

# OREGON STATE LANDSCAPE ARCHITECT BOARD (OSLAB)

## \*\*\*AGENDA\*\*\* QUARTERLY MEETING

August 11, 2016  
Conference Room "A", 2<sup>nd</sup> Floor,  
Association Center, 707 13<sup>th</sup> St. SE, Salem, OR 97301

Board meetings are public meetings. However, the Board may enter Executive Session for the purpose of considering records or information exempt from disclosure by law as authorized under ORS 671.338, 192.660(2) or ORS 192.501. The public will not be allowed to participate in Executive Session. The Board will not make any final decisions in Executive Session.

Minutes from this meeting will be posted on the Board's website after the minutes are approved at the next quarterly meeting of the Board.

### Projected Schedule\*

*\*Start and end times are staff estimates and subject to change by the Board Chair at the meeting.*

1. **OPEN MEETING (9:00 AM)\*** *Ray*
  - a. Roll Call
  - b. Introductions/Welcome Guests
  
2. **AGENDA REVIEW** *Ray*
  
3. **MINUTES** *Ray*
  - a. Review/approve public session minutes: May 19 & July 15, 2016
  - b. Review/approve executive session minutes: May 19 & July 15, 2016 **\*\*Executive Session\*\***
  
4. **CONSENT AGENDA** *L'Amoreaux/Everhart/Valentine*
  - a. Quarterly Licensure Review Report
  - b. Quarterly Continuing Education Audit Report
  - c. Quarterly Payments Log
  
5. **ADMINISTRATIVE MATTERS** *Valentine*
  - a. Administrator's Narrative Report
  - b. E Commerce Policies
  - c. CLARB Annual Meeting Update
  - d. Quarterly Renewal History
  
6. **CORRESPONDENCE** *Ray/Valentine*
  - a. Plan review by other license professional

~15 min. break (estimated @ to 10:30 AM)

**7. COORDINATOR/COMMITTEE REPORTS**

- a. **COMPLIANCE** *Smith/White/Valentine*
- i. New complaints/open investigations **\*\*Executive Session\*\***
  - ii. Motions (if any)
  - iii. Other updates (if any)

*Lunch Break/Working Lunch Possible (estimated @ 11:30 PM – 12:00 PM)*

- b. **ADMINISTRATIVE RULES** *O'Brien/Valentine*
- i. Business Registration: 2<sup>nd</sup> review of draft concept rules, background information, and legal advice (**\*\*Executive Session\*\***)
  - ii. Misc. Rules: revisions addressing contact information & mailings

- c. **CONTINUING EDUCATION** *Everhart*
- i. Audit Review
  - ii. Updates (if any)
  - iii. Random Drawing for Next Audits

- d. **BUDGET/INVESTMENT** *L'Amoreaux/Valentine*
- i. Yr. 1 Budget Review
  - ii. Update on 2017-2019 Budget Preparation

- e. **LICENSURE:** *L'Amoreaux/Valentine*
- i. Licensure Review Coordinator Assignment

~15 min. break (estimated @ to 2:00 PM)

- f. **LIAISONS:**
- i. Liaison report: Oregon Board of Architect Examiners *L'Amoreaux*
  - ii. Liaison report: Oregon Landscape Contractors Board *Ray/O'Brien*
  - iii. Liaison report: American Society of Landscape Architects *Ray*

- 8. GOALS/STRATEGIES CHECK-IN** *Ray/All*
- a. Landscape Design/Landscape Architecture Project – Newsletter Announcement
  - b. Landscape Design/Landscape Architecture Project – Statutory History Summary

- 9. PUBLIC COMMENT** *Ray*

- 10. NEW BUSINESS/ANNOUNCEMENTS** (placeholder) *All*

- 11. ORAL EXAM** (1 candidate) **\*\*TIME CERTAIN 3:00\*\*** *All*

- 12. ADJOURNMENT (4:00 PM\*)**

**Next Quarterly Meeting: Nov. 3, 2016**