

IOWA LANDSCAPE ARCHITECTURAL EXAMINING BOARD  
**OPEN SESSION MINUTES**  
200 E. Grand, Suite 350, Des Moines | Electronic Means  
**July 7, 2020 | 9:00 a.m.**

Pursuant to Iowa Code 21.8, the meeting was conducted by electronic means due to the health and safety concerns stemming from the COVID-19 virus, which rendered an in-person meeting impossible or impractical. Members of the public who wished to participate had to contact the PLB office.

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

Jonathan Martin, Chair  
Emily Naylor  
Nathan Borland  
Brenda Nelson

**Board Members not present for meeting:**

John Micka

**Staff:**

Jill Simbro, Board Administrator  
Lori SchraderBachar, Site Manager  
Renee Paulsen, PLB Investigator  
Caroline Barrett, Assistant Attorney General  
Kimberly Gleason, Licensing Specialist

**Call to Order**

Call to Order by Martin at 9:14 a.m.  
Attendance Roll Call by Martin: Martin, Naylor, Nelson, and Borland.  
Quorum established.

**Motion by Borland to approve the open and closed session minutes of January 14, 2020.**

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

**Motion by Nelson to approve the open session minutes of April 7, 2020.**

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

**Election of Officers**

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

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

**Motion by Nelson to elect Naylor as Vice-Chair.**

Seconded by Borland.  
VOTE: Aye: All      Nay: None      Abstaining: None  
Motion passed.

**Board Member Reports**

Martin had nothing to report.  
Naylor noted she encountered issues with uploading during renewals in the system. SchraderBachar stated she will check into it.

### **Administrative Reports**

Assistant Attorney General – Barrett had nothing to report as this agenda item was unable to be addressed due to time constraints.

Site Manager – SchraderBachar had nothing to report as this agenda item was unable to be addressed due to time constraints.

Board Executive – Simbro had nothing to report as this agenda item was unable to be addressed due to time constraints.

### **CLARB**

- a. 2020 Annual Meeting September 10-12. This will not be held in New York City as previously planned. It will be held virtually – details will follow. Vote to approve board member and board executive to participate in CLARB Annual Meeting.

It was noted that the meeting is now being held on September 10, 2020, instead of the three (3) days due to it being virtual.

### **Motion by Naylor to authorize Board Executive Simbro and Board Member Martin to attend the 2020 Annual CLARB Meeting on September 10, 2020.**

Seconded by Nelson.

VOTE: Aye: All            Nay: None            Abstaining: None

Motion passed.

- b. Vote to authorize approved delegate(s) to carry the Board's position on the 2020-2021 CLARB Board of Directors and Committee nominations, Region 2 Director position and participate in the dialog at the CLARB Annual Meeting and vote on behalf of the Board.

### **Motion by Nelson to approve Martin to be the Iowa voting delegate at the CLARB Annual Meeting.**

Seconded by Borland.

VOTE: Aye: All            Nay: None            Abstaining: None

Motion passed.

### **Committee Reports**

- a. Rules Committee-Rules 193D Draft

The committee members shared on screen and reviewed the Rules 193D Draft changes.

### **Motion by Nelson to approve the draft Rules 193D changes as presented.**

Seconded by Naylor.

VOTE: Aye: All            Nay: None            Abstaining: None

Motion passed.

**Continuing Education Audits** and **Public Comment** agenda items moved to after closed session due to time constraints.

### **Closed Session**

**Motion by Nelson to enter into closed session pursuant to Iowa Code section 21.5(1)(d) and 272C.6(4) to review pending licensee discipline cases and investigations.**

Seconded by Borland.

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

Motion passed.

Entered into closed session at 9:40 a.m.

**Motion by Naylor for the Board to return to open session at 9:55 a.m.**

Seconded by Nelson.

VOTE: Aye: All            Nay: None            Abstaining: None

Motion passed.

**Motion by Borland to close cases 19-06 and 20-01 as discussed in closed session.**

Seconded by Naylor.

VOTE: Aye: All            Nay: None            Abstaining: None

Motion passed.

**Motion by Nelson to find probable cause in case 20-02 as discussed in closed session.**

Seconded by Borland.

VOTE: Aye: All            Nay: None            Abstaining: None

Motion passed.

**Motion by Nelson to close case 19-05 as discussed in closed session.**

Seconded by Borland

VOTE: Aye: Naylor, aye; Nelson, aye; and Borland, aye.            Nay: None            Abstaining: Martin

Motion passed.

**Public Comment**

None.

**Continuing Education Audits**

Simbro presented eight (8) continuing education audits and the board had no concerns. Simbro stated the audit process including how audits are selected and requested direction from the board. Martin tasked Simbro to provide a report on audit requirements from other boards and states and present at the October meeting.

**Tentative 2020 Meeting Dates:**

October 6, 2020

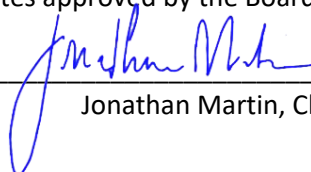
**Adjournment**

Martin adjourned the meeting at 10:24 a.m.

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

10/06/2020

DATE

  
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Jonathan Martin, Chair