

IOWA LANDSCAPE ARCHITECTURAL EXAMINING BOARD

MINUTES

200 E. Grand, Suite 350, Des Moines | Bureau Conference Room  
July 18, 2017 | 9:00 a.m.

**Board Members present for all or part of the meeting:**

David Fjare	Jonathan Martin
Jack Jones	Emily Naylor
Brenda Nelson	

**Board Members not present:**

Deb Schiel-Larson

**Staff:**

Jill Simbro, Board Administrator	Rebecca Barloon, Assistant Attorney General
Tracy Lindgren, Background Coordinator	Lori SchraderBachar, Site Manager

**Call to Order**

Call to Order by Fjare at 9:00 a.m.  
Roll Call Fjare, Jones, Martin, Naylor, Nelson

**Approval of Agenda**

**Motion made by Naylor to approve the agenda.**

Seconded by Nelson.

VOTE: Aye: all      Nay: None      Abstaining: None

Motion passed.

**Election of Officers**

**Motion made by Fjare to nominate Martin for Chair.**

Seconded by Naylor.

VOTE: Aye: all      Nay: None      Abstaining: None

Motion passed.

**Motion made by Nelson to nominate Naylor for Vice-Chair.**

Seconded by Martin.

VOTE: Aye: all      Nay: None      Abstaining: None

Motion passed.

**Motion made by Martin to approve January 17, 2017 closed minutes.**

Seconded by Jones.

VOTE: Aye: all      Nay: None      Abstaining: none

Motion passed unanimously.

**Motion made by Martin to approve April 4, 2017 open minutes.**

Seconded by Naylor.

VOTE: Aye: all      Nay: None      Abstaining: none

Motion passed unanimously.

**Motion made by Nelson to approve April 4, 2017 closed minutes.**

Seconded by Martin.

VOTE: Aye: all      Nay: None      Abstaining: none

Motion passed unanimously.

**Motion made by Nelson to approve April 25, 2017 minutes.**

Seconded by Jones.

VOTE: Aye: all      Nay: None      Abstaining: none

Motion passed unanimously.

**Board Member Reports:**

None

**Staff Reports:**

SchraderBachar – Handout was given to board members detailing board travel. Must have approval to travel to CLARB meetings, keep detailed receipts, PLB does have a travel card to pay for reservations. Travel form is same as mileage and must be turned in within 30 days of travel. SchraderBachar has been in contact with the Governor's office regarding the open seat.

Simbro – Revised roster was in board packet. Renewal reminder was sent to active and inactive licensees.

**CLARB:**

**Motion by Nelson to authorize Schiel-Larson to be the voting delegate and carry the Board's position on the 2017-2018 CLARB Board of Directors and Committee nominations, Region 2 Director position and participate in the dialogue at the CLARB Annual meeting on September 14-16, 2017 in Boise, Idaho.**

Seconded by Naylor

VOTE: Aye: all      Nay: none      Abstaining: none

Motion passed unanimously.

**Motion by Naylor to nominate Martin to be the voting delegate alternate in the event that Schiel-Larson is unable to attend, and carry the Board's position on the 2017-2018 CLARB Board of Directors and Committee nominations, Region 2 Director position and participate in the dialogue at the CLARB Annual meeting on September 14-16, 2017 in Boise, Idaho.**

Seconded by Fjare

VOTE: Aye: all      Nay: none      Abstaining: none

Motion passed unanimously.

**New Member Orientation**

Barloon gave a brief overview to the board. Topics included purpose of the board, rule making authority, quorum requirements, and open vs. closed meetings and minutes. As a reminder, don't "reply all" to emails to/from board members and/or staff as this is then considered an electronic meeting. In the case of a disciplinary hearing board members will act as a judge (in a panel) and are reminded to not complete outside research as it is important to remain objective.

**Continuing Education Audits**

1. Schneider - request additional information.

**Reinstatement:**

1. Wyss - request additional information.

**Administrative Rules 193D-Chapter 3/Iowa Code 544B**

1. Simbro sent out draft to Rules Committee and did not receive any comments.
2. 193D – Chapter 3 Continuing Education, update definition of contact hours to hours of continuing education. Barloon will work with Simbro to make changes.
3. Discussion was held regarding licensees using time spent in board meetings as Health, Safety and Welfare for continuing education hours and to the time to 6 hours per renewal cycle.
4. Iowa Code 544B, Barloon will draft changes for updating the language to be consistent with the current rules and work with Zac Hingst from Division of Banking.

**Closed Session**

**Motion by Nelson to enter into closed session pursuant to Iowa Code section 21.5(1)(d) & (a) and 272C.6(4) at 11:05 a.m. to review pending licensee discipline cases and investigations, include any cases ready for final relation through closure or consent order.**

Seconded by Fjare

VOTE: Roll call: Fjare, aye; Martin, aye; Naylor, aye; Nelson, aye; and Jones, aye.

Motion passed unanimously.

**Motion by Naylor for the Board to return to open session at 11:08 a.m.**

Seconded by Fjare

VOTE: Aye: all      Nay: none      Abstaining: none

Motion passed unanimously.

**Motion by Fjare to close cases 16-01, 17-01, 17-03 and 17-04 as discussed in closed session.**

Seconded by Jones.

VOTE: Aye: all      Nay: none      Abstaining: none

Motion passed unanimously.

**Tentative 2017 Meeting Date:**

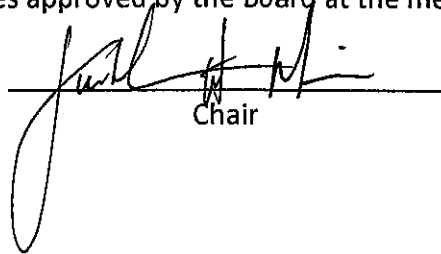
October 17, 2017

**Adjournment**

MARTIN Fjare adjourned the meeting at 11:12 a.m.

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

10.31.17  
DATE

  
Chair