

OREGON STATE LANDSCAPE ARCHITECT BOARD (OSLAB)

MEETING MINUTES

February 8, 2013

Association Center, 707 13th St. SE
2nd Floor, Conf. Room "A"
Salem, OR

Members Present:

Lauri L'Amoreaux, Landscape Architect
Ron Nichols, Public Member, Treasurer
David Olsen, Landscape Architect, Chair
Kathleen Olsen, Public Member
Stephen Ray, Landscape Architect
Susan Wright, Public Member
(One RLA position vacant)

Staff Present:

Christine Valentine, Administrator

Visitors*:

(*as noted in minutes)
Mary Heffernan, Facilitator, Temenos Consulting
Kyle Martin, AAG, DOJ

***Convene WORK SESSION

OSLAB GOALS/WORK PLAN

Chair Olsen opened the meeting at 8:30 AM and welcomed all members along with facilitator Mary Heffernan and assistant attorney general (AAG) Kyle Martin. After a round of introductions, Chair Olsen and Heffernan provided an overview of work session "retreat" portion of the day. Heffernan went over the detailed agenda and asked all present to briefly describe any hopes or concerns for the day.

Chair Olsen noted that the Board had written legal advice to review and discuss with the AAG as the next agenda item and so excused Heffernan and then opened an Executive Session pursuant to ORS 192.660 at 8:50 AM. At 10:35 AM, Chair Olsen announced that the Board was returning to Public Session. No decisions were made in this Executive Session. Chair Olsen called for a break.

The Chair reconvened the Board at 10:50 AM. The Board moved to discussion of its primary role(s) and goals for through the 2013-2015 biennium. The Board noted the following as important components of its regulatory role:

- Maintain a focus on protecting the citizens of Oregon
- Keep a distinction between protecting the public (OSLAB's role) vs. protecting the profession (role of others like ASLA).

- Protect a scope of practice so that work activities requiring the knowledge and skills of a Landscape Architect clearly require registration with OSLAB
- Work within statutes and rules, but identify where clarifications or changes might be prudent to accomplish the Board's mission

The Board talked about the need to articulate the importance of registration and scope of practice concerns in a meaningful way such that lay people can understand. RLAs could help describe the differences in roles and responsibilities of various professionals. RLAs could also help the Board develop information that explains the potential problems with LA practice by non-registered individuals. The challenge for the Board will be in how to effectively engage registrants in such work. The Board discussed continued communications with ASLA Oregon as an avenue for getting information out to and feedback from registrants.

Heffernan lead the Board through a review of results from a pre-retreat survey of board members and staff conducted several weeks before the retreat. Some key themes were:

- need for better definition of the profession/registration
- need for enhanced outreach to effect better engagement of stakeholders
- desire for a work plan to guide Board efforts

Heffernan next lead the Board in thinking about three types of goals.

- Programmatic – related to purpose and mission
- Outreach – how to get messages out, dialogue
- Internal – these are organizational type goals, e.g. Board capacity, leadership, resources, etc.

She asked that these types of goals be kept in mind as the Board brainstormed about possible futures. The Board identified various elements of worst case and preferred futures. Next, the Board discussed some key goals that if achieved would help them move towards the preferred future. After outlining these goals, the Board worked through a goal prioritization exercise. The goals that emerged as top priorities were:

- Reestablishing a clear identify of profession through defined scope of practice, including investigation of statutory changes that might be needed or desirable to achieve this
- Board supported articulation of the value licensure of RLA provide to the public
- Enhance visibility of Board to RLAs
- Growing partnerships with affiliated boards and professions
- Improved communication vehicles with RLAs and other partners

The Board started to discuss whether the identified goals could be achieved in a 2 year timeframe. The Board concluded that more work would be needed to analyze this question and that they would also need to develop implementation strategies and steps for the goals. This work could not be accomplished during the retreat. The Chair suggested that the Board discuss further at a future work session.

Chair Olsen adjourned the work session at 2:05 PM.

*****Convene QUARTERLY MEETING**

Chair Olsen opened the quarterly meeting at 2:17 PM.

AGENDA REVIEW

There were no questions or comments about the agenda and no changes.

MINUTES

Chair Olsen asked if there were any requests for revisions to the minutes of the November 9, 2012 meeting. When none were offered, *Nichols moved to approve the minutes of the November 9, 2012 Work Session and Meeting as presented. Ray seconded the motion. Hearing no discussion, Chair Olsen called for a vote, and all approved the motion.*

ADMINISTRATIVE MATTERS

Administrators Report, Narrative Section: Valentine referred Board members to her narrative report in the meeting packet. She asked if there were any questions. Hearing none, she proceeded to note of a few items addressed in the report:

- The Board needs to meet in early March to review and approve the 2013-2015 budget. The Board set Weds, March 6 from 9-12 for this.
- Board members should contact the Administrator with any questions related to the 2013 legislative session.
- LFO has now provided its final report on semi-independent agencies, which summarizes the reports agencies submitted for the 2009-2011 biennium. An excerpt from the report summarizing the recommendations and comparative data for the semi-independent agencies was provided.
- The Landscape Contractors Board has requested meeting dates for periodic meetings of board representatives.
- The Dec. LARE results are 2 failed, 6 passed.
- LARE schedule has now changed to all exams (1-4) being offered three times a year. Staff anticipates some change in when the Board sees larger groups of oral exam candidates.
- FileMaker software finally arrived, being installed this week. Other work to fix database problems nearly complete and well within budget.

2011-2013 Budget Updates: Valentine noted that there are no surprises with the 2011-2013 budget. Revenues continue to be sufficient to cover actual expenses. She will soon be estimating the potential for an ending balance and will make a recommendation for carry over to the 2013-2015 budget. She also noted that, with the help of K. Olsen, budget reports have been reformatted to hopefully more clearly show how budget and overall finances are trending compared to same period last year.

Approve Quarterly Payment Log: The Board reviewed the log, and there were no questions or comments. *Chair Olsen moved to approve Check Log for checks #3794 to # 3827 and 010132 to 091130. Wright seconded the motion. Hearing no discussion, Chair Olsen called for a vote, and all approved.*

Review Updated Renewal History: The Board briefly reviewed the renewal history and noted that registration numbers are stable.

CANDIDATES FOR LICENSURE/ORAL EXAMS

Chair Olsen welcomed two candidates for licensure to their oral exam. He explained the process used by the Board and how this is final part of the licensure process. The Board members and staff introduced themselves. The Board members explained their backgrounds, roles on the Board, and asked a variety of questions of the candidates. The Board also took questions from the candidates. Topics covered with the candidates included: overlap in the LC and LA professions, role of Board, continuing education requirements, statute/rules and code of professional conduct, role of compliance, opportunities for volunteering with OSLAB, business vs. individual registrations, and the Board's interest in having registrants weigh in with ideas related to the evolution of the practice.

Nichols moved to recognize the two candidates as having met all requirements for licensure and to grant registration. Wright seconded the motion. Hearing no discussion, Chair Olsen called for a vote, and all approved. The candidates were given their registration materials and warmly welcomed to the OSLAB registrant pool. Members exchanged congratulations with the new RLAs.

COMPLIANCE REPORT

Wright/Valentine

Wright and Valentine provided a brief update on ongoing activities. One complaint case remains open. A technical reviewer has been identified, and a personal services contract is being pursued. The reviewer should be able to complete his work in the months leading up to the May meeting so that his analysis hopefully will be available for consideration at the May meeting.

The Board reviewed a listing recently published in the Cascade Business News titled Landscape Architects. Wright summarized how outreach letters have been sent to five OSLAB registrants regarding this recent advertisement. The list raised a variety of issues related to business and individual registrations. More will be reported on this at the May meeting once RLA responses are available for consideration. Wright also recommends that at some point staff contact the newspaper about the problems these lists can cause for OSLAB registrants and others not licensed.

Wright updated the Board on work on a Request for Qualifications (RFQ) document, as was discussed at the November 9, 2012 meeting. The document has gone through legal review, and she and the Chair have provided individual comments to the Administrator. Valentine stated that she is still working to address these comments but hopes to have the document ready soon. The Board requested that the RFQ ultimately be distributed via newsletter, emails, and website posting. Valentine offered that it could also be posted on the state ORPIN system.

Valentine noted that the new complaints page is up on the website and includes the new complaint form and a simplified complaint process flow chart. She appreciated feedback from board members on the various materials.

COMMITTEE REPORTS

CONTINUING EDUCATION COMMITTEE

Ray presented the Audit Report for July – Sept. 2012. The Committee recommends approval of all audits. The Committee also looked at one reinstatement request since the last board meeting. *Ray moved to approve audits and one reinstatement and to have staff notify these*

RLAs of these findings. Olsen seconded. The Chair called for vote, and all approved. (For the record, K. Olsen was out of the room and did not vote.)

Names were randomly drawn for the Oct. – Dec. 2012 audit period using the updated procedures approved at the November 9, 2012 meeting.

OTHER:

Chair Olsen shared that he was invited to participate in planning for the design professionals “Day at the Capitol”, which is scheduled for February 19, 2013. The group is less diverse this year as the Architects and Land Surveyors decided not to participate. He will report further at the next meeting.

CORRESPONDENCE

Valentine explained that background documents were included in the packet in anticipation of a letter to the Board from a landscape contractor with concerns about practice overlap issues. This discussion was postponed until the May 10, 2013 meeting. The contractor plans to attend the May meeting to discuss her concerns with the Board.

OLD BUSINESS

Valentine explained that this was kept as a placeholder in case any Board members had old business that he or she thought needed to be discussed. Hearing none, Chair Olsen moved on to the next agenda item.

NEW BUSINESS

Chair Olsen stated that the Board needs to elect a Vice Chair. Valentine reminded the Board about the duties of the Vice Chair, as described in OSLAB Operational Policies, Section V.4.2: “The Vice Chair assists the Chair and Administrator and shall perform such duties as the Board may assign to that office. The Vice-Chair, in the absence of the Chair, will exercise the duties of the Chair.”

Chair Olsen nominated Ray as Vice Chair. Nichols seconded the nomination. Hearing that Ray was willing to serve in this role and no objections from others, Chair Olsen called for a vote and all approved.

PUBLIC COMMENT

No one was present at the meeting to offer public comments.

ANNOUNCEMENTS

- Office Closed – Feb. 18 (Presidents Day)
- LARE, Sections 1-4, April 8-20, 2013
- Announcement of Board vacancies: The Board briefly discussed the need to keep encouraging RLAs to consider applying to the Governor’s Office for the one current vacancy and upcoming vacancies on the Board.
- Next meetings: The Board confirmed its next meeting dates: March 6 – 2013-2013 Budget, May 10 – quarterly work session/meeting

ADJOURNMENT

Chair Olsen adjourned the meeting at 4:18 PM

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The minutes of the February 8, 2013 work session and quarterly meeting were approved as presented at the May 10, 2013 Board meeting.

Respectfully submitted,

Christine Valentine
Administrator