

IOWA LANDSCAPE ARCHITECTURAL EXAMINING BOARD
MINUTES

200 E. Grand, Suite 350, Des Moines | Bureau Conference Room
Tuesday, July 29, 2014 | 10:00 a.m.

Board Members present for all or part of the meeting:

Debra Schiel-Larson
Erica Anderson

Johnathan Martin
Chris Seeger

Board Members present for all or part of the meeting by phone:

David Fjare

Board Members not present:

Tim Adams

Staff Members present for all or part of the meeting:

Jill Simbro, Executive Officer
Jeff Evans, Staff
Jim Schipper, Superintendent of Banking

Pam Griebel, Assistant Attorney General
Cheryl Merriman, Staff

Public Members present for all or part of the meeting:

None

Call to Order:

Call to Order by Jeff Evans at 10:12 a.m.
Quorum was established.

Election of Officers:

Fjare nominated Seeger for Chair.
Seconded by Martin.

VOTE: Aye: all Nay: None Abstaining: Seeger
Motion passed.

Seeger nominated Fjare for Vice Chair.
Seconded by Schiel-Larson.

VOTE: Aye: all Nay: None Abstaining: Fjare
Motion passed.

Staff Reports:

Jeff Evans introduced Jill Simbro as the new Executive Officer to the Board.

Jim Schipper welcomed the new board members and gave a brief overview of how the Iowa Division of Banking supports the Professional Licensing Bureau. Schipper thanked Anderson for participating in the Bureau's Strategic Planning and that it will have a positive impact on the Board.

Motion by Anderson to approve April 15, 2014 minutes.

Seconded by Fjare

VOTE: Aye: all Nay: None Abstaining: none

Motion passed.

Board Member Reports

Seeger informed the board that the Landscape Architectural Department at Iowa State University has filled the position of Director.

Administrative Reports

Griebel informed the board that a bill to allow board members to sell goods and services to the state has passed. Griebel advises that board members are not allowed to sell services to other board members for two years after they are no longer members of the board.

SchraderBacher advised that the newsletter will go out in September and requested to have submissions to Simbro by the end of August. Seeger requested that the new board members and their bios be in the newsletter. Seeger also asked that the expired licensees be listed. SchraderBacher announced the new website.

Evans thanked Schiel-Larson and Martin for joining the board and will provide them with the member manuals. Evans thanked Anderson for her participation in the Strategic Planning. Evans gave instruction on per diem and travel payment process.

CLARB

Evans provided board members the L.A.R.E. Report in the board packet. Seeger agrees that the report is necessary to approve applications.

Evans informed the board that the CLARB annual meeting will be held September 24th through the 27th in Reston, VA. Seeger is interested in attending and believes it is essential for networking.

Motion by Martin to approve travel for Chair Seeger and Executive Officer Simbro to attend the Annual CLARB meeting.

Seconded by Schiel-Larson

VOTE: Schiel-Larson, Aye; Martin, Aye; Fjare, Aye; Anderson, Aye.

Nay: None Abstaining: Seeger

American Society of Landscape Architects (ASLA) Report:

Seeger informed board members that the ASLA has a person running for each position. He advised that the ASLA is working towards a better representation of educators, professors and students. Seeger believes that the Central States Conference schedule overlapped the ASLA Spring Awards Event and therefore attendance was affected.

Application For Licensure:

Michael T. Higgins application was reviewed and the board concurred that Iowa has required examinations since the act was created in 1974 and based on the information presented;

Higgins does not meet statutory requirements and therefore, does not qualify. Griebel referred to statute 554B.10 in State Legislature that that required examination and the board does not have the authority to waive the required examination.

Motion by Schiel-Larson to approve Simbro sending a letter of denial to Higgins for waiver request.

Seconded by Anderson.

VOTE: Aye: all Nay: None Abstaining: none

Motion passed.

Determination for Licensure:

Russell Smoak is requesting to be licensed under 544B.9(1). Board determined that Smoak has fulfilled the experience requirement. Simbro will send letter to Smoak advising that he has met the experience requirements and will need to complete the exam and application process.

Motion by Fjare.

Seconded by Schiel-Larson.

VOTE: Aye: all Nay: None Abstaining: none

Home Base Iowa Act – Senate File 303:

Griebel requested the board review and approve the rules as they will affect the licensure process. Rules will need to be adopted by 1/1/2015. Schiel-Larson inquired about a revocation process. Griebel will research and advise.

Overview of Licensing Process:

Evans advised the board of the licensing process and proposed that the board approve work experience via email within five(5) business days. Board members will reply only to Executive Officer and not reply to all. Griebel defined 554b.11 and advised that this process will not violate the Open Meetings law.

Legal Overview for All Board Members:

Griebel defined the Mission and Authority for this board and its members. She discussed the gift law, open and closed session meeting processes and public record policy.

Public Comment

No comments

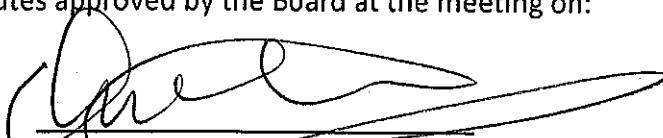
Future Meeting Date: Board approved October 14, 2014 at 10:00 a.m. for the next meeting.

Adjournment:

Meeting was adjourned by Chair Seeger at 12:39 p.m.

These minutes accurately reflect the minutes approved by the Board at the meeting on:

10/28/14
Date


Chair