



**STATE OF WASHINGTON
DEPARTMENT OF LICENSING**

**Washington Board of Licensure for Landscape Architects
MEETING MINUTES**

DATE: July 30, 2021
TIME: 10:00 AM
LOCATION: Zoom Video Conference

BOARD MEMBERS PRESENT: Deborah Peters, Chair
Sharon Robinson-Losey, Vice Chair
Curtis LaPierre, Member

BOARD MEMBERS ABSENT: Daren Crabill
Len Zickler

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

GUESTS PRESENT: Cary Baird, Guest
Matt Miller, Guest

1. Call to Order 10:03 am

1.1. Introductions

Ms. Hall took attendance of Board members and staff.

1.2. Order of agenda

MOTION: Ms. Robinson-Losey made a **MOTION** to approve the agenda as presented. Mr. LaPierre seconded the **MOTION**, and it passed.

1.3. Approval of minutes: April 30, 2021.

MOTION: Mr. LaPierre made a **MOTION** to approve the minutes as presented. Ms. Robinson-Losey seconded the **MOTION**, and it passed.

1.4. Review Communications

No communications.

2. Public Comment Opportunity

Mr. Baird and Mr. Miller shared information regarding the upcoming CLARB Annual meeting being held in Phoenix, AZ. The meeting will be in person and virtual. CLARB has been busy revamping committees and adding DEI education.

**Ms. Peters suggested to jump down to 3.2 so the guests could stay.

3. New Business

3.1. CLARB Elections

Ms. Manley stepped out of the meeting so the board could discuss the candidates. Ms. Peters led the conversation on who to elect. The board agreed on the below candidates to vote for.

President Elect- Allison Fleury

Treasurer- Joel Kurokawa

Leadership Advisory Council- Daniel Biggs & Julia Manley

Action Item: Submit ballot

The Board took a break from 11:19 to 11:25

3.2. CLARB Annual Meeting Planning

The board discussed who will be attending the annual meeting as a representative of the board. The board made the decision to have Ms. Peters and Ms. Manley attend in person.

Mr. LaPierre made the **MOTION** to have Ms. Peters as the voting delegate and Ms. Robinson-Losey as a backup. Ms. Robinson-Losey second the **MOTION** and it passed.

3.3. 2021/2022 Meeting Planning

Ms. Manley went over the plan for the rest of this year's meetings and looking into next years. The board would like to get back to in person meetings as soon as it is safe to do so. They would also like to do an outreach at a college campus as soon as they can too. Next year's meetings will preferably be a hybrid of in-person and virtual.

3.4. Requiring Businesses to list Employees

Ms. Lagerberg provided legal advice to the board regarding employers listing employees and if businesses were licensed. The board does not have authorization over businesses and cannot therefore require that licensees be listed.

4. Old Business

4.1. Review Master Action Items List

Ms. Hall reviewed the action items.

5. Complaint Cases for Review*

None.

6. Legal Issues for Deliberation*

None.

7. Disciplinary & Investigation Items

7.1. Closed Session Deliberation Report

None.

7.2. Current cases disciplinary report

One open case that is currently under review by a case manager.

8. Assistant Attorney General's Reports

None.

9. Committee/Task Force Reports

None. Tabled for next meeting.

10. Board Executive's Report

10.1. Program Operations

Mr. Storvick went over the budget reports for the past year and the projection for the next few years.

10.2. Department of Licensing

Ms. Manley provided licensing statistics.

10.3. Other Items

Ms. Manley advised that DOL is currently hiring several leadership roles; and, have started the first phase of returning back into the office.

11. Other Business

11.1. Action items from this meeting

- Arrange travel
- CLARB Election Ballot

11.2. Agenda items for next meeting

- 2022 Meeting schedule
- Committee updates
- Annual meeting report out


11.3. Any other business

None

12. Adjournment 11:48 AM

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

Next Board Meeting:
October 29, 2021
Zoom Virtual Conference

Submitted by: 
Julia Manley, Assistant Administrator

11/4/21
Date

Approved by: 
Deb Peters, Chair

11/3/2021
Date