

IDAHO BOARD OF LANDSCAPE ARCHITECTS
Bureau of Occupational Licenses
700 West State Street, P.O. Box 83720
Boise, ID 83720-0063

Board Meeting Minutes of 1/29/2018

BOARD MEMBERS PRESENT: William A Ogram, Chair
Jon F Breckon
James H Opdahl

BUREAU STAFF: Tana Cory, Bureau Chief
Dawn Hall, Deputy Bureau Chief
Julie Eavenson, Admin. Support Manager
Lori Peel, Investigative Unit Manager
Maurie Ellsworth, General Counsel
Pam Rebolo, Technical Records Specialist I

OTHERS PRESENT: Doug Russell, Idaho-Montana ALSA Chapter

The meeting was called to order at 9:00 AM MST by William A Ogram.

INTRODUCTION OF NEW BUREAU STAFF

Ms. Cory introduced Julie Eavenson as the new Administrative Support Manager.

INTRODUCTION OF NEW BOARD MEMBER

Mr. Ogram introduced James Opdahl as the new Board member.

APPROVAL OF MINUTES

Mr. Breckon made a motion to approve the minutes of 10/16/17. It was seconded by Mr. Opdahl. Motion carried.

LEGISLATIVE REPORT

Ms. Cory gave the legislative report. The deadlines to submit proposed rule and law revisions to the Governor's Office have passed for the 2018 Legislative Session. The deadline to submit proposed law changes to the Governor's Office is mid-July 2018 and the deadline to submit proposed rule changes to the Governor's Office is mid-August 2018 for the 2019 Legislative Session.

Ms. Cory stated that Mr. Breckon was present at the Legislature when proposed rules were introduced. Mr. Opdahl made a motion to designate Mr. Breckon as the contact person for legislature items. It was seconded by Mr. Ogram. Motion carried.

LEGISLATIVE INTERIM COMMITTEE UPDATE

Mr. Ellsworth stated that the Idaho Legislature has an Interim Committee that has been studying the use of hearing officers and is also looking at the Idaho Administrative Procedure Act. Draft legislation was presented at the Interim Committee's last meeting that would make substantial changes to the Idaho Administrative Procedure Act and the way contested cases are handled. The Bureau submitted a letter to the Committee seeking clarification concerning some of the proposed changes prior to the Committee's meeting on October 2, 2017. As the Bureau receives additional information, it will be provided to the Board.

FINANCIAL REPORT

Ms. Hall gave the financial report, which indicated that the Board had a cash balance of \$98,293.09 as of 12/31/17.

VOLUNTARY SURRENDER PROCESS AND COLLECTIONS PROCESS

Ms. Peel explained the process for voluntary surrender of a license by a licensee and the collections process for unpaid disciplinary fines and investigative fees.

OLD BUSINESS

The Board reviewed the to do list and no action was taken.

EXECUTIVE ORDER

Ms. Eavenson outlined the Board's role in responding to the Lt. Governor's Executive Order. There is a template that will be used to complete each Board's response, and the template contains six sections:

- A. Index of Statute, Rule, and Policy Requirements for Licensure and Renewal
- B. Applications and Renewals Denied – 2017
- C. Disciplinary Actions – Past 5 Years
- D. Law, Rule, or Policy Changes or Proposed/Implemented Changes in Last 5 Years to Eliminate Barriers to Entry
- E. Assessment of Public Interest
- F. Recommendations for Improvement, Modification, or Elimination of Requirements

The Bureau will be responsible for gathering and entering all of the data in sections A, B and C of the template. The Bureau and each Board will jointly fill in section D regarding the Law, Rule or Policy Changes or Proposed/Implemented Changes in Last 5 Years to Eliminate Barriers to Entry. The Board Specialist and Administrative Support Manager will assist the designated Board member with writing sections E and F.

Ideas for the EO that come up between meetings cannot be shared among Board members outside of Board meetings, but may be forwarded to the Board Specialist or Administrative Support Manager for inclusion in the next meeting.

The process will be completed in three meetings: 1) discussion, 2) review and approve a rough draft, and 3) review and approve a final draft. The final draft must be completed and approved by June 15, to meet the July 1, deadline for responding.

AMERICAN SOCIETY FOR LANDSCAPE ARCHITECTS UPDATE (ASLA)

Doug Russell introduced himself as the current president for the Idaho-Montana American Society for Landscape Architects. He stated that ASLA will be focusing on fundraising and educating the public and students who are studying to be in this profession. In 2019 the bi-annual meeting will be held in Boise, Idaho, and ASLA would like the Board to participate in this event.

Mr. Ogram stated he would like to see the Board in cooperation with ASLA, present information regarding licensure to the University of Idaho pro-practice class.

NEW BUSINESS

RECOGNITION OF BOARD SERVICE

Mr. Breckon made a motion to order a plaque for Jim Thomas and present a letter to Jim Thomas for his years of service to the Board and to allow this to be done whenever a Board member leaves. It was seconded by Mr. Opdahl. Motion carried.

CONFERENCE UPDATE AND ATTENDANCE

Mr. Ogram handed out a synopsis of the Council of Landscape Architect Registration Boards (CLARB) which he received at the annual CLARB meeting which was held in October. Mr. Ogram stated that the next annual meeting will be held in Toronto, Canada.

ELECTION OF CHAIRMAN

Mr. Opdahl made a motion to have Mr. Ogram continue as the Board Chair. It was seconded by Mr. Breckon. Motion carried.

EXECUTIVE SESSION

Mr. Opdahl made a motion that the Board go into executive session under Idaho Code § 74-206(1)(d) to consider records that are exempt from disclosure under the Idaho Public Records Law. The purpose of the Executive Session was to consider license application materials. It was seconded by Mr. Breckon. The vote was: Mr. Opdahl, aye; Mr. Breckon, aye; and Mr. Ogram, aye. Motion carried.

Mr. Breckon made a motion to come out of executive session. It was seconded by Mr. Opdahl. The vote was: Mr. Breckon, aye; Mr. Opdahl, aye; and Mr. Ogram, aye. Motion carried.

APPLICATION FORMS

Mr. Breckon made a motion to update the language on the Landscape Architect In Training Application to be consistent with the accreditation language and have the application reviewed by the Chair before posting the application to the website. It was seconded by Mr. Opdahl. Motion carried.

APPLICATIONS

Mr. Breckon recused himself from reviewing the application. Mr. Opdahl made a motion to approve the following for licensure:

Adam Johnston

It was seconded by Mr. Ogram. Motion carried.

Mr. Opdahl made a motion to approve the following for Landscape in Training permit:

Carmen Weber

It was seconded by Mr. Breckon. Motion carried.

NEXT MEETING was scheduled for a conference call on March 19, 2018 and a regular scheduled meeting on April 9, 2018.

ADJOURNMENT

Mr. Opdahl made a motion to adjourn the meeting at 11:20 A.M. It was seconded by Mr. Breckon. Motion carried.

William A Ogram, Chair

Jon F Breckon

James H Opdahl

Tana Cory, Bureau Chief