

ALABAMA BOARD OF EXAMINERS OF LANDSCAPE ARCHITECTS

MINUTES Board Meeting May 31, 2017

The Alabama Board of Examiners of Landscape Architects met on Wednesday, May 31, 2017, at the Board's Office located at 2777 Zelda Road, Montgomery, Alabama, to conduct regular business. The following members were in attendance: Mr. Larry Bates (Chairman) and Ms. Lea Ann Macknally and Ms. Loise Mash. Also in attendance were Mr. Keith Warren, Executive Director, Ms. Leigh Moorner (Board Administrator), Mr. Bill Garrett, Assistant Attorney General/Legal Counsel (arrived 10:09 a.m.) and Ms. Renee' Reames (Executive Secretary to Mr. Keith Warren, Executive Director, and serving as recording secretary). A quorum was established and the meeting was called to order at 10:01 a.m. by the Board Chair, Mr. Bates.

Public notice of this regularly scheduled meeting was published on the Secretary of State's web site at www.sos.alabama.gov in accordance with the requirements of the Alabama Open Meetings Act and advertised on the Board's web site at www.abela.alabama.gov.

Board in-state travel vouchers were submitted by members present and submitted for processing.

The minutes from the November 9, 2016 Board meeting were presented to the Board members for their review. A copy of the minutes was provided to the members prior to the meeting. Ms. Macknally made a motion to approve the November minutes as presented. The motion was seconded by Ms. Mash and unanimously approved by the Board.

Mr. Warren presented the Executive Director's Report (copy filed in the Official Book of Minutes). He reported on the number of active licensees (279). Mr. Warren reviewed the FY 17 financial report for the period ending March 31, 2017, which included a line item budget of expenditures. He also presented the Administrator report of activities performed by the staff since the last Board meeting. Ms. Macknally made a motion to approve the financial report as presented. The motion was seconded by Ms. Mash and unanimously approved by the Board.

Mr. Garrett, Board Legal Counsel, arrived at 10:09 a.m.

Ms. Moorner commented on the Board's Facebook page and the activities posted for the licensees' awareness, such as renewal reminders, listing individuals who passed the examinations for licensing and CLARB items, etc. The Board discussed the cost and process to print in-house the licenses, due to the State print shop closing.

Mr. Warren presented the Final Order for the Board's approval concerning the Bostick case. Ms. Mash made a motion to accept the Final Order as it related to Chad Bostick and to mail a copy of the Order to the complainant. The motion was seconded by Ms. Macknally and unanimously approved by the Board.

The Board discusses the Code of Conduct as it may pertain to complaint cases, along with the Board's regulatory authority and jurisdiction and the process for Notice of Violations from the Board to individuals involved in complaint cases.

The Board reviewed a copy of the prepared brochure entitled *Alabama Board of Landscape Architects* presented by Ms. Moorer. The Board members made several observations and recommendations regarding changes to the brochure. The Board discussed the type of audience the brochure was developed to inform and to direct the brochure more to *what is a landscape architect* vs. landscape architecture. Mr. Warren indicated that the changes would be incorporated and presented for the Board's review prior to mass printing.

Mr. Warren presented, for the Board's approval, the annual renewal of the Administrative Services Contract. Ms. Macknally made a motion to approve the renewal of the Administrative Services Contract with Warren and Company, Inc., with no other changes to the contract. The motion was seconded by Ms. Mash and unanimously approved by the Board.

Ms. Moorer reported on the items discussed during the CLARB webcast and reminded the Board members about the CLARB annual meeting scheduled in September. Mr. Bates indicated that he was interested in attending.

The Board discussed reinstatement of licenses and whether to limit in the number of years that a license could be renewed from an expired status and establishing a reinstatement process vs. submitting a new application. Mr. Garrett indicated that a policy establishing a set time-period provided consistency in the process and the Board discussed establishing a rule indicating that after five (5) years of expired status, the applicant would have to reapply and fulfill the current licensure requirements. Furthermore, if the license was renewed within the 5-year period, evidence of CE hours for the lapsed period, licensing fees and reinstatement fees would be required. Mr. Warren indicated that he would review the Board's Rules 500-X-2-.08 and 500-X-2-.15, etc. to incorporate the language discussed by the Board and present at the next Board meeting.

The Board discussed a Board Deregulation article and copies were provided to the members. Mr. Warren commented on the efforts to modify State regulations and the role of the Legislative Reference Service in certifying rules.

Ms. Mash reported on the ASLA and the Board discussed the role of the CE Review Committee, for pre-approval of CE providers' programs and the continuation of Administration's random audit of CE hours. Ms. Macknally made the motion that the current members of the CE Committee be approved: Henry (Rip) Weaver (Committee Chair), Sharon Deep Nelson, Julie Stephens, Camilla Latady and Bonner Lee. The motion was seconded by Ms. Mash and unanimously approved by the Board. The Board agreed that the composition of the CE Committee would be reviewed every

two (2) years at the fall Board meeting. The Board suggested that a description of the CE qualifications be posted on the Board's website, along with information directing licensees to contact the Board's Administrative staff regarding CE questions.

Ms. Moorer presented for the Board's approval and signature the applications for licensing. Ms. Mash moved to ratify the approval of these applications as previously reviewed and approved by a Board members. The motion was seconded by Ms. Macknally and unanimously approved by the Board. Signatures were affixed and a list of applicants was filed in the Board's Official Board of Minutes.

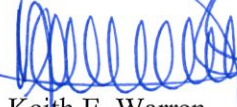
Mr. Bates announced that the Board's next meeting, scheduled to be in the fall, would be determined through a poll of its members. The Board discussed having the meeting in Birmingham and Ms. Macknally offered to host the meeting at her office. The meeting's location would be confirmed once a meeting date had been selected.

There being no further business, Mr. Bates adjourned the meeting at 12:05 p.m.

Respectfully Submitted,



Lawrence L. Bates
Chairman



Keith E. Warren
Executive Director

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