

**Landscape  
Architect  
Board Meeting**

**Tab 1  
Call to Order**

October 23, 2020

9:00 AM

Zoom



STATE OF WASHINGTON  
**DEPARTMENT OF LICENSING**  
WASHINGTON BOARD OF LICENSURE FOR  
LANDSCAPE ARCHITECTS  
**AGENDA**  
REGULAR BOARD MEETING

**DATE:** October 23, 2020

**TIME:** 9:00 A.M.

**LOCATION:** Zoom Video Conference

**LINK:**

**PARTICIPANT PIN CODE:**

**OPEN SESSION ..... 9:00 A.M.**

**1. Call to Order**

- 1.1. Introductions
- 1.2. Order of Agenda
- 1.3. Approval of Minutes: July 30, 2020
- 1.4. Review of Communications

**2. New Business**

- 2.1. CLARB Virtual Annual Meeting Report out
- 2.2. 2021 Meeting Schedule

**3. Old Business**

- 3.1. Review Master Action Items List

**4. Complaint Cases for Review \***

**5. Legal Issues for Deliberation\***

**6. Disciplinary and Investigation Reports**

- 6.1. Closed Session Deliberation Report
- 6.2. Disciplinary Cases Report
- 6.3. Administrative Closures Report

**7. Assistant Attorney General's Report**

**8. Committee/Task Force Reports**

**9. Board Staff's Report**

9.1. Program Operations

9.2. Department of Licensing

9.3. Other Items

**10. Other Business**

10.1. Any Other Business

10.2. Action Items From This Meeting

10.3. Agenda Items For Next Meeting

**11. Public Comment/Presentations**

**12. Adjourn Business Meeting**

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

Next Board Meeting:

TBD



STATE OF WASHINGTON  
**DEPARTMENT OF LICENSING**

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

**DATE:** July 30, 2020

**TIME:** 10:00 A.M.

**LOCATION:** Teleconference/Video Conference

**BOARD MEMBERS**

**PRESENT:**

Len Zickler, Chair  
Curtis LaPierre, Member  
Daren Crabill, Member  
Sharon Robinson-Losey, Public member

**BOARD MEMBERS ABSENT:** Deborah Peters

**STAFF PRESENT:**

Julia Manley, Assistant Administrator  
Rick Storvick, Administrator  
Kimberly Hall, Administrative Assistant  
Elizabeth Lagerberg, AAG

**1. Call to Order 10:07 a.m.**

1.1. Introductions

Board members introduced themselves.

1.2. Order of Agenda

Mr. Crabill made a MOTION to accept the agenda as presented. Ms. Losey seconded the MOTION and it passed

1.3. Approval of Minutes: January 31, 2020

Mr. LaPierre made a MOTION to accept the minutes as presented. Mr. Crabill seconded the MOTION and it passed

1.4. Review of Communications

None.

**2. New Business**

2.1. New Board Member Introduction

Mr. Zickler welcomed new Board Curtis LaPierre to the Board. Mr. LaPierre spoke about his background and experience.

## 2.2. CLARB Virtual Annual Meeting

Ms. Manley gave an updated on the CLARB Annual meeting. It will be held virtually on September 10. Everyone is welcome to attend.

## 2.3. CLARB Elections

### 2.3.1. Review New Voting Process

Ms. Manley advised the new voting process that was put into effect.

### 2.3.2. Review Candidate Bios

The Board reviewed the candidates and discussed bios of each.

### 2.3.3. Casting Ballot & Voting Delegate

Mr. LaPierre made a MOTION to nominate Robert Gunderson for President-Elect, Julie Hildebrand and Carrie Rybczynski for Leadership Advisory Council Members. Mr. Crabill seconded the MOTION, and it passed.

Ms. Manley will fill out the ballot and send in before September 7th.

## 3. Old Business

### 3.1. Review Master Action Items List

Ms. Hall reviewed the action items.

## 4. Complaint Cases for Review \*

None.

## 5. Legal Issues for Deliberation\*

None.

## 6. Disciplinary and Investigation Reports

### 6.1. Closed Session Deliberation Report

None.

### 6.2. Disciplinary Cases Report

Ms. Manley advised that we do not have a disciplinary report to show at this time. It is something that is still being worked on with the new system.

### 6.3. Administrative Closures Report

None.

## 7. Assistant Attorney General's Report

None.

## 8. Committee/Task Force Reports

None.

**9. Board Staff's Report****9.1. Program Operations**

Ms. Manley discussed the second roll out of our new system. It's going well so far. It has had a few bugs but they have been fixed as they have happened.

**9.2. Department of Licensing**

Ms. Manley informed the Board that staff will be teleworking for at least the remainder of the year.

**9.3. Other Items**

Ms. Manley reported on the Interprofessional Council on Regulation's (ICOR) Town Hall: All about Remote Proctoring webinar she attended earlier in the week. Staff from CLARB, NCARB, NCEES, and NCIDQ presented the webinar that covered the ins and outs of remote proctoring of national exams, including the LARE. The information provided shows that each of these national organizations are on different timelines for being able to offer remote proctoring, with CLARB leading the way with a pilot in the Canadian jurisdictions this August.

**10. Other Business****10.1. Any Other Business**

None.

**10.2. Action Items From This Meeting**

- Continuance of current Action items.
- Ms. Manley will fill out and mail ballot.

**10.3. Agenda Items For Next Meeting**

- Mission Statement
- Report out from Annual meeting

**11. Public Comment/Presentations**

None.

**12. Adjourn Business Meeting 10:55 a.m.**

Approved by:

\_\_\_\_\_  
Julia Manley, Board Lead

\_\_\_\_\_  
Date

\_\_\_\_\_  
Len Zickler, Chair

\_\_\_\_\_  
Date

# **Board Meeting**

## **Tab 2**

### **New Business**

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

Landscape Architect Board  
October 23, 2020  
Zoom

### **Meeting Schedule**

Background: At the last board meeting each year, the board and staff set the meeting calendar for the next year. To ensure we have appropriate time to process travel requests and take other action necessary for the annual meetings, officer elections, etc., staff recommends the following schedule, with the standard calendar-related action items:

- January
  - WASLA Annual meeting
- April
  - Officer elections
- July
  - CLARB Elections
- October
  - CLARB Report out
  - 2022 Calendar meetings

Recommendation: Board staff requests board members bring their 2021 calendars to the board meeting.

Submitted by Board Staff  
October 9, 2020



# **Board Meeting**

## **Tab 3**

### **Old Business**

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

**Landscape Architect**  
**Board or Staff Assignments**

<b>Date Assigned</b>	<b>Action Item</b>	<b>Assigned to</b>	<b>Comments</b>	<b>Due Date</b>
7/12/19	Ms. Manley to email board about mission statement	Ms. Manley	In progress	
1/31/20	Ms. Manley will draft a letter regarding Splash Pads	Ms. Manley	In progress	
7/30/20	Ms. Manley will fill out and mail in the ballot	Ms. Manley	Done	

# **Board Meeting**

## **Tab 4**

# **Complaint Cases for Review**

Complaint closure recommendations  
presented by the assigned case manager.

Board action is required on each case.

# **Board Meeting**

## **Tab 5**

### **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 6**

# **Disciplinary & Investigation Reports**

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

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

# **Board Meeting**

## **Tab 7**

# **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 8**

# **Committee/Task Force Reports**

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

Board action may be needed.

# **Board Meeting**

## **Tab 9**

# **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.



# **Board Meeting**

## **Tab 10**

### **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 11**

### **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 12**

**Adjournment**