

IOWA LANDSCAPE ARCHITECTURAL EXAMINING BOARD  
**MINUTES**  
200 E. Grand, Suite 350, Des Moines | Bureau Conference Room  
**October 8, 2019 | 9:00 a.m.**

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

|                          |                   |
|--------------------------|-------------------|
| Jonathan Martin, Chair   | Brenda Nelson     |
| John Micka               | Deb Schiel-Larson |
| Emily Naylor, Vice Chair | Jack Jones        |

**Board Members not present for meeting:**

Nathan Borland

**Staff:**

|   |  |
|---|--|
| Jill Simbro, Board Administrator                  | Danielle Bartkiw, Licensing Specialist       |
| Lori SchraderBachar, Site Manager at<br>9:04 a.m. | Caroline Barrett, Assistant Attorney General |
| Jeff Plagge, Superintendent of Banking            | Ashley Thompson, Background Manager          |

**Call to Order**

Call to Order by Martin at 9:00 a.m.  
Attendance Roll Call by Martin: Martin, Micka, Nelson, Jones, Naylor and Schiel-Larson  
Quorum established.  
Introductions were made.  
Plagge introduced himself to the Board and gave a brief summary of his banking background.  
Plagge left the meeting at 9:05 a.m.

**Motion by Martin to approve the agenda.**

Seconded by Naylor.  
VOTE: Aye: all      Nay: None      Abstaining: None  
Motion passed unanimously.

**Motion by Nelson to approve the open session minutes of September 4, 2019.**

Seconded by Schiel-Larson  
VOTE: Aye: all      Nay: None      Abstaining: None  
Motion passed unanimously.

**Election of Officers**

**Motion by Nelson to elect Martin as Chair.**

Seconded by Micka.  
VOTE: Aye: all      Nay: None      Abstaining: None  
Motion passed unanimously.

**Motion by Jones to elect Naylor as Vice Chair.**

Seconded by Micka.  
VOTE: Aye: all      Nay: None      Abstaining: None  
Motion passed unanimously.

**Board Member Reports**

Martin reported of the positive changes the Board has made so far to the 544B rules of Landscape Architecture licensing.

**Staff Reports**

Barrett reported on attendance to the FARB Regulatory Law Seminar held in St. Louis, MO on October 6, 2019. Emphasized the importance for Board to be aware of Board liabilities. Barrett explained the importance for Board to familiarize themselves on rules and code along with being able to articulate the history of licensees.

SchraderBachar introduced new staff Bartkiw and announced fall renewal preparations are in place.

Simbro welcomed new staff Bartkiw and announced that Martin, Shiel-Larson and Jones are up for reappointment on 4/30/20.

**New Board Member Orientation**

Barrett gave a presentation on new board member orientation.

**Rules Committee**

Simbro established Rules Committee members for 5 year rolling review of the Administrative Rules 193D . Micka and Naylor volunteered to be on committee with Simbro and Barrett.

**CLARB Annual Meeting Report**

Simbro and Martin reported on attendance at CLARB Annual Meeting in St. Louis, MO on September 26-28, 2019.

**Public Comment**

SchraderBachar reported the 2019 Building Code Officials Handbook is live on PLB website.

**Upcoming Meetings & Last Minute Comments**

2020 Board Meeting Dates:

Early November, 2019 – Conference call

January 14, 2020 – Conference call

April 7, 2020

July 7, 2020

October 6, 2020

**Adjournment**

Martin adjourned the meeting at 10:17 a.m.

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

11-13-19

DATE

Joe Simbro for Jonathan Martin  
Jonathan, Martin, Chair