planning: Determine audience(s), message(s), channel(s)
- 4.2. Rule Change Update – Motion to accept the proposed changes for the seal/stamp
- 4.3. Review Master Action Items List

5. Complaint Cases for Review *

6. Legal Issues for Deliberation*

- 6.1. Orders To Be Presented

7. Disciplinary and Investigation Reports

- 7.1. Closed Session Deliberation Report (only necessary if a closed session is held)
- 7.2. Disciplinary Cases Report
- 7.3. Administrative Closures Report

8. Assistant Attorney General's Report**9. Committee/Task Force Reports**

9.1. Joint Board Subcommittee

10. Board Administrator's Report

10.1. Program Operations

10.2. Department of Licensing

10.3. Other Items

11. Other Business

11.1. Action Items From This Meeting

11.2. Agenda Items For Next Meeting

11.3. Any Other Business

12. Adjourn Business Meeting

*The Board may enter into closed session to discuss disciplinary proceedings.



STATE OF WASHINGTON
DEPARTMENT OF LICENSING

**WASHINGTON BOARD OF LICENSURE
 FOR LANDSCAPE ARCHITECTS
 MEETING MINUTES
 REGULAR BOARD MEETING**

DATE: July 22, 2016

TIME: 8:30 a.m.

LOCATION: LOTT Clean Water Alliance
 500 Adams Street NE
 Olympia, WA

PRESENT: Karen Kiest, Chair
 Deborah Peters, Vice Chair
 Len Zickler, Secretary
 Daren Crabill, Member

STAFF PRESENT: Lorin Doyle, Administrator
 Michael Villnave, Assistant Administrator
 Lily Reinecke, Administrative Assistant
 Shanan Gillespie, Regulatory Program Manager
 Julia Gambrel, Licensing Manager
 Vonna Rakestraw, Licensing Lead
 Troy Lincoln, Complaint Intake Coordinator

OTHERS PRESENT: None.

1. Call to Order 8:30 AM

1.1. Introduction of Visitors

Board members and staff introduced themselves. There were no visitors present.

1.2. Order of Agenda

Mr. Zickler made a MOTION to accept the agenda, as presented. Ms. Peters seconded the MOTION and it passed.

1.3. Approval of Minutes: April 20, 2016

Ms. Peters made a MOTION to accept the minutes, as presented. Mr. Zickler seconded the MOTION and it passed.

1.4. Review of Communications

1.4.1 New stamp/seal communications

Ms. Kiest reported she worked with the Washington Chapter of the American Society of Landscape Architects to refine the stamp/seal design as requested. After some discussion about whether to retain the word “licensed”, the board came to a consensus to keep the word on the stamp/seal. Staff reported on the status of the rule-making process.

2. Public Comment/Presentations – None.

3. New Business

3.1. Results of WABO Presentation Planning

Ms. Kiest and Mr. Zickler reported the WABO Planning Committee met to prepare for the upcoming meeting of the Washington Association of Building Officials (WABO) in October. Staff will work with WABO to identify sample questions and topics to help clarify the issues that cross multiple professions.

3.2. October Board Meeting Planning

Staff reported the next Landscape Architect Board meeting will be held on October 14 in Spokane to coincide with the WABO meeting. It will be scheduled directly after the WABO presentation, the time of which is currently unknown.

3.3. CLARB Elections – Candidate Review

The board reviewed the biographies of each of the nominees for the Nominations Committee and the ballot for Council of Landscape Architectural Registration Boards (CLARB) board of directors. . The board’s nominees are as follows:

- Phil Meyer, Vice President
- Alison Fleury, Secretary
- Julia Gambrel, Nominations Committee
- Adrienne Weremchuk, Nominations Committee

Action Item: Staff will submit nominees’ names to CLARB for the election.

4. Old Business

4.1. CLARB Model Board Project Update

Ms. Gambrel reported the model board case study was recently completed and submitted to CLARB. Ms. Peters and Ms. Gambrel will present the project at the CLARB annual meeting this fall.

4.2. Board Appointments

Ms. Doyle welcomed Daren Crabill to the board and acknowledged Tom Sherry’s participation as a pro-tem board member prior to this appointment. The board’s

public member position is still vacant and board members are welcome to encourage potential candidates to apply.

4.3. Review Master Action Items List

The master action items list was reviewed.

5. Complaint Cases for Review*

5.1. 2014-09-1300-00LAN (Zickler)

Mr. Zickler explained the case and recommended closure without further action.

Ms. Peters made a MOTION to approve closure, as recommended. Mr. Crabill seconded the MOTION and it passed.

6. Legal Issues for Deliberation*

6.1. Orders To Be Presented

There were no orders presented.

7. Disciplinary and Investigation Reports

7.1. Closed Session Deliberation Report (only necessary if a closed session is held)

No business.

7.2. Disciplinary Cases Report

Packet item; no action.

7.3. Administrative Closures Report

Packet item; no action.

8. Assistant Attorney General's Report – None

9. Committee/Task Force Reports

9.1. Joint Board Subcommittee

Covered under 3.1 and 4.1.

10. Board Administrator's Report

10.1 Program Operations

Ms. Doyle reported Troy Lincoln was recently hired to fill the vacant complaint intake coordinator position, and interviews for the board supervisor position are taking place this week and next. The Financial Report, Licensee Demographics and Trends, and list of New Licensees were reviewed.

10.2 Department of Licensing – No report.

10.3 Other Items – None

11. Other Business

11.1. Action Items From This Meeting

Action items were reviewed and will be added to the master action items list.

11.2. Agenda Items For Next Meeting

- Report on CLARB Annual Meeting

11.3. Any Other Business

12. Adjournment 10:04 AM

Approved by:

Lorin Doyle, Administrator

Date

Karen Kiest, Chair

Date

DRAFT

Board Meeting

Tab 2

Public Comment

The board has the option to allow comment from the public on agenda items or other topics, unless the comment is related to an open investigation.

The board may limit the comment period, and will provide instructions if it chooses to do so.

Board Meeting

Tab 3

New Business

Topics for action or discussion by the board that were identified at or since the last board meeting.

Washington State Board of Licensure for Landscape Architects
October 14, 2016
Spokane, WA

2017 Meeting Planning

Background: At the last board meeting each year, the board and staff set the meeting calendar for the next year.

The board has typically met in January, April, July and October:

January

April: Officer elections

July: select delegates, review actions for the Council of Landscape Architect
Registration Boards (CLARB) annual meeting in mid-September

October

Recommendation: Board staff requests the board members bring their 2017 calendars to the board meetings.

Submitted by Board Staff
September 2, 2016

Board Meeting

Tab 4

Old Business

Topics from past meetings, presented for update, action or further discussion by the board.

Washington State Board of Licensure for Landscape Architects
 October 14, 2016
 Spokane, WA

CLARB Model Board Pilot: Proposed Action Plan

Background: Participation in the Council of Landscape Architectural Registration Boards (CLARB) Model Board Project offered the chance to look at Washington's processes critically and evaluate where it met the Model Board expectations, where they fell short, and to establish an action plan to fill in the gaps.

That analysis identified the following areas where the board, board staff, and/or the Department of Licensing (DOL) can bring the board more closely aligned with the model board ideal:

Category	Action	Responsible Party	Deadline
Licensing process: applications & renewals	Update the state-specific exam	Board, staff	
	Move state-specific exam to an online exam	Staff	
	Develop an applicant focus group to evaluate the efficiency and accessibility of the licensing process	Staff	
	Update the renewal application to address criminal history and disciplinary history	DOL	2017-12-31
	Update online renewal system to offer better access and more features	DOL	2017-12-31
	Move renewal notification from paper-based notice to an electronic notice	DOL	2017-12-31
	Update Board website to indicate LA CES and American Society of Landscape Architects as continuing education resources	Staff	2016-12-31
Board Outreach	Develop an annual communications plan: Audience(s); Messages; Communication channels	Board, staff	
	Identify opportunities for targeted communications to students	Board, staff	
	Add targeted communication pages to the website	Staff, DOL	
Stakeholder relationships	Invite Washington chapter of ASLA (WASLA) to upcoming board meetings	Board, staff	Ongoing
	Participate in presentation and panel discussion at Washington Assoc. for Building Officials' Meeting	Board committee, staff	2016-10-31
	Develop plan to build relationships with WASLA: newsletter articles, regular attendance at chapter meetings as observer/s; board presentations at WASLA events	Board	
	Continue discussions with professional associations around use of a minimum threshold of project scope, such as SEPA requirements, land use types, or public accessibility, to help define scope of practice and determine limits of practice.	Board, staff, allied professions	

CLARB Model Board Pilot: Proposed Action Plan, p 2

Washington State Board of Licensure for Landscape Architects

October 14, 2016

Spokane, WA

Category	Action	Responsible Party	Deadline
Board Member Recruitment & Development	Maintain / develop relationships with Governor's office for board member recruitment	Staff	Ongoing
	Update board member orientation and training to provide at appropriate times, i.e., just-in-time case management training at time first case assigned.	Staff	2016-12-31
Strategic Planning	Develop an annual strategic planning meeting for each January Board meeting Use CLARB's environmental scan as an input to the strategic planning process.	Board, staff	2017-01-31; annual
Law & Rule Review	Develop rule review timeline & plan	Board, staff	2017-06-30
	Update full scope of practice in statute. Note: the board does not have the authority to initiate changes to the laws.	Professional associations	

Recommendation: Board staff requests the board members review the action plan at the October 2016, for further discussion at the January 2017 meeting.

Submitted by Board Staff
September 2, 2016

Washington State Board of Licensure for Landscape Architects
October 14, 2016
Spokane, WA

Rule change update

Background: Staff has started the rule-making process to replace the current stamp design with a new design that was presented by industry and approved by the Board.

A CR-101 (Preproposal Statement of Inquiry) was filed with the Office of the Code Reviser on June 8, 2016. This filing lets the public know that the Board is intending to make rule changes.

A CR-102 (Proposed Rule Making) was filed on September 21, 2016. This filing is accompanied by the marked-up WAC text showing the proposed changes. Also included is a deadline for written comments regarding the proposed changes, and the date, location and time of a public hearing that allows oral comments on the proposed changes.

Hearing date: October 26, 2016
Time: 1:00 pm
Location: Department of Licensing
405 Black Lake Blvd SW
Room 2105
Olympia WA 98502

Once the public hearing is held, staff prepares a concise explanatory statement that summarizes both the written and oral comments and the program's response. This is submitted, along with a CR-103 (Permanent Rule Making Order) that is accompanied by the marked up language to be adopted.

The new rule should go into effect on January 1, 2017.

Submitted by Board Staff
September 21, 2016

AMENDATORY SECTION (Amending WSR 10-12-116, filed 6/2/10,
effective 7/3/10)

WAC 308-13-055 Do I need a stamp or seal? If you were issued your license on or after ((~~July 1, 2010~~)) January 1, 2017, you must have a seal/stamp of the design authorized by the board, bearing your name, license number and the legend "Licensed landscape architect, state of Washington." The size of the seal/stamp may be ((~~used in a horizontal or vertical format~~)) adjusted provided it remains readable. Other deviations are not allowed. Examples of the board-authorized seal/stamp appear below.

If you were licensed before ((~~July 1, 2010~~)) January 1, 2017, you may continue to use your existing registration stamp.

((



STATE OF
WASHINGTON
LICENSED
LANDSCAPE ARCHITECT

(SIGNATURE)



NAME

LICENSE NO. 000
EXPIRES ON EXPIRATION DATE



STATE OF
WASHINGTON
LICENSED
LANDSCAPE ARCHITECT

(SIGNATURE)



NAME

LICENSE NO. 000
EXPIRES ON EXPIRATION DATE

)



- (1) Your seal/stamp must include your signature and your license expiration date.
- (2) You must seal/stamp the following:
 - (a) All technical submissions required for building permits, regulatory approvals and/or construction drawings that are filed with authorities having jurisdiction;
 - (b) Drawings prepared by you on each sheet;
 - (c) Specifications and other technical submissions need only be sealed/stamped on the cover, title page, and all pages of the table of contents.

Your seal/stamp shall not be affixed to any drawings not prepared by you or your regularly employed subordinates, or not reviewed by you. If you seal/stamp drawings or specifications that you have reviewed, you shall be responsible to the same extent as if those drawings or specifications were prepared by you.

Without exception, these sealing/stamping requirements for landscape architects shall apply to all work prepared or supervised by the landscape architect.

(3) The terms "signature" or "signed" as used in chapter 18.96 RCW and this chapter, shall mean the following:

(a) A handwritten identification or a digital representation of your handwritten identification that represents the act of putting your name on a document to attest to its validity. The handwritten or digital identification must be:

(i) Original and written by hand, or a scanned image of an original, handwritten identification;

(ii) Permanently affixed to the document(s) being certified;

(iii) Applied to the document by the identified licensee;

(iv) Placed adjacent to the seal/stamp of the licensee;

(b) A digital identification that is an electronic authentication process attached to or logically associated with an electronic document. The digital identification may include a scanned or digitized signature. The digital identification must be:

(i) Unique to the licensee using it;

(ii) Capable of independent verification;

(iii) Under the exclusive control of the licensee using it;

(iv) Linked to a document in such a manner that the digital identification is invalidated if any data in the document is changed.

[Statutory Authority: RCW 18.96.060. WSR 10-12-116, amended and recodified as § 308-13-055, filed 6/2/10, effective 7/3/10; WSR 08-22-027, § 308-13-011, filed 10/28/08, effective 11/28/08.]

Board of Licensure for Landscape Architects

Board or Staff Assignments

Date Assigned

<i>Agenda Item</i>	<i>Action Item</i>	<i>Assigned to</i>	<i>Status</i>	<i>Due Date</i>	<i>Completed</i> <input checked="" type="checkbox"/>	<i>Out dated</i> <input type="checkbox"/>
7/22/2016	Submit names for the CLARB Nominations Committee.	Lorin	Emailed to CLARB	7/27/2016	<input checked="" type="checkbox"/>	<input type="checkbox"/>
..						
7/24/2015	Outreach Meeting Planning - Mr. Zickler will contact WASLA regarding meeting with WASLA members in Spokane next fall.	Len Zickler	In progress		<input checked="" type="checkbox"/>	<input type="checkbox"/>
3 .1.						

Board Meeting

Tab 5

Complaint Cases for Review

Complaint closure recommendations
presented by the assigned case manager.

Board action is required on each case.

Board Meeting

Tab 6

Legal Issues for Deliberation

Negotiated settlement orders or default orders presented by the board's prosecution team.

Board action is required on each order.

Board Meeting

Tab 7

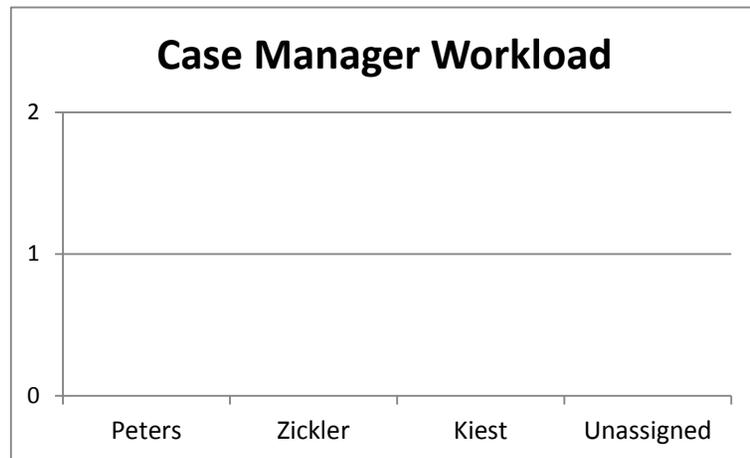
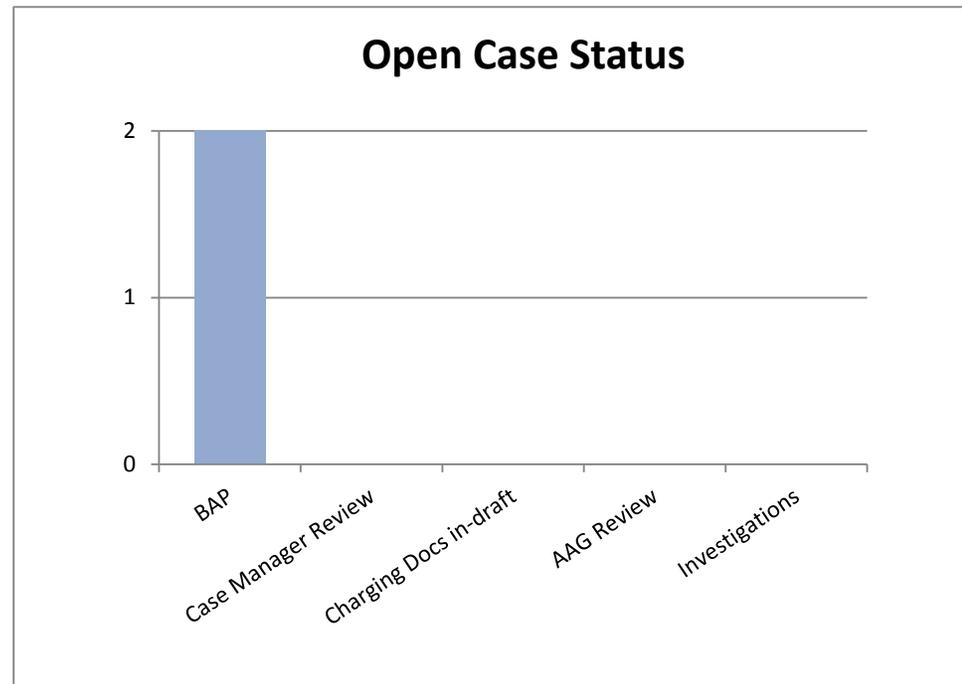
Disciplinary & Investigation Reports

Standard disciplinary reports and a list of any administratively-closed complaints.

Provided for information only – typically no board action is needed.

Landscape Architects - Open Cases

Open Cases: nature of complaint	
Unprofessional conduct	2
Practice with an invalid license	0
Practice outside of scope of license	0
Aiding/Abetting unlicensed practice	0
Unlicensed practice (U/L)	0
Total	2



Recent Case History	2016	2015
Beginning amount	2	6
Opened	6	6
Closed	4	10
Ending Amount	2	2

Typical Complaint Process (Open Case Status)

- o Staff receive complaint (*Daily intake*)
- o Staff evaluate complaint (*Daily intake*)
- o Staff use BAP if appropriate (*BAP*)
- o Staff assign to Case Manager (CM) (*Case Manager Review*)
- o CM review; determine whether to investigate (*Case Manager Review*)
- o Staff investigate complaint (*Investigations*)

- o If no evidence supports allegation, CM recommend closure (*Case Manager Review*)

- o If evidence supports allegation, CM determine sanctions (*Case Manager Review*)
- o Staff drafts charging documents (*Legal*)
- o Board Attorney reviews charges, moves forward with prosecution (*AAG review*)

Run date: 7/5/2016

Board Meeting

Tab 8

Assistant Attorney General's Report

Presentation of general legal issues
of interest to the board.

Provided for information only –
typically no board action is needed

Board Meeting

Tab 9

Committee/Task Force Reports

Reports and updates from the board's
standing committees or task forces.

Board action may be needed.

Board Meeting

Tab 10

Board Administrator's Report

Operational reports and information
about legislative matters of interest to the board.

Provided for information only –
typically no board action is needed.

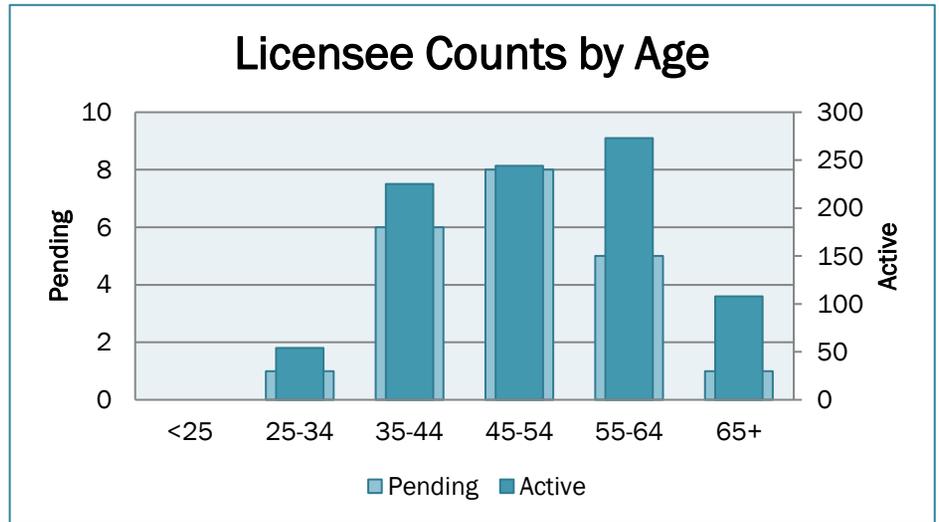
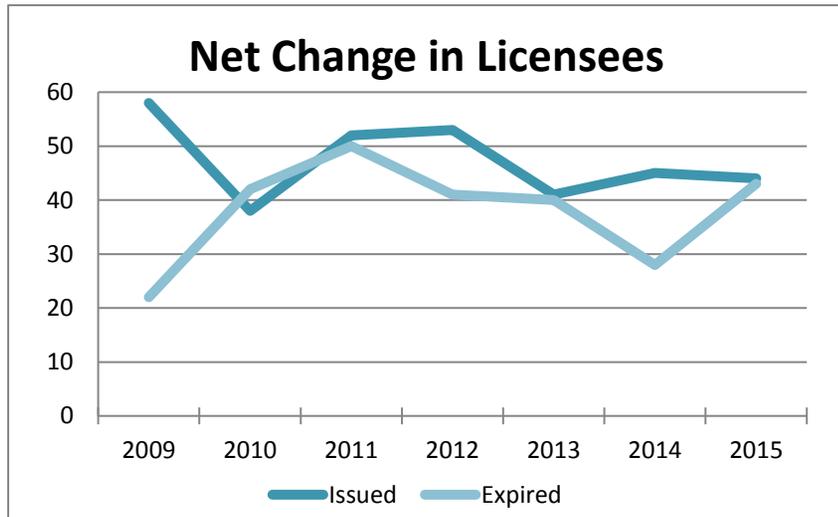
Landscape Architects- Licensee Demographics and Trends

Licensee Gender	Male	Female
% of Active Licensees	66%	34%
% of Pending	45%	55%

Licensee Counts	WA	Out of State
Active	645	259
Pending	7	14
Inactive	31	29
Delinquent*	120	124
Retired	55	35
	858	461

Licensee Ages Count						
Age	<25	25-34	35-44	45-54	55-64	65+
Active	0	54	225	244	273	108
Pending	0	1	6	8	5	1
Inactive	0	2	7	18	19	14
Delinquent*	0	4	40	57	68	75
Total	0	61	278	327	365	198

*this is a general category for anyone who once had a license and did not take action to move to inactive or retired status



Landscape Architects - New Licensees

Name	City, State	Qualified By
Benjamin Schneider	Redmond, WA	Examination
Haein Lee	Edina, MN	Examination
Jeremy Klemic	Serman oaks, CA	Examination
Marina French	Seattle, WA	Examination
Omar Akkari	Spokane, WA	Examination
Taj Hanson	Seattle, WA	Examination
Hope Rising	Pullman, WA	Reciprocity
Melissa Marshall	Pittsburgh, PA	Reciprocity

Board Meeting

Tab 11

Other Business

Review of action items from this meeting, agenda items for the next meeting, and discussion of topics added under the Order of the Agenda.

Board Meeting

Tab 12

Adjournment