NOTICE OF MEETING

August 27, 2014
10:00 a.m. – 12:00 p.m.
Landscape Architects Technical Committee
2420 Del Paso Road, Sequoia Room
Sacramento, CA 95834

The Landscape Architects Technical Committee (LATC) will hold a teleconference meeting at the address above and the following locations:

Andrew Bowden
Land Concern
1750 East Deere Avenue
Santa Ana, CA
(949) 333-6313

David Taylor
Development Services Department
City of Chula Vista – Building B
276 Fourth Avenue
Chula Vista, CA 91910
(619) 691-5098

Stephanie Landregan
University of California, Los Angeles
Department of the Arts
10995 Le Conte Avenue, #414
Los Angeles, CA 90024
(310) 825-9414

Katherine Spitz
KSA Landscape Architecture
4212 ½ Glencoe Avenue
Marina Del Rey, CA 90292
(310) 574-4460

The agenda items may not be addressed in the order noted and the meeting will be adjourned upon completion of the agenda which may be at a time earlier than that posted in this notice. The meeting is open to the public and held in a barrier free facility according to the Americans with Disabilities Act. Any person requiring a disability-related modification or accommodation to participate in the meeting may make a request by contacting John Kresha at (916) 575-7230, emailing latc@dca.ca.gov, or sending a written request to LATC, 2420 Del Paso Road, Suite 105, Sacramento, California, 95834. Providing your request at least five business days before the meeting will help to ensure availability of the requested accommodation.

A. Call to Order – Roll Call – Establishment of a Quorum
   Chair's Remarks
   Public Comment Session

B. Approve June 25, 2014 LATC Summary Report

C. Program Manager's Report

(continued on reverse)

D. Review and Approve Intra-Agency Contract Agreement with the Department of Consumer Affairs Office of Professional Examination Services for California Supplemental Examination Development

E. Review Recommended Position on the Council of Landscape Architectural Registration Boards' Board of Directors Election, and Possible Action

F. Review and Approve Draft 2014 Sunset Review Report

G. Review Tentative Schedule and Confirm Future LATC Meeting Dates

H. Adjourn

Please contact Trish Rodriguez at (916) 575-7230 for additional information related to the meeting. Notices and agendas for LATC meetings can be found at *www.latc.ca.gov*.

Protection of the public shall be the highest priority for the Landscape Architects Technical Committee in exercising its licensing, regulatory, and disciplinary functions. Whenever the protection of the public is inconsistent with other interests sought to be promoted, the protection of the public shall be paramount. (Business and Professions Code section 5620.1).

Agenda Item A

CALL TO ORDER-ROLL CALL-ESTABLISHMENT OF A QUORUM

Roll is called by the Landscape Architects Technical Committee (LATC) Vice Chair or, in his/her absence, by an LATC member designated by the LATC Chair.

LATC MEMBER ROSTER

David Allan Taylor, Jr., Chair

Katherine Spitz, Vice Chair

Andrew Bowden

Nicki Johnson

Stephanie Landregan

CHAIR'S REMARKS

LATC Chair David Allan Taylor, Jr., or in his absence, the Vice Chair will review the scheduled LATC actions and make appropriate announcements.

PUBLIC COMMENT SESSION

Members of the public may address the Committee at this time. The Committee Chair may allow public participation during other agenda items at their discretion.

On August 6, 2014, the LATC received correspondence from Rona Karp regarding the Landscape Architect Registration Examination education requirements. Ms. Karp requested that "candidates with a three-year Masters of Architecture degree that is accredited by the National Architectural Accrediting Board" be considered by the LATC based on the merits outlined in her letter.

On August 8, 2014, the LATC received correspondence from Rod Gould, the City Manager of Santa Monica, regarding licensure requirements for compliance with Assembly Bill 1881.

Mr. Gould requested, on behalf of the City of Santa Monica, that the LATC implement additional licensing requirements as suggested in his letter.

ATTACHMENTS:

1. Letter from Rona Karp Received on August 6, 2014
2. Letter from Rod Gould Received on August 8, 2014

Attachment A.1

Rona Karp
6230 Del Valle Dr.
Los Angeles, CA 90048
617-877-2466
rona.karp@gmail.com

August 6, 2014

To: Department of Consumer Affairs
California Architects Board
Landscape Architects Technical Committee
David A. Taylor, Jr., Chair
Katherine Spitz, Vice Chair
Andrew Bowden
Nicki Johnson
Stephanie Landregan

Re: Review of California Code of Regulations, Title 16, Division 26, Article 1 Section 2620

Dear Committee Members,

I request that the Landscape Architects Technical Committee ("LATC") allow candidates with a three-year Masters of Architecture degree that is accredited by the National Architectural Accrediting Board ("NAAB") to earn up to one (1) year of credit toward licensure in Landscape Architecture.

I request that this topic be placed on the LATC's August meeting agenda.

Currently, according to CCR Title 16, Division 16, Article 1, Section 2620 ("Section 2620"), individuals may earn up to one (1) year of credit toward licensure in the field of Landscape Architecture if they possess:

> A degree in architecture which consists of at least a four-year curriculum that has been accredited by the National Architectural Accrediting Board.

As a result, an individual holding a three-year Masters of Architecture degree would not be entitled to earn up to one (1) year of credit. Does Section 2620 intentionally exclude such Masters of Architecture programs? If so, please explain the basis for this exclusion. I would like to argue that Section 2620 should not exclude such Masters programs. Candidates possessing three-year NAAB accredited Masters of Architecture degrees are just as qualified as those candidates possessing four-year and five-year undergraduate

architecture degrees. Three-year Masters of Architecture degrees are professionally equivalent, if not superior to, all four-year and five-year Bachelor programs in architecture. Section 2620 should therefore be amended accordingly.

Thank you for your time and consideration.

Sincerely,

Rona Karp

cc: California Architects Board
Sheran Voigt, Board President
Pasqual Gutierrez, Board Vice President
Chris Christophersen, Board Secretary
Jon Alan Baker
Tian Feng
Sylvia Kwan
Matthew McGuinness
Nilza Serrano
Hraztan Zeitlan

City of
Santa Monica®

Rod Gould
City Manager

Office of the City Manager
1685 Main Street
PO Box 2200
Santa Monica
CA 90407-2200

RECEIVED
AUG 08 2014
LANDSCAPE ARCHITECTS
TECHNICAL COMMITTEE

August 1, 2014

State of California Department of Consumer Affairs
Landscape Architects Technical Committee
24020 Del Paso Road, Suite 105
Sacramento, CA 95834

RE: Licensure Requirements for Compliance with AB 1881

Dear Committee Members:

Thank you in advance to the California Architects Board Landscape Architect Technical Committee for considering the suggestions outlined in this letter to strengthen the licensure standards for landscape architects to ensure that public health, safety and welfare are being upheld.

It has become evident in implementing the City of Santa Monica's local landscape ordinance and the State's AB 1881 Water Use Efficiency Landscape Ordinance adopted in 2010, that licensed landscape architects submitting plans for projects within our city have not received the necessary training to meet these minimum code requirements. Overwhelmingly, the submitted plans are incomplete, and do not meet the City's minimum code requirements, and do not achieve the goals of sustainable landscaping. Subsequent resubmittals show a minimal understanding of how plants should be grouped based on watering needs, the appropriate irrigation for the specified plants and soil conditions, and how that irrigation system should be specified.

This is a dilemma for municipalities who are then forced to fill that educational gap so that appropriate plans can be submitted and approved. It is especially critical that landscape architects are well versed in sustainable landscaping principles given the very serious drought that California is experiencing. A sustainable landscape does not mean sacrificing beauty, creativity or functionality. Knowledgeable and experienced landscape architects can reduce outdoor water use to mitigate the impacts of drought while meeting the State's SBx7-7 requirements to reduce water use 20% by 2020. I wanted to bring these issues to your attention, so that we can work together to solve them.

A nine-year case study of the garden\garden demonstration garden in Santa Monica showed that a sustainable landscape uses 80% less water; produces 50% less yard waste; and requires 60% less maintenance than a traditional landscape. The City's local landscape ordinance and the State's AB 1881 landscape ordinance require sustainable landscaping in order to minimize negative impacts on our natural resources.

Based on landscape and irrigation plans submitted by licensed landscape architects to the City of Santa Monica, these are the significant areas that need to be addressed:

1. There appears to be a minimal understanding of sustainable landscaping principles that put the public's health, safety and welfare at risk because of climate change, stresses on our limited

water supplies and water quality issues. The sustainable landscaping principles that are required to comply with State and local landscape and irrigation codes include:

- **Soil**: Compliance requires understanding soil testing and analysis in order to choose the right plants for the existing soil and grading or specifying amendments to create the conditions needed for the proposed plants. Understanding soil is essential for plant and soil health, erosion control, and proper grading.
- **Hydrozoning**: Compliance requires grouping plants together by water needs, microclimate, etc. This allows for better plant design and irrigation management.
- **Water Budgets**: Compliance requires a water budget. The intent is to design a landscape that needs little water. This is essential for managing irrigation, especially with recurring droughts and to meet the State's SBx7-7 goal.
- **California Native and Drought-resistant Plants**: Compliance requires selecting plants adapted for the site's specific climate.
- **California Native and Drought-tolerant Trees**: Compliance requires selecting appropriate trees that include benefits such as shade to save energy.
- **Invasive Plants**: Compliance requires selecting non-invasive plants.
- **Irrigation Systems and Irrigation Design Plans**: Compliance requires the understanding of water-saving irrigation systems and components, including drip irrigation, backflow prevention devices, valves, lateral lines, sprinklers, greywater, stormwater, rainwater, smart controllers, soil moisture sensors, rotary nozzles. Knowledge of proper irrigation is essential for the public health and safety. In our experience, more than 90% of all irrigation is installed improperly, especially the backflow prevention devices and drip irrigation.
- **Irrigation Scheduling and Maintenance**: Compliance requires proper irrigation scheduling and maintenance.
- **Alternative Water Supplies for Irrigation:** Compliance requires the understanding of alternate water supplies, such as greywater, stormwater, rainwater, and recycled water. These sources of water will become more available and it will be essential to know how they can and should be used.
- **Low Impact Development Landscapes**: Compliance requires the understanding of rain gardens that are designed to use only rainwater.
- **Planting and Irrigation Specifications**: Compliance requires specifications for planting and irrigation that are specific for the project's site conditions such as proper spacing of plants to minimize crowding and unhealthy growth conditions.
- **Planting and Irrigation Details**: Compliance requires planting and irrigation details for the specific plants and irrigation specified in the plans and not boiler plate details that do not reflect what should be installed for that project.

2. It should not be the sole responsibility of municipalities and water agencies to fill the educational gap regarding sustainable landscaping principles and landscaping code requirements. The universities should be teaching their current students and licensed architects this information. Many cities and water agencies are providing free or very low cost sustainable landscaping classes and certifications for landscape architects to fill the educational gap. The City of Santa Monica has been providing free classes for landscape professionals since 1990. In 2008 the City started teaching classes specifically related to the topics above for compliance with our local landscaping ordinance and AB 1881. To date more than 300 professionals, including landscape architects, landscape designers, and landscape contractors have attended these classes and more than 100 have completed the City's Sustainable Landscape Professionals

Program. Of those professionals only 5 licensed landscape architects have completed the Program.

3. Plans developed by licensed landscape architects and approved by the City are not being installed per the approved plans. This may be the biggest challenge and will take the commitment of architects, contractors and cities to overcome. We understand that field conditions change and certain plants or equipment will need to be changed after the plans are approved. Staff inspections reveal that many contractors do not install projects according to the plans. This is especially true for irrigation which thwarts the client's request, the architect's intent, and the State's goal to save water. Because the landscape architects and/or architects do not typically inspect, certify or sign-off on the installation to ensure it complies with the approved plans, city staff spend more time educating the contractor and re-inspecting, thus delaying the project's completion.

4. In addition to requiring sustainable landscapes as part of certain construction projects, many property owners in Santa Monica are requesting these types of sustainable landscapes but are having difficulty finding experienced and knowledgeable landscape architects. As a result inadequate plans are submitted requiring several resubmittals (typically 4 to 6 per project) which add unexpected costs to the project. City staff spends more time than should be necessary explaining these basic concepts, especially irrigation, to landscape architects that have submitted plans. In our experience, the majority of landscape architects sub-contract the irrigation plans. It is imperative that the architect of record understand the code requirements and all the elements of the plans before they submit, since they are the responsible stamping authority.

The City of Santa Monica would like to offer the following suggestions to the LATC to help licensed landscape architects provide plans and services that meet local and state requirements and produce beautiful sustainable landscapes.

1. Require all universities teaching landscape architecture **to teach and test the knowledge and application** of the following principles for licensure in California:
    a. Soil analysis
    b. California Native and Drought-resistant Plants
    c. California Native and Drought-tolerant Trees
    d. Invasive Plants
    e. Hydrozoning
    f. Water Budgets
    g. Irrigation Systems, specifically those required by State law
    h. Irrigation Scheduling and Maintenance
    i. Low Impact Development Landscapes
    j. Alternative Water Supplies for Irrigation

2. Require Continuing Education for licensure **including the teaching and testing the knowledge and application of sustainable landscaping principles to ensure that the public's health, safety and welfare is protected.** Currently, 32 states require some level of continuing education for landscape architects to meet public health, safety and welfare requirements. In addition, licensed landscape architects in California are required to take continuing education classes for compliance with ADA regulations. Continuing education ensures that all licensed landscape

architects in California are designing landscapes that meet the State's requirements and give them a competitive edge in the field of landscape professionals.

At minimum the following should be taught and tested:

a. Irrigation Systems – new technologies and those required by State law
b. California Native and Drought-resistant Plants
c. California Native and Drought-resistant Trees
d. Invasive Plants
e. Low Impact Development Landscapes
f. Use of Alternative Water Supplies for Irrigation (greywater, stormwater, rainwater, recycled water)

3. Establish a framework to foster partnerships with local municipalities and water agencies. Local municipalities and water agencies stay abreast of the latest trends and technologies related to sustainable landscaping, including new water-saving devices, rebates, and research. Sharing this information is critical to the successful implementation of sustainable landscapes throughout California and mitigating the impacts of drought and climate change.

4. Develop and foster a partnership with the Contractors State License Board to help educate licensed contractors about these sustainable landscaping principles to ensure proper installation. This is necessary to ensure that the landscape being installed does not put the public health, safety, and welfare at risk, especially in regards to backflow prevention and alternative water supplies.

These challenges can be solved with the leadership of the Landscape Architect Technical Committee in partnership with local municipalities, water agencies and contractors. My staff is available to provide you more information upon your request. Again, thank you for your consideration of these suggestions that will hopefully align all of our goals for a sustainable future.

Regards,

Rod Gould

cc: Doug McCauly, California Architect Board
Trish Rodriquez, California Architect Board

Agenda Item B

APPROVE JUNE 25, 2014 LATC SUMMARY REPORT

The Landscape Architects Technical Committee (LATC) is asked to approve the attached June 25, 2014 LATC Meeting Summary Report.

SUMMARY REPORT

CALIFORNIA ARCHITECTS BOARD
Landscape Architects Technical Committee

June 25, 2014
Sacramento, California

Landscape Architects Technical Committee (LATC) Members Present
Andrew Bowden, Chair
David Allan Taylor, Jr., Vice Chair
Nicki Johnson
Stephanie Landregan
Katherine Spitz

Staff Present
Doug McCauley, Executive Officer, California Architects Board (Board)
Vickie Mayer, Assistant Executive Officer, Board
Trish Rodriguez, Program Manager, LATC
Rebecca Bon, Legal Counsel, Department of Consumer Affairs (DCA)
Hattie Johnson, Enforcement Officer, LATC
Matthew McKinney, Enforcement Officer, LATC
Kourtney Nation, Examination Coordinator, LATC
Justin Sotelo, Examination/Licensing Analyst, Board

Guests Present
Christine Anderson, Chair, University of California Extension Certificate Program Task Force
Cheryl Buckwalter, Association of Professional Landscape Designers
John Nicolaus, California Council/American Society of Landscape Architects (ASLA)
Raul Villanueva, Personnel Selection Consultant, DCA, Office of Professional Examination Services (OPES)

A. Call to Order – Roll Call – Establishment of a Quorum
Chair's Remarks
Public Comment Session

LATC Chair Andrew Bowden called the meeting to order at 10:00 a.m. and Vice Chair David Allan Taylor, Jr. called roll. Five members of LATC were present, thus a quorum was established. Mr. Bowden noted that Agenda Item D (Election of LATC Officers) would be addressed after lunch.

B. Approve March 20, 2014 LATC Summary Report

Trish Rodriguez noted that the date in the last paragraph on page two of the Summary Report should be corrected to read November 22, 2013 rather than November 22, 2014.

Stephanie Landregan commented that page four of the Summary Report, should state that she recently attended an ICOR (Interprofessional Council on Regulation) meeting not a "President's Council meeting."

- **Stephanie Landregan moved to approve the March 20, 2014 LATC Summary Report as amended.**

  David Allan Taylor, Jr. seconded the motion.

  The motion carried 5-0.

C. Program Manager's Report

Ms. Rodriguez presented the Program Manager's Report. She informed the members that staff continue to use the Workaround System preceding the expectation of the BreEZe project. She shared that Release 2 of the BreEZe project is currently working on user acceptance testing and deployment is estimated in September. She stated that staff continue to work on the negative budget change proposal and will submit the proposal to the DCA Budget Office in the near future. She shared that outreach presentations are being planned for the fall semester. She updated the Committee on recent rulemaking activity, explaining that regulatory packages for the amendment to California Code of Regulations (CCR) section 2610 (Application for Examination) and section 2649 (Fees) are moving along and are currently pending review at DCA. She informed the Committee that the website has been updated to reflect the re-appointment of Mr. Taylor and the upcoming Landscape Architect Registration Examination (LARE) dates through December 2015. She updated the members on the status of the Occupational Analysis (OA), stating that is has been completed and that the OPES would be presenting the results under Agenda Item E. She also notified the members that the LATC will be asked to approve the Intra-Agency Contract to begin examination development based on the new OA at their next meeting. She updated the members on enforcement efforts, noting that staff continue to work on aligning LATC's Disciplinary Guidelines with those of the Board and plan to have those done by the end of the year. She also noted that there has been a large improvement in the reduction of LATC's pending complaints due to the recent increase in temporary enforcement staff. She concluded her report by stating that she did not attend the recent Board meeting in San Francisco but she invited Katherine Spitz to share an update on Board items pertaining to the LATC.

Ms. Spitz noted that there were two items discussed at the recent Board meeting that were of interest to the LATC; Board's consideration of integrating intern requirements with education and a pending bill that would allow architects to provide a peer review in lieu of a state agency review.

Doug McCauley explained that the Board is very interested in promoting integration of education, internship and examinations; thereby allowing architecture students to complete the internship process and take subdivisions of the Architect Registration Examination while in school. He stated that the goal of this process is for students to obtain their license to practice immediately following graduation.

Mr. McCauley also explained The American Institute of Architects, California Council (AIACC) proposed legislation regarding peer reviews in the architect profession. He stated that this bill was dropped by the AIACC on June 23, 2014.

E. Occupational Analysis (OA) Report

1. **Review and Approve Results of the OA Presented by Office of Professional Examination Services (OPES)**
2. **Discuss Upcoming Linkage Study Conducted by OPES**

Ms. Rodriguez informed the Committee that Raul Villanueva from OPES would be presenting the results of the 2014 OA of the landscape architect profession.

Mr. Villanueva presented the results using a PowerPoint presentation. He divided the presentation into three parts: licensee demographics, current task and knowledge ratings, and the contents of the proposed California Supplemental Examination (CSE) test plan.

Ms. Landregan inquired as to why the CSE tests strictly knowledge as opposed to knowledge, skills, and abilities. She suggested that the LATC consider including graphic illustrations and questions on the application of knowledge in the CSE.

Mr. McCauley and Ms. Rodriguez mentioned that any exam development discussion must be saved for a closed session meeting and alternative exam types could be considered during the next strategic planning session.

- **Stephanie Landregan moved to approve the results of the OA.**

  Katherine Spitz seconded the motion.

  The motion carried 5-0.

F. Review and Consider Request for Re-Licensure

Mr. Taylor reported that he and Nicki Johnson reviewed the re-licensure request packet for Marshall Rullman prior to the meeting. He stated that the LATC recently received a re-licensure request from Mr. Rullman, a former licensee whose license expired in 2009. He explained that it was difficult to verify if Mr. Rullman met the project management requirement for re-licensure from the work samples he submitted to the LATC. Mr. Taylor noted that the re-licensure packet demonstrated sufficient experience and that at a minimum he would recommend that Mr. Rullman take and pass the CSE to become re-licensed.

Ms. Johnson stated that she also evaluated Mr. Rullman's application and recommended that LATC waive the requirement for him to take LARE sections 2 (Inventory and Analysis), 3 (Design) and 4 (Grading, Drainage and Construction Documentation), and that he pass section 1 (Project and Construction Management) of the LARE, and pass the CSE to qualify for re-licensure.

Mr. Taylor agreed with Ms. Johnson's evaluation of Mr. Rullman's application for re-licensure. He noted that the supporting documents submitted by Mr. Rullman did not demonstrate competency in the area of Project and Construction Management.

- **David Allan Taylor, Jr. made a motion to deny Marshall Rullman's request for re-licensure without examination; however, LATC waives the requirement for him to take LARE sections 2, 3, and 4, and he must pass LARE section 1 and the CSE in order to qualify for re-licensure.**

  Nicki Johnson seconded the motion.

  The motion carried 5-0.

G. Review and Approve Recommendation Regarding Fiscal Year (FY) 2013/2014 through FY 2014/2015 Strategic Plan Objective to Prepare 2016 Sunset Review Report

Mr. McCauley presented the draft Sunset Review Report. He explained that this will be the fourth time the LATC has gone through a Sunset Review and at this point in time there is no discussion questioning whether landscape architects need to be licensed. Mr. McCauley also noted that the LATC has done a tremendous job of explaining the practice of landscape architecture and how it has an impact on public health, safety, and welfare. He suggested that a Sunset Review task force be created to work with LATC staff during the Sunset Review process.

Ms. Landregan suggested that the LATC include information regarding Assembly Bill (AB) 1881 into the current Sunset Report. She noted that she believes the LATC will be petitioned by ASLA and various water agencies to consider continuing education for licensees to stay current with AB 1881.

- **Katherine Spitz moved to approve the establishment of a Sunset Review Task Force including David Allan Taylor, Jr. and Stephanie Landregan.**

  Stephanie Landregan seconded the motion.

  The motion carried 5-0.

D.* Election of LATC Officers

Mr. Bowden asked the members to submit nominations for LATC Chair. Mr. Taylor nominated himself for the position. Mr. Bowden then asked the members to cast their votes for Chair, and the members unanimously voted for Mr. Taylor.

Mr. Bowden asked the members to submit nominations for LATC Vice Chair. Ms. Spitz nominated herself for the position. Mr. Bowden then asked the members to cast their votes for Vice Chair, and the members unanimously voted for Ms. Spitz.

Mr. Taylor assumed Chair duties and Ms. Spitz assumed Vice Chair duties.

H. Report on Council of Landscape Architectural Registration Boards (CLARB)

1. **Review and Approve Recommended Position on CLARB's Committee on Nominations Election Ballot**
2. **Update on CLARB's 2014 Board of Directors Election, and Possible Action**

Ms. Landregan provided an update on the upcoming CLARB elections.

- **Andrew Bowden moved to vote for Fredrick Kniesler and Tim Schmalenberger for the 2014 CLARB Committee on Nominations Election.**

  Katherine Spitz seconded the motion.

  The motion carried 5-0.

Ms. Landregan updated the Committee on CLARB's recent activity. She noted that CLARB would be holding a webcast the next day to update its member boards on recent activity. She also noted that CLARB is in support of the International Federation of Landscape Architects (IFLA) and its effort to craft an international standard for licensure of landscape architects.

I. Discuss and Possible Action on University of California Berkeley Extension Certificate Program Curriculum Change

Ms. Rodriguez stated that the LATC recently received a voluntary annual report from the University of California, Berkeley Extension Certificate Program. She reported that the voluntary annual report included an explanation of recent curriculum changes. Ms. Rodriguez noted that a review of the reported curriculum changes found that the current program is compliant with the LATC's regulations on extension certificate program requirements.

- **Stephanie Landregan moved to approve the University of California, Berkeley Extension Certificate Program's curriculum change as provided in the voluntary annual report.**

  Nicki Johnson seconded the motion.

  The motion carried 5-0.

J. Review Tentative Schedule and Confirm Future LATC Meeting Dates

LATC meetings tentatively scheduled:

August 27, 2014 – Sacramento
October 29, 2014 – Southern California (TBD)

K. Adjourn

- **David Allan Taylor, Jr. adjourned the meeting.**

The meeting adjourned at 1:41 p.m.

**Agenda items were taken out of order to accommodate the flow of subject matter discussion and guest speakers. The order of business conducted herein follows the transaction of business.*

Agenda Item C

PROGRAM MANAGER'S REPORT

The Program Manager's Report provides a synopsis of current activities and is attached for the LATC's review.

ATTACHMENTS:
1. Program Manager's Report
2. CC/ASLA Bill Tracking List
3. Student Survey Results

LANDSCAPE ARCHITECTS TECHNICAL COMMITTEE

Program Manager's Report
September 2014

ADMINISTRATIVE/MANAGEMENT

Applicant Tracking System (ATS)/Workaround System (WAS)

Manual processes are still in place, using the temporary WAS until the transition to BreEZe in 2015. The BreEZe team met with staff on March 25, 2014 to conduct an analysis of the database and determine options for including it in the BreEZe data conversion activities. Staff continue to work with the BreEZe team towards integrating WAS and ATS data with the BreEZe system.

BreEZe Project

The BreEZe project's Release 1 was implemented on October 9, 2013. The Department of Consumer Affairs' (DCA) Office of Information Services completed BreEZe Legacy Cutover initiatives for Release 1 Boards, Bureaus and Programs. Release 2 is scheduled to be implemented in April 2015. The Office of Information Services will continue to update LATC as BreEZe implementation moves forward. LATC currently is part of the Release 3 with an anticipated implementation in December 2015. However the project is applying lessons learned from Release 1 and 2 in planning the best path forward for Release 3, which may result in Release and/or implementation date changes for the LATC. As the Release 3 planning discussions are conceptual only at this time, no further details are available.

BreEZe provides the DCA organizations a web-enabled enterprise system that supports all applicant tracking, licensing, renewal, enforcement, monitoring, cashiering, and management capabilities, and allows the public to file complaints and look up licensee information and complaint status through the internet. BreEZe will support the DCA's highest priority initiatives of job creation and consumer protection by replacing the DCA's aging legacy business systems with an integrated software solution that utilizes current technologies to facilitate increased efficiencies in the DCA boards' and bureaus' licensing and enforcement programs.

At the March 20, 2014 LATC meeting, Sean O'Connor, BreEZe Project Manager, provided an update on the status of the BreEZe Project, and emphasized that a successful transition to BreEZe will demand a large amount of staff time. He asked the Committee to be cognizant of the intense demand that the BreEZe transition will place on staff resources when delegating and prioritizing assignments.

At this time, the BreEZe team is working on a Request for Change (RFC) regarding the LATC Workaround System (WAS) in order to incorporate the database into the project. The WAS became a functional necessity upon regulatory approval of licensure requirements. It was established after a freeze was put in place for any legacy system changes during the Department's transition to BreEZe. The next steps will be to have the RFC approved by the Change Control Board anticipated to be scheduled sometime in October 2014.

Budget

At the May 22, 2013 LATC meeting, the Committee voted to approve a temporary fee reduction and also reduce its spending authority by $200,000 beginning in fiscal year (FY) 2015/16 to address its fund condition per Business and Professions Code section (BPC) 128.5 (Reduction of License Fees in Event of Surplus Funds). Staff prepared a Concept Paper, which is the first step in the process, and is an internal document which formulates the Board's intent to pursue the negative Budget Change Proposal (BCP) to reduce its spending authority. The Concept Paper was submitted to DCA's Budget Office on April 21, 2014. A draft of the negative BCP was reviewed with DCA Budget Office staff on July 18, 2014. The proposal is currently awaiting approval by the DCA's Budget Office. Upon approval, the BCP will be submitted to Business, Consumer Services, and Housing Agency and the Department of Finance for approval to be incorporated in the Governor's Proposed Budget.

Outreach

On August 12, 2104, LATC enforcement technical expert, Rick Conner, provided a presentation to students at University of California, Berkeley Extension Program. The students are part of the Landscape Architecture-Construction Technology II course, where approximately 12 students are enrolled. The survey responses are attached.

Outreach presentations are being planned for the fall semester.

Regulatory Changes

California Code of Regulations (CCR) section 2610 (Application for Examination) – This section currently requires candidates who wish to register for the Landscape Architect Registration Examination (LARE) to file their application with the LATC 70 days prior to their requested examination date. This requirement was established in 1998 when the licensing examination was partially administered by the LATC and it allowed the LATC preparation time for the administration. In December 2009, the Council of Landscape Architectural Registration Boards began administering all five sections of the LARE, and in 2012 eliminated the graphic portion of the examination, reducing the lead time for applications to be reviewed by LATC prior to the examination date. At the August 20, 2013 LATC meeting, the Committee approved staff's recommendation to change the 70-day filing requirement to 45 days to allow candidates more time to register for the LARE.

Following is a chronology, to date, of the processing of the regulatory proposal for CCR section 2610:

August 20, 2013	Proposed regulatory changes approved by LATC
September 12, 2013	Final approval by the Board
March 28, 2014	Notice of Proposed Changes in the Regulations published by Office of Administrative Law (OAL)
May 12, 2014	Public hearing, no comments received*

** Staff is preparing the final rulemaking file for submission to DCA's Legal Office and the Division of Legislative and Policy Review.*

CCR section 2620.5, Requirements for an Approved Extension Certificate Program - The LATC established the original requirements for an approved extension certificate program based on university accreditation standards from the Landscape Architectural Accreditation Board (LAAB). These requirements are outlined in CCR section 2620.5. In 2009, LAAB implemented changes to their university accreditation standards. Prompted by the changes made by LAAB, LATC drafted updated requirements for an approved extension certificate program and recommended the Board authorize LATC to proceed with a regulatory change. The Board approved the regulatory change and adopted the regulations at the December 15-16, 2010 Board meeting. The regulatory proposal to amend CCR section 2620.5 was published at the OAL on June 22, 2012.

In 2012, the LATC appointed the University of California Extension Certificate Program Task Force, which was charged with developing the procedures for the review of the extension certificate programs, and conducting reviews of the programs utilizing the new procedures. The Task Force held meetings on June 27, 2012, October 8, 2012, and November 2, 2012. As a result of these meetings, the Task Force recommended additional modifications to CCR section 2620.5 to further update the regulatory language with LAAB guidelines and LATC goals. At the November 14, 2012 LATC meeting, the LATC approved the Task Force's recommended modifications to CCR section 2620.5, with an additional edit. At the January 24-25, 2013 LATC meeting, the LATC reviewed public comments regarding the proposed changes to CCR section 2620.5 and agreed to remove a few proposed modifications to the language to address the public comments. The Board approved adoption of the modified language for CCR section 2620.5 at their March 7, 2013 meeting.

Following is a chronology to date, of the processing of LATC's regulatory proposal for CCR section 2620.5:

November 22, 2010	Proposed regulatory changes approved by LATC
December 15, 2010	Final approval by the Board
June 22, 2012	Notice of Proposed Changes in the Regulations published by OAL (Notice re-published to allow time to notify interested parties)
August 6, 2012	Public hearing, no public comments received
November 30, 2012	40-Day Notice of Availability of Modified Language posted
January 9, 2013	End of public comment period
January 24, 2013	LATC approved modified language to address public comment
February 15, 2013	Final rulemaking file to DCA Legal Office
March 7, 2013	Final approval of modified language by the Board
May 31, 2013	Final rulemaking file to OAL
July 17, 2013	Decision of Disapproval of Regulatory Action issued by OAL
August 20, 2013	LATC voted not to pursue a resubmission of rulemaking file to OAL
February 21, 2014	Staff met with University of California Extension Certificate Program Review Task Force Chair to discuss justifications for proposed changes*

** Staff is developing sufficient justifications for a new regulatory proposal to amend CCR 2620.5 that will meet OAL standards.*

CCR section 2649 (Fees) – At the January 24-25, 2013 LATC meeting, DCA Budget Office staff provided a budget presentation to the LATC. In this presentation, the LATC fund balance of

19.5 months in reserve was discussed in context with Business and Professions Code (BPC) section 128.5 (Reduction of License Fees in Event of Surplus Funds), which requires funds to be reduced if an agency has 24 months of funds. As a result of this discussion, LATC asked staff to consult with DCA administration to determine if license fees could be reduced for one renewal cycle and to explore additional ways of addressing the fund balance to comply with BPC section 128.5. Staff met with DCA Budget Office staff and legal counsel to explore options and a license renewal fee reduction from $400 to $220 was recommended in addition to a negative BCP to reduce LATC's spending authority by $200,000. At the May 22, 2013 LATC meeting, the members approved a regulatory change proposal to implement the proposed temporary fee reduction, reducing license renewal fees for one renewal cycle beginning in FY 2015/2016 from $400 to $220. The proposed language to amend CCR section 2649 was approved at the August 20, 2013 LATC meeting.

Following is a chronology, to date, of the processing of the regulatory proposal for CCR section 2649:

August 20, 2013	Proposed regulatory changes approved by LATC
September 12, 2013	Final approval by the Board
February 7, 2014	Notice of Proposed Changes in the Regulations published by OAL; one written comment received
March 24, 2014	Public hearing*

** Staff is preparing the final rulemaking file for submission to DCA's Legal Office and the Division of Legislative and Policy Review.*

Strategic Plan Objectives

Reciprocity Requirements - The LATC's Strategic Plan for fiscal years 2013/14 through 2014/15 contains an objective to review reciprocity requirements of other states to determine possible changes to California requirements to improve efficiencies. This objective was discussed at the November 7, 2013 LATC meeting. The LATC directed staff to 1) summarize state reciprocity data by identifying the specific number of education years required by each state, 2) determine whether a degree is mandatory, and 3) identify the number of years of experience required for initial licensure. The Committee also asked for state specific requirements for reciprocity. This topic was revisited at the March 20, 2014 LATC meeting where the Committee reviewed the education and experience requirements of other states for initial and reciprocity licensure, prepared by staff. The LATC voted to address the topic further at the next Strategic Planning session, tentatively scheduled for January 2015.

Training Credit for Teaching under a Licensed Landscape Architect - The Strategic Plan includes an objective to review the Table of Equivalents for training and experience credit and consider expanding eligibility requirements to allow credit for teaching under a licensed landscape architect. This objective was discussed at the November 7, 2013, LATC meeting and staff was directed to 1) determine if a future LATC meeting could be held in southern California and invite schools to provide input, 2) add the topic of allowing Landscape Architect Registration Examination (LARE) training credit for teaching under a licensed landscape architect to a future meeting agenda, and 3) review the Education Subcommittee summary reports to see if allowing training credit for teaching experience under a licensed landscape architect was previously considered by the Education Subcommittee, and include the findings

when this agenda item is addressed again by the LATC. This topic is tentatively scheduled to be addressed at the October 2014 LATC meeting.

Website

On July 22, 2014, the "Enforcement Actions" webpage was updated with citations and disciplinary actions.

EXAMINATION PROGRAM

Landscape Architect Registration Examination (LARE)

Upcoming LARE administration dates are as follows:

August 18-30, 2014
December 1-13, 2014
April 6-18, 2015
August 3-15, 2015
November 30-December 13, 2015

California Supplemental Examination (CSE) and Occupational Analysis (OA)

At the November 14, 2012 LATC meeting, the Office of Professional Examination Services (OPES) provided an overview of the intra-agency contract (IAC) process and OA standard project plan. LATC approved staff to enter into an IAC with OPES to conduct a new OA.

At the January 24, 2013 LATC meeting, the Committee approved both the IAC for exam development and IAC for OA with OPES.

On March 20-21, 2013, the LATC and OPES held the first of the scheduled workshops for exam development. The initial workshop focused on review of the items currently in the question bank for the CSE. Workshops for this session continued through June 4, 2013 with a focus on having half of the workshop attendees of landscape architects licensed for five years or less and half licensed over five years to ensure a fair and defensible test is developed. The last workshop was held on June 3-4, 2013. A new exam was launched in September 2013.

On May 30, 2013 OPES initiated the OA process by conducting the first of three focus groups. The initial focus group included practitioners, educators, and LATC enforcement staff. Upon completion of the three focus groups, a three-part questionnaire was developed to be completed by landscape architects statewide. LATC sent email notifications to all landscape architects with active licenses for whom it had email addresses inviting them to complete the questionnaire online. A forty-two percent response rate was received. OPES then performed data analyses on the task and knowledge rating responses, followed by two focus groups to further analyze the task and knowledge areas. The groups completed the final review and organization of the task and knowledge statements into content areas also defined by the focus groups. Practitioners then evaluated and confirmed content area weights and a new examination outline containing four content areas was developed. At the June 25, 2014 meeting, the LATC approved the results of the 2014 OA.

At the March 20, 2014 meeting, the Committee approved a new IAC to conduct a national examination review and linkage study. The results of the OA and linkage study will serve as the basis for the examination program for the licensed landscape architect profession in California. As part of the linkage study, OPES reviewed the LARE background information and psychometric quality of the LARE in June and July. A linkage study between LARE specifications and California OA results will be conducted September 8-9, 2014, and data analysis of the linkage study and final report will be conducted September-November 2014. Upon completion of the linkage study, the exam development based on the new OA will commence in December 2014. The findings will be presented to the LATC upon completion of the final validation report.

At today's meeting, the Committee will be asked to review and approve the fiscal year 14/15 IAC agreement with OPES to perform CSE development.

ENFORCEMENT PROGRAM

Disciplinary Guidelines

As part of the Strategic Plan established by the LATC at the January 2013 meeting, the LATC set an objective of collaborating with the Board in order to review and update LATC's disciplinary guidelines. The Board's Regulatory and Enforcement Committee (REC) is currently tasked with reviewing and recommending updates to the Board's Disciplinary Guidelines. The REC met on April 25, 2013, and identified areas of the guidelines that needed research. The REC met again on April 24, 2014 to review the findings and determined further research was needed with the Board's Deputy Attorney General liaison prior to making a recommendation to the Board. Staff's findings will be discussed at the REC's next meeting planned for the Fall 2014. Once the REC completes this objective, its recommendation will be presented to the Board for approval at a subsequent Board meeting, planned for December 2014. The LATC will consider the Board's revisions for inclusion in its own Guidelines. CCR 2680 (Disciplinary Guidelines) will need to be amended to reference the updated Guidelines if the LATC agrees to revise its Guidelines.

Complaint Statistics

(3rd Quarter 2014 & 2013)	2014			2013		
	April	May	June	April	May	June
Complaints Opened	4	4	4	2	4	0
Complaints to Expert	0	1	1	0	0	2
Complaints to DOI	0	0	0	0	0	0
Complaints Pending DOI	0	0	0	0	0	0
Complaints Pending AG	1	1	1	0	0	0
Complaints Pending DA	0	0	0	0	0	0
Complaints Pending	24	20	21	29	31	30
Complaints Closed	4	8	3	1	2	1
Settlement Cases (§5678.5) Opened	0	0	0	0	0	0
Settlement Cases (§5678.5)	1	1	1	6	5	5

Pending						
Settlement Cases (§5678.5)						
Closed	1	0	0	0	0	0
Citations Final	1	1	1	0	0	0

ADMINISTRATIVE

Personnel

The Special Projects Analyst position was filled by Jacqueline French on July 31, 2014. Ms. French returned after a limited-term assignment at the State Controller's Office ended and she exercised her right of return to the LATC.

Training

In order to comply with State policy and ensure that all DCA employees receive ongoing privacy and security awareness training, the Information Security Office developed an online privacy and security awareness training course entitled, "Privacy and Security from Within". All staff were to complete the course by August 8, 2014.

Staff continue to receive training. Courses completed or scheduled since the June LATC meeting include:

July 16, 2014	Sexual Harassment Prevention (Kourtney)
July 17, 2014	Welcome To DCA (Kourtney)
July 31, 2014	PowerPoint 2010 – Level 1 (Kourtney)
August 5, 2014	Completed Staff Work (Kourtney)
August 26, 2014	Basic Project Management (Kourtney)
October 21, 2014	Purchasing Non-IT Goods (Jacqueline)
October 29, 2014	Non-IT Contracts Training (Jacqueline)
November 5, 2014	Delegated Contracts (Jacqueline)

California Architects Board (Board) Meeting Update

The Board has not met since the last LATC meeting on June 25, 2014. The next Board meeting for September 10, 2014 will be at the NewSchool of Architecture and Design in San Diego.

CC/ASLA

AB 1193 **(Ting D) Bikeways.**

Current Text: Amended: 7/1/2014 pdf html

Status: 7/1/2014-Read second time and amended. Re-referred to Com. on APPR.

Is Urgency: N

Location: 7/1/2014-S. APPR.

Calendar: 8/4/2014 10 a.m. - John L. Burton Hearing Room
(4203) SENATE APPROPRIATIONS, DE LEóN, Chair

Summary: Existing law defines "bikeway" for certain purposes to mean all facilities that provide primarily for bicycle travel. Existing law categorizes bikeways into 3 classes of facilities. This bill would instead revise and reclassify these "bikeways" as bike paths, bike lanes, bike routes, and cycle tracks, as specified. This bill contains other related provisions and other existing laws.

Organization	Position	Priority	Assigned	Subject	Group
CC/ASLA	SUPPORT				

AB 1331 **(Rendon D) Clean, Safe, and Reliable Drinking Water Act of 2014.**

Current Text: Amended: 6/17/2014 pdf html

Status: 6/18/2014-Withdrawn from committee. Re-referred to Com. on RLS.

Is Urgency: N

Location: 6/18/2014-S. RLS.

Summary: (1) Existing law, the Safe, Clean, and Reliable Drinking Water Supply Act of 2012, if approved by the voters, would authorize the issuance of bonds in the amount of $11,140,000,000 pursuant to the State General Obligation Bond Law to finance a safe drinking water and water supply reliability program. Existing law provides for the submission of the bond act to the voters at the November 4, 2014, statewide general election. This bill would repeal these provisions. This bill contains other related provisions and other existing laws.

Organization	Position	Priority	Assigned	Subject	Group
CC/ASLA	WATCH				

AB 1445 **(Logue R) California Water Infrastructure Act of 2014.**

Current Text: Amended: 2/14/2014 pdf html

Status: 4/24/2014-In committee: Set, first hearing. Hearing canceled at the request of author.

Is Urgency: Y

Location: 2/18/2014-A. W.,P. & W.

Summary: Existing law creates the Safe, Clean, and Reliable Drinking Water Supply Act of 2012, which, if approved by the voters, would authorize the issuance of bonds in the amount of $11,140,000,000 pursuant to the State General Obligation Bond Law to finance a safe drinking water and water supply reliability program. Existing law provides for the submission of the bond act to the voters at the November 4, 2014, statewide general election. This bill would repeal these provisions. This bill contains other related provisions and other existing laws.

Organization	Position	Priority	Assigned	Subject	Group

CC/ASLA	WATCH

AB 1551 **(Holden D) Professional engineers and land surveyors: documents.**

Current Text: Introduced: 1/27/2014 pdf html

Status: 5/2/2014-Failed Deadline pursuant to Rule 61(b)(5). (Last location was B.,P. & C.P. on 2/6/2014)

Is Urgency: N

Location: 5/2/2014-A. DEAD

Summary: Existing law provides for the licensing and regulation of professional engineers and land surveyors by the Board for Professional Engineers and Land Surveyors in the Department of Consumer Affairs. Existing law requires engineering documents, defined to include plans, calculations, specifications, and reports, to be prepared by, or under the responsible charge of, a licensed engineer and to include his or her name and license number. Existing law requires all land surveying documents to be prepared by, or under the responsible charge of, a licensed land surveyor or civil engineer authorized to practice land surveying and to include his or her name and license number. This bill would prohibit a person from using a licensed engineer's documents, without the written consent of the licensed engineer, as specified. The bill would also prohibit a person from using a licensed land surveyor's maps, plats, reports, descriptions, or other documentary evidence without the written consent of the licensed land surveyor, as specified. The bill would prohibit a licensed engineer or land surveyor from unreasonably withholding consent to use these documents. The bill would make legislative findings and declarations that the bill's provisions are declaratory of existing law. This bill contains other related provisions and other existing laws.

Organization	Position	Priority	Assigned	Subject	Group
CC/ASLA	WATCH				

AB 1603 **(Stone D) Outdoor Environmental Education and Recreation Program.**

Current Text: Introduced: 2/5/2014 pdf html

Status: 5/23/2014-Failed Deadline pursuant to Rule 61(b)(8). (Last location was A. APPR. SUSPENSE FILE on 5/23/2014)

Is Urgency: N

Location: 5/23/2014-A. DEAD

Summary: Existing law establishes the Office of Education and the Environment in the Department of Resources Recycling and Recovery for the purpose of implementing a statewide environmental education program. This bill would establish the Outdoor Environmental Education and Recreation Program in the Department of Parks and Recreation, for purposes of increasing the ability of underserved and at-risk populations to participate in outdoor recreation and educational experiences by awarding grants to education programs that are available to the public and are operated by public entities or nonprofit organizations. The bill would create the Outdoor Environmental Education and Recreation Fund in the State Treasury and provide that, upon appropriation by the Legislature, moneys in the fund shall be used for awarding grants pursuant to the program. The bill would authorize the Director of Parks and Recreation to accept, and require the director to deposit into the fund, voluntary private donations made for support of the program. The bill would express the Legislature's intent that the fund be capitalized with moneys from the General Fund and donations. This bill contains other related provisions.

Organization	Position	Priority	Assigned	Subject	Group
CC/ASLA	W/LEAN SUPPORT				

AB 1605 **(Buchanan D) Parks and recreation: state park system.**

Current Text: Introduced: 2/5/2014 pdf html

Status: 5/9/2014-Failed Deadline pursuant to Rule 61(b)(6). (Last location was PRINT on 2/5/2014)

Is Urgency: N

Location: 5/9/2014-A. DEAD

Summary: Existing law provides that all parks, public camp grounds, monument sites, landmark sites, and sites of historical interest established or acquired by the state, or that are under its control, constitute the state park system, excluding the State Fair Grounds in Sacramento and Balboa Park in San Diego. This bill would make technical, nonsubstantive changes to those provisions.

Organization	Position	Priority	Assigned	Subject	Group
CC/ASLA	WATCH				

AB 1636 **(Brown D) Water conservation.**

Current Text: Amended: 4/21/2014 pdf html

Status: 5/9/2014-Failed Deadline pursuant to Rule 61(b)(6). (Last location was L. GOV. on 4/24/2014)

Is Urgency: N

Location: 5/9/2014-A. DEAD

Summary: Under existing law, various provisions govern conservation programs and authorize public entities to enact water conservation programs to reduce the quantity of water used by persons for the purpose of conserving water supplies. Existing law, the California Emergency Services Act, sets forth the emergency powers of the Governor under its provisions. This bill would prohibit a city or county, during a drought emergency declared by the Governor, from enforcing a law or ordinance requiring a resident to water his or her lawn. This bill would provide that a requirement imposed by a governmental entity or a public utility to limit, restrict, or conserve water during a drought emergency declared by the Governor does not constitute a diminution of rent or value of a premise or property.

Organization	Position	Priority	Assigned	Subject	Group
CC/ASLA	WATCH				

AB 1922 **(Gomez D) Greenway Development and Sustainment Act.**

Current Text: Amended: 6/18/2014 pdf html

Status: 6/25/2014-From committee: Do pass and re-refer to Com. on APPR. (Ayes 7. Noes 0.) (June 25). Re-referred to Com. on APPR.

Is Urgency: N

Location: 6/25/2014-S. APPR.

Calendar: 8/4/2014 10 a.m. - John L. Burton Hearing Room (4203) SENATE APPROPRIATIONS, DE LEóN, Chair

Summary: Existing law establishes various plans and programs intended to preserve, protect, and rehabilitate lands adjacent to rivers in the state. This bill would enact the Greenway Development and Sustainment Act, which is intended to promote the development of greenways along urban rivers in the state, including the development of a greenway along the Los Angeles River and its tributaries . The bill would define the term "greenway" for purposes of the bill as a nonmotorized vehicle transportation and recreational travel corridor that meets specified requirements and would include

greenways in the definition of "open -space land" for local planning purposes. This bill contains other related provisions and other existing laws.

Organization	Position	Priority	Assigned	Subject	Group
CC/ASLA	WATCH				

AB 1999 **(Atkins D) Personal income and corporation taxes: credits: rehabilitation.**

Current Text: Amended: 7/2/2014 pdf html

Status: 7/2/2014-Read second time and amended. Re-referred to Com. on APPR.

Is Urgency: N

Location: 7/2/2014-S. APPR.

Calendar: 8/4/2014 10 a.m. - John L. Burton Hearing Room
(4203) SENATE APPROPRIATIONS, DE LEóN, Chair

Summary: The Personal Income Tax Law and the Corporation Tax Law allow various credits against the taxes imposed by those laws. This bill would allow a credit against those taxes for each taxable year beginning on or after January 1, 2015, and before January 1, 2023, in an amount, determined pursuant to a specified section of the Internal Revenue Code, that is paid or incurred during the taxable year for rehabilitation of certified historic structures. This bill would provide for a 20% credit, or 25% credit if the structure meets specified criteria, for rehabilitation of a certified historic structure within the state to be allocated by the Governor's Office of Business and Economic Development in an aggregate amount of $80,000,000 per calendar year, as specified. This bill would require the Legislative Analyst to, on an annual basis, collaborate with the Governor's Office of Business and Economic Development to review the tax credit, as provided. This bill contains other related provisions.

Organization	Position	Priority	Assigned	Subject	Group
CC/ASLA	WATCH				

AB 2067 **(Weber D) Urban water management plans.**

Current Text: Amended: 6/3/2014 pdf html

Status: 7/3/2014-In Senate. Held at Desk.

Is Urgency: N

Location: 7/3/2014-S. DESK

Summary: Existing law, the Urban Water Management Planning Act, requires every public and private urban water supplier that directly or indirectly provides water for municipal purposes to prepare and adopt an urban water management plan and to update its plan once every 5 years on or before December 31 in years ending in 5 and zero . The act requires the plan to, among other things, include a description of each water demand management measure that is currently being implemented, and an evaluation of specified water demand management measures that are not currently being implemented or scheduled for implementation. The bill would instead require an urban retail water supplier and an urban wholesale water supplier to provide narratives describing the supplier's water demand management measures, as provided. The bill would require, for urban retail water suppliers, the narrative to address the nature and extent of each water demand management measure implemented over the past 5 years and describe the water demand management measures that the supplier plans to implement to achieve its water use targets. The bill would require each urban water supplier to submit its 2015 plan to the Department of Water Resources by July 1, 2016. This bill contains other related provisions and other existing laws.

Organization	Position	Priority	Assigned	Subject	Group

CC/ASLA	WATCH

AB 2104 **(Gonzalez D) Common interest developments: water-efficient landscapes.**

Current Text: Amended: 4/1/2014 pdf html

Status: 6/12/2014-Read second time. Ordered to third reading.

Is Urgency: N

Location: 6/12/2014-S. THIRD READING

Summary: Existing law requires a local agency to adopt a specified updated model ordinance regarding water-efficient landscapes or a water-efficient landscape ordinance that is at least as effective in conserving water as the updated model ordinance. Existing law allows certain water providers to take specified actions regarding water conservation. This bill would provide that a provision of the governing documents or of the architectural or landscaping guidelines or policies shall be void and unenforceable if it pr ohibits, or includes conditions that have the effect of prohibiting, low water-using plants as a group or as a replacement of existing turf, or if the provision has the effect of prohibiting or restricting compliance with a local water-efficient landscape ordinance or water conservation measure. This bill contains other existing laws.

Organization	Position	Priority	Assigned	Subject	Group
CC/ASLA	WATCH				

AB 2150 **(Rendon D) Department of Parks and Recreation.**

Current Text: Amended: 6/18/2014 pdf html

Status: 6/25/2014-From committee: Do pass and re-refer to Com. on APPR. (Ayes 8. Noes 0.) (June 24). Re-referred to Com. on APPR.

Is Urgency: N

Location: 6/25/2014-S. APPR.

Calendar: 8/4/2014 10 a.m. - John L. Burton Hearing Room
(4203) SENATE APPROPRIATIONS, DE LEóN, Chair

Summary: Existing law places responsibility of the state park system, which includes all parks, public camp grounds, monument sites, landmark sites, and sites of historical interest established or acquired by the state, with the Department of Parks and Recreation. Existing law requires the department to administer, protect, develop, and interpret the property under its jurisdiction for the use and enjoyment of the public. Existing law authorizes the department to expend all moneys of the department for the care, protection, supervision, extension, and improvement or development of the property under its jurisdiction. Existing law requires the State Park and Recreation Commission to evaluate and assess the department's deferred obligations, as specified. This bill would require the department to identify and develop a priority list of deferred state park maintenance projects, as specified. The bill would require the department to apply specified factors when prioritizing and identifying projects for the deferred maintenance list including, among others, projects that are necessary to prevent a state park from closing and , to the extent feasible and practicable, projects that will increase park access to underserved communities. This bill contains other related provisions and other existing laws.

Organization	Position	Priority	Assigned	Subject	Group
CC/ASLA	WATCH				

AB 2163 **(Daly D) Regional parks: underserved communities: funding.**

Current Text: Introduced: 2/20/2014 pdf html

Status: 5/9/2014-Failed Deadline pursuant to Rule 61(b)(6). (Last location was PRINT

on 2/20/2014)

Is Urgency: N

Location: 5/9/2014-A. DEAD

Summary: The Statewide Park Development and Community Revitalization Act of 2008 requires the Department of Parks and Recreation to establish a local assistance program to distribute grants to the most critically underserved communities, as defined, across the state, on a competitive basis, to various local entities and nonprofit organizations for the acquisition or development, or both, of property for parks and recreation areas and facilities. This bill would declare the intent of the Legislature to enact legislation that would provide funding for regional parks in underserved areas.

Organization	Position	Priority	Assigned	Subject	Group
CC/ASLA	WATCH				

AB 2165 **(Patterson R) Professions and vocations: licenses.**

Current Text: Amended: 4/10/2014 pdf html

Status: 5/2/2014-Failed Deadline pursuant to Rule 61(b)(5). (Last location was B.,P. & C.P. on 4/21/2014)

Is Urgency: N

Location: 5/2/2014-A. DEAD

Summary: Under existing law, boards within the Department of Consumer Affairs license and regulate persons practicing various healing arts, professions, vocations, and businesses. Existing law requires these boards to establish eligibility and application requirements, including examinations, to license, certificate, or register each applicant who successfully satisfies applicable requirements. This bill would require each board , as defined, to complete within 45 days the application review process with respect to each person who has filed with the board an application for issuance of a license, and to issue, within those 45 days, a license to an applicant who has successfully satisfied all licensure requirements , as specified . The bill would also require each board to offer each examination the board provides for licensure, a minimum of 6 times per year , unless the board uses a national examination. The bill would also authorize a person who has satisfied the educational requirements of the licensing act of which he or she seeks licensure to immediately apply for and take the professional examination required for licensure regardless of whether his or her application for licensure is then pending with the board for which he or she seeks licensure .

Organization	Position	Priority	Assigned	Subject	Group
CC/ASLA	WATCH				

AB 2267 **(Gaines, Beth R) State park system: budgeting.**

Current Text: Amended: 3/28/2014 pdf html

Status: 5/2/2014-Failed Deadline pursuant to Rule 61(b)(5). (Last location was BUDGET on 4/29/2014)

Is Urgency: N

Location: 5/2/2014-A. DEAD

Summary: Existing law places responsibility of the state park system, which includes all parks, public camp grounds, monument sites, landmark sites, and sites of historical interest established or acquired by the state, with the Department of Parks and Recreation. Existing law requires the department to gather, digest, and summarize, in its annual reports to the Governor, information concerning the state park system and the relation to the state park system of other available means for conserving, developing, and utilizing the scenic and recreational resources of the state. Existing law requires

each state agency to submit to the Department of Finance a complete and detailed annual budget setting forth all expenditures and estimated revenues for the ensuing fiscal year. This bill would require the department, commencing with the 2015-16 budget proposal, to annually develop and publish state operation expenditures for the state park system to assist in the development of the Governor's annual budget proposal. The bill would require the department, in cooperation with the Department of Finance, to provide individual park unit expenditures analyses, as specified. The bill would require the department, by January 1, 2016, to develop and implement a plan to annually track expenditures made at park units and report the park unit expenditures that were made in the prior fiscal year, that were made and anticipated to be made in the current fiscal year, and that are presented in the Governor's current budget proposal for the next fiscal year.

Organization	Position	Priority	Assigned	Subject	Group
CC/ASLA	WATCH				

AB 2269 **(Bigelow R) Integrated regional water management planning.**

Current Text: Introduced: 2/21/2014 pdf html

Status: 5/9/2014-Failed Deadline pursuant to Rule 61(b)(6). (Last location was PRINT on 2/21/2014)

Is Urgency: N

Location: 5/9/2014-A. DEAD

Summary: Existing law authorizes a regional water management group to prepare and adopt an integrated regional water management plan with specified components. This bill would make a technical, nonsubstantive change to that provision.

Organization	Position	Priority	Assigned	Subject	Group
CC/ASLA	WATCH				

AB 2282 **(Gatto D) Building standards: recycled water infrastructure.**

Current Text: Amended: 7/2/2014 pdf html

Status: 7/2/2014-Read second time and amended. Re-referred to Com. on APPR.

Is Urgency: N

Location: 7/2/2014-S. APPR.

Calendar: 8/4/2014 10 a.m. - John L. Burton Hearing Room
(4203) SENATE APPROPRIATIONS, DE LEóN, Chair

Summary: The California Building Standards Law provides for the adoption of building standards by state agencies by requiring all state agencies that adopt or propose adoption of any building standard to submit the building standard to the California Building Standards Commission for approval and adoption. In the absence of a designated state agency, the commission is required to adopt specific building standards, as prescribed. Existing law requires the commission to publish, or cause to be published, editions of the California Building Standards Code in its entirety once every 3 years. Existing law requires the Department of Housing and Community Development to propose the adoption, amendment, or repeal of building standards to the commission and to adopt, amend, and repeal other rules and regulations for the protection of the public health, safety, and general welfare of the occupants and the public involving buildings and building construction. This bill would require the department, in consultation with other designated entities, to conduct research to assist in the development of, and to propose the adoption, amendment, or repeal by the commission, of mandatory building standards for the installation of recycled water infrastructure for newly constructed single-family and multifamily residential buildings. The bill would authorize the department to expend funds from the existing Building Standards Administration Special Revolving

Fund for this purpose, upon appropriation. The bill would require the department to limit the mandate to install recycled water piping to areas within a local jurisdiction that meet specified conditions, and to consider whether a service area plans to provide potable water prior to mandating the use of recycled water piping. The bill would require the department to develop the application provisions in consultation with specified entities. The bill would define the term "recycled water" for these purposes. This bill contains other related provisions.

Organization	Position	Priority	Assigned	Subject	Group
CC/ASLA	WATCH				

AB 2636 **(Gatto D) CalConserve Water Use Efficiency Revolving Fund.**

Current Text: Amended: 6/30/2014 pdf html

Status: 6/30/2014-Read second time and amended. Re-referred to Com. on APPR.

Is Urgency: N

Location: 6/30/2014-S. APPR.

Calendar: 8/4/2014 10 a.m. - John L. Burton Hearing Room
(4203) SENATE APPROPRIATIONS, DE LEóN, Chair

Summary: The California Constitution requires the reasonable and beneficial use of water. This bill would establish the CalConserve Water Use Efficiency Revolving Fund and provide that the moneys in the fund are available to the Department of Water Resources, upon appropriation by the Legislature, for the purpose of water use efficiency projects. This bill would require moneys in the fund to be used for purposes that include, but are not limited to, at-or-below market interest rate loans to local agencies, as defined, and would permit the department to enter into agreements with local agencies that provide water or recycled water service to provide loans. This bill contains other related provisions and other existing laws.

Organization	Position	Priority	Assigned	Subject	Group
CC/ASLA	WATCH				

AB 2638 **(Chau D) The Department of Consumer Affairs.**

Current Text: Introduced: 2/21/2014 pdf html

Status: 5/9/2014-Failed Deadline pursuant to Rule 61(b)(6). (Last location was PRINT on 2/21/2014)

Is Urgency: N

Location: 5/9/2014-A. DEAD

Summary: Under existing law, the Department of Consumer Affairs is comprised of boards that license and regulate various professions and vocations. Existing law provides that these boards are established to ensure that private businesses and professions are regulated to protect the people of this state. Under existing law, any board has the authority to appoint commissioners on examination, to give the whole or any portion of any examination, as specified. This bill would make a technical, nonsubstantive change to that provision.

Organization	Position	Priority	Assigned	Subject	Group
CC/ASLA	WATCH				

AB 2686 **(Perea D) Clean, Safe, and Reliable Drinking Water Supply Act of 2014.**

Current Text: Amended: 5/1/2014 pdf html

Status: 6/30/2014-Joint Rule 62(a), file notice suspended. (Page 5723.)

Is Urgency: Y

Location: 6/30/2014-A. APPR.

Summary: Existing law, the Safe, Clean, and Reliable Drinking Water Supply Act of 2012, if approved by the voters, would authorize the issuance of bonds in the amount of $11,140,000,000 pursuant to the State General Obligation Bond Law to finance a safe drinking water and water supply reliability program. Existing law provides for the submission of the bond act to the voters at the November 4, 2014, statewide general election. This bill would repeal these provisions. This bill contains other related provisions and other existing laws.

Organization	Position	Priority	Assigned	Subject	Group
CC/ASLA	WATCH				

AB 2723 **(Medina D) Administrative procedure: small businesses.**

Current Text: Amended: 5/1/2014 pdf html

Status: 6/26/2014-From committee: Do pass and re-refer to Com. on APPR. (Ayes 6. Noes 0.) (June 25). Re-referred to Com. on APPR.

Is Urgency: N

Location: 6/26/2014-S. APPR.

Calendar: 8/4/2014 10 a.m. - John L. Burton Hearing Room (4203) SENATE APPROPRIATIONS, DE LEóN, Chair

Summary: The Administrative Procedure Act governs the procedures for the adoption, amendment, or repeal of regulations by state agencies and for the review of those regulatory actions by the Office of Administrative Law. This bill would define "cost impact" to include those direct costs that a representative private person or sole proprietorship, small business, and business necessarily incurs in reasonable compliance with the proposed action. This bill contains other related provisions and other existing laws.

Organization	Position	Priority	Assigned	Subject	Group
CC/ASLA	SUPPORT				

Notes 1: 4/23/14-Signed on CMTA coalition support ltr.
4/28/14-SUPPORT ltr. to author/m.christian

AB 2725 **(Brown D) Urban waterway restoration.**

Current Text: Introduced: 2/21/2014 pdf html

Status: 5/2/2014-Failed Deadline pursuant to Rule 61(b)(5). (Last location was W.,P. & W. on 3/17/2014)

Is Urgency: N

Location: 5/2/2014-A. DEAD

Summary: Existing law requires the Department of Water Resources to update The California Water Plan, which is a plan for the conservation, development, and use of the water resources of the state, every 5 years. The department, as part of the update, is required to release assumptions and estimates relating to current and projected water use, including industrial uses and parks and open spaces. This bill would require the department to release assumptions and estimates relating to water use for urban waterway restoration. This bill contains other related provisions and other existing laws.

Organization	Position	Priority	Assigned	Subject	Group
CC/ASLA	WATCH				

ACR 130 **(Rendon D) Parks Make Life Better! Month.**

Current Text: Chaptered: 7/7/2014 pdf html

Status: 7/7/2014-Chaptered by Secretary of State - Chapter No. 83

Is Urgency: N

Location: 7/7/2014-A. CHAPTERED

Summary: This measure would recognize the importance of access to local parks, trails, open space, and facilities for the health and development of all Californians and would declare the month of July 2014 as "Parks Make Life Better!" Month.

Organization	Position	Priority	Assigned	Subject	Group
CC/ASLA	WATCH				

SB 633 **(Pavley D) State parks.**

Current Text: Amended: 6/24/2014 pdf html

Status: 6/24/2014-From committee with author's amendments. Read second time and amended. Re-referred to Com. on APPR.

Is Urgency: N

Location: 6/24/2014-A. APPR.

Summary: Existing law establishes the Department of Parks and Recreation and vests the department with the control of the state park system. Existing law authorizes the department to enter into concession contracts for the construction, maintenance, and convenience of the general public in the use and enjoyment of units of the state park system. Under its existing authority, the department has created regional park passes and other passes that serve the needs of visitors interested in parks with a shared theme or within a region. This bill would require the Department of Parks and Recreation, on or before July 1, 2015, to prepare a report to the Legislature that fully addresses the department's energy costs, projects that could reduce those costs, and potential energy-related infrastructure projects, as specified. The bill would require the department, until January 1, 2018, and from available appropriated funds, to establish a pilot program for mobile food and beverage concessions in multiple units and in multiple locations, if feasible, and to assess and report on the suitability, increase in visitation, and visitor satisfaction regarding the program. The bill would also require the department, on or before July 1, 2015, to establish guidelines for the sale of specified park passes to cooperating vendors for resale to the public. The bill would require the department, on or before December 31, 2015 and from available appropriated funds, to establish a minimum of 2 additional regional passes available to park visitors for purchase. This bill contains other related provisions and other existing laws.

Organization	Position	Priority	Assigned	Subject	Group
CC/ASLA	WATCH				

SB 750 **(Wolk D) Building standards: water meters: multiunit structures.**

Current Text: Amended: 8/8/2013 pdf html

Status: 6/27/2014-Failed Deadline pursuant to Rule 61(b)(13). (Last location was W.,P. & W. on 8/13/2013)

Is Urgency: N

Location: 6/27/2014-A. DEAD

Summary: The Water Measurement Law requires every water purveyor to require, as a condition of new water service on and after January 1, 1992, the installation of a water meter to measure water service. That law also requires urban water suppliers to install water meters on specified service connections, and to charge water users based on the actual volume of deliveries as measured by those water meters in accordance with a certain timetable. This bill would require a water purveyor that provides water service to a newly constructed multiunit residential structure or newly constructed mixed-use

residential and commercial structure that submits an application for a water connection after January 1, 2015 , to require measurement of the quantity of water supplied to each individual dwelling unit and to permit the measurement to be by individual water meters or submeters, as defined . The bill would require the owner of the structure to ensure that a water submeter installed for these purposes complies with laws and regulations governing approval of submeter types or the installation , maintenance, reading, billing, and testing of submeters, including, but not limited to, the California Plumbing Code. The bill would exempt certain structures from these requirements. The bill would prohibit a water purveyor from imposing an additional capacity or connection fee or charge for a submeter that is installed by the owner, or his or her agent. The bill would provide that these provisions shall become operative on Janu ary 1, 2015. This bill contains other related provisions and other existing laws.

Organization	Position	Priority	Assigned	Subject	Group
CC/ASLA	WATCH				

SB 834 **(Huff R) Environmental quality: the Sustainable Environmental Protection Act.**

Current Text: Amended: 3/20/2014 pdf html

Status: 5/2/2014-Failed Deadline pursuant to Rule 61(b)(5). (Last location was E.Q. on 3/20/2014)

Is Urgency: N

Location: 5/2/2014-S. DEAD

Summary: The California Environmental Quality Act (CEQA) requires a lead agency, as defined, to prepare, or cause to be prepared, and certify the completion of, an environmental impact report on a project that it proposes to carry out or approve that may have a significant effect on the environment or to adopt a negative declaration if it finds that the project will not have that effect. CEQA also requires a lead agency to prepare a mitigated negative declaration for a project that may have a significant effect on the environment if revisions in the project would avoid or mitigate that effect and there is no substantial evidence that the project, as revised, would have a significant effect on the environment. This bill would enact the Sustainable Environmental Protection Act and would specify that the environmental review of projects pursuant to CEQA is required to consider only specified environmental topic areas. The bill would prohibit a judicial action or proceeding challenging an action taken by a lead agency on the ground of noncompliance with CEQA, that (1) relates any topic area or criteria for which compliance obligations are identified or (2) challenges the environmental document if: (A) the environmental document discloses compliance with applicable environmental law, (B) the project conforms with the use designation, density, or building intensity in an applicable plan, as defined, and (C) the project approval incorporates applicable mitigation requirements into the environmental document. The bill would provide that the Sustainable Environmental Protection Act only applies if the lead agency or project applicant has agreed to provide to the public in a readily accessible electronic format an annual compliance report prepared pursuant to the mitigation monitoring and reporting program. This bill contains other related provisions and other existing laws.

Organization	Position	Priority	Assigned	Subject	Group
CC/ASLA	WATCH				

SB 848 **(Wolk D) Safe Drinking Water, Water Quality, and Water Supply Act of 2014.**

Current Text: Amended: 7/3/2014 pdf html

Status: 7/3/2014-Read third time and amended. Ordered to second reading.

Is Urgency: Y

Location: 7/3/2014-S. SECOND READING

Summary: Existing law creates the Safe, Clean, and Reliable Drinking Water Supply Act of 2012, which, if approved by the voters, would authorize the issuance of bonds in the amount of $11,140,000,000 pursuant to the State General Obligation Bond Law to finance a safe drinking water and water supply reliability program. Existing law provides for the submission of the bond act to the voters at the November 4, 2014, statewide general election. This bill would repeal these provisions. This bill contains other related provisions and other existing laws.

Organization	Position	Priority	Assigned	Subject	Group
CC/ASLA	WATCH				

SB 927 **(Cannella R) Safe, Clean, and Reliable Drinking Water Supply Act of 2014.**

Current Text: Introduced: 1/29/2014 pdf html

Status: 4/22/2014-Set, second hearing. Failed passage in committee. (Ayes 3. Noes 6. Page 3211.) Reconsideration granted.

Is Urgency: Y

Location: 2/6/2014-S. N.R. & W.

Summary: Existing law creates the Safe, Clean, and Reliable Drinking Water Supply Act of 2012, which, if approved by the voters, would authorize the issuance of bonds in the amount of $11,140,000,000 pursuant to the State General Obligation Bond Law to finance a safe drinking water and water supply reliability program. The bond act, among other things, makes specified amounts available for projects relating to drought relief, water supply reliability, ecosystem and watershed protection and restoration, and emergency and urgent actions that ensure safe drinking water supplies are available in disadvantaged communities and economically distressed areas. Existing law provides for the submission of the bond act to the voters at the November 4, 2014, statewide general election. This bill would rename the bond act as the Safe, Clean, and Reliable Drinking Water Supply Act of 2014 and make conforming changes. The bill would instead authorize the issuance of bonds in the amount of $9,217,000,000 by reducing the amount available for projects related to drought relief and water supply reliability, as specified. The bill would remove the authorization for funds to be available for ecosystem and watershed protection and restoration projects, and would increase the amount of funds available for emergency and urgent actions to ensure safe drinking water supplies in disadvantaged communities and economically distressed areas. This bill contains other related provisions.

Organization	Position	Priority	Assigned	Subject	Group
CC/ASLA	WATCH				

SB 935 **(Leno D) Minimum wage: annual adjustment.**

Current Text: Amended: 5/27/2014 pdf html

Status: 6/27/2014-Failed Deadline pursuant to Rule 61(b)(13). (Last location was A. L. & E. on 6/26/2014)

Is Urgency: N

Location: 6/27/2014-A. DEAD

Summary: Existing law requires that, on and after July 1, 2014, the minimum wage for all industries be not less than $9 per hour. Existing law further increases the minimum wage, on and after January 1, 2016, to not less than $10 per hour. This bill would increase the minimum wage, on and after January 1, 2015, to not less than $11 per hour, on and after January 1, 2016, to not less than $12 per hour, and on and after January 1, 2017, to not less than $13 per hour. The bill would require the automatic adjustment of the minimum wage annually thereafter, to maintain employee purchasing power diminished by the rate of inflation during the previous year. The adjustment would be

calculated using the California Consumer Price Index, as specified. The bill would prohibit the Industrial Welfare Commission (IWC) from reducing the minimum wage and from adjusting the minimum wage if the average percentage of inflation for the previous year was negative. The bill would require the IWC to publicize the automatically adjusted minimum wage. This bill contains other related provisions.

Organization	Position	Priority	Assigned	Subject	Group
CC/ASLA	WATCH				

SB 1080 **(Fuller R) Safe, Clean, and Reliable Drinking Water Supply Act of 2012.**

Current Text: Introduced: 2/19/2014 pdf html

Status: 5/9/2014-Failed Deadline pursuant to Rule 61(b)(6). (Last location was RLS. on 2/27/2014)

Is Urgency: N

Location: 5/9/2014-S. DEAD

Summary: Existing law creates the Safe, Clean, and Reliable Drinking Water Supply Act of 2012, which, if approved by the voters, would authorize the issuance of bonds in the amount of $11,140,000,000 pursuant to the State General Obligation Bond Law to finance a safe drinking water and water supply reliability program. Existing law provides for the submission of the bond act to the voters at the November 4, 2014, statewide general election. This bill would declare the intent of the Legislature to enact legislation to reduce the $11,140,000,000 bond.

Organization	Position	Priority	Assigned	Subject	Group
CC/ASLA	WATCH				

SB 1086 **(De León D) The Safe Neighborhood Parks, Rivers, and Coastal Protection Bond Act of 2014.**

Current Text: Amended: 5/27/2014 pdf html

Status: 5/27/2014-Read second time and amended. Ordered to third reading.

Is Urgency: Y

Location: 5/27/2014-S. THIRD READING

Summary: Under existing law, various measures have been approved by the voters to provide funds for park, river, and coastal protections and programs. This bill would enact the Safe Neighborhood Parks, Rivers, and Coastal Protection Bond Act of 2014, which, if adopted by the voters, would authorize the issuance of bonds in an unspecified amount pursuant to the State General Obligation Bond Law to finance a safe neighborhood parks, rivers, and coastal protection program. The bill would provide for the submission of the bond act to the voters at the November 4, 2014, statewide general election. This bill contains other related provisions.

Organization	Position	Priority	Assigned	Subject	Group
CC/ASLA	WATCH				

SB 1183 **(DeSaulnier D) Vehicle registration fees: surcharge for bicycle infrastructure.**

Current Text: Amended: 6/25/2014 pdf html

Status: 6/25/2014-Read second time and amended. Re-referred to Com. on APPR.

Is Urgency: N

Location: 6/25/2014-A. APPR.

Summary: Existing law provides for the imposition of registration fees on motor vehicles, including additional, specified fees imposed by local agencies for transportation-related

purposes. This bill would authorize a city, county, or regional park district to impose and collect , as a special tax, a motor vehicle registration surcharge of not more than $5 for bicycle infrastructure purposes until January 1, 2025 . The bill would require the Department of Motor Vehicles to administer the surcharge and to transmit the net revenues from the surcharge to the local agency. The bill would require the local agency to use these revenues for improvements to paved and natural surface trails and bikeways, including existing and new trails and bikeways and other bicycle facilities, and for associated maintenance purposes. The bill would limit to 5% the amount of net revenues that may be used by the local agency for its administrative expenses in implementing these provisions. This bill contains other related provisions.

Organization	Position	Priority	Assigned	Subject	Group
CC/ASLA	WATCH				

SB 1370 **(Galgiani D) Reliable Water Supply Bond Act of 2014.**

Current Text: Amended: 3/24/2014 pdf html

Status: 4/8/2014-Set, first hearing. Heard for testimony only.

Is Urgency: Y

Location: 4/8/2014-A. NAT. RES.

Summary: Existing law creates the Safe, Clean, and Reliable Drinking Water Supply Act of 2012, which, if approved by the voters, would authorize the issuance of bonds in the amount of $11,140,000,000 pursuant to the State General Obligation Bond Law to finance a safe drinking water and water supply reliability program. Existing law provides for the submission of the bond act to the voters at the November 4, 2014, statewide general election. This bill would repeal these provisions. This bill contains other related provisions and other existing laws.

Organization	Position	Priority	Assigned	Subject	Group
CC/ASLA	WATCH				

SB 1420 **(Wolk D) Water management: urban water management plans.**

Current Text: Amended: 4/21/2014 pdf html

Status: 6/17/2014-From committee: Do pass and re-refer to Com. on APPR. with recommendation: To consent calendar. (Ayes 15. Noes 0.) (June 17). Re-referred to Com. on APPR.

Is Urgency: N

Location: 6/17/2014-A. APPR.

Summary: Existing law, the Urban Water Management Planning Act, requires every public and private urban water supplier that directly or indirectly provides water for municipal purposes to prepare and adopt an urban water management plan. Existing law requires an urban water management plan to quantify, past and current water use, and projected water use, identifying the uses among water use sectors, including, among others, commercial, agricultural, and industrial uses . Existing law requires an urban water supplier to submit copies of its plan and copies of amendments or changes to the plan to certain entities, including the Department of Water Resources. This bill would require an urban water management plan to quantify and report on distribution system water loss. The bill would authorize water use projections to display and account for the water savings estimated to result from adopted codes, standards, ordinances, or transportation and land use plans, when that information is available and applicable to an urban water supplier . The bill would require the plan, or amendments to the plan, to be submitted electronically to the department and include any standardized forms, tables, or displays specified by the department.

Organization	Position	Priority	Assigned	Subject	Group
CC/ASLA	WATCH				

Total Measures: 34

Total Tracking Forms: 34

LANDSCAPE ARCHITECTS TECHNICAL COMMITTEE
STUDENT OUTREACH
University of California, Berkeley Extension Program
August 7, 2014

SURVEY RESULTS

Question	Strongly Agree	Agree	Disagree	Strongly Disagree	N/A
1. The presentation was informative. I learned more about pathways to licensure than I already knew.	1	5	0	0	0
	17%	83%	0%	0%	0%
COMMENTS:					
No Comments					

Question	Strongly Agree	Agree	Disagree	Strongly Disagree	N/A
2. I understand the importance of licensure and how it relates to the public's health, safety, and welfare.	1	5	0	0	0
	17%	83%	0%	0%	0%
COMMENTS:					
No Comments					

Question	Strongly Agree	Agree	Disagree	Strongly Disagree	N/A
3. I now know what I have to do to become licensed.	1	5	0	0	0
	17%	83%	0%	0%	0%
COMMENTS:					
No Comments					

Question	Strongly Agree	Agree	Disagree	Strongly Disagree	N/A
4. I could have used this information earlier.	2	2	2	0	0
	33%	33%	33%	0%	0%
COMMENTS:					
*This information would be good to have presented in a first year class to encourage better scheduling of classes. *I've been aware of this information for a long time and during that time, bits and pieces have changed. It was good to have a consolidated summary…but I'll review again in detail before I begin the process. *This presentation would also be useful in "Intro. to Landscape Architecture".					

Question	Strongly Agree	Agree	Disagree	Strongly Disagree	N/A
	0	6	0	0	0
5. The presentation answered all of my questions.	0%	100%	0%	0%	0%
COMMENTS:					
*For the moment.					
6. If you answered "Disagree" or "Strongly Disagree", to any of the questions, please provide details of your experience and any suggested improvements.					
NO COMMENTS					
7. How will you use the information received today?					
COMMENTS:					
*Planning *It helps me plan my path to getting licensure.					
8. Please use this space to include any other comments not covered in the questions above.					
NO COMMENTS					

A student outreach presentation was held on August 7, 2014 at the University of California, Berkeley Extension Program. The presentation included information on the LATC's website, pathways to licensure, the benefit of licensure, eligibility requirements for the Landscape Architect Registration Examination (LARE) and the enforcement process.

The total number of students and faculty attending the presentation was approximately 10 and 6 surveys were collected. Overall, the students appreciated the presentation and found the information regarding the pathways to licensure and the importance of licensure to be helpful. A couple students noted that the presentation would be especially beneficial to first year Landscape Architecture students. The comments represent the cumulative number of surveys received.

Agenda Item D

REVIEW AND APPROVE INTRA-AGENCY CONTRACT AGREEMENT WITH THE DEPARTMENT OF CONSUMER AFFAIRS OFFICE OF PROFESSIONAL EXAMINATION SERVICES FOR CALIFORNIA SUPPLEMENTAL EXAMINATION DEVELOPMENT

In January 2013, the Landscape Architects Technical Committee (LATC) contracted with the Office of Professional Examination Services (OPES) to conduct an occupational analysis (OA) of the landscape architect profession. The purpose of the OA is to define practice for landscape architects in terms of actual job tasks that new licensees must be able to perform safely and competently at the time of licensure. The results of this OA will be used to define the content of the California Supplemental Examination (CSE) and form the basis for determining "minimum acceptable competence" as it relates to safe practice at the time of initial licensure.

In May 2014, OPES completed the OA. The results of this OA will be used by OPES to perform the upcoming linkage study; once a review of the national Landscape Architect Registration Examination (LARE) is completed. The linkage study is used to identify those areas of California landscape architect practice for which a national exam could be used to and those areas which would require a California specific examination.

At its June 25, 2014 meeting, LATC approved the results of the recent OA conducted by OPES; including the Landscape Architect California Specific Examination Plan.

The LATC is asked to approve the attached Intra-Agency Contract Agreement with OPES for exam development to begin December 2014 through June 2015. If approved, the first exam based on the new Test Plan is anticipated to be completed by September 2015. It is also planned that exam development workshops will continue on an ongoing basis.

ATTACHMENT:
Intra-Agency Contract Agreement for Fiscal Year 2014/15

Department of Consumer Affairs

INTRA-DEPARTMENTAL CONTRACT

CONTRACT NUMBER	AMENDMENT NUMBER
IAC #75727	

1. This Contract is entered into between the Board/Bureau/Divisions named below

   REQUESTING BOARD/BUREAU/DIVISION'S NAME

   California Architects Board/Landscape Architects Technical Committee (Committee)

   PROVIDING BOARD/BUREAU/DIVISION'S NAME

   Office of Professional Examination Services (OPES)

2. The term of this Contract is: **July 1, 2014 to June 30, 2015**

3. The maximum amount of this Contract is: **$33,966**

4. The parties agree to comply with the terms and conditions of the following exhibits which are by this reference made a part of the Contract:

California Supplemental Exam
Written Examination Development

Exhibit A – Scope of Work	1 Page
• Attachment I - Project Plan	1 Page
• Attachment II - Roles and Responsibilities	2 Pages
Exhibit B – Budget Detail and Payment Provision	1 Page
• Attachment I - Cost Sheet - Global Costs	3 Pages
Exhibit C – General Terms and Conditions	1 Page
Exhibit D – Special Terms and Conditions	1 Page

IN WITNESS WHEREOF, this Contract has been executed by the parties hereto.

DEPARTMENT OF CONSUMER AFFAIRS		Department of Consumer Affairs Contracts Unit Use Only
REQUESTING BOARD/BUREAU/DIVISION'S NAME **California Architects Board/Landscape Architects Technical Committee**		
BY *(Authorized Signature)* –	DATE SIGNED	
PRINTED NAME AND TITLE OF PERSON SIGNING **Douglas R. McCauley, Executive Officer**		
ADDRESS **2420 Del Paso Road, Suite 105 Sacramento, CA 95834**		
BUDGET OFFICER'S SIGNATURE –		
DEPARTMENT OF CONSUMER AFFAIRS		
PROVIDING BOARD/BUREAU/DIVISION'S NAME **Office of Professional Examination Services**		
BY (Authorized Signature) –	DATE SIGNED 6/26/14	
PRINTED NAME AND TITLE OF PERSON SIGNING **Heidi Lincer-Hill, Chief**		
ADDRESS **2420 Del Paso Road, Suite 265** **Sacramento, CA 95834**		
BUDGET OFFICER'S SIGNATURE –		

EXHIBIT A

SCOPE OF WORK

1. The Office of Professional Examination Services (OPES) agrees to provide the following services:

   Develop new items for two forms of the Landscape Architects Technical Committee California Supplemental Examination and establish a passing score for each form.

2. The Landscape Architects Technical Committee (Committee) agrees to provide the following services:

   See attached: I. Project Plan
   II. Roles and Responsibilities

3. The project representatives during the term of this agreement will be:

Requesting Committee:

Name: Douglas R. McCauley
Phone: (916) 575-7231
Fax: (916) 575-7285

Office of Professional Examination Services:

Name: Heidi Lincer-Hill
Phone: (916) 575-7240
Fax: (916) 419-1697

Direct all agreement inquiries to:

Department of Consumer Affairs
Contracts Unit:

Address: 1625 North Market Blvd. Suite S-103
Sacramento, CA 95834
Phone: (916) 574-7277
Fax: (916) 574-8658

Exhibit A
Attachment I

INTRA-AGENCY CONTRACT AGREEMENT (IAC) #75727
PROJECT PLAN
for
LANDSCAPE ARCHITECTS TECHNICAL COMMITTEE
CALIFORNIA SUPPLEMENTAL EXAM
WRITTEN EXAMINATION DEVELOPMENT
FISCAL YEAR 2014-15

Project Objectives:	***Develop new items for the Landscape Architects Technical Committee California Supplemental Exam (CSE) and establish the passing scores for two new forms.***
Proposed Completion Date:	June 30, 2015
Committee Contact:	Trish Rodriguez (916) 575-7231
OPES Contact:	Raul Villanueva (916) 575-7255

MAJOR PROJECT EVENTS	TARGET DATE	RESPONSIBILITY
1. Item Bank Reclassification		
> Recruit for the Item Reclass workshop		Committee
> Prepare for Workshop		OPES
> Conduct workshop	Dec 8-9, 2014	OPES
> Update item bank		OPES
2. Item Writing Workshop #1		
> Recruit for the first 2-day item writing workshop		Committee
> Prepare for Workshop		OPES
> Conduct workshop	Feb. 12-13, 2015	OPES
> Update item bank		OPES
3. Item Review Workshop #1		
> Recruit for the first 2-day item review workshop		Committee
> Prepare for Workshop		OPES
> Conduct workshop	March 5-6, 2015	OPES
> Develop item bank		OPES
4. Item Writing Workshop #2		
> Recruit for the second 2-day item writing workshop		Committee
> Prepare for Workshop	April 16-17, 2015	OPES
> Conduct workshop		OPES
> Update item bank		OPES
5. Item Review Workshop #2		
> Recruit for the third 2-day item review workshop		Committee
> Prepare for Workshop	May 14-15, 2015	OPES
> Conduct workshop (IRW-3)		OPES
> Update item bank		OPES
6. Exam Construction Workshop		
> Prepare for Workshop		OPES
> Recruit for one 2-day workshop		Committee
> Conduct workshop	June 4-5, 2015	OPES
> Develop examination		OPES
7. Passing Score Workshop		
> Prepare for Workshop		OPES
> Recruit for one 2-day workshop		Committee
> Conduct workshop	June 18-19, 2015	OPES
> Develop passing score		OPES
8. Exam Production: Convert Exam to PSI		
> Edit review of final CSE items		OPES
> Submit exam to PSI for launch	June 2015	OPES
> PSI launch of exam	Sept. 2015	OPES

INTRA-AGENCY CONTRACT AGREEMENT (IAC) #75727

ROLES AND RESPONSIBILITIES for LANDSCAPE ARCHITECTS TECHNICAL COMMITTEE

CALIFORNIA SUPPLEMENTAL EXAM WRITTEN EXAMINATION DEVELOPMENT

FISCAL YEAR 2014-15

INTRODUCTION

The purpose of licensing examinations is to identify persons who possess the minimum knowledge and experience necessary to perform tasks on the job safely and competently. The content of the examination should be based upon the results of an occupational analysis of practice so that the examination assesses the most critical competencies of the job.

The examination development process requires approximately 70 Licensed Landscape Architects to serve as subject matter experts (SMEs). Six to ten SMEs are needed for each workshop. The SMEs in each workshop should be unique to ensure objectivity in all aspects of examination development.

Item writing, item review, examination construction, and passing score processes are included in examination development services to be provided.

ROLE OF THE COMMITTEE

The primary role of the Landscape Architects Technical Committee (Committee) is to convene a representative sample of SMEs for development of the examination.

The selection of SMEs by boards, bureaus, and committees of the Department of Consumer Affairs (DCA) critically affects the quality and defensibility of their licensure examinations, and is based on the following minimum criteria:

- Reflect the profession in specialty, practice setting, geographic location, ethnicity, and gender
- Represent the current pool of practitioners
- Possess current skills and a valid license in good standing with the Committee
- Articulate specialized technical knowledge related to a profession

Several of the SMEs in each workshop should be licensed five years or less to ensure an entry-level perspective is represented.

In addition, the Committee has the ultimate responsibility for constructing the examination, maintaining the item bank, and acquiring any reference materials to be used by the SMEs to develop examination items.

OPES will have final say regarding who participates as an SME, and the Committee agrees to not invite back any SME who OPES has requested not to be invited to future workshops.

Due to potential conflict of interest, undue influence, and/or security considerations, board members, committee members, and instructors shall not serve as SMEs for, nor participate in, any aspect of licensure examination development or administration, pursuant to DCA Policy OPES 11-01.

ROLE OF THE OFFICE OF PROFESSIONAL EXAMINATION SERVICES

The Office of Professional Examination Services (OPES) will use a content validation strategy to link the examination(s) to the results of an occupational analysis of practice. During the workshops, OPES will work with the Committee and the SMEs to develop items, review items, construct one or two-forms of an examination, and establish the passing score for each examination.

SECURITY

OPES has implemented a variety of controls to ensure the integrity, security, and appropriate level of confidentiality of licensure exam programs. These controls vary according to the sensitivity of the information, and will include restricting and/or prohibiting certain items, such as electronic devices, when conducting exam-related workshops.

SMEs are required to provide valid identification, allow for personal belongings to be secured in the reception area during workshops, and sign one or more agreements accepting responsibility for maintaining strict confidentiality of licensing exam material and information to which they have access.

Any person who fails to comply with OPES' security requirements will not be allowed to participate in licensure exam workshops. In addition, any person who subverts or attempts to subvert any licensing exam will face serious consequences which may include loss of licensure and/or criminal charges, per Business and Professions Code section 123.

OPES examination developers, with the concurrence of the Committee and the approval of OPES management, will dismiss any subject matter expert from an examination development workshop who is disruptive, violates policy, or whose presence disrupts other SMEs from completing their tasks.

SUMMARY OF EVENTS

- Committee convenes a panel of SMEs to serve as item writers and reviewers.
- OPES works with SMEs to develop items.
- Committee convenes a panel of SMEs to review and select test items. The reviewers should be different SMEs than the previous item writers and reviewers.
- OPES works with SMEs to review items. Final revisions are made to the items, and then two forms of the examination are constructed.
- Committee convenes a panel of SMEs to serve as judges in a passing score workshop. The SMEs should be different SMEs than the item writers, item reviewers, and item selectors to ensure objectivity of the passing score ratings.
- OPES works with SMEs to establish the passing score. OPES analyzes the ratings and prepares a report of findings.

EXHIBIT B

BUDGET DETAIL AND PAYMENT PROVISIONS

1. **Invoicing and Payment**

   A. For services satisfactorily rendered and upon receipt and approval of the invoices, the Landscape Architect Technical Committee (Committee) agrees to compensate the Office of Professional Examination Services (OPES) for services rendered and expenditures incurred.

   B. Invoices shall include the agreement number and shall be submitted on a quarterly basis for the cost of services completed as identified in Exhibit B, Attachment I; any related travel expenses will be billed as actuals. Signed/approved invoices from the Committee will be due to OPES fifteen (15) working days from the date of invoice billings. OPES will then submit the approved invoices to the Department of Consumer Affairs for processing and payment. Invoices will be submitted to:

      Douglas R. McCauley
      California Architects Board/Landscape Architects Technical Committee
      2420 Del Paso Road, Suite 105
      Sacramento, CA 95834

   C. The Committee will reimburse OPES for the partial performance (e.g. workshop preparation, rescheduling) of any services provided by OPES if the Committee does not demonstrate in good faith their roles/responsibilities as defined by Attachment II – Roles and Responsibilities.

2. **Budget Contingency Clause**

   A. It is mutually agreed that if the Budget Act of the current year and/or any subsequent years covered under this Agreement does not appropriate sufficient funds for the program, this Agreement shall be of no further force and effect. In this event, the State shall have no liability to pay any funds whatsoever to OPES or to furnish any other considerations under this Agreement and OPES shall not be obligated to perform any provisions of this Agreement.

   B. If funding for any fiscal year is reduced or deleted by the Budget Act for purposes of this program, the State shall have the option to either cancel this Agreement with no liability occurring to the State, or offer an agreement amendment to OPES to reflect the reduced amount.

3. **Payment**

   A. Costs for this Agreement shall be computed in accordance with State Administrative Manual Sections 8752 and 8752.1.

   B. Nothing herein contained shall preclude advance payments pursuant to Article 1, Chapter 3, Part 1, Division 3, Title 2 of the Government Code of the State of California.

4. **Cost**

   A. Costs for this Agreement shall be subject to any collective bargaining agreements negotiated in Fiscal Year 2005/2006 or thereafter.

Exhibit B
Attachment I

INTRA-AGENCY CONTRACT AGREEMENT (IAC) #75727

LANDSCAPE ARCHITECT TECHNICAL COMMITTEE

CALIFORNIA SUPPLEMENTAL EXAM WRITTEN EXAMINATION DEVELOPMENT COSTS

FISCAL YEAR 2014-15

1.	Item Bank Reclassification Workshop	$ 3,786
2.	Item Writing Workshop #1	$ 3,642
3.	Item Review Workshop #1	$ 3,306
4.	Item Writing Workshop #2	$ 3,642
5.	Item Review Workshop #2	$ 3,306
6.	Exam Construction Workshop	$ 3,642
7.	Passing Score Workshop	$ 3,306
8.	Exam Production	$ 2,256
	Administrative Support	$ 7,080
	TOTAL	**$33,966**

Index/PCA/Object Code 6000/60000/427.10

INTRA-AGENCY CONTRACT AGREEMENT (IAC) #75727
LANDSCAPE ARCHITECTS TECHNICAL COMMITTEE
CALIFORNIA SUPPLEMENTAL EXAM
EXAMINATION DEVELOPMENT COSTS
FISCAL YEAR 2014-15

	Test Validation Staff				Editor		Support Staff			
	$60		Overtime $85		$56		$43			GRAND
	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Totals	TOTAL
1. Item Bank Reclassification										
Prepare for item review workshop	24	$ 1,440							$ 1,440	
Conduct the 2-day workshop	16	$ 960	4	$ 340			2	$ 86	$ 1,386	
Update item bank	16	$ 960							$ 960	
										$ 3,786
2. Item Writing Workshop #1										
Prepare for item writing workshop	16	$ 960							$ 960	
Conduct the 2-day workshop	16	$ 960	4	$ 340	6	$336	2	$ 86	$ 1,722	
Update item bank	16	$ 960							$ 960	
										$ 3,642
3. Item Review Workshop #1										
Prepare for item review workshop	16	$ 960							$ 960	
Conduct the 2-day workshop	16	$ 960	4	$ 340			2	$ 86	$ 1,386	
Develop item bank	16	$ 960							$ 960	
										$ 3,306
4. Item Writing Workshop #2										
Prepare for item writing workshop	16	$ 960							$ 960	
Conduct the 2-day workshop	16	$ 960	4	$ 340	6	$ 336	2	$ 86	$ 1,722	
Update item bank	16	$ 960							$ 960	
										$ 3,642
5. Item Review Workshop #2										
Prepare for item review workshop	16	$ 960							$ 960	
Conduct the 2-day workshop	16	$ 960	4	$ 340			2	$ 86	$ 1,386	
Update item bank	16	$ 960							$ 960	
										$ 3,306

INTRA-AGENCY CONTRACT AGREEMENT (IAC) #75727
LANDSCAPE ARCHITECTS TECHNICAL COMMITTEE
CALIFORNIA SUPPLEMENTAL EXAM
EXAMINATION DEVELOPMENT COSTS
FISCAL YEAR 2014-15

6.	**Exam Construction Workshop**										
	Prepare for exam construction workshop	16	$ 960							$ 960	
	Conduct 2-day workshop	16	$ 960	4	$ 340	6	$ 336	2	$ 86	$ 1,722	
	Develop examination	16	$ 960							$ 960	
											$ 3,642
7.	**Passing Score Workshop**										
	Prepare for passing score workshop	16	$ 960					2	$ 86	$ 1,046	
	Conduct workshop	16	$ 960	4	$ 340					$ 1,300	
	Develop passing score	16	$ 960							$ 960	
											$ 3,306
8.	**Exam Production: Convert CSE Exam to PSI**										
	Edit review of final CSE items	24	$ 1,440			6	$ 336			$ 1,776	
	Submit exam to PSI for launch	8	$ 480							$ 480	
											$ 2,256
	Administrative Support										
	Technical oversight (80 hours @ $63/hour)									$ 5,040	
	Cost oversight (40 hours @ $51/hour)									$ 2,040	
											$ 7,080
	GRAND TOTAL	**376**	**$22,560**	**28**	**$2,380**	**24**	**$1,344**	**14**	**$602**	**$ 33,966**	**$ 33,966**

EXHIBIT C

GENERAL TERMS AND CONDITIONS

1. **Approval:**

   This Contract is not valid until signed by both parties.

2. **Payment:**

   Costs for this Contract shall be computed in accordance with State Administrative Manual Section 8752 and 8752.1.

EXHIBIT D

SPECIAL TERMS AND CONDITIONS

1. **Mutual Cooperation**

   The Office of Professional Examination Services (OPES) is entering into a partnership where mutual cooperation is the overriding principle.

2. **Evaluation**

   OPES and the Landscape Architects Technical Committee (Committee) reserve the right to evaluate progress, make midcourse corrections as needed, and to negotiate changes to the agreement as necessary to ensure a high quality examination program. This may affect the cost of the analysis.

3. **Examination Criteria**

   The primary responsibility of OPES is to develop examinations that are psychometrically sound, legally defensible and job related.

4. **Good Faith Agreement**

   In good faith, OPES believes the project steps accurately describe the work to be performed and that the costs are reasonable. This agreement will remain in effect until the work is completed.

Agenda Item E

REVIEW RECOMMENDED POSITION ON THE COUNCIL OF LANDSCAPE ARCHITECTURAL REGISTRATION BOARDS' BOARD OF DIRECTORS ELECTION, AND POSSIBLE ACTION

On July 10, 2014, the LATC received a mail-in ballot, credentials letter template and the final slate of candidates for the Council of Landscape Architectural Registration Boards' (CLARB) 2015 Board of Directors Election. Ballots and credential letters for this election are due by September 19, 2014 and the LATC may vote for one candidate per office.

The final slate of candidates for this election is as follows:

Jerany Jackson - President
Randy Weatherly - President-Elect
Karen Cesare - Vice President
Christopher Hoffman - Vice President
Phil Meyer - Secretary
Vaughn Rinner - Secretary
John Tarkany - Secretary

The credentials letter may be filled out by a Member Board Executive or Member Board Member and should designate the Member Board Member(s) who is/are eligible to cast LATC's ballot. Only a Member Board Member may cast the ballot and only one ballot from LATC may be cast.

ATTACHMENTS:
1. CLARB Elections Update
2. CLARB 2015 Board of Directors Final Slate Candidate Biographies
3. CLARB 2015 Board of Directors Election Ballot and Credentials Letter Template
4. CLARB Bylaws
5. 2013-2014 CLARB Board of Directors

COUNCIL OF LANDSCAPE ARCHITECTURAL REGISTRATION BOARDS

Final Slate of Candidates Announced for the 2015 Board of Directors Election

The Committee on Nominations is pleased to announce the final slate of candidates for the 2015 Board of Directors election.

Jerany Jackson - President

Randy Weatherly - President-Elect

Karen Cesare - Vice President

Christopher Hoffman - Vice President

Phil Meyer - Secretary

Vaughn Rinner - Secretary

John Tarkany - Secretary

How to Vote

The election will occur at the CLARB Annual Meeting in September. Boards may vote by returning a completed ballot and credentials letter via email to Veronica Meadows **by Friday, September 19** OR by returning a completed ballot and credentials letter onsite at the Annual Meeting **by Noon on Thursday, September 25**.

Learn More

Visit the CLARB website to learn more about the positions up for election, the candidates and CLARB's elections processes. If you have questions, please contact Veronica Meadows or Dennis Bryers, Chair of the Committee on Nominations, which oversees elections.

This email was sent to: **Kourtney.nation@dca.ca.gov**

This email was sent by: Council of Landscape Architectural Registration Boards
1840 Michael Faraday Drive, Suite 200 Reston, VA 20190 USA

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JERANY L. JACKSON
CLARB BOD NOMINEE, PRESIDENT

GENERAL INFORMATION

Home Address: Springfield, Missouri

Firm Name: Great River Associates

Firm Address: Springfield, Missouri

Position in Firm: Department Head of Special Services

Education: Bachelor of Landscape Architecture, University of Arkansas

Masters of Business Administration, University of Phoenix

Licenses: Missouri

CLARB Certified: No
Council Record Holder: No

QUESTION FROM THE NOMINATING COMMITTEE

How is CLARB progressing toward its strategic goals, what are the critical next steps, and how will this inform your leadership?

CLARB has used the Strategic Management System of Mega Issue Identification since 2008. Mega issues are broad, cross-cutting issues of strategic importance that support the organization's "knowledge-based" strategic governance approach. Each year the Board of Directors identifies one mega issue, out of a pool of several identified, that becomes a regular focus of strategic conversation at the Board of Directors level. Utilizing a goals-, objectives- and strategy-approach, the Board of Directors has arrived at decisions and set directions for the CLARB organization to proceed each year. CLARB has made tangible and notable progress on every mega issue since 2008.

In 2013, the selected mega issue was "How will CLARB remain relevant in a changing world?" Through the now familiar process, the Board of Directors determined that CLARB should pursue a governance/leadership assessment to further the "Good to Great" approach, develop a draft value proposition for the 21st Century, and create a series of pilot projects to increase member engagement. While all of these tasks have begun, it is imperative that CLARB take the critical next steps of continuing forward and completing each one. Further, it is vital that as the organization moves forward, CLARB continues to evaluate mega issues and set goals each year, as this process has guided the organization toward success.

Continued on next page…

STATE/PROVINCIAL BOARD SERVICE

Date(s) Appointed to Board: June 2002–November 2012

Appointed by: Governor of Missouri

Board Service:

- June 2002–November 2012: As a governor-appointed member to the Missouri Board for Architects, Professional Engineers, Professional Land Surveyors and Landscape Architects, I, along with my fellow Board members, enforce the rules for the four design professions represented in an effort to protect the health, safety and welfare of the public with regard to services offered by these design professionals licensed in the State of Missouri.
- September 1999–June 2002: As a governor-appointed public member to the Endowed Care Cemetery Board, I, along with my fellow Board members, wrote the rules for Endowed Care Cemeteries in an effort to protect the public interest with regard to services offered by professional registered endowed care cemetery owners or managers in the State of Missouri.

CLARB SERVICE

- 2013–Present: President-Elect of CLARB Board of Directors
- 2012–2013: Vice President of CLARB Board of Directors
- 2010–2012: Secretary of CLARB Board of Directors
- 2008–2010: Director for Region II
- 2004–2008: Alternate Director for Region II
- 2007: Nominating Committee
- 2006: Membership/Board Funding Committee

Continued on next page…

Attachment E.2

JERANY L. JACKSON
CLARB BOD NOMINEE, PRESIDENT

QUESTION FROM THE NOMINATING COMMITTEE

How is CLARB progressing toward its strategic goals, what are the critical next steps, and how will this inform your leadership?

As the President of CLARB, it is my goal to continue the governance/leadership assessment and as an outcome, ensure that CLARB's governance processes and structure are optimized. As a Board of Directors member since 2008, my leadership at CLARB has been influenced and informed by the Strategic Management System of Mega Issue Identification. It is my overarching goal to be the leader that CLARB has crafted me to be—a well-informed, engaged, and collaborative contributor to a very dynamic dialogue and decision making process.

AWARDS

- 2012: ASLA St. Louis Chapter Merit Award for the Route 66 Corridor Management Plan
- 2011: APA award for best plan for the Route 66 Corridor Management Plan
- 2004: Springfield Business Journal's 20 Most Influential Women
- 2003: Springfield Business Journal's 40 Under 40
- 2002: Silver Medal from the American Resort Development Association, Horizons at Branson by Marriott Vacation Club, Sales Center

RANDY D. WEATHERLY
CLARB BOD NOMINEE, PRESIDENT ELECT

Home Address: Bartlesville, Oklahoma

Firm Name: Ambler Architects

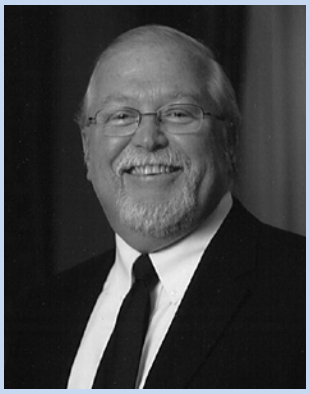
Firm Address: Bartlesville, Oklahoma

Position in Firm: Principal/Vice President in charge of operations

Education: BS in Landscape Architecture, Kansas State University - 1980

Licenses: LA - Kansas, Oklahoma
RA - Missouri, Oklahoma
LEED AP

CLARB Certified: Yes
Council Record Holder: Yes



QUESTION FROM THE NOMINATING COMMITTEE

What abilities and attributes will you bring to your role as President-elect?

- Knowledge of CLARB
  - Strategic goals and objectives
  - Financial
  - Exam
  - Good relationship with Board of Directors and staff
- Personal integrity
- Commitment to CLARB and its direction
- Responsive to change
  - Confidence in dealing with times of change
- Team Leader
  - Ability to delegate
  - Good decision making skills
  - Positive attitude
- Good Communication Skills
  - The best communication is the ability to just listen
- Sense of Humor
  - Sometimes you just have to laugh and enjoy what you are doing.

Continued on next page…

STATE/PROVINCIAL BOARD SERVICE

Date(s) Appointed to Board: 2001-Present

Appointed by: Governor Frank Keating

Board Service:
- 2006–Present: Chairman
- 2004–2006: Vice Chairman
- 2006–Present: Finance Committee
- 2006–Present: Legislative Committee

CLARB SERVICE

- 2013–2014: Vice President / Board Officer
- 2011–2013: Treasurer / Board officer
- 2008–2011: Director for Region IV
- July 2010: L.A.R.E. Grader
- 2005–2006: Nomination Committee
- 2005: Committee for Nomination Procedures
- 2004–2008: Alternate Director for Region IV
  - Board Subcommittee on Overlap Practice

OTHER SERVICE

Association Membership:

- 1987-Present: ASLA Member
- 2008-Present: AIA Member
- 2000-Present: ICC Member

Continued on next page…

RANDY D. WEATHERLY
CLARB BOD NOMINEE, PRESIDENT ELECT

QUESTION FROM THE NOMINATING COMMITTEE

How will you utilize these qualities together with your experience as a member of the Board of Directors, to accomplish the organization's strategic goals as you prepare to lead CLARB?

Over the last six years of serving on the Board of Directors, I have come to fully understand the interworking of the CLARB organization. Through its finances, I understand how the organization functions on a day-to-day basis, how the reserves are to be used and how CLARB has changed its financial position, investment strategies, and finally meeting the organization's reserve goal this year.

I have continued to serve on the finance committee to guide, influence, and assist our finance team to continue the policy of saving for the future and planning for expenses. Financial budgeting is at the core of any successful organization.

Working with the other board members and staff, together we have developed the short-term and long-term vision of the organization. Through Member Board input we have confirmed these decisions and further focused the organization to be what it is today and will be tomorrow.

I have watched as our Board of Directors and staff have become a highly functioning and productive Board. I can honestly say that this is the best Board of Directors that I have ever served on and I am very proud to be a part of this Board of Directors.

Current Community Involvement:

- Day Break Rotary of Bartlesville
- 2000–Present: Day Break Rotary - Fantasy Land of Lights (Christmas Light Show), Chairman
- Boy Scouts of America, Vice President (Membership)

AWARDS

- 2008: BSA - Silver Beaver Award
- 2006: BSA - District Award of Merit
- 1996: Frank Phillips Home - Award of Honor
- 1995: Girl Scouts - President's Award
- 1995: ASLA Oklahoma Chapter - Honor Award
- Rotary International - Paul Harris Fellow (2)

Past Community Involvement:

- Bartlesville Board of Adjustment, Member/Vice Chairman
- Metropolitan Area Planning Commission, Member/Vice Chairman
- MAPC Subcommittee on Parks
- MAPC Subcommittee on Pathfinder Parkway Design Guidelines
- MAPC Subcommittee on Home Occupation Zoning Regulations
- Bartlesville Chamber of Commerce, Board of Director (2 terms)
- Bartlesville Chamber of Commerce Committee, Population Growth Task Force
- Bartlesville Certified Cities Committee, Industrial Site Chairman
- Bartlesville Comprehensive Plan Review Committee
- Sunfest Art and Entertainment Festival, Co-Festival Chairman (8 years)
- Bluestem Girl Scouts Council
  - 3rd Vice President (6 years)
  - Properties Chairman (3 years)
  - Nominating Committee (4 years)
- Boy Scouts of America
  - Troop 104, Scoutmaster (6 years)
  - 2006: Wood Badge, Assistant Course Director
- Day Break Rotary - Secretary (2 terms)
- Leadership Bartlesville, Class II
- First Baptist Church, Building Committee
- State Representative Mike Wilt, Campaign Treasurer (6 years)
- Ok Mozart Opening Ceremony Committee, Site Coordination
- Frank Phillips Home, Board Member

Continued on the left…

KAREN M. CESARE, RLA
CLARB BOD NOMINEE, VICE PRESIDENT

GENERAL INFORMATION

Home Address: Tucson, Arizona

Firm Name: Novak Environmental, Inc.

Firm Address: Tucson, Arizona

Position in Firm: President

Education: BLA, University of Arizona - 1984
MLA, University of Arizona - 1997

Licenses: Arizona and California

CLARB Certified: No
Council Record Holder: No

QUESTION FROM THE NOMINATING COMMITTEE

What abilities and attributes will you bring to your role as Vice President?

CLARB is an organization of diverse people united in a common mission. As Vice President I will bring my passion and concern for the profession to further the work of CLARB. Specifically, I am a consensus builder and problem solver. I listen and know how to move ideas forward working collaboratively with groups. I have a proven track record in goal setting and am able to articulate a path to achieve these goals.

How will you utilize these to contribute to the effectiveness of the Board of Directors as they work to accomplish the organization's strategic goals?

Coming from the Western United States, I have direct experience and knowledge of the culture of one of the most rapidly growing areas of our country. I also live and work close to Mexico, and have a good understanding and appreciation of the impact of this culture on the Southwestern region of the United States and beyond.

I am prepared and committed to bring all my experience to this position to further the profession by ensuring that the strategic goals of CLARB are kept in the forefront of all the organization efforts. I want to help CLARB, along with its member boards build in resiliency to all our goals to remain ready to promote, and defend if necessary, the need for licensure of landscape architects to protect public health, safety, and welfare.

STATE/PROVINCIAL BOARD SERVICE

Date(s) Appointed to Board: 2007–2010

Appointed By: Governor of Arizona

Board Service:
- 2008–2009: Vice Chair
- 2009–2010: Chairperson

CLARB SERVICE

- 2012–2013: Nominations Committee Member
- 2010–2011: Communications Committee Member
- February 2011 and July 2010: Cut Score Committee Member
- Region V Member
- 2007–2010: Attended all Spring and Annual Meetings

OTHER SERVICE/AWARDS

- 2013–2014: AZASLA President-elect
- 2013: Pima County Parks and Recreation Commissioner
- 2012–2014: Science Olympiad Event Supervisor (Middle School Division)
- 2009–Present: Member of the St. Augustine Catholic High School Advancement Council
- 2006 and 1987: Xeriscape Landscape Contest Award Winner
- 2004–2007: Chair of the Board of Directors of the Lohse Family YMCA in Tucson, Arizona (Board of Directors member since 1999)
- 1999–2000: ASLA Member, Southern Arizona Section Chair
- 1994–1995: Chair of the City of Tucson Citizens Water Advisory Committee (committee member 1989–1994)

CHRISTOPHER B. HOFFMAN
CLARB BOD NOMINEE, VICE PRESIDENT

GENERAL INFORMATION

Home Address: Clinton, Mississippi

Firm Name: Christopher B. Hoffman, Landscape Architect, Established 1994

Firm Address: Clinton, Mississippi

Position in Firm: Owner/Sole Proprietor

Education: Bachelor of Landscape Architecture, Texas Tech University - 1988

Licenses: Mississippi

CLARB Certified: Yes
Council Record Holder: Yes

QUESTION FROM THE NOMINATING COMMITTEE

What abilities and attributes will you bring to your role as Vice President?

I love being a landscape architect and I fully believe in the mission of CLARB. The positive impacts that the practice of landscape architecture have on our communities and environments is a continual energizing force in my approach to my practice and life.

The abilities and attributes that I will bring include:

- **Enthusiastic:** I am enthusiastic about landscape architecture and CLARB's strategic role in the profession through the examination, licensure, and the support services CLARB provides to Council Record Holders and Member Boards.
- **Intuition**: My approach to projects and challenges is to focus on the big picture and the future; to define and create meaningful connections in order to develop creative solutions for implementation.
- **Feeling:** I enjoy meeting others and building relationships. I am open-minded to the possibilities, and am invigorated by the teamwork process in exchange of ideas, viewpoints, and opportunities. I enjoy the mix of work, new experiences, and strive to look on the brighter side of life.
- **Perception:** In developing and implementing solutions I understand the need for flexibility. I prepare for and anticipate that the potential for change, refinements, and adaptations will arise.

Continued on next page…

STATE/PROVINCIAL BOARD SERVICE

Date(s) Appointed to Board: Mississippi State Board of Architecture (1998–2011), Landscape Architecture Advisory Committee

Appointed By: Governor Kirk Fordice (1998–2003)

Board Service:

- 2001, 2006, 2011: LAAC Chairman
- 2000, 2005, 2010: LAAC Secretary
- 2009: MS Building Official's Guide to Landscape Architecture Requirements
- 2005: Sunset Review & Successful Lobby to repeal LA Practice Law Sunset Provision
- 2003: Mandatory Continuing Education Program
- 2002: Transition to CLARB Exam & Council Record process for initial licensure & reciprocity through CLARB Certification requirement
- 2001: Creation of continuing education requirements (2-year voluntary), MS Landscape Architectural Practice Law Sunset Review
- 2000: Rules & Regulations Review and Revision. First major update since licensure establishment in 1972.
- 1999: MS Landscape Architectural Practice Law Sunset Review

CLARB SERVICE

- 2013-2014: CLARB BOD Secretary
- 2013 February: CLARB Spring Meeting Co-Presenter "Elevator Speech in a Box"
- 2012 July: L.A.R.E. Grader - Phoenix, AZ
- 2012 April: Twin States Conference (MS/AL) Presenter: Landscape Architecture and Public Welfare
- 2011 January: L.A.R.E. Grader - Little Rock, AR

Continued on next page…

CHRISTOPHER B. HOFFMAN
CLARB BOD NOMINEE, VICE PRESIDENT

QUESTION FROM THE NOMINATING COMMITTEE

In the role of Vice President, I will participate in the Board of Director governance duties including:

- **Organization Direction:** Continue to build on past successes and BOD defined goals.
- **Resource Allocation:** Ensure that programs and activities are receiving adequate support in financial allocation and in terms of CLARB's valuable staff and volunteer efforts.
- **Progress:** Ensure that the organization is moving towards meeting established goals.
- **Ambassador:** Serve CLARB and its members by building relationships within the CLARB family and with allied professions and organizations.
- **Exam Policy Framework:** As Vice President, I would implement the recently developed exam policy work group recommendations including: Exam Committee oversight, ensuring adherence to exam policies, reporting on the "State of the Exam" to the Board and members, serve as conduit from Exam Committee to the Board of Directors.

How will you utilize these to contribute to the effectiveness of the Board of Directors as they work to accomplish the organization's strategic goals?

My attributes and abilities include an enthusiastic effort toward further developing the purpose of and benefits which CLARB provides. I will actively participate in defining CLARB's strategic goals by gathering information, listening to others viewpoints, and being open to the possibilities. I will strive to find common ground in fostering positive discussion revolving around issues to develop a consensus on appropriate direction and action.

I will work with the incoming leadership in support of continuity of the organization goals so that substantive long-term progress is realized on the established goals, as well as future goals including:

- Understanding the role and impacts of an increasingly diverse world impacting North America, universities, and the profession as a whole.
- Leadership in creating and advancing global standards for landscape architecture.
- Pilot program development in the regulation of welfare
- Mentoring, leadership development, and organizational effectiveness for our Member Boards.

I understand and appreciate the fluctuating nature of economic conditions, practice overlap issues of the professions, the role of technology, and emerging global implications to the profession. I enjoy with great satisfaction, the ability to give back and work towards making a difference in the future of landscape architecture.

I have participated in CLARB's past and would be honored to serve in the present to define its future.

- 2010 Sept/Oct: CLARB E-News - Pilot article on role of landscape architects in HSW Design, *"CLARB Certified Landscape Architect Participates in Design of Sumatran Tiger Exhibit"*
- 2010 August: CLARB Annual Meeting, Co-Presenter - Member Board Executive, Exchange Session "A Day in the Life of a Landscape Architect"
- 2009–2011: CLARB BOD Region III Director - Initiate Region III Pre-Meeting Teleconference.
- 2007–2009: CLARB Region III Alternate Director
- 2007–2009: CLARB Communications Committee Member - Redefined CLARB's communication strategy and deliverables, including new website & database - May 2009 launch.
- 1999 July: L.A.R.E. Grader - Phoenix, AZ
- CLARB Annual Meetings: '99, '00, '02, '04, '07, '08, '09, '10, '11, '12, '13
- CLARB Spring Meetings: '99, '03, '05, '06, '07, '08, '09, '10, '11, '12, '13

OTHER SERVICE

- 2012–2014: MS ASLA Chapter Advocacy Representative
- 08,09,10,12,13: MS ASLA Representative at the National ASLA Licensure & Advocacy Summit
- 2008–2010: MS ASLA Chapter Licensure Liaison
- 2009: MS ASLA Chapter Vice-President
- 1993–1994: MS ASLA Chapter President
- 1991–Present: ASLA Full Member
- 1988–Present: Leadership positions & volunteer activities w/ MS ASLA Chapter
- 1987–1988: Texas Tech University ASLA Student Chapter President (Member '84–'88)

Continued on next page…

CHRISTOPHER B. HOFFMAN
CLARB BOD NOMINEE, VICE PRESIDENT

COMMUNITY SERVICE

- March 2014: 'Come Alive Outside Design Challenge' - Hinds Community College Raymond, MS. (Founded to combat Childhood Obesity, reduce Stress & foster a sense of Community), One Day Design Charrette for Pelahatchie Elementary & High School Campus involving 33 Participants from HCC Landscape Management Program Students & Pelahatchie HS.
- February 2014: Raptor Rehab Facility - 2 Eagle Scout Projects - Jackson Zoo, Jackson MS. Exterior Facility & Grounds / Facility Structure & Interior Renovations
- April 2010: PLANET Day of Service Project - Mustard Seed Campus – Two-Day Design Charrette. A Christian Community for Adults w/ Developmental Disabilities. Hinds Community College - Landscape Management Program - Design II
- 1997–1999: Clinton, MS KidsTowne Playground - Community Build - Site Design.
  - Northside Elementary Outdoor Classroom Master Plan
  - Clinton Nature Center Master Plan
  - Clinton Cultural Arts and Conference Center Master Plan
  - Clinton YMCA, Board of Directors
- 1997–1998: Leadership Clinton Program

AWARDS

Landscape Architect / Team Member on a number of Award Winning Projects:

- 2013: Southern Pine Electric Power Association Campus Taylorsville, MS. Phase One - Rough Grading & Site Work - 90 Acre
  - MS Associated Builders & Contractors, Excellence in Construction Award
- 2013: The Belhaven Mixed Use/Medical Office Building Jackson, MS.
  - MS Associated Builders & Contractors, Excellence in Construction Award
- Clinton Public School District - Northside / Eastside Elementary School
  - MS Associated Builders & Contractors, Excellence in Construction Award
- 2009: The Pinnacle at Jackson Place Jackson, MS
  - AIA MS - Honor Citation Award
  - Building of America Award
- 2008: Mississippi Baptist Medical Center - Motor Court/Arrival Plaza Jackson, MS
  - ASLA Centennial Medallion Award for Design Excellence
  - Commemorating the 100th anniversary of the American Society of Landscape Architects
- 2008: Biloxi Bay Bridge Biloxi, MS. (Original bridge destroyed during 2005 Hurricane Katrina)
  - Federal Highway Administration - Award of Excellence
  - SE - AASHTO America's Transportation Awards - Large Project Innovative Management
- 2006: Natchez Trace / Clinton Visitor's Center Clinton, MS
  - MS AIA - Honor Citation
- 2003: Alcorn State University - Main Entrance
  - Engineering Excellence Honors Award
- 1998: Corporate Headquarters for Phi Theta Kappa International Honorary Fraternity Jackson, MS
  - MS Chapter of the Associated Builders & Contractors, Inc - Award of Merit for Excellence
- 1998: Union Station - Meridian Multi-Modal Facility Meridian, MS
  - MS AIA - Honor Award
- Entergy Operations Conference Center - "The Power House"
  - MS AIA - Honor Award
  - MS Associated Builders & Contractors, Award of Merit
- Mississippi Department of Transportation Jackson, MS
  - MS AIA - Membership Design Award
- 1991: Embassy Suites, Lake Buena Vista, FL
  - Architectural Award of Excellence - Embassy Suites Corporate
- 1991: Embassy Suites, Pittsburgh, PA
  - Architectural Award of Excellence - Embassy Suites Corporate

PHILIP J. MEYER, ASLA
CLARB BOD NOMINEE, SECRETARY

GENERAL INFORMATION

Home Address: Wichita, Kansas

Firm Name: Baughman Company, P.A.

Firm Address: Wichita, KS

Position in Firm: Vice President/ Director of Planning

Education: BLA, Kansas State University - 1985

Licenses: Kansas, Missouri, and Oklahoma

CLARB Certified: Yes
Council Record Holder: Yes

QUESTIONS FROM THE NOMINATIONS COMMITTEE

What abilities and attributes will you bring to your role as Secretary?

I have been involved with CLARB at increasing capacities since 2003. During that time I have witnessed CLARB go through a dynamite and positive growth pattern. In my opinion, the CLARB of today serves our profession in a progressive manner, while fulfilling its mission and goals of serving member boards, candidates, and licensed professionals. The CLARB of tomorrow has great potential to further expand its service to our profession.

As Secretary, I believe my past experiences as a practicing landscape architect, member of the Kansas State Board of Technical Professions, and member board member of CLARB has given me the knowledge base to fulfill the role as Secretary. One main key for CLARB to continue its success is a strong Board of Directors, with each member willing to keep an open mind and collaborate with others to insure CLARB is ready to serve our ever changing profession. I will bring my professional experience, leadership skills, an open mind and a willingness to communicate to the Board of Directors.

Continued on next page…

STATE/PROVINCIAL BOARD SERVICE

Appointments:

- July 2011: Re-Appointed to the Kansas Board of Technical Professions
- July 2007: Re-Appointed to the Kansas Board of Technical Professions
- September 2003: Appointed to the Kansas State Board of Technical Professions

Service:

- 2013–Present: Member of Continuing Education Rewrite Committee
- 2011–Present: Chair of Statute Rewrite Committee
- 2012–2013: Chair of Complaint Committee
- 2011–2012: Chairman of Board
- 2010–2011: Vice-Chair of Board
- 2009–2010: Secretary of Board
- 2009–2010: Member Seal Review Committee
- 2004–2005: Chair of Architect, LA,, Geologist Committee
- 2004–2005: Member of Complaint Committee
- 2008–2009: Chair of Architect, L.A., Geologist Committee
- 2008–2009: Member of Complaint Committee
- 2004–2013: Served on Complaint Hearing Panels (as needed)

CLARB SERVICE

Service:

- 2011–Present: Region IV Director
- 2008–2011: Region IV Alt. Director
- 2009: L.A.R.E. Grader
- 2006–2007: Nominating Committee
- 2003–Present: Member Board Member
- 2003–Present: CLARB Annual Meetings
- 2003–2013: CLARB Spring Meetings

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PHILIP J. MEYER, ASLA
CLARB BOD NOMINEE, SECRETARY

QUESTIONS FROM THE NOMINATIONS COMMITTEE

How will you utilize these to contribute to the effectiveness of the Board of Directors as they work to accomplish the organization's strategic goals?

I will be able to draw from and utilize my 29 years of professional practice experience as a foundation for the understanding of CLARB's role to our profession. In addition, I have more than 20 years of experience in leadership and management as Director of the Planning Department for a mid-sized multi-disciplinary firm. This leadership experience will give me practical skills and tools to draw from as Secretary. One of my personal goals is to approach every day with an open mind to new solutions for the betterment of a plan. Continuing this approach should serve me well as I convene with the Board of Directors to analyze and evaluate CLARB's strategic plan for the future.

Communication is always the key to successful relationships. Rather it's good listening skills or the ability to share your thoughts, communication is the foundation to building relationships. The Board of Directors plays a significant role in the strategic planning for CLARB's future direction. If elected Secretary I will use my professional experience, leadership knowledge, and communication skills as a member of the Board of Directors, while keeping an open mind to the future direction of CLARB.

CLARB is a unique and special organization. The organization is proactive in its daily approach and prioritizes its daily responsibilities to its members. Simultaneously, it has the foresight to plan for the global future that will impact our profession and CLARB's stakeholders. The Board of Directors and staff presently have a great working relationship that strives for the continued advancement of the organization. I have been impressed with the leadership and dedication that individuals, both volunteers and staff, bring to CLARB. I have learned a great deal about CLARB's Board of Directors in my three years as Regional Director. I believe this background and knowledge will serve me well as Secretary for CLARB.

OTHER SERVICE / AWARDS

ASLA:

- 2001–2004: Licensure Summit Committee Member
- 1985–Present: ASLA Member
- 1985-Present Prairie Gateway Chapter Member
- 2006: Honor Award – Prairie Gateway Chapter
- 2001: Merit Award – Prairie Gateway Chapter for Central & McLean Visual Enhancement Improvement

City of Wichita:

- 2010–Present: City of Wichita Design Council
- 2004–2005: Committee Chair for Park Improvements
- 2000–2007: City of Wichita Design Council

VAUGHN B. RINNER, FASLA
CLARB BOD NOMINEE, SECRETARY

GENERAL INFORMATION

Home Address: Seattle, Washington

Firm Name: Vaughn Rinner Landscape Architect, PLC (Virginia)

Firm Address: Seattle, Washington

Position in Firm: Owner

Education: BSLA, Iowa State University
BA in Studio Art, University of Iowa

Licenses: Virginia, Pennsylvania, Ohio, and Maryland

CLARB Certified: Yes
Council Record Holder: Yes

QUESTIONS FROM THE NOMINATING COMMITTEE

What abilities and attributes will you bring to your role as Secretary?

I have served in leadership positions as a business owner in an interdisciplinary firm as well as in various professional organizations for many years. In these roles, I have been an active listener as well as a life-long learner. The skills I have honed have increased my ability to communicate, organize, and collaborate with a variety of people in a broad range of settings. In addition to my "on the job" and mentored experience, I have attended training in both mediation and facilitation and am an NCI Certified Charrette Planner and Manager.

Open dialogue can be challenging, but is essential to sound decision making. A record of considerations as well as decisions can be helpful in the future as we evaluate "where we are," "where are we going," and "how do we get there." Strategic planning requires continual monitoring and frequent feedback to take advantage of progress made and changing conditions. I have participated in, led, and prepared summary reports not only for public planning, but for organizations like the Virginia Urban Forest Council, the Hampton Roads District Council of the Urban Land Institute, and the Virginia Chapter of the ASLA.

I also understand that with organizational leadership comes responsibility – responsibility for including multiple perspectives in making decisions, responsibility for implementation, and responsibility for maintaining clear lines of communication between organizational members, staff, and directors. As Secretary, I will play an important role in this ongoing communication as well as organizational oversight.

Continued on next page…

STATE/PROVINCIAL BOARD SERVICE

- Served eight years on Virginia APELSCIDLA Board
- Attended every Spring and Annual CLARB meeting for seven years

CLARB SERVICE

- Exam grading: Grading and Drainage, Site Planning, Cut Score
- Model Law Committee
- Nominating Committee
- Standards and Reciprocity Committee
- Alternate Director, Region I

OTHER SERVICE

ASLA:

- Vice President for Finance and Investments
- Chair: Professional Practice Network Council
- Chair: Finance and Investments Committee
- Founding Chair: Audit Committee
- Chair: Professional Practice Small Business Owners Subcommittee
- Chair: Professional Practice Specification Subcommittee
- Attended three Licensure Summits
- Member: Government Affairs Committee, Membership Committee

Virginia Chapter, ASLA:

- Trustee, President, Treasurer, numerous committees
- Active in Committee for Licensure in Virginia for many years
- Participant in student charrettes and award juries at Virginia Tech

AWARDS

- Women in Business Achievement Award, Hampton Roads, Virginia

VAUGHN B. RINNER, FASLA
CLARB BOD NOMINEE,
SECRETARY

QUESTION FROM THE NOMINATING COMMITTEE

How will you utilize these to contribute to the effectiveness of the Board of Directors as they work to accomplish the organization's strategic goals?

A strong commitment to the purpose and goals of an organization is essential to sound leadership. I have long been an advocate of universal licensure in order to protect the health, safety, and welfare of the public. Having been involved in licensure issues for more than 20 years, I understand that progress may sometimes seem slow, but we are moving forward. I am aware of the ongoing challenges to licensure as well as the importance of respect for individual state laws and policies. As we continue to become a more global society, the ability of landscape architects to practice across not only state and provincial boundaries, but also across national boundaries, becomes ever more important.

My experience in collaboration and facilitation, as well as my ability to consolidate and communicate outcomes, will contribute to the success of the Board of Directors and CLARB as a whole. I am action-oriented and believe it is essential to produce results, but am also aware of the importance of the process for decision making. My ability to attend to details while maintaining an overall understanding of the big picture is valuable in working as part of a group. I look forward to working with the Board of Directors as well as with the CLARB staff to provide service to the Member Boards while promoting licensure of the profession.

JOHN A. TARKANY
CLARB BOD NOMINEE, SECRETARY

GENERAL INFORMATION

Home Address: Charleston, South Carolina

Firm Name: John Tarkany Associates, Inc.

Firm Address: Charleston, South Carolina

Position in Firm: President

Education: BS Landscape Architecture, The Ohio State University

Licenses: South Carolina

CLARB Certified: Yes
Council Record Holder: Yes

QUESTION FROM THE NOMINATING COMMITTEE

What abilities and attributes will you bring to your role as Secretary?

The position of Secretary requires an individual with effective listening abilities and competent writing skills.

I have a client who once told me his motto for success: “Two ears are better than one mouth”.

Listening skills are the key attribute for this position.

I believe that I have developed these skills during my 30 years of doing so as a landscape architect.

I have placed great emphasis on developing the ability to record conversations and directives made in a timely and professional manor.

Early in my career, I was trained to record meeting summaries in the following form:

Who is going to do *what* by *when*?

This format helps to establish clear participant accountability and keeps topics moving forward.

In addition, these summaries become more than an official record but also serve as an important “newsletter” to non-attendees and key stakeholders.

I was once told by a professor that the secretary position is the most important position in any organization. I was surprised to hear that at the time. However, I have found this to true.

Continued on next page…

STATE/PROVINCIAL BOARD SERVICE

Date(s) Appointed to Board: July 2008

Appointed By: The Board

Board Service: Member Board Member

CLARB SERVICE

- 2009–2011: Region III Alternate Director
- 2011–2013: Region III Director

OTHER SERVICE

- The Ashley Scenic River Advisory Committee (DNR) – Member
- The Charleston Horticultural Society BOD – Board Member
- Blessed Sacrament Church and School Building Committee – President

AWARDS

- SC ASLA Design Award, Sanctuary Hotel, Kiawah Island, South Carolina
- SC ASLA Environmental Design Award, Rushland Plantation, Johns Island, South Carolina

JOHN A. TARKANY
CLARB BOD NOMINEE, SECRETARY

QUESTION FROM THE NOMINATING COMMITTEE

The secretary controls the information by making sure that tasks and initiatives get communicated effectively.

In addition, I receive great satisfaction from participating in a team environment and in a supporting role to other members.

The CLARB organization is a great team and needs a high level of service.

Again, there is power and energy created by writing things down.

If elected I will bring that energy to this position!

How will you utilize these to contribute to the effectiveness of the Board of Directors as they work to accomplish the organization's strategic goals?

As Secretary, my goal is to utilize effective communication skills by providing concise, clear recorded narratives to all Board Members and key stakeholders.

The above mentioned approach of recording *who* will do *what* by *when* ensures accountability by the organizations members as a complete *team* effort.

It is also very helpful to utilize these summaries as the basis for the next meeting or conversations.

One big challenge is to ensure continuity from one meeting to the next.

It is important make sure that we keep building on previous established decisions without setting the "reset button" and wasting time rehashing topics.

During meetings, I typically ask to have statements clarified or repeated in order to provide accurate information when recording conversations. Be careful what you say!

In addition, I typically distribute summaries in draft form and then issue them officially within 72 hours of the meeting.

As I have learned, the CLARB BHAG is in effect our "North Arrow" as we guide our CLARB "ship" towards our future long-term and short-range goals.

I will strive to help keep us all on course as we chart our way to success!

1840 Michael Faraday Drive
Suite 200
Reston, Virginia
20190

571.432.0332
www.clarb.org

July 1, 2014

TO: CLARB Member Board Executives

FROM: Veronica Meadows
CLARB Director of Member Engagement

RE: Letter of Delegate Credentials for
CLARB 2014 Annual Meeting
September 24-27, 2014 in Reston, Virginia

IMPORTANT: The credentials letter may be filled out by a Member Board Executive or Member Board Member and should designate the Member Board Member(s) who is/are eligible to cast your Board's ballot. Only a Member Board Member may cast ballots and only one ballot per Member Board may be cast.

Article VI, Section 3 of the Council Bylaws state the following:

> "Each member board is entitled to be represented at meetings of the Council by one or more official delegates of that board. The delegate must be a member of the member board. A letter of credential from the delegate's board shall identify a delegate attending the Annual Meeting or any Special Meeting of the Council. As many delegates as are able to attend may represent a member board, but only one vote may be cast on each motion for each member board by its delegates."

You have three options for returning your Board's ballot to CLARB:

- Mail – Mail your Board's ballot and credentials letter so that they are received in the CLARB office **by Friday, September 19, 2014.**
- Email – Email your Board's ballot and credentials letter to **Veronica Meadows** **by Friday, September 19, 2014.**
- In-person – Turn in your Board's ballot and credentials letter at the registration table at the 2014 CLARB Annual Meeting in Reston, Virginia **no later than Noon on Thursday, September 25, 2014.**

If you have any questions about any of these procedures, please let me know.

VM/
Attachment: Sample credentials letter for reproduction on Board letterhead

DATE: _____

TO: CLARB Board of Directors

FROM: _____
(Member Board)

RE: Letter of Delegate Credentials for 2014 CLARB Annual Meeting

In accordance with Article VI, Section 3 of the Bylaws of the Council of Landscape Architectural Registration Boards, the CLARB Member Board indicated above has designated the following member(s) as its delegate(s) to the CLARB Annual Meeting in Reston, Virginia September 24-27, 2014.

We understand that delegates are eligible to vote on behalf of the Member Board on all business matters, and that only one ballot per Board may be cast regardless of the number of delegates present.

NAME	POSITION

In addition to the above, the following representatives will be in attendance (staff, legal counsel, etc.):

_____

_____

_____

Signed by: _____
Name

_____
Title

1840 Michael Faraday Drive ~ Suite 200 ~ Reston, VA 20190 ~ Phone: 571-432-0332

2014-2015 CLARB Board of Directors Election Ballot

MEMBER BOARD:_____

COMPLETED BY:_____

(Please note: this ballot must be completed by a Member Board Member who has been designated on the credentials letter as being authorized to cast the Board's ballot. Member Board Executives and staff are not eligible to complete this ballot.)

The 2013-2014 Committee on Nominations has put forth a slate of candidates for the 2014-2015 CLARB Board of Directors. Each Member Board may vote for one candidate per office. Please check the appropriate boxes.

President
Jerany Jackson ☐

President-Elect
Randy Weatherly ☐

Vice President
Karen Cesare ☐
Christopher Hoffman ☐

Secretary
Phil Meyer ☐
Vaughn Rinner ☐
John Tarkany ☐

Only one ballot may be submitted per Member Board and each ballot must be accompanied by a credentials letter.

You have three options for returning your Board's ballot to CLARB:

- Mail – Mail your Board's ballot and credentials letter so that they are received in the CLARB office **by Friday, September 19, 2014.**
- Email – Email your Board's ballot and credentials letter to **Veronica Meadows** **by Friday, September 19, 2014.**
- In-person – Turn in your Board's ballot and credentials letter at the registration table at the 2014 CLARB Annual Meeting in Reston, Virginia **no later than Noon on Thursday, September 25, 2014.**

COUNCIL OF LANDSCAPE ARCHITECTURAL REGISTRATION BOARDS
BYLAWS
(As Amended September 2013)

ARTICLE I — NAME

The name of this organization shall be the Council of Landscape Architectural Registration Boards, Incorporated.

ARTICLE II — DEFINITIONS

The following terms shall have the following meanings when used in these bylaws:

A. "CLARB" shall mean the Council of Landscape Architectural Registration Boards, Incorporated;
B. "Member Board" shall mean the body that is a legally authorized to examine, register, or discipline landscape architects in a political jurisdiction and a member of CLARB;
C. "Examination(s)" shall mean any examination(s) prepared by CLARB.

ARTICLE III — RULES OF ORDER

CLARB shall be governed by Robert's Rules of Order Newly Revised when not in conflict with these bylaws.

ARTICLE IV — MISSION

The mission of the Council of Landscape Architectural Registration Boards as an organization of member boards is to foster the public health, safety and welfare related to the use and protection of the natural and built environment affected by the practice of landscape architecture.

To accomplish this mission, the organization:

A. Provides programs and services that ensure the competency of Landscape Architects and others involved in making decisions affecting the development and conservation of land by:

    1. Establishing and promoting consistent standards for their professional competency and conduct, and
    2. Examining and certifying their competency.

B. Provides information and resources to those affected by the practice and regulation of landscape architecture, thereby assuring that they are well-informed, educated and empowered regarding the value and benefits of the licensed practice of landscape architecture.

ARTICLE V — MEMBERSHIP

The membership of CLARB shall be the legally constituted member boards in good standing. Membership in the Council may be attained through approval by the CLARB Board of Directors.

Section 1. Qualifications and Eligibility
Member boards maintain good standing by abiding by the CLARB Bylaws and paying all dues or other financial obligations to CLARB in a timely manner.

Every member board shall be required to accept the actions and decisions of CLARB and the CLARB Board of Directors. This acceptance shall extend to all CLARB services provided to member boards to the greatest extent permitted within the context of the laws of their jurisdiction.

Section 2. Removal
If, after written notification from the CLARB Board of Directors, a member board fails to pay its dues or other financial obligations to CLARB or shall persistently refuse to abide by these bylaws or the policies enacted by CLARB, the CLARB Board of Directors may recommend that such member board be removed from CLARB membership. Upon such recommendation, the member board may be removed from membership in CLARB by an affirmative vote of not less than two-thirds of all member boards voting at an annual meeting where a quorum is present.

Section 3. Organizational Structure
In order to establish closer communications between member boards and the Board of Directors, and further to assist CLARB in achieving its stated objectives, five regions of CLARB are hereby established.

There shall be an annual meeting of the member boards of each region. Each member board shall be required to be a member of its region. Regional membership shall be composed of member boards as defined in Article IV, Section 1 of these bylaws. A guideline for the membership of the regions is as follows; new members may be added to the regions by the Board of Directors as required.

REGION I: Connecticut, Delaware, District of Columbia, Maine, Maryland, Massachusetts, New Hampshire, New Jersey, New York, Ontario, Pennsylvania, Rhode Island, Vermont, Virginia.

REGION II: Indiana, Illinois, Iowa, Kentucky, Ohio, Michigan, Minnesota, Missouri, West Virginia, and Wisconsin.

REGION III: Alabama, Arkansas, Florida, Georgia, Louisiana, Mississippi, North Carolina, South Carolina, Tennessee, Texas, Puerto Rico.

REGION IV: Alberta, Colorado, Kansas, Nebraska, New Mexico, North Dakota, Oklahoma, South Dakota, and Wyoming.

REGION V: Alaska, Arizona, British Columbia, California, Hawaii, Idaho, Montana, Nevada, Northern Mariana Islands, Oregon, Utah, Washington.

Section 4. Member Services
Services provided to members of CLARB shall include, but not be limited to, the following:

A. Examination

CLARB shall produce examinations designed to test the knowledge, skills and abilities required for the practice of landscape architecture and shall issue appropriate descriptive material on the examination for use by the member boards and candidates. The procedures and charges shall be established by the CLARB Board of Directors.

B. Council Record and CLARB Certification

A Council Record is provided as a detailed, authenticated personal record of the activities and accomplishments in the landscape architectural profession, and by means of this record, to facilitate the process of reciprocal recognition of registration between jurisdictions.

CLARB shall, upon request of individual members of the landscape architectural profession, secure, authenticate and record factual data of the applicant's education, training, practice and character and compile the results. This record shall be forwarded to any jurisdiction upon the request of the applicant and payment of the fees stipulated therein.

The Council Record is to be distinguished from CLARB Certification in that it makes no statements regarding the extent, character or quality of any examination taken by the applicant, nor of the grades that person received thereon.

CLARB Certification carries the recommendation that an applicant, because of having demonstrated competence, be accorded favorable consideration by any jurisdiction to which that person may apply for licensure/registration.

C. International Relations

CLARB may engage in the exploration and formulation of agreements with foreign countries to allow landscape architects to practice in countries other than their own.

ARTICLE VI — MEETINGS

Section 1. Annual Meeting
CLARB's annual meeting shall be held at a time and place determined by the CLARB Board of Directors. Notice of meetings shall be made to the board administrator of each member board ninety (90) days prior to such meeting.

Section 2. Special Meetings
Special meetings may be called by the president, with the approval of the CLARB Board of Directors, or by a majority of the member boards. Notice of the meetings shall be made to the board administrator of each member board sixty (60) days prior to such meeting. The bylaws pertaining to procedures and conduct of business of the annual meeting shall apply to Special Meetings.

Section 3. Delegates and Credentials
Each member board is entitled to be represented at CLARB meetings by one or more official delegates of that board. The delegate must be a member of the member board. A letter of credential from the delegate's board shall identify a delegate attending the annual meeting or any Special Meeting of CLARB. As many delegates as are able to attend may represent a member board, but only one vote may be cast on each motion for each member board by its delegates.

Section 4. Quorum
A quorum for the transaction of business at the CLARB annual meeting shall be the majority of the member boards represented by one or more delegates present.

Section 5. Resolutions and Other Motions
Resolutions are the substantive matters placed on the agenda for a CLARB meeting in accordance with this section. All resolutions to be considered at the CLARB annual meeting except those submitted by special committees and laudatory resolutions shall be submitted to the CLARB Board of Directors at a time determined by the CLARB Board of Directors.

The CLARB Board of Directors shall review each resolution for conformity with the CLARB bylaws and may recommend to the author of any resolution such changes as are deemed advisable for the purpose of consistency, clarity and to avoid duplication. The CLARB Board of Directors shall publish and distribute all resolutions, except laudatory resolutions, to the member boards, not less than 60 days prior to the annual meeting. If the CLARB Board of Directors takes a position on any resolution, they shall provide a position statement to be published with the resolution.

Only member boards or regions and the CLARB Board of Directors may offer resolutions to be presented at a CLARB meeting, amendments to resolutions to be presented at a CLARB meeting or amendments to resolutions. All other motions permitted under Robert's Rules of Order Newly Revised may be made by any delegate or CLARB officer or director.

Section 6. Order of Business
An agenda outlining the order of business shall be prepared for all CLARB meetings. The agenda shall be prepared under the direction of the CLARB Board of Directors and provided to all member boards at least 30 days before the date set for the particular meeting.

Section 7. Voting
The affirmative vote of the majority of the member boards represented at any CLARB meeting is required to pass any resolution except to amend the bylaws. Resolutions to amend the bylaws are governed by Article XII–Amendments. There shall be no voting by proxy. Voting by letter ballot is permitted only for the election of officers and for members of the Nominating Committee. See Article VII – Officers, Section 4. Election of Officers.

Section 8. Other Participants
CLARB officers and directors, member board staffs, persons designated by the Board of Directors, and persons designated by the presiding officer shall have the privilege of the floor at CLARB meetings and may take part in the discussion and perform all functions of the delegates except to vote, or, except as provided in Article V, Section 5 with respect to officers and directors, to initiate action.

ARTICLE VII — OFFICERS

Section 1. Officers
The officers of CLARB shall be a president, a president-elect, a vice president, a secretary, a treasurer, and the immediate past president. All officers, except for the immediate past-president, shall be elected by CLARB as specified in Article VII, Section 4.

Section 2. Qualifications and Limitations
To be eligible for elective office in CLARB, the candidate shall

A. Have attended at least two meetings of the membership prior to the time of nomination; and
B. Be a member of the CLARB Board of Directors or a member or past member of a member board at the time of election; or
C. Have participated in a combined total of four sessions of a Standing Committee, or a Grading Session as a Grader or Master Grader, or as a Cut Score Committee member.

Section 3. Nomination of Officers
A nominating committee shall be composed of a chairperson who shall be the immediate past president of CLARB and six members elected at large, each serving a 2 year term of office. Nominating committee members shall be ineligible for nomination to office for the full term, regardless of whether they serve the full term

Nominating committee members shall be elected as follows:

A. No later than 30 days prior to the spring meeting, each region may submit to the board of directors a list of up to six candidates either from their region or at large, meeting the eligibility requirements set forth in the bylaws. In the event the regions do not submit the names of sufficient qualified candidates to fill all available positions, the board of directors may submit additional candidates.

B. At the spring meeting, the board of directors shall present the complete list of eligible candidates. Following the spring meeting, each member board shall be allowed to cast a single vote for up to six candidates for the first year of election and for as many as three candidates for each subsequent election year. In the first election, the six candidates receiving the greatest number of votes shall serve as the nominating committee.

C. In the event balloting results in a tie or multiple ties among more than six candidates (in the first year) or three candidates (in subsequent years) additional balloting shall occur for those with the lowest vote count until a clear hierarchy is established with single candidate for each available seat on the committee.

The nominating committee shall be charged with creating and maintaining a complete list of all eligible candidates for office and with identifying qualified nominees for elected office. The nominating committee shall publish an updated list of candidates eligible for office within 30 days of the close of the annual meeting.

The chair of the nominating committee shall collect the names of all potential candidates identified by the committee members and distribute this information to the Board of Directors and nominating committee members no later than fourteen (14) days prior to the spring meeting. The nominating committee shall distribute the final list of nominations to all member boards no later than 30 days prior to the annual meeting. The regions will consider the list of potential candidates and identify any additional candidates.

The nominating committee may identify one or more nominees for each office and shall distribute its recommendations to all member boards no later than 60 days prior to the annual meeting. Additional nominations ‘from the floor’ may be made by any region, member board or member board member by notifying the chairperson of the nominating committee in writing no later than 45 days prior to the annual meeting, at which time the nominations shall be closed. The nominating committee shall distribute the final list of nominations including ‘nominations from the floor’ to all member boards no later than 30 days prior to the annual meeting.

Section 4. Election of Officers

A. Election of Officers at Annual Meeting.
All elections of officers shall be by written ballot at the annual meeting unless by a majority vote CLARB shall agree to waive the provision. A majority vote of the member boards represented and voting shall elect an officer. Where a majority vote has not been obtained on a ballot, the candidate receiving the least number of votes shall be eliminated prior to the next ballot. If there is a single nominee for each open office, the slate of nominees may be elected by acclamation of the membership without a formal vote.

Member boards that are not represented at the annual meeting by a delegate may submit their votes for officers by letter ballot. All letter ballots must be sent in a sealed envelope, signed by an officer of the Board and received at the CLARB office at least five days before the start of the annual meeting. Letter ballots shall be counted on the first ballot only.

B. Election of Officers in the Absence of an Annual Meeting.
In the event that CLARB is unable to conduct an annual meeting before the end of a fiscal year, the following procedures shall apply:

1) Where there is a single nominee for an office whose election is uncontested by the membership, that person shall assume the office on the first day of the first month of the next fiscal year.
2) If there is more than one nominee for an office, the chairman of the nominating committee shall conduct the election for that office by letter ballot no later than the last day of the first month of the fiscal year as set forth in Section 4, Item A, above, or as soon thereafter as practicable, time being of the essence.

C. Election of Officers in the Event of Catastrophe.
In the event of a catastrophe where there are no officers able to conduct an election, the executive director shall convene a nominating committee as set forth in Section 3 above as soon as practicable and conduct an election by written ballot as set forth in Section 4, Item A above, time being of the essence. If the executive director is unable to conduct such election, the statutory agent for CLARB shall conduct nominations and election as set forth herein.

Section 5. Terms of Office

A. The president-elect shall automatically assume the office of president and serve as such from the adjournment of the annual meeting or from the beginning of the fiscal year, whichever shall first occur, until the adjournment of the following annual meeting, or the end of the fiscal year, whichever shall first occur.

B. The president-elect shall serve as such from the adjournment of the annual meeting at which such person is so elected or from the beginning of the fiscal year, whichever shall first occur, until the adjournment of the following annual meeting, the end of the fiscal year, or a successor is duly elected, whichever shall first occur.

C. The vice president shall serve from the adjournment of the annual meeting at which such person is so elected or from the beginning of the fiscal year, whichever shall first occur, until a successor is duly elected.

D. The secretary shall serve for two years from the adjournment of the annual meeting at which such person is so elected or from the beginning of the fiscal year, whichever shall first occur, until a successor is duly elected. Elections for the office of secretary shall be held in even-numbered years.

E. The treasurer shall serve for two years from the adjournment of the annual meeting at which such person is so elected or from the beginning of the fiscal year, whichever shall first occur, until a successor is duly elected. Elections for the office of treasurer shall be held in odd-numbered years.

F. The immediate past president shall serve as such from the adjournment of the annual meeting at which such person assumes the office or from the beginning of the fiscal year, whichever shall first occur, until the adjournment of the following annual meeting, or the end of the fiscal year, whichever shall first occur.

No incumbent shall serve for more than one year in succession as president, president-elect, or vice president provided, however, that an officer shall be eligible for re-election for the full term of office if during the period immediately prior thereto such officer had succeeded to or been elected to fill a vacancy.

Section 6. Vacancies and Removal from Office
A vacancy in the office of president shall be filled by the president-elect assuming the office. A vacancy in the office of president-elect shall be filled by the vice president assuming the office.
A vacancy in the office of vice president, secretary, or treasurer shall be filled by an appointee designated by the CLARB Board of Directors to complete the unexpired term.

An officer, director or alternate director who is found guilty of malfeasance, misfeasance or nonfeasance in the exercise of the duties and responsibilities as an officer or director, found guilty of sexual harassment or of conduct deemed to be detrimental or unbecoming to the Council may be removed from office by a two-thirds majority of the CLARB Board of Directors.

Section 7. The President
The president shall:

A. Preside at all meetings;
B. Appoint all standing committees subject to the approval of the CLARB Board of Directors;
C. Present to CLARB at the annual meeting a report of activities during the term of office as president;
D. Appoint all members of special committees subject to the approval of the CLARB Board of Directors, unless a specific action of the Council names the personnel of the committees;
E. Be an ex officio member of all committees;
F. Interpret these bylaws and the rules of order in the conduct of meetings;
G. Perform all duties pertaining to the office of president.

Section 8. President-elect and Vice President
The president-elect and vice president, in order shall, in the absence or incapacity of the president, exercise the duties of and possess all the powers of the president.

Section 9. Secretary

A. General Duties. The secretary shall perform the duties usual and incidental to the office and the duties that are required to be performed by law and by these bylaws; and the duties that are properly assigned by the CLARB Board of Directors.

B. Reports. The secretary shall ensure that a progress report is presented to the membership in conjunction with its annual meeting and, if required, special reports at other CLARB meetings or to the CLARB Board of Directors.

C. Delegation of Duties of the Secretary. The secretary may, with the approval of the CLARB Board of Directors, delegate to the executive director and other assistants the actual performance of any or all of the appropriate duties and authorize such executive director and other assistants to sign under their respective titles the correspondence conducted by them; provided, however, that the secretary shall not delegate the signing of any minutes or official reports which are assigned to the secretary by the CLARB Board of Directors.

Section 10. Treasurer

A. General Duties. The treasurer shall exercise general supervision of CLARB's financial affairs, shall have the custody of its monies and securities except as otherwise provided in these bylaws. The treasurer shall oversee the collection of all monies due CLARB and all disbursements of money of CLARB and may purchase, sell, assign, and transfer such of its securities as are placed in the treasurer's charge. The treasurer shall supervise the keeping of the records and books of accounts of financial transactions of CLARB, and shall sign all instruments of CLARB whereon the signature of the office is required, and perform all duties required to be performed by law and these bylaws, and the duties that are properly assigned by the CLARB Board of Directors.

The treasurer shall ensure the performance of an annual financial audit or review by a certified public accountant.

B. Reports. The treasurer shall make a written report to CLARB at its annual meeting and at other CLARB meetings or CLARB Board of Directors, as required.

C. Delegation of Duties of the Treasurer. The treasurer shall not authorize any person to sign any financial instrument, notice or agreement of CLARB that requires the signature of the treasurer, unless such delegation or authorization is expressly permitted by action of the CLARB Board of Directors. The treasurer may delegate to the executive director and other assistants the actual performance of the clerical, bookkeeping, statistical, collecting and recording work of the office and may authorize the executive director or any other officer to sign checks of CLARB within the practices and policies prescribed by the CLARB Board of Directors.

D. Liability of the Treasurer. The treasurer shall not be personally liable for any decrease in the capital, surplus, income balance, or reserve of any funds or account resulting from any actions performed in good faith in conducting the usual business of the office.

Section 11. Bonding
The CLARB Board of Directors shall determine who shall be bonded, and the cost of such bond shall be paid from the funds of the Council.

ARTICLE VIII — THE CLARB BOARD OF DIRECTORS

Section 1. Membership
The CLARB Board of Directors shall be composed of the officers of CLARB as designated in Section 1 of Article VII, and one director from each region.

Section 2. Qualifications and Limitations
To be eligible for election to the Board of Directors, the candidate shall meet the same criteria as described in Article VII, Section 2 of these Bylaws. Members of the CLARB Board of Directors shall serve without compensation.

Section 3. Terms of Office
The terms of office of the directors shall be as provided in Section 5 of Article VII and directors shall be elected as provided in Section 4 of this Article below. Directors shall be elected only by their respective region's member boards and shall serve for two years from adjournment of the annual meeting or from the beginning of the fiscal year, whichever shall first occur, until their successors are duly elected. No person shall serve more than two successive terms as director, provided, however, that a person shall be eligible for re-election for a full term of office if, during the period immediately prior thereto, that person has succeeded to, or been elected to the office to fill a vacancy. Regions I, III, and V shall elect a director for election in the odd-numbered years and Regions II and IV shall elect a director for election in the even-numbered years.

Section 4. Directors
Each region shall elect its director at the region's meeting. A majority vote of the member boards represented and voting shall elect a director. The elections shall be announced by the appropriate directors at the CLARB annual meeting.

Directors shall actively participate in the governance of the organization, including assimilating information, attending meetings of the Board of Directors and participating in the decision-making process of the Board.

Directors are also responsible for bringing issues from the membership to the Board and for communicating the Board's decisions to the membership. Directors shall discharge their duties in good faith and in a manner that is in the best interests of the organization.

Section 5. Alternate Directors
Each region shall have an alternate director to serve or represent that region in the event the director cannot be present. The duties of the alternate director shall be the same as for the director with the exception that each region shall have but one vote in all business matters if both director and alternate director attend the meetings of the Board of Directors.

Section 6. Vacancies
A vacancy in the office of a director shall be filled by the alternate director. In the event that the alternate director cannot fill such vacancy, the CLARB president shall conduct an election to fill the vacancy.

Section 7. Duties
The CLARB Board of Directors shall have the full control of the property, affairs, and business of CLARB. It shall carry the responsibility for all activities of CLARB. It shall exercise all authority, rights, and power granted to it by the laws of the District of Columbia and shall perform all duties required by said laws and these bylaws, in accordance therewith. It shall not delegate any of the authority, rights, or power or any other duties imposed upon it by these bylaws or otherwise, unless said delegation is specifically provided for in these bylaws.

Section 8. Meetings of the CLARB Board of Directors
The CLARB Board of Directors shall meet in order to transact business, and shall hold at least two meetings each year. One meeting shall be held in conjunction with the annual meeting.

A special meeting or meetings may be held upon the call of the president, or upon written request of the majority of the CLARB Board of Directors. All members shall be given due notice in writing of the time and place of the meeting, although notice in writing may be waived by any member. A majority of the membership of the CLARB Board of Directors shall constitute a quorum for the transaction of business. In the event that a director is unable to attend a meeting of the CLARB Board of Directors, the alternate director shall have the responsibility of participating in the meeting with the authority of the director.

ARTICLE IX — EXECUTIVE DIRECTOR

Section 1. Appointment
The Council Board of Directors may employ a person to be known and designated as executive director who shall be the chief executive officer of CLARB. The salary and term of office shall be established by the CLARB Board of Directors.

Section 2. Duties
The executive director shall be and act as the executive officer of CLARB and as such shall have management and administrative responsibility for the CLARB office and staff, and other CLARB affairs, subject to general direction and control of the CLARB Board of Directors.

The executive director shall be responsible for the hiring, supervision, compensation, promotion, demotion, termination, and management of all other employees of CLARB, as well as all vendors, consultants, and contractors of CLARB, within general budgetary guidelines determined by the Board of Directors. The executive director shall serve as spokesperson on established policy and positions. The executive director shall be supervised by the President and shall serve at the pleasure of the Board of Directors. The executive director shall serve on the CLARB Board of Directors as an ex officio director, without vote.

Section 3. Review
The executive committee shall conduct a performance review of the executive director annually with input from the Board of Directors.

ARTICLE X — COMMITTEES

Section 1. Authorization and Appointment of Committees
Committees may be established to perform services for CLARB. Except as may be herein specifically provided, all committees shall be appointed as provided by Section 7 of Article VII of these bylaws and shall be under the jurisdiction of the CLARB Board of Directors, reporting to it when directed.

The CLARB Board of Directors may delegate to any of its officers the authority to supervise the work of any of the committees. The president shall have the power to make appointments of any unfulfilled or vacant committee membership.

The CLARB Board of Directors may at any time discontinue a committee, other than a standing committee established in the bylaws, or make any changes in a committee's personnel without regard to the terms of appointment of the committee members.

Section 2. Reports of Committees
Each committee shall report in writing annually to the CLARB Board of Directors at least sixty (60) days prior to the annual meeting and shall make interim reports to the CLARB Board of Directors as directed.

Section 3. General Procedure of Committees
Every committee shall perform in accordance with these bylaws and with the directions of the Council Board of Directors. No committee, or any member or chairperson thereof, shall incur financial obligations unless funds have been properly appropriated therefore as provided elsewhere herein and specific authorization has been given by the Council Board of Directors. No member or chairperson, or any committee, shall commit CLARB orally or otherwise to any matter unless specifically authorized to do so.

Section 4. Terms of Committee Appointments
The term of committee appointments shall expire at the adjournment of the annual meeting, or at the end of the fiscal year, whichever shall first occur, except as otherwise provided by these bylaws.

Section 5. Standing Committees
The following committees are hereby authorized as basic to proper functioning of the Council:

A. Executive Committee
The executive committee shall be chaired by the president and composed of the president-elect, immediate past-president, vice president, treasurer, and secretary. The executive director shall serve on the executive committee as an ex officio member without vote. Four voting members of the executive committee shall constitute a quorum.
The executive committee shall act on behalf of the Board of Directors to govern the affairs of CLARB between meetings of the Board of Directors, subject to general policies established by the Board of Directors. All actions of the executive committee must be ratified at the next meeting of the Board of Directors. The executive committee shall be responsible for providing a written review of the executive director’s performance in accordance with Article IX, Section 3.

B. Committee on Examinations
The committee shall be responsible for the development of the examination and other duties as determined by the Board of Directors. The Chair of this committee shall be a licensed, registered or certified landscape architect.

C. Committee on Audit and Finance
The committee shall prepare budgets; maintain financial policies and procedures; arrange for financial audits; and perform other duties as determined by the Board of Directors.

D. Committee on Nominations
The committee shall be composed and perform the duties as described in Article VII, Section 3 herein.

Section 6. Committees of Special and Limited Function
Such committees may be appointed from time to time to perform special and limited functions as assigned. The president shall appoint these committees subject to the approval of the CLARB Board of Directors.

ARTICLE XI — FINANCES, FUNDS, ACCOUNTING AND INVESTMENTS

Section 1. Dues and Fees

A. Membership Dues. The annual membership dues for each member board shall be established by the CLARB Board of Directors.

B. Fees. The fees for the examination shall be established by the Board of Directors.

Section 2. Fiscal Year
CLARB's fiscal year shall begin October 1 and end September 30, beginning October 1, 1993.

Section 3. Operating and Reserve Funds
The CLARB Board of Directors shall have charge of the investment of all funds of CLARB. It shall sell, purchase, transfer, and convey securities and exercise all rights of proxy, or participation in reorganizations, of depositing securities and similar rights of CLARB with respect to its securities, or it may authorize such purchase, sales, transfers, conveyances and the exercise of any or all of said right.

The members of the CLARB Board of Directors shall not be personally liable for any decrease of the capital, surplus, income, balance, or reserve of any fund or account resulting from any of their acts performed in good faith. The accounts of such investments shall be incorporated into the annual report to CLARB.

ARTICLE XII — AMENDMENTS

These bylaws may be amended by an affirmative vote of three-fourths of member boards voting at an annual meeting where a quorum is present. All amendments so adopted shall become effective immediately. There shall be no voting by proxy.

ARTICLE XIII — INDEMNIFICATION

Except as provided below, the Council shall indemnify in full:

A. Any director, officer, executive director, consultant, or former director, officer, consultant, or employee of CLARB or any subsidiary of CLARB;

B. Any member or former member of any CLARB committee against expenses, including attorney's fees, and against the amount of any judgment, money decree, fine, or penalty, or against the amount of any settlement deemed reasonable by the CLARB Board of Directors, necessarily paid or incurred by such person in connection with or arising out of any claim made, or any civil or criminal action, suit, or proceeding of whatever nature brought against such person, or in which such person is made a party, or having been such director, officer, executive employee, or committee member of or for CLARB. Such indemnification shall apply to any such person even though at the time of such claim, action, suit, or proceeding, such person is no longer a director, officer, executive secretary, director, consultant, or committee member of or for CLARB.

No indemnification shall be provided for any person with respect to any matter as to which such person shall have been grossly negligent or to have engaged in intentional misconduct. If such person has not been so adjudicated, such person shall be entitled to indemnification unless the CLARB Board of Directors decides that such person did not act in good faith in reasonable belief that his or her action was in the best interests of CLARB. Expenses incurred of the character described in the preceding paragraph may, with the approval of the CLARB Board of Directors, be advanced by CLARB in advance of the final disposition of the action or proceeding involved, whether civil or criminal, upon receipt of any undertaking by the recipient to repay all such advances in the event such person is adjudged to have engaged in intentional misconduct, or in the event the CLARB Board of Directors decides that such person is not entitled to indemnification.

CLARB shall have the power to purchase and maintain insurance on behalf of any person who is or was a director, officer, executive director, consultant, or a committee member of CLARB, or is or was serving at the request of CLARB or of the CLARB Board of Directors as a director or officer of another corporation, whether non profit or for profit, against any liability incurred by such person in any such person's status as such, whether or not CLARB would have the power to indemnify that person against such liability under this article or otherwise.

Any rights of indemnification hereunder shall not be exclusive, and shall accrue to the estate of the person indemnified.

Any other present or former employee or agent of or for CLARB may be indemnified in like manner by vote of the CLARB Board of Directors.

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CLARB COUNCIL OF LANDSCAPE ARCHITECTURAL REGISTRATION BOARDS

2013-2014 CLARB Board of Directors

CLARB is governed by a volunteer Board of Directors made up of the best and brightest leaders in the landscape architecture community. Each year, the CLARB membership elects a Board of Directors to provide oversight and direction to the organization.

President	Stephanie Landregan
President-Elect	Jerany Jackson
Vice President	Randy Weatherly
Secretary	Christopher Hoffman
Treasurer	Christine Anderson
Past President	Dennis Bryers
Region I Director	Terry DeWan
Region II Director	Bob Hartnett
Region III Director	Stan Williams
Region IV Director	Phil Meyer
Region V Director	Karen Kiest
Executive Director (ex officio)	Joel Albizo

Also, Ansel Rankins, Deputy Executive of the Louisiana board, will attend the 2013-2014 CLARB Board meetings as the Member Board Executive (MBE) Observer.

Organizational Structure

In order to establish closer communications between Member Boards and the Board of Directors, and further to assist CLARB in achieving its stated objectives, five regions have been established.

Region 1 – Connecticut, Delaware, Maine, Maryland, Massachusetts, New Hampshire, New Jersey, New York, Ontario, Pennsylvania, Rhode Island, Virginia

Region 2 – Illinois, Indiana, Iowa, Kentucky, Michigan, Minnesota, Missouri, Ohio, West Virginia, Wisconsin

Region 3 – Alabama, Arkansas, Florida, Georgia, Louisiana, Mississippi, North Carolina, Puerto Rico, South Carolina, Tennessee, Texas

Region 4 – Alberta, Colorado, Kansas, Nebraska, New Mexico, Oklahoma, South Dakota, Wyoming

Region 5 – Alaska, Arizona, British Columbia, California, Hawaii, Idaho, Montana, Nevada, Oregon, Utah, Washington

Agenda Item F

REVIEW AND APPROVE DRAFT 2014 SUNSET REVIEW REPORT

The LATC's current strategic plan contains an objective to prepare and submit the LATC's Sunset Review Report. The LATC's Sunset Review Report is due to the Legislature on November 1, 2014. Staff prepared a draft of the Report and is presenting it to the LATC for review and input at today's meeting.

At the June 25, 2014 LATC meeting, the Committee reviewed the initial draft of the Report and established a Sunset Review Task Force including David Allan Taylor, Jr. and Stephanie Landregan. Task Force members worked with staff to revise the attached draft Report.

The Committee is asked to review and approve the draft 2014 Sunset Review Report to the Legislature, which includes updates since the last review at the June meeting.

ATTACHMENT:
Draft 2014 Sunset Review Report

LANDSCAPE ARCHITECTS TECHNICAL COMMITTEE
BACKGROUND INFORMATION AND OVERVIEW OF THE CURRENT REGULATORY PROGRAM
As of November 1, 2014

Section 1
Background and Description of the LATC and Regulated Profession

- The Board of Landscape Architects (BLA) was created by the California Legislature in 1953. The BLA was sunset by the Legislature in 1997 and restructured in 1998 as the Landscape Architects Technical Committee (LATC) under the California Architects Board (Board).
- The 5-member Committee consists of 3 gubernatorial appointees, 1 Senate Rules Committee appointee, and 1 Assembly Speaker appointee.
- Fifty U.S. states, three Canadian Provinces, and Puerto Rico regulate the practice of landscape architecture.
- Of the 54 jurisdictions, 47 have practice acts and 7 have title acts only. California has both a practice and title act.
- There are more than 16,400 licensed landscape architects in the United States.
- More than 21 percent of the nation's landscape architects are licensed in California.
- The LATC is a strong proponent of strategic planning and collaborates with professional, consumer, and government agencies to develop effective and efficient solutions.
- The LATC is proactive and preventative by providing information and education to consumers, candidates, clients, licensees, and others.
- The LATC is committed to a strong enforcement program as a part of its mission to protect consumers and enforce the laws, codes, and standards governing the practice of architecture.

Landscape architects offer an essential array of talent and expertise to develop and implement solutions for the built and natural environment. Based on environmental, physical, social, and economic considerations, landscape architects produce overall guidelines, reports, master plans, conceptual plans, construction contract documents, and construction oversight for landscape projects that create a balance between the needs and wants of people and the limitations of the environment. The decisions and performance of landscape architects affect the health, safety, and welfare of the client, as well as the public and environment. Therefore, it is essential that landscape architects meet minimum standards of competency.

California began regulating the practice of landscape architecture in 1953 with the formation of the BLA. In 1997, the BLA was sunset by the California Legislature. The Department of Consumer Affairs (DCA) recommended the Board as the appropriate oversight agency due to the similarities between the two professions and the Boards' regulatory programs. DCA began discussions with the Board and other interested parties on possible organizational structures for regulating landscape architecture in California. In April 1997, the groups reached consensus and the Board unanimously supported legislation to establish the LATC under its

jurisdiction. Legislation establishing the LATC was passed by the Legislature and signed into law effective January 1, 1998.

The LATC is responsible for the examination, licensure, and enforcement programs concerning landscape architects in the state of California. The LATC currently licenses more than 3,500 of the over 16,400 licensed landscape architects in the United States. California has both a practice act, which precludes unlicensed individuals from practicing landscape architecture, and a title act, which restricts the use of the title "landscape architect" to those who have been licensed by the LATC.

Mission

The mission of the LATC is to regulate the practice of landscape architecture in a manner which protects the public health, safety, and welfare and safeguards the environment by:

1. Protecting consumers and users of landscape architectural services;
2. Empowering consumers by providing information and educational materials to help them make informed decisions;
3. Informing the public and other entities about the profession and standards of practice;
4. Ensuring that those entering the practice meet minimum standards of competency by way of education, experience, and examination;
5. Establishing and enforcing the laws, regulations, codes, and standards governing the practice of landscape architecture; and
6. Requiring licensure of any person practicing or offering to practice landscape architectural services.

In fulfilling its mission, LATC has found that acting preventively and proactively is the best use of its resources. Because of the nature of the design profession, there are numerous opportunities to prevent minor problems from becoming disasters. As such, LATC works to aggressively address issues well before they manifest to the magnitude where they are not manageable. LATC works closely with professional groups to ensure that landscape architects understand changes in laws, codes, and standards. LATC invests in communicating with schools, and related professions and organizations. To ensure the effectiveness of these endeavors, the LATC works to upgrade and enhance its communications by constantly seeking feedback and analyzing the results of its communications efforts. All of these initiatives underscore the LATC's firm belief that it must be both strategic and aggressive in employing the preventive measures necessary to effectively protect the public health, safety, and welfare.

1. Describe the make-up and functions of each of the LATC's committees (cf., Section 12, Attachment B).

To assist in the performance of its duties, the LATC establishes subcommittees and task forces as needed, which are assigned specific issues requiring special attention. The LATC's subcommittees/task forces and their duties are as follows:

The **University of California Extension Certificate Program Task Force:** One of the pathways to licensure is successful completion of the extension certificate program, currently established within the University of California system and approved by the LATC. The University of California Extension

Certificate Program Task Force is charged with: 1) reviewing extension certificate programs in landscape architecture; 2) conducting site visits of the program to determine their compliance with the requirements of California Code of Regulations section (CCR) 2620.5 (Requirements for an Approved Extension Certificate Program); 3) making recommendations to the LATC regarding the continued approval of the extension certificate programs and; 4) developing procedural documents for review of the programs. The Task Force is composed of seven members consisting of four current and former LATC members and three educators.

The **Exceptions and Exemptions Task Force** was charged with: 1) determining how LATC can ensure clarity in Business and Professions Code (BPC) 5641 (Chapter Exceptions, Exemptions); 2) ensuring the public is protected through the provisions in BPC 5641; and 3) making recommendations to the LATC for the Board to approve regarding any change in language. The Task Force extensively reviewed the exemption for unlicensed practice. The Task Force obtained a legal opinion from DCA Legal Counsel which stated the provisions outlined in BPC 5641 were sufficiently clear. The Task Force members then recommended LATC have staff to maintain a record of interpretations regarding terminology in BPC section 5641 and relay these interpretations to the LATC at a future date. As of the date of this report, staff have not had to apply the provisions of BPC 5641 for any complaints received since the conclusion of the task force. Staff continues to monitor cases and application of BPC 5641.

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An organizational chart of the LATC's committee structure is provided below:

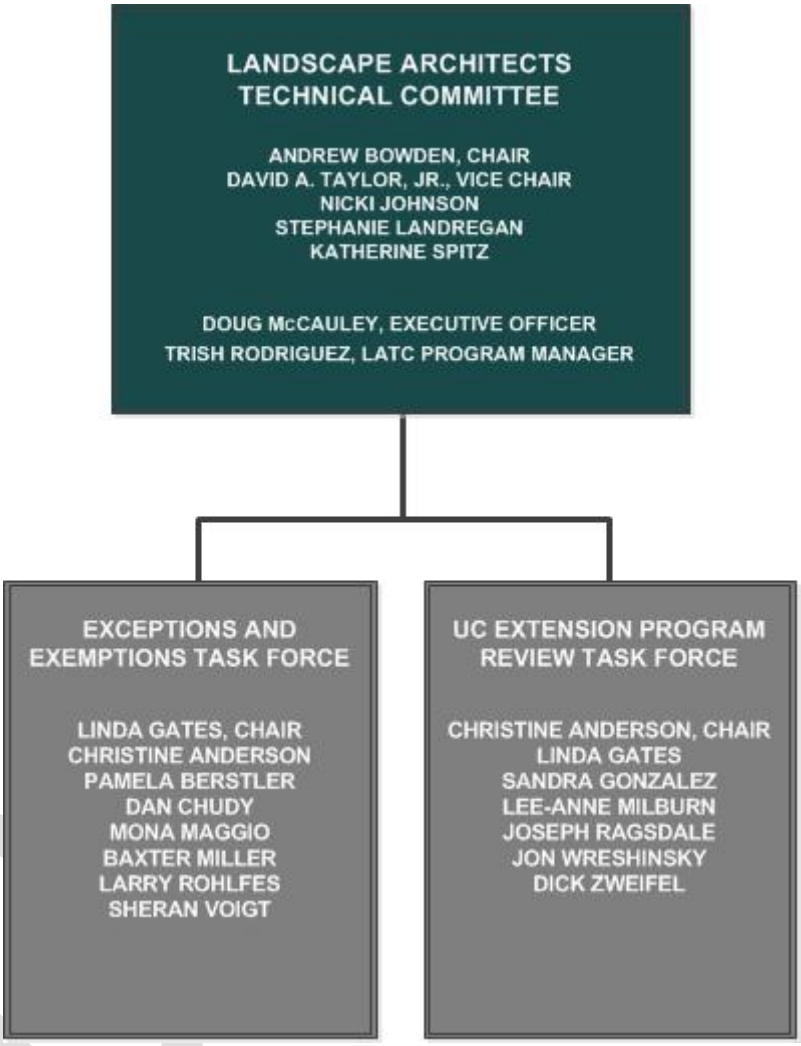

Table 1a. Attendance			
Andrew Bowden			
Date Appointed: 1/17/08 [Term Expired 6/10/10] Date Re-appointed: 5/24/12 [Term Expires 6/1/15]			
Meeting Type	**Meeting Date**	**Meeting Location**	**Attended?**
LATC Meeting	1/20-21/2010	Berkeley	Yes
LATC Meeting	4/23/2010	Los Angeles	Yes
LATC Meeting	7/28/2010	Sacramento	Yes
LATC Meeting (Teleconference)	9/1/2010	Sacramento & Various Locations	Yes
LATC Meeting (Teleconference)	11/22/2010	Sacramento & Various	Yes
LATC Meeting	1/26-27/2011	Berkeley	Yes
LATC Meeting	8/14/2012	Sacramento	Yes
LATC Meeting	11/14/2012	Los Angeles	Yes
LATC Meeting	1/24-25/2013	Sacramento	Yes
LATC Meeting	5/22/2013	Sacramento	Yes
LATC Meeting	8/20/2013	Sacramento	Yes
LATC Meeting (Teleconference)	11/7/2013	Sacramento & Various Locations	Yes
LATC Meeting	3/20/2014	Sacramento	Yes
LATC Meeting	6/25/2014	Sacramento	Yes
LATC Meeting (Teleconference)	8/27/2014	Sacramento & Various Locations	TBD
Christine Anderson			
Date Appointed: 11/13/03 [Term Expired 06/01/11]			
Meeting Type	**Meeting Date**	**Meeting Location**	**Attended?**
LATC Meeting	1/20-21/2010	Berkeley	Yes
LATC Meeting	4/23/2010	Los Angeles	Yes
LATC Meeting	7/28/2010	Sacramento	Yes
LATC Meeting (Teleconference)	9/1/2010	Sacramento & Various Locations	Yes
LATC Meeting (Teleconference)	11/22/2010	Sacramento & Various Locations	No (excused)
LATC Meeting	1/26-27/2011	Berkeley	Yes
LATC Meeting (Teleconference)	7/19/2011	Sacramento & Various Locations	Yes
LATC Meeting	1/23/2012	Berkeley	Yes

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LATC Meeting	5/4/2012	Sacramento	Yes
Exceptions and Exemptions Task Force Meeting	5/24/2012	Sacramento	Yes
University of California (UC) Extension Certificate Program Task Force Meeting	6/27/2012	Sacramento	Yes
UC Extension Certificate Program Task Force Meeting	10/8/2012	Sacramento	Yes
Exceptions and Exemptions Task Force Meeting	10/18/2012	Sacramento	Yes
UC Extension Certificate Program Task Force Meeting (Teleconference)	11/2/2012	Sacramento & Various Locations	Yes
UC Extension Certificate Program Task Force Meeting	7/23/2013	Sacramento	Yes

David Allan Taylor, Jr.

Date Appointed: 6/25/08[Term Expired 6/1/10]
Date Re-appointed: 6/1/10[Term Expired 6/1/14] Date Re-appointed: 6/4/14 [Term Expires 6/1/18]

Meeting Type	Meeting Date	Meeting Location	Attended?
LATC Meeting	1/20-21/2010	Berkeley	No
LATC Meeting	4/23/2010	Los Angeles	Yes
LATC Meeting	7/28/2010	Sacramento	Yes
LATC Meeting (Teleconference)	9/1/2010	Sacramento & Various Locations	Yes
LATC Meeting (Teleconference)	11/22/2010	Sacramento & Various Locations	Yes
LATC Meeting	1/26-27/2011	Berkeley	Yes
LATC Meeting	7/19/2011	Sacramento	Yes
LATC Meeting (Teleconference)	11/16/2011	Sacramento & Various Locations	Yes
LATC Meeting (Teleconference)	11/16/2011	Sacramento & Various Locations	Yes
LATC Meeting	1/23-24/2012	Berkeley	No
LATC Meeting	5/4/2012	Sacramento	Yes
LATC Meeting	8/14/2012	Sacramento	No
LATC Meeting	11/14/2012	Los Angeles	Yes
LATC Meeting	1/24-25/2013	Sacramento	Yes
LATC Meeting	5/22/2013	Sacramento	No
LATC Meeting	8/20/2013	Sacramento	Yes
LATC Meeting (Teleconference)	11/7/2013	Sacramento & Various Locations	Yes
LATC Meeting	3/20/2014	Sacramento	Yes
LATC Meeting	6/25/2014	Sacramento	Yes

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LATC Meeting (Teleconference)	8/27/2014	Sacramento & Various Locations	TBD

Stephanie Landregan			
Date Appointed 5/11/06 [Term Expired 6/1/10] Date Re-appointed: 12/10/10[Term Expired 6/1/14]			
Meeting Type	**Meeting Date**	**Meeting Location**	**Attended?**
LATC Meeting	1/20-21/2010	Berkeley	Yes
LATC Meeting	4/23/2010	Los Angeles	Yes
LATC Meeting	7/28/2010	Sacramento	Yes
LATC Meeting (Teleconference)	9/1/2010	Sacramento & Various Locations	No
LATC Meeting (Teleconference)	11/22/2010	Sacramento & Various Locations	No (excused)
LATC Meeting	1/26-27/2011	Berkeley	Yes
LATC Meeting	7/19/2011	Sacramento	Yes
LATC Meeting (Teleconference)	11/16/2011	Sacramento & Various Locations	Yes
LATC Meeting	1/23-24/2012	Berkeley	Yes
LATC Meeting	5/4/2012	Sacramento	Yes
LATC Meeting	8/14/2012	Sacramento	Yes
LATC Meeting	11/14/2012	Los Angeles	Yes
LATC Meeting	1/24-25/2013	Sacramento	Yes
LATC Meeting	5/22/2013	Sacramento	Yes
LATC Meeting	8/20/2013	Sacramento	Yes
LATC Meeting (Teleconference)	11/7/2013	Sacramento & Various Locations	Yes
LATC Meeting	3/20/2014	Sacramento	Yes
LATC Meeting	6/25/2014	Sacramento	Yes
LATC Meeting (Teleconference)	8/27/2014	Sacramento & Various Locations	TBD

Katherine Spitz			
Date Appointed: 5/24/12[Term Expires:6/1/16]			
Meeting Type	**Meeting Date**	**Meeting Location**	**Attended?**
LATC Meeting	8/14/2012	Sacramento	Yes
LATC Meeting	11/14/2012	Los Angeles	Yes
LATC Meeting	1/24-25/2013	Los Angeles	Yes
LATC Meeting	5/22/2013	Sacramento	Yes
LATC Meeting	8/20/2013	Sacramento	No

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LATC Meeting (Teleconference)	11/7/2013	Sacramento & Various Locations	Yes
LATC Meeting	3/20/2014	Sacramento	Yes
LATC Meeting	6/25/2014	Sacramento	Yes
LATC Meeting (Teleconference)	8/27/2014	Sacramento & Various Locations	TBD

Nicki Johnson			
Date Appointed: 5/24/12[Term Expired 6/1/14			
Meeting Type	**Meeting Date**	**Meeting Location**	**Attended?**
LATC Meeting	8/14/2012	Sacramento	Yes
LATC Meeting	11/14/2012	Los Angeles	Yes
LATC Meeting	1/24-25/2013	Sacramento	Yes
LATC Meeting	5/22/2013	Sacramento	Yes
LATC Meeting	8/20/2013	Sacramento	Yes
LATC Meeting (Teleconference)	11/7/2013	Sacramento & Various Locations	Yes
LATC Meeting	3/20/2014	Sacramento	Yes
LATC Meeting	6/24/2014	Sacramento	Yes
LATC Meeting (Teleconference)	8/27/2014	Sacramento & Various Locations	TBD

Current and prior members (who served during this reporting period) of the LATC include:

Table 1b. Board/Committee Member Roster					
Member Name (Include Vacancies)	Date First Appointed	Date Re-appointed	Date Term Expires	Appointing Authority	Type (public or professional)
DAVID ALLAN TAYLOR, JR., Chair	6/25/2008	6/1/2010 6/4/2014	6/1/2010 6/1/2014 6/1/2018	Senate Rules Committee	Landscape Architect
KATHERINE SPITZ, Vice Chair	5/24/2012	N/A	6/1/2016	Governor	Landscape Architect
CHRISTINE ANDERSON	11/13/2003	6/1/2007	7/24/2008	Governor	Landscape Architect
ANDREW BOWDEN	1/17/2008	5/24/2012	6/10/2010 6/1/2015	Governor	Landscape Architect
NICKI JOHNSON	5/24/2012	N/A	6/1/2014	Governor	Landscape Architect

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STEPHANIE LANDREGAN	11/15/2002	5/11/2006 12/10/2010	6/1/2006 6/1/2010 6/1/2014	Speaker of the Assembly	Landscape Architect

2. In the past four years, was the LATC unable to hold any meetings due to lack of quorum? If so, please describe. Why? When? How did it impact operations?

In the past four years, the LATC has successfully held all scheduled meetings. The LATC held a meeting on January 23-24, 2012 in Berkeley without a quorum. During this time, there were two vacant Committee positions. One Committee member was unable to attend, resulting in the absence of a quorum. The meeting was held and any necessary voting was deferred until the following meeting on May 4, 2012. The impact on operations was minimal, as all topics requiring a vote were successfully addressed at the subsequent meeting.

3. Describe any major changes to the LATC since the last Sunset Review, including:

- Internal changes (i.e., reorganization, relocation, change in leadership, strategic planning)

Landscape Architect Registration Examination (LARE) - Format Change

The Council of Landscape Architectural Registration Boards (CLARB) completed a job task analysis in 2011 to determine current practices in landscape architecture and subsequently updated the LARE to reflect the appropriate knowledge, skills, and abilities required for safe practice were tested for in the examination. This update resulted in a transition from a five-section to a four-section examination. The LATC worked closely with CLARB during the task analysis and test development to ensure a smooth transition to the new examination format.

As a result of transitioning the administration of the LARE to CLARB in 2009, it was determined by the LATC, in consultation with the DCA Budget Office, that a reduction in the LATC's expenditure authority would be appropriate due to the improved efficiencies and ongoing savings from the transition. The LATC is currently pursuing a negative Budget Change Proposal (BCP) in the amount of $200,000 for fiscal year (FY) 2015/16 and ongoing (also discussed under Sections 3 and 10 of this report).

California Supplemental Examination (CSE)

The CSE tests for those areas of practice unique to California. In January 2013, the LATC contracted with DCA's Office of Professional Examination Services (OPES) to conduct an occupational analysis (OA) of the landscape architect profession. The purpose of the OA is to define practice for landscape architects in terms of actual job tasks that new licensees must be able to perform safely and competently at the time of licensure. The results of this OA will serve as the basis for the examination for the landscape architect profession in California.

In May 2013, OPES initiated the OA process and finalized the OA report in June 2014. The results of the OA will be used by OPES to perform a linkage study once a review of the national LARE is completed. The findings of the linkage study will be used to define the content of the CSE and form the basis for determining "minimum acceptable competence" as it relates to safe practice at the time of

initial licensure. By adopting the Landscape Architect California Specific Examination Plan contained in the 2014 OA, the LATC ensures that its examination reflects current practice.

Communication

The LATC developed Public Information Disclosure Procedures to assist staff with requests for information received by the public. The procedures were based on CCR 2608 (Public Information System – Disclosure) and were approved by the LATC in November 2011.

University of California (UC) Extension Certificate Program Task Force

Education in landscape architecture is a fundamental prerequisite to licensure. Traditionally, the educational requirement is based on four-year college or university degree programs. The LATC recognized a need to expand the educational options to include non-traditional pathways for students to be able to meet the minimum educational requirements. The extension certificate programs are one alternative which accommodate this approach.

The LATC appointed the UC Extension Certificate Program Task Force to develop procedures for reviewing landscape architecture extension certificate programs, and conduct reviews of the programs, in accordance with CCR 2620.5. The Task Force developed procedural documents for review of the programs and conducted reviews of UC Berkeley and UC Los Angeles extension certificate programs. Both programs were approved by the LATC through December 2020.

Exceptions and Exemptions Task Force

The LATC appointed the Exceptions and Exemptions Task Force to determine how the LATC can ensure clarity about BPC 5641 (Chapter Exceptions, Exemptions), and ensure that these provisions protect the public. The LATC obtained and accepted a legal opinion from DCA legal counsel regarding the clarity of BPC 5641, per the recommendation of the Exceptions and Exemptions Task Force. The Task Force was concluded after fulfilling its charge.

Strategic Planning

Beginning December 2012, the LATC began utilizing DCA Strategic Organization, Leadership & Individual Development (SOLID) Planning Solutions staff for its annual strategic planning sessions. Previously, the Board contracted with a vendor to provide these services. In August 2013, the LATC voted to transition to a two-year strategic plan with annual environmental scans.

Occupational Analysis (OA)

In 2013, the LATC contracted with OPES to conduct an OA to identify current, critical job activities performed by landscape architects licensed in California. The OA was completed in June 2014 and will be followed by a review of the LARE psychometric process and linkage study to correlate the knowledge skills and abilities tested for in the LARE and the CSE to ensure there is no overlap between the two examinations.

- All legislation sponsored by the LATC and affecting the LATC since the last sunset review.

Assembly Bill (AB) 186 (Maienschein) - This measure would authorize boards to issue a provisional license to a spouse, domestic partner or other legal companion of an active duty member of the Armed Forces. The LATC sought an exemption from the bill's provisions, as it would require the LATC to waive the CSE. In May, the Board received confirmation that the exemption would be included in the bill for the Board and the LATC.

AB 1057 (Chapter 693, Statutes of 2013) - This legislation requires the LATC to inquire in every application for licensure if the individual applying for licensure is serving in, or has previously served in, the military. The requirement will commence on January 1, 2015.

AB 1588 (Chapter 742, Statutes of 2012) - This legislation requires the LATC to waive the renewal fees, continuing education requirements, and other renewal requirements as determined by the LATC for any licensee or registrant called to active duty as a member of the United States Armed Forces or the California National Guard if specified requirements are met.

AB 1881 (Chapter, Statutes of 2006) - This legislation requires increased water efficiency for both new and existing development statewide. The law required the Department of Water Resources to update the Model Water Efficient Landscape Ordinance (MWELO) in 2009, and took effect in 2010. Landscaping plans will need to be prepared by a landscape architect, licensed landscape contractor, or other landscape professional as established in state law. Each project will need to have an established water budget, planting schedule and irrigation details.

AB 1904 (Chapter 399, Statutes of 2012) - This legislation requires the LATC to expedite the licensure process for an applicant who meets both of the following requirements: 1) Supplies evidence satisfactory to the LATC that the applicant is married to, or in a domestic partnership or other legal union with, an active duty member of the Armed Forces of the United States who is assigned to a duty station in this state under official active duty military orders; and 2) holds a current license in another state, district, or territory of the United States in the profession or vocation for which he or she seeks a license from the board.

SB 975 (Wright) - This bill provides that the Board and the Board for Professional Engineers, Land Surveyors, and Geologists (BPELSG) would have the sole and exclusive authority to license and regulate the practice of their respective professions pursuant to the provisions of the practice acts. No other entity (city, county, school district, special district, a local or regional agency, joint powers agency, or state agency, department or office) could impose licensing requirements. The bill was vetoed.

- All regulation changes approved by the LATC since the last sunset review. Include the status of each regulatory change approved by the LATC.

A number of relevant regulatory changes have been enacted since the last Sunset Review. These changes are listed below.

Fees (CCR 2649) - The LATC proposed an amendment to its regulations to decrease license renewal fees temporarily for one renewal cycle from $400 to $220, between July 1, 2015 through June 30, 2017, and would return to $400 on July 1, 2017. A regulatory package to amend CCR 2649 was published by the Office of Administrative Law (OAL) on February 7, 2014. The regulatory package is currently being routed through DCA for review. (See Question 12)

Form of Examinations (CCR 2615)- CLARB implemented modest structural changes to the LARE in September 2012, better aligning its content with the current practice of landscape architecture. CCR 2615 was amended on March 7, 2012 to allow a candidate with a landscape architecture degree or landscape architecture extension certificate to take the multiple choice sections of the LARE. The multiple choice sections of the five-section LARE were sections A, B, and D. However, the new four-section LARE is comprised of all multiple choice items.

On December 13, 2012, CCR 2615 was amended to clarify that such candidates should only be allowed to take sections 1 and 2 of the new LARE. Additionally, an amendment was necessary to clearly specify the LATC will not recognize the LARE scores for sections 3 and 4 if a candidate takes the sections when not eligible at the time it was administered.

Education and Training Credits (CCR 2620) - Effective December 31, 2012, CCR 2620 was updated to conform to updated accreditation standards from the Landscape Architectural Accreditation Board (LAAB). It was also amended to add new language to allow education credit for partial completion of a degree in landscape architecture from an approved school; education credit for partial completion of an extension certificate in landscape architecture from an approved school and a degree from a school with a four-year curriculum; and education credit for an accredited degree in architecture with a four-year curriculum. The amendment added new language that defines "partial completion" of a degree allowing candidates with education credit under subsections (a)(7) and (8) to gain one year of training/practice credit under the direction supervision of a landscape architect licensed in the United States jurisdiction. The amendment made additional clarifying edits to the language and became effective on March 7, 2012.

Examination Transition Plan (CCR 2614) - The LATC updated its regulation to establish a transition plan for those candidates who passed sections of previously administered landscape architect licensing examinations into the current four-section LARE, implemented by CLARB in September 2012. The regulatory update became effective April 8, 2013.

Application for Examination (CCR 2610) - In 2013, the LATC approved an amendment to the regulation that would change the deadline for applications for eligibility to take the examination from 70 days to 45 days. This change updates the application filing deadline to be consistent with LATC's current application processing timeframe. The regulatory package to amend CCR 2610 is being prepared by staff.

Requirements for an Approved Extension Certificate Program (CCR 2620.5) - A regulatory package was submitted to OAL in 2012 to amend CCR 2620.5 with updated requirements for an approved extension certificate program. These changes were proposed as a response to LAAB updating their university accreditation standards in 2010, of which the original requirements in CCR 2620.5 were based upon. The UC Extension Certificate Program Task Force proposed additional edits to this section to further update the requirements to current standards of practice. On July 17, 2013, OAL issued a "Decision of Disapproval of Regulatory Action" on the rulemaking file, citing deficiencies relating to

the necessity standard of Government Code section 11349.1. In August 2013, the LATC directed staff to develop sufficient justification for each proposed change to CCR 2620.5 that will meet OAL standards; and submit a new rulemaking file to OAL once sufficient justification is complete. Staff is in the process of developing a comprehensive regulatory package with ample justification that will meet the required standards.

4. Describe any major studies conducted by the LATC (cf. Section 12, Attachment C).

In June 2014, the LATC completed an OA which will be the basis for updating the CSE. The LATC's last OA was conducted in 2006. An OA (or practice analysis) is a required survey that all licensed professions or trades must complete to ensure that the licensing examination is valid and legal. Additionally, as part of its 2014 OA, the LATC conducted focus group meetings with landscape architects, educators of landscape architecture, and enforcement staff. The LATC is also reviewing the national licensing examination development process and conducting a linkage study to determine appropriate content for ongoing CSE development. The OA was conducted between October and November 2013 with the final report presented to the LATC at its June 2014 meeting. The national examination review and linkage study are expected to be complete by June 2015.

5. List the status of all national associations to which the LATC belongs.

- Does the LATC's membership include voting privileges?

  Yes, pursuant to the Council of Landscape Architectural Registration Board's (CLARB) bylaws.

- List committees, workshops, working groups, task forces, etc., on which board participates.

  None

- How many meetings did LATC representative(s) attend? When and where?

  One; CLARB Annual Meeting, Reston VA, September 24-27, 2014

- If the LATC is using a national exam, how is the LATC involved in its development, scoring, analysis, and administration?

  LATC is not involved at this time and is exploring opportunities for future participation.

Section 2
Performance Measures and Customer Satisfaction Surveys

6. Provide each quarterly and annual performance measure report for the LATC as published on the DCA website.

The LATC's quarterly and annual performance measure reports for the last four years are attached (cf., Section 12, Attachment __).

7. Provide results for each question in the LATC's customer satisfaction survey broken down by fiscal year (FY). Discuss the results of the customer satisfaction surveys.

The LATC performs customer satisfaction surveys of consumers including those who have filed complaints against landscape architects/unlicensed individuals and of individuals seeking or renewing a license to

practice landscape architecture in California. As shown below, a majority (69%) of the responses to the survey demonstrate that individuals are satisfied or very satisfied with the services provided by the LATC (non-applicable responses excluded).

	FY 2013–2014	Excellent	Very Good	Good	Fair	Poor	Not Applicable
1.	In your most recent contract with us, how would you rate the responsiveness and effectiveness of staff who assisted you?	12	7	1	1	5	5
2.	When you visited our website, how would you rate the ease of locating information?	7	5	3	5	3	8
3.	When you visited our website, how would you rate the usefulness of the provided information?	7	5	4	4	3	8
4.	If you submitted an application, how would you rate the timeliness of processing your application?	1	2	1	1	2	21
5.	If you filed a complaint, were you satisfied with knowing where to file a complaint and whom to contact?	1	0	1	0	2	24
6.	If you filed a complaint, how would you rate the timeliness of receiving resolution for your complaint?	1	1	1	0	3	25
7.	Were you satisfied with the overall service provided by the LATC?	8	5	7	1	6	4

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	FY 2013–2014	Excellent	Very Good	Good	Fair	Poor	Not Applicable
	Total:	**37**	**25**	**18**	**12**	**25**	**95**

	FY 2012–2013	Excellent	Very Good	Good	Fair	Poor	Not Applicable
1.	In your most recent contract with us, how would you rate the responsiveness and effectiveness of staff who assisted you?	10	5	3	1	4	2
2.	When you visited our website, how would you rate the ease of locating information?	7	5	8	2	3	1
3.	When you visited our website, how would you rate the usefulness of the provided information?	7	4	7	1	3	4
4.	If you submitted an application, how would you rate the timeliness of processing your application?	3	2	3	1	1	16
5.	If you filed a complaint, were you satisfied with knowing where to file a complaint and whom to contact?	3	1	2	0	1	17
6.	If you filed a complaint, how would you rate the timeliness of receiving resolution for your complaint?	3	2	2	0	1	17
7.	Were you satisfied with the overall service provided by the LATC?	9	5	5	0	6	1
	Total:	**42**	**24**	**30**	**5**	**19**	**58**

	FY 2011–2012	Excellent	Very Good	Good	Fair	Poor	Not Applicable

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	FY 2011–2012	Excellent	Very Good	Good	Fair	Poor	Not Applicable
1.	In your most recent contract with us, how would you rate the responsiveness and effectiveness of staff who assisted you?	1	1	1	2	7	2
2.	When you visited our website, how would you rate the ease of locating information?	0	1	4	4	4	0
3.	When you visited our website, how would you rate the usefulness of the provided information?	1	2	4	2	4	0
4.	If you submitted an application, how would you rate the timeliness of processing your application?	1	2	0	0	3	7
5.	If you filed a complaint, were you satisfied with knowing where to file a complaint and whom to contact?	1	1	0	1	1	9
6.	If you filed a complaint, how would you rate the timeliness of receiving resolution for your complaint?	0	1	0	2	1	9
7.	Were you satisfied with the overall service provided by the LATC?	0	2	0	4	6	1
	Total:	**4**	**10**	**9**	**15**	**20**	**28**

	FY 2010–2011	Excellent	Very Good	Good	Fair	Poor	Not Applicable
1.	In your most recent contract with us, how would you rate the responsiveness and effectiveness of staff who assisted you?	10	10	12	5	9	5
2.	When you visited our website, how would you rate the ease of locating information?	1	16	16	7	4	5

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	FY 2010–2011	Excellent	Very Good	Good	Fair	Poor	Not Applicable
3.	When you visited our website, how would you rate the usefulness of the provided information?	1	16	16	7	4	5
4.	If you submitted an application, how would you rate the timeliness of processing your application?	4	5	9	5	2	25
5.	If you filed a complaint, were you satisfied with knowing where to file a complaint and whom to contact?	3	1	2	2	2	38
6.	If you filed a complaint, how would you rate the timeliness of receiving resolution for your complaint?	2	2	1	2	3	39
7.	Were you satisfied with the overall service provided by the LATC?	6	11	16	4	10	3
	Total:	**27**	**61**	**72**	**32**	**34**	**120**

Section 3
Fiscal and Staff

Fiscal Issues

8. Describe the LATC's current reserve level, spending, and if a statutory reserve level exists.

The LATC's fund is shown below in Table 2, identifying fund balance and expenditure levels. Per BPC 128.5 (b), the LATC's statutory fund limit is no more than 2 years or 24 months in reserve. The recent economic climate has resulted in a variety of State Budget spending restrictions, which have impacted the LATC's expenditures. In addition, due to CSE savings, the LATC is currently pursuing a negative BCP in the amount of $200,000 for FY 2015/16 and ongoing.

9. Describe if/when a deficit is projected to occur and if/when fee increase or reduction is anticipated. Describe the fee changes (increases or decreases) anticipated by the LATC.

The LATC does not currently project any deficits or a need to increase fees.

Table 2. Fund Condition

(Dollars in Thousands)	FY 2010/11	FY 2011/12	FY 2012/13	FY 2013/14	FY 2014/15	FY 2015/16*	FY 2016/17*	FY 2017/18*

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Beginning Balance								
Revenues and Transfers								
Total Revenue								
Budget Authority								
Expenditures**/***								
Loans to General Fund								
Accrued Interest, Loans to General Fund								
Loans Repaid From General Fund								
Fund Balance								
Months in Reserve	11.1	17.3	12.7	13.3	9.6	9.8	5.8	5.6

* Assumes 2% growth in expenditures and 0.3% growth in income from surplus money
** Includes direct draws from SCO and Fi$cal
*** Assumes budget authority will be fully expended in FY XX – XX.

10. Describe the history of general fund loans. When were the loans made? When have payments been made to the LATC? Has interest been paid? What is the remaining balance?

The LATC has not issued any general fund loans in the preceding four FYs. In FY 2003/04, the Board loaned the general fund $1.2 million that was repaid with interest in FY 2005/06.

11. Describe the amounts and percentages of expenditures by program component. Use *Table 3. Expenditures by Program Component* to provide a breakdown of the expenditures by the LATC in each program area. Expenditures by each component (except for pro rata) should be broken out by personnel expenditures and other expenditures.

(Response pending)

Table 3. Expenditures by Program Component (list dollars in thousands)

	FY 2010/11		FY 2011/12		FY 2012/13		FY 2013/14*	
	Personnel Services	OE&E	Personnel Services	OE&E	Personnel Services	OE&E	Personnel Services	OE&E
Enforcement								
Examination								
Licensing								
Administration**								
Diversion (if applicable)								
TOTALS								
DCA Pro Rata***								

* Governor's Budget FY 14/15
** Administration includes costs for executive staff, board, administrative support, and fiscal services.
*** DCA Pro Rata included in OE&E

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12. Describe license renewal cycles and history of fee changes in the last 10 years. Give the fee authority (Business and Professions Code and California Code of Regulations citation) for each fee charged by the LATC.

The LATC is a special fund agency that generates revenue from its fees. The LATC's main source of revenue is from applicants and licensees through the collection of examination, licensing, and renewal fees. These fees support the license, examination, enforcement, and administration programs, which include processing and issuing licenses, conducting an occupational analysis and ongoing examination development, maintaining LATC records, producing and distributing publications, mediating consumer complaints, enforcing statutes, disciplinary actions, personnel, and general operating expenses.

Fees for an original license and biennial renewal increased on July 1, 2009, pursuant to CCR 2649. As a result:

1) Original license fees increased from $300 to $400 (license is prorated based on birth month and year);
2) Renewal fees increased from $300 to $400 (prior to that, the fee had not been increased since 1991, when it was raised from _____ to _____); and
3) Delinquency fee increased from _____ to _____.

CCR 2649 authorizes the following fees:

a) Eligibility application fee is $35;
b) Reciprocity application is $35;
c) CSE application fee is $35;
d) CSE fee is ($275);
e) Original license is $400. (Prorated)
f) Biennial renewal fee is $400;
g) Delinquency fee is $200; and
h) Duplicate certificate fee is $15.

Table 4. Fee Schedule and Revenue (list revenue dollars in thousands)

Fee	Current Fee Amount	Statutory Limit	FY 2010/11 Revenue	FY 2011/12 Revenue	FY 2012/13 Revenue	FY 2013/14 Revenue	% of Total Revenue
Duplicate License/Cert.	$15	$25	$615	$645	$600	$630	0.02
Certification	2	2	8	10	26	20	0.00
Citation/Fine FTB Collection	Various	Various	18	0	1,998	500	0.02
Re-licensure	100	100	700	900	600	600	0.02
Reciprocity	35	100	8,050	7,245	8,085	7,700	0.22
Retired License	300	400	64,300	42,600	19,200	42,000	1.21
Initial License	300	400	43,100	137,400	41,400	135,000	2.57
Initial License ½	150	200	34,850	24,300	20,700	67,500	1.06

CA Supplemental Exam	100	100	200,100	112,400	90,000	90,000	3.55
LARE Eligibility	100	100	68,700	65,500	79,800	75,000	2.08
Biennial Renewal	300	400	2,365,800	3,620,400	2,435,700	3,600,000	86.70
Accrued Renewal	Various	Various	8,800	22,800	11,400	25,000	0.49
Delinquent Renewal	100	200	31,950	107,000	40,100	100,000	2.01
Misc. Service to Public	N/A	N/A	754	468	255	250	0.01
Dishonored Check	25	50	325	1,175	450	450	0.02
TOTAL(S)			$2,828,070	$4,142,843	$2,750,314	$4,144,650	100%

13. Describe Budget Change Proposals (BCPs) submitted by the LATC in the past four fiscal years.

The LATC has not submitted any BCPs in the past four FYs; however, in the summer of 2014, it submitted a negative BCP to the Department of Finance to request a voluntarily expenditure authority reduction by $200,000 for FY 2015/16 and ongoing; approval is currently pending. The LATC, in consultation with the DCA Budget Office, determined that a $200,000 reduction is appropriate due to savings from the CSE and LARE administrations. Since 2008, the CSE has been a computer-based version, administered with greater efficiency. Additionally, portions of the LARE were administered by the LATC however in ____ CLARB began administering all sections of the LARE. The LATC budget should reflect the efficiencies of both exam administrations.

Staffing Issues

14. Describe any LATC staffing issues/challenges, i.e., vacancy rates, efforts to reclassify positions, staff turnover, recruitment and retention efforts, succession planning.

The LATC's position vacancies have mainly been in the Staff Services Analyst and Management Services Technician classifications, which are entry level. The vacancies are often attributed to other promotional opportunities, a common civil service occurrence. The LATC has been successful in reclassifying positions when needed to ensure appropriate classifications are available to meet operational needs. Hiring temporary help such as Student Assistants, Retired Annuitants, and limited-term staff has been effective in minimizing interruption in workload, training and succession planning.

The LATC utilizes DCA's Workforce and Succession Plan and has identified mission critical positions that have a significant impact on the LATC and require specialized job skills and/or expertise. The LATC is refining the plan to develop strategies to retain the expertise and staff knowledge so that it is preserved for the future and on a continual basis.

15. Describe the LATC's staff development efforts and how much is spent annually on staff development (cf., Section 12, Attachment D).

The LATC encourages training for all staff and participates heavily in courses offered at no cost through DCA's SOLID Training and Planning Solutions. These courses include customer service, computer software, and other inter-personal classes. Staff is also encouraged to pursue SOLID's Analyst Certification Training. This training program is also free of charge and includes a series of courses to develop analytical

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tools, strategies and techniques. The courses offered and completed develop staff to have the essential tools and training to effectively perform their job. It also enables them to be a viable candidate for future promotional opportunities both in-house and externally. In the past four fiscal years, staff has taken more than 65 courses at no charge.

Specialized training is also encouraged and provided to staff through outside providers as needed. These include mandatory courses, such as the Enforcement Academy, investigative training, sexual harassment prevention, ethics, driver safety, and information technology. In the past four fiscal years, staff has taken _12 courses at a cost of approximately $1,678.

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Section 4
Licensing Program

16. What are the LATC's performance targets/expectations for its licensing[1] program? Is the LATC meeting those expectations? If not, what is the LATC doing to improve performance?

The LATC's performance target for processing applications to sit for the licensing examinations and issuing licenses, once all examinations have been passed is 30 days from receipt of the application. Where the application is complete, all requirements met (including the submission of required supporting documentation), and there is no criminal history, LATC has been able to meet this goal. LATC cross-trained staff to help mitigate the effects of extended absences and positions left vacant during the hiring freeze. Staff and management work together in a continuous effort to improve the quality of service provided by the LATC to its candidates and licensees. To this end, processes are routinely evaluated for efficiency to maximize staff performance and achieve performance expectations. When LATC is migrated to the DCA enterprise-wide licensing and enforcement system (BreEZe), it is anticipated that additional process efficiencies will be realized.

17. Describe any increase or decrease in the LATC's average time to process applications, administer exams and/or issue licenses. Have pending applications grown at a rate that exceeds completed applications? If so, what has been done by the LATC to address them? What are the performance barriers and what improvement plans are in place? What has the LATC done and what is the LATC going to do to address any performance issues, i.e., process efficiencies, regulations, BCP, legislation?

Staff processing of applications meets established performance targets. As stated above, management works with staff to routinely evaluate processes for efficiencies and implement them in a timely manner to maintain performance expectations and provide continuously improving customer service to stakeholders.

When evaluating performance on processing applications, it should be taken into consideration that candidates may submit applications for the Landscape Architect Registration Examination (LARE) at any time and if found eligible, it may take several years for the candidate to pass all sections of the test. There are no set deadlines for submission; however, inactive candidate records may be purged after five years per CCR 2620 (d)(2). CLARB implemented the Council Record as part of the applications process in 2012. The council record includes education and certification of experience which may be maintained on an annual basis. These records can be transmitted to the LATC and are typically available within one day of the request.

LATC has a proposed regulation change to shorten a candidate's application filing deadline from 70 to 45 days prior to the requested examination date. Current regulation was adopted in 1998 when the licensing examination was partially administered by the LATC and it allowed the LATC preparation time for the administration. In December 2009, CLARB began administering all five sections of the LARE, and in 2012 eliminated the graphic portion of the examination, reducing the lead time for applications to be reviewed by LATC prior to the examination date.

[1] The term "license" in this document includes a license certificate or registration.

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Another matter for consideration relative to application processing is the documentation that must be submitted in support of an application. Candidates are required to have certified transcripts sent directly from their school verifying their degree in landscape architecture and a Certification of Experience form submitted by the licensee who supervised their experience. LATC sends Ineligibility Notifications advising candidates of documents that must be submitted for eligibility; however, it is the candidate's responsibility to ensure that the necessary documents are provided.

There can also be a great variation in the amount of time candidates who have passed the CSE wait to apply for licensure. CSE results are provided to candidates immediately upon completion of an examination at the test center. However, a candidate may choose to wait before applying for licensure. If a candidate applies immediately upon passing the examination, the license is typically issued within 30 days after receipt of the completed application and fee.

18. How many licenses or registrations does the LATC issue each year? How many renewals does the LATC issue each year?

Table 6. Licensee Population

		FY 2010/11	FY 2011/12	FY 2012/13	FY 2013/14
Landscape Architect	Active	3,462	3,503	3,552	3,548
	Out-of-State	486	498	493	468
	Out-of-Country	31	27	33	34
	Delinquent	315	307	309	283
	Issued	92	92	90	76
	Renewed	1,793	1,696	1,755	1759

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Table 7a. Licensing Data by Type											
						Pending Applications			Cycle Times		
	Application Type	Received	Approved	Closed	Issued	Total (Close of FY)	Outside Board control*	Within Board control*	Complete Apps	Incomplete Apps	Combined, if unable to separate out
FY 2011/12	LARE	105			N/A						
	CSE	131	107		N/A						
	License	92									
	Renewal[1]	1,696									
FY 2012/13	LARE	120	109		N/A						
	CSE	146	122		N/A						
	License	90									
	Renewal[1]	1,755									
FY 2013/14	LARE	131			N/A						
	CSE	123	113		N/A						
	License	76	76		76						
	Renewal[1]	1759									
* Optional. List if tracked by the board.											

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Table 7b. Total Licensing Data			
	FY 2011/12	FY 2012/13	FY 2013/14
Initial Licensing Data:			
Initial License/Initial Exam Applications Received	236	266	254
Initial License/Initial Exam Applications Approved			
Initial License/Initial Exam Applications Closed			
License Issued	92	90	76
Initial License/Initial Exam Pending Application Data:			
Pending Applications (total at close of FY)			
Pending Applications (outside of board control)*			
Pending Applications (within the board control)*			
Initial License/Initial Exam Cycle Time Data (WEIGHTED AVERAGE):			
Average Days to Application Approval (All - Complete/Incomplete)	See note above for Table 7a		
Average Days to Application Approval (incomplete applications)*			
Average Days to Application Approval (complete applications)*			
License Renewal Data:			
License Renewed	1,696	1,755	1759
* Optional. List if tracked by the board.			

19. How does the LATC verify information provided by the applicant?

The LATC uses several measures to verify information provided by candidates on an application. Transcripts are required to substantiate the qualifying degree or certificate listed on the application for which a candidate wishes to receive credit. Transcripts must be certified and submitted directly to LATC from the respective school in order for credit to be granted.

Work experience must be submitted on the LATC approved Certification of Experience form signed by the licensed professional who supervised the candidate's work in order to receive credit. LATC staff verifies with the appropriate jurisdiction or regulatory agency that the experience information provided is true and correct for the supervising professional.

Individuals licensed in another jurisdiction and applying for reciprocity must request that their state board provide a license certification to substantiate licensure, license status (i.e., current, delinquent, suspended, etc.), and information on disciplinary action. Additionally, the certifying board must provide the examination history detailing what form of the LARE was taken and when each division was passed. Reciprocal licensure candidates may substitute CLARB's Council Record in lieu of the above which provides information on education, experience and examination. The CLARB Council Record demonstrates that an individual has met CLARB's professional standards, making it easier to obtain reciprocal licensure in other jurisdictions.

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a. What process does the LATC use to check prior criminal history information, prior disciplinary actions, or other unlawful acts of the applicant?

The LATC's applications include the following questions about the candidate's criminal/disciplinary history:

- Have you ever had registration denied, suspended, or revoked, or otherwise been disciplined by a public agency in any state or country?
- Have you ever pleaded guilty or been convicted by a court of an offense?

The applications of those candidates responding "yes" to either or both questions are referred to LATC's Enforcement Unit for review and possible disciplinary action. The Enforcement Unit staff determine, based on LATC's regulations and relevant statutes, whether the offense or action is related to the practice of landscape architecture or to the candidate's ability to practice landscape architecture in the interest of the public health, safety, and welfare.

b. Does the LATC fingerprint all applicants?

The LATC is a component of the California Architects Board (Board) and works in tandem to align processes and procedures. The Board and LATC are not statutorily authorized to fingerprint candidates (applicants) for a landscape architect license.

The Board considered the necessity for a fingerprinting requirement as part of its strategic plan objectives at its June 16, 2011 and June 14, 2012 meetings, and determined that based on the anticipated low number of arrest and prosecution reports expected, there would be little increased benefit to the public health, safety, and welfare. Additionally, there would be increased costs to licensees and candidates. It was noted that current law already requires landscape architects working on school projects to have a background check conducted by submitting their fingerprints.

LATC will continue to monitor the Board's action on fingerprinting and consider similar responses for landscape architect applicants.

c. Have all current licensees been fingerprinted? If not, explain.

The LATC is not statutorily authorized to fingerprint licensees. See response to 19b for additional information.

d. Is there a national databank relating to disciplinary actions? Does the LATC check the national databank prior to issuing a license? Renewing a license?

Yes, CLARB maintains a database available to its membership that contains disciplinary actions reported by participating Member Boards, and the LATC's enforcement unit utilizes this resource. The database contains disciplinary action against licensed landscape architects taken by boards and is not a criminal database. The LATC checks the database prior to issuing licenses; however, the information is primarily useful for reciprocal licensure candidates.

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e. Does the LATC require primary source documentation?

Yes, the LATC requires candidates to submit (or have submitted on their behalf) original and/or certified documentation (such as university transcripts) to provide verification of authenticity. LATC also accepts CLARB Council Records which require primary source documentation.

20. Describe the LATC's legal requirement and process for out-of-state and out-of-country applicants to obtain licensure.

The LATC's laws and regulations require all candidates to meet the same prerequisites for licensure. Candidates must document a combination of six years education and experience and successfully complete both a national examination (LARE) and the CSE.

21. Describe the LATC's process, if any, for considering military education, training, and experience for purposes of licensing or credentialing requirements, including college credit equivalency.

Supervised experience gained while in the military would be accepted in fulfilling the experience requirements.

a. Does the LATC identify or track applicants who are veterans? If not, when does the LATC expect to be compliant with BPC § 114.5?

The LATC is implementing the requirements of BPC 114.5 to be in place by the effective date of January 1, 2015.

b. How many applicants offered military education, training or experience towards meeting licensing or credentialing requirements, and how many applicants had such education, training or experience accepted by the LATC?

None.

c. What regulatory changes has the LATC made to bring it into conformance with BPC § 35?

No changes are necessary, as the LATC is already permitted by its regulations to grant credit for military training or experience that is related to the practice of landscape architecture.

d. How many licensees has the LATC waived fees or requirements for pursuant to BPC § 114.3, and what has the impact been on LATC revenues?

None. Consequently, there has been no impact to the revenue received by the LATC.

e. How many applications has the LATC expedited pursuant to BPC § 115.5?

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None. No candidates seeking reciprocal licensure and who are married to, or in a domestic partnership or other legal union with, an active duty member of the Armed Forces of the United States who is assigned to a duty station in California have requested the expedited processing.

22. Does the LATC send No Longer Interested notifications to DOJ on a regular and ongoing basis? Is this done electronically? Is there a backlog? If so, describe the extent and efforts to address the backlog.

N/A

Examinations

Table 8. Examination Data – Tables modified to include examination results for the LARE (by sections) and the CSE.

Landscape Architect Registration Examination (LARE) (National Examination) California Candidates								
License Type		Landscape Architect						
Exam Title: LARE Divisions*		Section A	Section B	Section C	Section D	Section E		
FY 2010/11	# of 1st Time Candidates	See note below						
	Pass %	84%	75%	74%	57%	37%		
FY 2011/12	# of 1st Time Candidates	See note below						
	Pass %	84%	54%	71%	68%	52%		
Exam Title: LARE Divisions*		Section 1	Section 2	Section 3	Section 4			
FY 2012/13	# of 1st Time Candidates	See note below						
	Pass %	77%	66%	71%	50%			
FY 2013/14	# of 1st time Candidates	See note below						
	Pass %	71%	60%	72%	55%			
Date of Last OA		2010/11						
Name of OA Developer		Professional Testing, Inc.						

In September 2012, the LARE transitioned from a five to a four section examination. For FYs 2010/11 and 2011/12 the sections were:

Section A: Project and Construction Administration
Section B: Inventory, Analysis and Program Development
Section C: Site Design
Section D: Design and Construction Documentation
Section E: Grading, Drainage and Stormwater Management

The currently administered LARE sections are:

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Section 1: Project and Construction Administration
Section 2: Inventory and Analysis
Section 3: Design
Section 4: Grading Drainage and Construction Documentation

*New LARE administration September 2012, sections 1-4.

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California Supplemental Examination (CSE)		
License Type		Landscape Architect
FY 2010/11	# of 1st Time Candidates	93
	Pass %	84%
FY 2011/12	# of 1st Time Candidates	92
	Pass %	91%
FY 2012/13	# of 1st Time Candidates	115
	Pass %	93%
FY 2013/14	# of 1st time Candidates	94
	Pass %	65%
Date of Last OA		May 2014
Name of OA Developer		OPES

23. Describe the examinations required for licensure. Is a national examination used? Is a California specific examination required?

Each candidate for licensure is required to complete both a national (LARE) and CSE in order to become licensed. The two examinations test candidates for their entry-level knowledge, skills, and ability to provide landscape architectural services without endangering the public health, safety and welfare.

The LARE is a practice-based examination developed by CLARB. The content of the LARE is based on an analysis of landscape architectural practice. The most recent "Practice Analysis" was conducted by CLARB in 2010. The LARE concentrates on those functions that most affect the public health, safety, and welfare. The LARE has been developed with specific concern for its fidelity to the practice of landscape architecture; that is, its content relates to the actual tasks a landscape architect encounters in practice. No single examination can test for competency in all aspects of landscape architecture, which is why the LARE is not the only requirement to become a licensed landscape architect. The examination attempts to determine the candidate's qualifications not only to perform measurable tasks, but also to exercise the skills and judgment of a generalist working with numerous specialists. In short, the objective is to reflect the practice of landscape architecture as an integrated whole.

The LARE is a four-part fully computerized examination. It is prepared and scored by CLARB in accordance with all current standards for fairness and quality of licensure exams. Below is a list of the sections.

- Section 1 - Project and Construction Management
- Section 2 - Inventory and Analysis
- Section 3 - Design
- Section 4 - Grading, Drainage, and Construction Documentation

The content of the LARE is based on a job "task analysis" study conducted every five to seven years of current practices in the profession. The study identifies what is required at the initial point of licensure in terms of tasks to be completed and the knowledge required to successfully complete those tasks. This forms the basis of the LARE.

In the most recent study over 1,600 landscape architects across the United States and Canada were involved in focus groups and one, large-scale validation survey to determine changes in practice and the entry level competencies needed. Following the study, the LARE was updated and the new version was administered for the first time in September 2012.

CLARB partners with Pearson VUE Test Centers to administer the LARE three times annually. There are 22 test centers in California and over 250 nationwide making the examination easily accessible for candidates.

Candidates must pass each section of the LARE independently and receive credit for sections passed, but must retake those sections not passed. Full or partial credit may be given when all sections have not been completed at the time a new LARE is introduced. Otherwise credit for sections passed is valid until the candidate passes the entire current exam. Candidates receive an email from CLARB when their results are ready for viewing, which was implemented in September 2012.

California Supplemental Examination (CSE)

The setting for landscape architectural practice in California is distinct from that of other states. California's size, varied landscape and climate, distinctive legal framework, and massive economy create an unusually demanding environment for landscape architectural practice. The varying interplay of these conditions for specific projects gives rise to even more complicated settings. Due to these unique needs and regulatory requirements, California administers the CSE to ensure that candidates have the necessary landscape architectural knowledge and skills to respond to the conditions found in California.

The LATC administers the CSE to candidates who have successfully completed all four sections of the LARE, as well as to eligible licensees from other jurisdictions and countries, and then must pass the CSE prior to receiving licensure. The CSE tests for those aspects of practice unique to California, such as accessibility, energy conservation, sustainability environmental concerns, irrigation, water management, wetlands, wildlife corridors, wildfire resistant landscapes and legal issues (CEQA, etc.), as well as those integrative aspects of practice that are not adequately tested for in the LARE.

The CSE was previously administered as a written examination, but has been delivered via computer since February 2011. The CSE is based on the 2012 Written Examination Plan and consists of 100 multiple-choice questions that cover site inventory and analysis, regulatory assessment and compliance, and progressive project alternatives. The CSE is administered by computer at a total of 39 nationwide locations, including 17 testing centers within California, and lasts approximately two and one-half hours.

A new OA was completed by OPES in May 2014 that will play a strong role in shaping the future of the CSE. The OA will be immediately followed by a review of the LARE psychometric process and linkage study that correlates the knowledge, skills, and abilities tested for in the CSE Test Plan with those present in the CLARB 2010/11 Practice Analysis to ensure there is no overlap between the content on the LARE and CSE.

24. What are pass rates for first time vs. retakes in the past 4 fiscal years? *(Refer to Table 8: Examination Data)*

Statistics collected by CLARB relative to pass rates for the LARE do not distinguish between first-time and retake candidates by state. However, the LATC does collect CSE pass rate statistics for a comparison between first-time and retake candidates. The table below shows this comparison for CSE candidates.

Fiscal Year	First-Time Candidates	Retake Candidates
2010/2011	84%	67%
2011/2012	91%	84%
2012/2013	93%	89%
2013/2014	65%	50%

25. Is the LATC using computer based testing? If so, for which tests? Describe how it works. Where is it available? How often are tests administered?

Yes, the LATC utilizes computer based testing (CBT) for its licensing examinations. The LARE and CSE, which are required for licensure, are both administered through CBT. CLARB began administering Sections A, B, and D via CBT in 2004. The LARE became fully computerized in 2012 when the exam transitioned from five to four sections. The CSE was a written examination given by the LATC until 2008 when the LATC contracted with Psychological Services Inc. (PSI) to begin offering the exam via CBT. The LARE is offered three times annually and each administration takes place over a two week period.

Candidates schedule LARE sections through the CLARB online registration service. Candidates are able to view all pertinent information relative to their examination history and schedule examinations at their convenience. Pearson VUE Test Services is the test administrator for the LARE. Candidates schedule their exam appointments through CLARB and sit for an administration at a Pearson Vue test center. Each of the four LARE sections is scheduled and administered separately. Depending on the length of the specific section, it is possible to take more than one section on the same day.

The CSE is administered year-round (Monday through Saturday). PSI is the DCA test administration vendor. There are 39 PSI test centers throughout the U.S. (including 17 in California) where a candidate may take the CSE during normal business hours. A candidate may call the PSI scheduling department or

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use the online scheduler to make an appointment. Candidates receive their CSE results immediately upon completion of their examination.

26. Are there existing statutes that hinder the efficient and effective processing of applications and/or examinations? If so, please describe.

No.

School approvals

27. Describe legal requirements regarding school approval. Who approves your schools? What role does BPPE have in approving schools? How does the LATC work with BPPE in the school approval process?

In accordance with CCR 2620(b)(2), a degree from a school with a landscape architecture program is deemed approved by the LATC if the curriculum has been approved by the Landscape Architectural Accreditation Board (LAAB), as specified in its publication "Accreditation Standards for Programs in Landscape Architecture." The Bureau for Private Postsecondary Education does not play a role in the process of approving schools of landscape architecture or landscape architectural degree programs for the purposes of the LATC.

The LAAB is the only agency nationally recognized to accredit professional and post-professional degree programs in landscape architecture within the U.S. LAAB accredits the degree programs within the schools, not the schools themselves. The Canadian Society of Landscape Architects Accreditation Council (CSLAAC) is the Canadian equivalent of LAAB and accredits the landscape architectural degree programs in Canada.

The LATC does approve Extension Certificate Programs in landscape architecture. Currently, there are two such programs in California, the University of California, Los Angeles Extension Certificate Program and the University of California, Berkeley Extension Certificate Program. Programs must meet the requirements specified in CCR 2620.5. Approval is granted with the provision that curriculums cannot be changed without LATC approval. Both programs are currently approved through December 31, 2020.

28. How many schools are approved by the LATC? How often are approved schools reviewed? Can the LATC remove its approval of a school?

The LATC is not statutorily authorized to approve schools of landscape architecture or the professional and post-professional degree programs offered by them. The LAAB reviews degree programs every three to six years and has the authority to withdraw accreditation if the program is not meeting accreditation standards.

There are two Extension Certificate Programs in landscape architecture in California, as noted above, approved by the LATC. Approval is granted for seven year periods, with the provision that curricula cannot be changed without LATC approval. Both programs are currently approved through December 31, 2020.

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29. What are the LATC's legal requirements regarding approval of international schools?

The LATC is not authorized to approve schools of landscape architecture outside the U.S. or its territories. The legally authorized accrediting entity (if one exists) within each country would be responsible for such approvals of landscape architectural schools or the professional and post-professional programs available at those schools. The LAAB provides advice and consultation to organizations in other countries that are developing accreditation standards and procedures.

Continuing Education/Competency Requirements

30. Describe the LATC's continuing education/competency requirements, if any. Describe any changes made by the LATC since the last review.

The Landscape Architects Practice Act does not require continuing education for landscape architects.

a. How does the LATC verify CE or other competency requirements?

N/A

b. Does the LATC conduct CE audits of licensees? Describe the board's policy on CE audits.

N/A

c. What are consequences for failing a CE audit?

N/A

d. How many CE audits were conducted in the past four fiscal years? How many fails? What is the percentage of CE failure?

N/A

e. What is the board's course approval policy?

N/A

f. Who approves CE providers? Who approves CE courses? If the board approves them, what is the board application review process?

N/A

g. How many applications for CE providers and CE courses were received? How many were approved?

N/A

h. Does the board audit CE providers? If so, describe the board's policy and process.

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N/A

i. Describe the board's effort, if any, to review its CE policy for purpose of moving toward performance based assessments of the licensee's continuing competence.

N/A

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Section 5
Enforcement Program

31. What are the LATC's performance targets/expectations for its enforcement program? Is the LATC meeting those expectations? If not, what is the LATC doing to improve performance?

The LATC's performance measures for the Enforcement Unit are defined by DCA's Consumer Protection Enforcement Initiative (CPEI) and focus on timely response to consumers and the pursuit of prompt disciplinary action against those found to be in violation of the Landscape Architect Practice Act.

For all complaints received, the LATC has a goal of assigning complaints to staff for investigation within seven days. During this reporting period, the Enforcement Unit averaged 13 days to assign complaints. The increased intake cycle time during FY 2010/11 quarter 4 attributed to the 13 day average which was reflective of two significant batches of complaints, the first of which commanded the majority of enforcement staff resources which were limited due to vacancies, and the cases opened in this period required additional time to research a unique internet-related issue. The average time of assigning complaints to staff during FY's 2011/12, 2012/13, and 2013/14 was two days.

Concerning the time necessary to investigate a complaint, the LATC's CPEI standards stipulate that complaints are to be closed within an average of 270 days of receipt. For FY's 2010/11, 2011/12, 2012/13, and 2013/14, the LATC averaged 345 days, 515 days, 344 days, and 293 days respectively. Case review, evaluation, and consideration of the technical expert consultant findings and staff recommendations are critical, but are often a very time consuming process that adds to the aging of the investigation and case closure process. The LATC's expert consultants are not physically located in LATC's office. All complaint information must be copied and sent to them for review and returned by the consultant upon completion of the expert report. To aid in improving the length of time it takes to investigate a complaint, the LATC contracted with an additional expert consultant on May 13, 2013. The LATC continues to search for qualified expert consultants to assist in review of complaint cases. In addition, the LATC hired an additional temporary Enforcement Officer, to assist in improving case aging.

32. Explain trends in enforcement data and the LATC's efforts to address any increase in volume, timeframes, ratio of closure to pending cases, or other challenges. What are the performance barriers? What improvement plans are in place? What has the LATC done and what is the LATC going to do to address these issues, i.e., process efficiencies, regulations, BCP, legislation?

Staff has reduced the number of pending complaints since FY 2009/10 by 73%, from 77 to 21. There is a downward trend in the number of complaints received by the LATC as a result of two batches of complaints received in FY 2009/10 which attributed to a spike in received and pending cases.

In this reporting period, the average number of:

- Complaints received - 29, a decrease of 33% since 2010.
- Complaints closed - 19% within 90 days and 38% within one year.

- Days to complete investigation - 388, an 18% reduction from last reporting period.
- Advertising and unlicensed practice complaints - decreased 41% to 23 per year since 2010.
- Complaints per year against licensees – six, a 25% decrease since 2010.
- Settlement cases received – two per year, an increase of ____.
- Citations issued – two per year, a decrease of 40% since 2010.

The decrease in citations issued may be due, in part, to the decrease in the number of complaints received.

During the previous reporting period, the average number of:

- Days to complete investigation - 476 days.
- Complaints closed - 15% within 90 days.
- Advertising and unlicensed practice complaints - 39 per year.
- Citations issued – five per year.

Advertising and unlicensed practice comprise a majority of the complaints received. Of the citations issued since 2010, 100% included a fine assessment, averaging $2,272 per citation. The majority of citations issued were to unlicensed individuals, who are often difficult to locate because they change addresses frequently. Staff utilizes the Franchise Tax Board (FTB) Intercept Program to attempt to collect fines; however, there is currently no incentive for these individuals to pay their fines, unlike licensees who cannot renew their license without paying.

The LATC's 2010/2011 Strategic Plan contained an objective to monitor DCA's enforcement improvement initiative, report to LATC, and determine the appropriate course of action. To this end, the LATC adopted an Enforcement Improvement Plan in 2010. This Plan, in part, included implementing DCA's Performance Measures and facilitating coordination with other entities, such as the Office of the Attorney General and the Division of Investigation. The LATC continues to utilize the Plan, which includes a requirement that all enforcement staff complete DCA's Enforcement Academy.

The LATC is also seeking new tools to make its citation program more effective. Authority to release social security numbers to collection agencies, precluding renewal of vehicle registrations or drivers licenses when an individual's citation has not been satisfied (unpaid penalty), and denying the renewal of an occupational license when a citation has not been satisfied, are all concepts the LATC would like to explore (a significant number of the LATC's unlicensed individuals who receive citations hold a license from the Contractors State License Board).

Table 9a. Enforcement Statistics

	FY 2011/12	FY 2012/13	FY 2013/14
COMPLAINT			
Intake			
Received	28	27	32
Closed	0	0	0
Referred to INV	28	27	32
Average Time to Close	2	2	2
Pending (close of FY)	0	0	0

Source of Complaint			
Public	5	4	6
Licensee/ Professional Groups	14	10	9
Governmental Agencies	0	0	2
Other	9	13	15
Conviction / Arrest			
CONV Received	0	0	0
CONV Closed	0	0	0
Average Time to Close	N/A	N/A	N/A
CONV Pending (close of FY)	0	0	0
LICENSE DENIAL			
License Applications Denied	0	0	0
SOIs Filed	0	0	0
SOIs Withdrawn	0	0	0
SOIs Dismissed	0	0	0
SOIs Declined	0	0	0
Average Days SOI	N/A	N/A	N/A
ACCUSATION			
Accusations Filed	0	0	1
Accusations Withdrawn	1	0	0
Accusations Dismissed	0	0	0
Accusations Declined	0	0	0
Average Days Accusations	N/A	N/A	792
Pending (close of FY)	0	0	1

Table 9b. Enforcement Statistics (continued)			
	FY 2011/12	FY 2012/13	FY 2013/14
DISCIPLINE			
Disciplinary Actions			
Proposed/Default Decisions	0	0	0
Stipulations	0	0	0
Average Days to Complete	0	0	0
AG Cases Initiated	0	0	1
AG Cases Pending (close of FY)	0	0	1
Disciplinary Outcomes			
Revocation	0	0	0
Voluntary Surrender	0	0	0
Suspension	0	0	0
Probation with Suspension	0	0	0
Probation	0	0	0
Probationary License Issued	0	0	0
Other	0	0	0
PROBATION			
New Probationers	0	0	0
Probations Successfully Completed	0	0	0
Probationers (close of FY)	0	0	0

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Petitions to Revoke Probation	0	0	0
Probations Revoked	0	0	0
Probations Modified	0	0	0
Probations Extended	0	0	0
Probationers Subject to Drug Testing	N/A	N/A	N/A
Drug Tests Ordered	N/A	N/A	N/A
Positive Drug Tests	N/A	N/A	N/A
Petition for Reinstatement Granted	0	0	0
DIVERSION			
New Participants	N/A	N/A	N/A
Successful Completions	N/A	N/A	N/A
Participants (close of FY)	N/A	N/A	N/A
Terminations	N/A	N/A	N/A
Terminations for Public Threat	N/A	N/A	N/A
Drug Tests Ordered	N/A	N/A	N/A
Positive Drug Tests	N/A	N/A	N/A

Table 9c. Enforcement Statistics (continued)			
	FY 2011/12	FY 2012/13	FY 2013/14
INVESTIGATION			
All Investigations			
First Assigned	28	27	32
Closed	59	23	41
Average days to close	515	344	293
Pending (close of FY)	26	30	21
Desk Investigations			
Closed	59	23	41
Average days to close	515	344	293
Pending (close of FY)	26	30	21
Non-Sworn Investigation			
Closed	0	0	0
Average days to close	0	0	0
Pending (close of FY)	0	0	0
Sworn Investigation			
Closed	0	0	0
Average days to close	0	0	0
Pending (close of FY)	0	0	0
COMPLIANCE ACTION			
ISO & TRO Issued	0	0	0
PC 23 Orders Requested	0	0	0
Other Suspension Orders	0	0	0
Public Letter of Reprimand	0	0	0
Cease & Desist/Warning	33	19	18
Referred for Diversion	N/A	N/A	N/A

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Compel Examination	N/A	N/A	N/A
CITATION AND FINE			
Citations Issued	1	1	3
Average Days to Complete	1,030	966	872
Amount of Fines Assessed	$2,000	$2,000	$3,750
Reduced, Withdrawn, Dismissed	1	0	2
Amount Collected	$300	$1,472*	$5,436*
CRIMINAL ACTION			
Referred for Criminal Prosecution	0	0	0

*Amounts reflect fines collected, which were assessed in previous years.

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Table 10. Enforcement Aging						
	FY 2010/11	FY 2011/12	FY 2012/13	FY 2013/14	Cases Closed	Average %
Attorney General Cases (Average %)						
Closed Within:						
1 Year	0%	(1)100%	0%	0%	1	100%
2 Years	0%	0%	0%	0%	0	0%
3 Years	0%	0%	0%	0%	0	0%
4 Years	0%	0%	0%	0%	0	0%
Over 4 Years	0%	0%	0%	0%	0	0%
Total Cases Closed*	0	1	0	0	1	0
Investigations (Average %)						
Closed Within:						
90 Days	14 (21.9%)	7 (11.8%)	9 (39.1%)	19 (46.3%)	49	26.2%
180 Days	4 (6.3%)	5 (8.5%)	1 (4.3%)	4 (9.7%)	14	7.5%
1 Year	14 (21.9%)	1 (1.7%)	3 (13.0%)	3 (7.3%)	21	11.2%
2 Years	30 (46.9%)	38 (64.4%)	8 (34.8%)	11 (26.8)	87	46.5%
3 Years	2 (3.0%)	8 (13.6%)	2 (8.7%)	4 (9.7%)	16	8.6%
Over 3 Years	(0)0%	(0)0%	(0)0%	0 (0%)	0	0%
Total Cases Closed	64	59	23	41	187	100%

*Accusation filed

33. What do overall statistics show as to increases or decreases in disciplinary action since last review.

The LATC filed two accusations during the current reporting period (FY 2010/11 through FY 2013/14). One accusation was withdrawn due to the respondent's death. The other accusation is scheduled for hearing in May 2015.

In evaluating LATC's enforcement program, it is important to reflect on the nature of the profession being regulated. Landscape architects often collaborate with other parties (engineers, architects, contractors, and other landscape architects) who provide additional quality control, and their plans may be approved by local building departments. Thus, there are parties who can identify problems earlier in the process so that cases that come to the LATC typically do not deal with major property damage or bodily injury. (Refer to page __)

34. How are cases prioritized? What is the LATC's complaint prioritization policy? Is it different from DCA's *Complaint Prioritization Guidelines for Health Care Agencies* (August 31, 2009)? If so, explain why.

The LATC's case prioritization policy is consistent with DCA's guidelines and appropriate for the profession being regulated. As complaints are received, staff immediately reviews the complaint to determine the appropriate course of action based on the LATC's prioritization guidelines. Complaints given the highest or "urgent" priority include imminent life and safety issues, severe financial harm to clients, egregious pattern of complaints, and project abandonment. Complaints given a "high" priority level include

those that involve aiding and abetting, and unlicensed practice. The more common complaints are contract violations, unlicensed advertising (title) violations, and routine settlement reports.

35. Are there mandatory reporting requirements? For example, requiring local officials or organizations, or other professionals to report violations, or for civil courts to report to the LATC actions taken against a licensee. Are there problems with the LATC receiving the required reports? If so, what could be done to correct the problems?

Mandatory reporting requirements are specified in BPC 5678 (Report of Settlement or Arbitration - Licensee) and 5678.1 (Report of Settlement or Arbitration - Insurer). The law requires that within 30 days, every licensee and insurer providing professional liability insurance to a California landscape architect send a report to the LATC on any civil action judgment, settlement, arbitration award, or administrative action of $5,000, or greater of any action alleging the license holder's fraud, deceit, negligence, incompetency, or recklessness in practice. The LATC received seven settlement reports in the current period.

Another mandatory reporting requirement is BPC 5680.05 (Report to Board by Clerk of Court of Judgment of Conviction of Crime by License Holder), which requires that within ten days after a judgment by a court of this state that a licensee has committed a crime or is liable for any death, personal or property injury, or loss caused by the license's fraud, deceit, negligence, incompetency, or recklessness in practice, the court which rendered the judgment shall report that fact to the LATC.

In addition, BPC 5680 (Renewal of License - Forms) mandates that licensees report on their renewal forms whether they have been convicted of a crime or disciplined by another public agency during the preceding renewal period.

36. Does the LATC operate with a statute of limitations? If so, please describe and provide citation. If so, how many cases have been lost due to statute of limitations? If not, what is the LATC's policy on statute of limitations?

The LATC's statute of limitations is defined by BPC 5661 (Accusations — Time Limitation for Filing Action). All accusations charging the holder of a license issued under this chapter with the commission of any act constituting a cause for disciplinary action shall be filed with the Board within three years after the LATC discovers, or through the use of reasonable diligence should have discovered, the act or omission alleged as the ground for disciplinary action, whichever occurs first, but not more than six years after the act or omission alleged as the ground for disciplinary action. However, with respect to an accusation alleging a violation of BPC 5667 (Fraud, Misrepresentation — Obtaining License), the accusation may be filed within three years after the discovery by the Board of the alleged facts constituting the fraud or misrepresentation prohibited by BPC 5667.

The LATC did not lose jurisdiction for any cases due to the statute of limitations.

37. Describe the LATC's efforts to address unlicensed activity and the underground economy.

In most cases, consumers, licensees, or other government agencies provide evidence of unlicensed activity to be investigated.

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In an effort to address unlicensed practice, the LATC's website contains a document entitled "Permitted Practice for Professionals, Practitioners, and Unlicensed Person," which provides a quick reference regarding the various professionals, practitioners, and unlicensed person who may offer landscape design services and the permitted scope and/or limitations that pertain to each.

The Board and the LATC also published *Consumer Tips for Design Projects*. This information contains a number of basic steps that consumers can take to help keep their projects on track. This includes information on checking references, the contract with the licensee, the cost and the importance of communication.

The LATC's 2010/2011 Strategic Plan directed the LATC to convene a task force to determine how the LATC could ensure the clarity of BPC 5641, the statute that describes the services an unlicensed person may provide, and ensure that these provisions protect the public. The Exceptions and Exemptions Task Force, which consisted of three landscape architects, a landscape designer, a landscape contractor, a Board member, and a lay person, was charged with: 1) determining how LATC can ensure clarity in BPC 5641; 2) ensuring the public is protected through the provisions in BPC 5641; and 3) making recommendations to the LATC for the Board to approve regarding any change in language. The Task Force extensively reviewed the exemption for unlicensed practice. The Task Force obtained a legal opinion from DCA Legal Counsel which stated the provisions outlined in BPC 5641 were sufficiently clear. The Task Force members then recommended LATC have staff draft interpretations of specificity related to the provisions of BPC 5641 and perform outreach related to the interpretations.

In addition, the LATC provides presentations at schools to educate students about the title act and exempt area of practice, thereby helping to prevent future violations.

Cite and Fine

38. Discuss the extent to which the LATC has used its cite and fine authority. Discuss any changes from last review and describe the last time regulations were updated and any changes that were made. Has the LATC increased its maximum fines to the $5,000 statutory limit?

The citation program provides the LATC with an expedient method of addressing violations involving unlicensed activity, repeated advertising violations, and the less serious practice or technical violations that have not resulted in substantial financial or physical harm. CCR 2630, the regulation that authorizes the LATC to issue administrative citations and fines, was last amended in 2006 to: 1) increase the maximum administrative fine the LATC could assess to $5,000; 2) modify the fine ranges for Class A, B, and C violations; and 3) modify the Class A violation to pertain to unlicensed individuals in violation of the Act.

For the prior reporting period, an average of five citations were issued per year. For this reporting period, citations averaged two per year. During the previous reporting period, a number of cases from the spike of complaints received in FY2010/11, as well as older cases, were being closed. Of the citations issued for this reporting period, all included a fine assessment, averaging $2,272 per citation.

39. How is cite and fine used? What types of violations are the basis for citation and fine?

The citation program provides the LATC with an expedient method of addressing violations involving

unlicensed activity, repeated advertising violations, and the less serious practice or technical violations that have not resulted in substantial financial or physical harm. All technical complaints and some unlicensed complaints recommended for citation are reviewed by an expert consultant. Administrative fines range from $250 to $5,000 per violation, depending on prior violations; the gravity of the violation; the harm, if any, to the complainant, client or public; and other mitigating evidence.

The LATC has used the citation program most frequently to cite individuals who have violated the following:

BPC Sections:

- 5640 - Unlicensed Person Engaging in Practice - Sanctions
- 5616 - Landscape Architecture Contract - Contents, Notice Requirements
- 5657 - Filing of Mailing Address - Requirement
- 5671 - Negligence, Willful Misconduct in Practice

CCR Section:

- 2604 - Filing of Mailing Address

Licensees who fail to pay the assessed fines have a "hold" placed on their license record that prevents renewal of the license until the fine is paid.

40. How many informal office conferences, Disciplinary Review Committees reviews and/or Administrative Procedure Act appeals of a citation or fine in the last 4 fiscal years?

There have been eight informal conferences and one administrative hearing in the last four FYs resulting from citations.

41. What are the 5 most common violations for which citations are issued?

(See response to Question 39.)

42. What is average fine pre- and post-appeal?

The average pre-appeal fine is $2,272 and the average post-appeal fine is $1,118.

43. Describe the LATC's use of Franchise Tax Board intercepts to collect outstanding fines.

The LATC uses the FTB Intercept Program to attempt collection of unpaid administrative fines from unlicensed individuals and recovery of dishonored checks. The majority of the LATC's outstanding, unpaid fines are against unlicensed individuals, so Intercept provides an additional tool to seek those penalties.

Cost Recovery and Restitution

44. Describe the LATC's efforts to obtain cost recovery. Discuss any changes from the last review.

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The LATC seeks cost recovery in all disciplinary cases (i.e., accusations, statements of issues, and petitions to revoke probation). Cost recovery is always negotiated in stipulated settlements. In cases where the respondent is placed on probation, cost recovery generally proceeds in compliance with established payment schedules.

45. How many and how much is ordered by the LATC for revocations, surrenders and probationers? How much do you believe is uncollectable? Explain.

The amount of cost recovery ordered would be dependent upon the amount of time spent on the investigation, including the classification of the investigator. In the last four FYs, the LATC has filed two accusations; however, it has not had any disciplinary decisions.

46. Are there cases for which the LATC does not seek cost recovery? Why?

The LATC does seek cost recovery when the following have been filed: accusation, statement of issues, or petition to revoke probation. The LATC has no authority to order cost recovery unless stipulated through a Deputy Attorney General or ordered by an Administrative Law Judge. The LATC does not seek cost recovery in cases that do not result in disciplinary or enforcement action.

47. Describe the LATC's use of Franchise Tax Board intercepts to collect cost recovery.

The LATC does not have any outstanding cost recoveries.

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48. Describe the LATC's efforts to obtain restitution for individual consumers, any formal or informal LATC restitution policy, and the types of restitution that the LATC attempts to collect, i.e., monetary, services, etc. Describe the situation in which the LATC may seek restitution from the licensee to a harmed consumer.

The LATC has no authority to order restitution outside of a stipulated agreement or an administrative law judge's proposed decision. Through the LATC's complaint handling process, the LATC may recommend that a licensee refund a client's monies or make an adjustment to satisfactorily resolve a complaint involving services provided and fees paid. The LATC has no jurisdiction over fee disputes.

Table 11. Cost Recovery (list dollars in thousands)

	FY 2010/11	FY 2011/12	FY 2012/13	FY 2013/14
Total Enforcement Expenditures				
Potential Cases for Recovery *	0	0	0	0
Cases Recovery Ordered	0	0	0	0
Amount of Cost Recovery Ordered	0	0	0	0
Amount Collected	0	0	0	0

* "Potential Cases for Recovery" are those cases in which disciplinary action has been taken based on violation of the license practice act.

Table 12. Restitution (list dollars in thousands)

	FY 2010/11	FY 2011/12	FY 2012/13	FY 2013/14
Amount Ordered	0	0	0	0
Amount Collected	0	0	0	0

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Section 6
Public Information Policies

49. How does the LATC use the internet to keep the public informed of LATC activities? Does the LATC post LATC meeting materials online? When are they posted? How long do they remain on the LATC's website? When are draft meeting minutes posted online? When does the LATC post final meeting minutes? How long do meeting minutes remain available online?

The LATC continually updates its website to reflect upcoming LATC and committee meetings and activities, changes in laws or regulations, licensing information, forms, publications, and other relevant information of interest to consumers, candidates, and licensees. Meeting notices are posted to the website ten days prior to a meeting, and the related meeting packet seven days prior. LATC meeting minutes and committee summary reports are posted on the website once officially approved and remain for 100 years, in accordance with the LATC's retention schedule. Other meeting related documents, such as meeting packets, remain on the website for 50 years, also in accordance with the LATC's retention schedule. The LATC continually seeks input from users for items that may be included on the website and makes a specific effort to ensure that our website meets the needs of our constituents. Other tools used by the LATC to communicate its messages include the interested party list for news broadcasts.

50. Does the LATC webcast its meetings? What is the LATC's plan to webcast future LATC and committee meetings? How long do webcast meetings remain available online?

The LATC has not used webcasting in the past. There was a period of time when the remote service was unavailable. The LATC is instituting the use of webcasting for future LATC meetings. Meetings of the LATC are held at a variety of locations throughout the state in order to increase public participation. Varying technical capabilities of the meeting sites (schools of landscape architecture) can affect the ability to webcast.

51. Does the LATC establish an annual meeting calendar, and post it on the LATC's web site?

Yes. The LATC establishes a meeting calendar at its last meeting of each year and posts it on the website afterwards. Meetings of committees are also posted to the calendar when the dates are determined by the respective committee Chair.

52. Is the LATC's complaint disclosure policy consistent with DCA's *Recommended Minimum Standards for Consumer Complaint Disclosure*? Does the LATC post accusations and disciplinary actions consistent with DCA's *Web Site Posting of Accusations and Disciplinary Actions* (May 21, 2010)?

The LATC's complaint disclosure policy is consistent with DCA's Recommended Minimum Standards for Consumer Complaint Disclosure. Accusations and disciplinary actions are posted on the LATC's website.

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54. What information does the LATC provide to the public regarding its licensees (i.e., education completed, awards, certificates, certification, specialty areas, disciplinary action, etc.)?

CCR 2608 requires the LATC to maintain a public information system to provide members of the public with information regarding complaints and disciplinary or enforcement actions against licensed landscape architects and unlicensed persons subject to the Board's jurisdiction.

Information subject to the public information system is disclosed to the public who request it by telephone, in person, or in writing (including fax or email). The information is made available by the LATC in writing or by telephone. Requests for information are responded to within ten days.

The following information is disclosed regarding license status of past and current licensees:

1. Name of the licensee, as it appears on the LATC's records;
2. License number;
3. Address of record;
4. License issue date;
5. License expiration date; and
6. License status and history.

The LATC also discloses the total number of enforcement and disciplinary actions, as well as brief summaries. It provides the current status of pending complaints (that comply with the criteria for disclosure pursuant to CCR 2608), Accusations, Statements of Issues, and citations filed by the LATC.

55. What methods are used by the LATC to provide consumer outreach and education?

The LATC provides outreach and education to consumers through a variety of means to ensure effective dissemination of information.

The LATC published a new consumer information piece: *Consumer Tips for Design Projects*. This information is a concise document that summarizes the basic steps that consumers can take to help keep their projects on track. A key means of distributing both of these publications is making them available in city and county building departments. This enables consumers who are researching permit requirements for their projects to have timely information on architects and managing a project.

The LATC's website continues to be a primary focus of our efforts, providing the public, licensees, and candidates with a wide range of information. The website provides the above parties with access to enforcement actions, a license verification tool, past newsletters, as well as a comprehensive list of downloadable applications, forms, publications, and instructional materials. It also includes a publication entitled *Selecting a Landscape Architect*. This document contains information regarding: 1) A description of the typical services a licensed landscape architect can provide; 2) How to select a landscape architect; 3) What the written agreement between you and your landscape architect should include; and 4) How to resolve problems and concerns.

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The LATC will continue to evaluate these consumer education methodologies and work to identify other effective means to provide information.

Section 7
Online Practice Issues

56. Discuss the prevalence of online practice and whether there are issues with unlicensed activity. How does the LATC regulate online practice? Does the LATC have any plans to regulate internet business practices or believe there is a need to do so?

The explosion of technology in the landscape architectural profession continues to have a tremendous impact on practice. While technology has certainly provided efficiencies in practice, it also can have a significant impact on quality control.

In order to remain efficient and competitive, landscape architects can out-source the production of their instruments of service to Internet/computer-based, "plan production mills." Such arrangements can stretch the limit of an operational definition of the landscape architect's "responsible control" over the work produced. As long as BPC 5659 continues to require the landscape architect's stamp or seal and signature "…as evidence of the person's responsibility for those documents…", the LATC has an enforceable consumer protection provision. At this point, the use of such plans has not resulted in an increase in complaints, but the LATC will continue to track the issue closely.

Another important consumer protection tool in this area is the written contract requirement. BPC 5616 requires landscape architects to use a written contract when agreeing "…to provide professional services…" The statute further states that this requirement does not apply when the professional services rendered by a landscape architect will not be compensated. If landscape architects who propose to "practice without presence" intend to be compensated, they must find a way to comply with the statute. If they do not intend to be compensated, the landscape architect should be very clear about that in their offering. A landscape architect's license can be subject to discipline under the provisions of the Landscape Architects Practice Act by providing advice in this setting whether or not compensation is actually requested or received.

An obvious issue with the increased use of technology in landscape architecture is privacy. Privacy and/or security of information or documents are generally not issues within the jurisdiction of the LATC. The control of electronic documents, especially those that are electronically "stamped and signed" is an issue the profession addresses in various ways. Theft of work product, however, is addressed under the fraudulent practice sections of the Act. The LATC is also very concerned about targeted marketing within the state if persons not licensed to practice in California are marketing themselves and their services in California. The applicable business name restrictions and the provisions against misrepresentation and unlicensed practice found in BPC 5640 will be applied in such cases.

The LATC has not identified Internet business practices as a key or focus area for enforcement. To date, there have been no consumer complaints specifically related to Internet business practice. There have been some complaints related to Internet advertising of landscape architectural services by persons who are not California licensees. The LATC expects this to be an ongoing issue since there are no governmental or geographic boundaries on the Internet. Another approach to the problem this situation creates is increased

consumer education on the license requirements in California when selecting a landscape architect on the Internet.

Section 8
Workforce Development and Job Creation

57. What actions has the LATC taken in terms of workforce development?

The LATC has amended regulations and implemented process efficiencies to reduce the length of time for eligibility evaluation. Additionally, the LATC maintains its website (latc.ca.gov) which contains easy to understand information about licensing requirements and other related issues. Staff provides presentations regarding licensure at the accredited and approved schools of landscape architecture. The LATC strives to remove hindrances to licensure, such as allowing candidates to take Sections 1 and 2 of the LARE prior to completion of the experience requirements.

Describe any assessment the LATC has conducted on the impact of licensing delays.

No formal studies have been conducted. However, LATC management has been very proactive in directing the workload of staff to avoid or reduce delays in processing applications and mitigating any impact to the workforce. In addition, converting the CSE to CBT format greatly expedites licensure, as does releasing scores on-site.

58. Describe the LATC's efforts to work with schools to inform potential licensees of the licensing requirements and licensing process.

The LATC is proactive in working with chairs, deans and students of landscape architectural programs to convey information on the licensing requirements in California. Student outreach seminars are conducted regularly at each campus to make sure students are on track for licensure. The LATC believes that these efforts pay dividends by helping students become licensed more efficiently, which will save candidates time and money and preserve the LATC's resources.

59. Provide any workforce development data collected by the LATC, such as:

a. Workforce shortages

No data is available. However, it should be noted there is anecdotal information to suggest that when the economy is strong firms experience difficulty in hiring new landscape architects.

b. Successful training programs.

No data is available.

Section 9
Current Issues

60. What is the status of the LATC's implementation of the Uniform Standards for Substance Abusing Licensees?

The Uniform Standards for Substance Abusing Employees, contained in Senate Bill 1441 (Chapter 548, Statutes of 2008), applies standards in specified areas that each healing arts board within DCA shall use in dealing with substance-abusing licensees. The ATC is not classified as a "healing arts board"; therefore, the LATC is not required to implement the standards contained therein.

Although the LATC is not required to implement standards under the Uniform Standards for Substance Abusing Employees, it takes allegations of substance abuse seriously and handles all complaints of such substance abuse in accordance with the law.

61. What is the status of the LATC's implementation of the Consumer Protection Enforcement Initiative (CPEI) regulations?

Because the LATC is not a healing arts board or bureau, the regulatory changes specified in CPEI do not apply. However, the LATC strives to achieve the performance measures outlined in CPEI, such as the goal to complete all investigations within an average of 270 days. In addition, the LATC continues to report to DCA on a quarterly basis the success in meeting the applicable enforcement goals of CPEI.

62. Describe how the LATC is participating in development of BreEZe and any other secondary IT issues affecting the LATC.

While the LATC is not scheduled for full active participation with the BreEZe staff and vendor until the third development cycle has begun (late 2015), it understands the importance of its investment in BreEZe. To that end, the LATC has assigned staff knowledgeable about the specific business needs and processes respective to their particular area of expertise to the project. The assigned staff has attended working sessions to create requirements for the licensing and enforcement aspects with BreEZe project staff. Staff is currently reviewing and analyzing the candidate and licensing data in the current DCA legacy systems to determine what information will be transitioned to BreEZe when the LATC enters the active development phase.

At this time, the BreEZe team is working on a Request for Change (RFC) regarding the LATC Workaround System (WAS) in order to incorporate the database into the project. The WAS became a functional necessity upon regulatory approval of licensure requirements. It was established after a freeze was put in place for any legacy system changes during DCA's transition to BreEZe.

Section 10
LATC Action and Response to Prior Sunset Issues

Include the following:

1. Background information concerning the issue as it pertains to the LATC.
2. Short discussion of recommendations made by the Committees/Joint Committee during prior sunset review.
3. What action the LATC took in response to the recommendation or findings made under prior sunset review.

4. Any recommendations the LATC has for dealing with the issue, if appropriate.

LATC ISSUE #1: (INCREASE IN NUMBER OF COMPLAINTS)

From FY 2006/07-2008/09, there was an average of about 30 complaints filed per year. In FY2009/10, that number jumped to 86. It is not clear what accounts for the large increase in complaints received by LATC.

Staff Recommendation: *LATC should explain what accounted for the large increase in complaints filed in FY 2009/10. LATC should also address the nature of the source of complaints listed as "other."*

2010 LATC Response:
Complaints in the "other" category consist of those received from anonymous complainants. In 2009-10, LATC had one anonymous individual who filed a significant batch of complaints that accounted for the increase in complaints for that year. Both Evidence Code section 1040 and *Black Panther Party v. Kehoe, 42 Cal.App.3d 645* govern LATC's handling of anonymous complaints. LATC also believes that the current economic conditions encourage complaints. It should be noted that thus far for 2010-11, LATC's complaint intake has returned to its normal level, with 23 complaints received as of March 31, 2011 (43 is the average over the last four fiscal years).

2014 LATC Response:
Since 2009/10, there have been no more sizeable groups of complaints received by the LATC. The LATC received an average of 29 complaints per FY since the last report in 2010. During the current reporting period, there were 32 complaints filed by anonymous individuals, 31 of which alleged unlicensed/advertising violations.

LATC ISSUE #2: (DISPARITY IN CALIFORNIA APPLICANTS' PASSAGE RATES ON THE LANDSCAPE ARCHITECT RECORD EXAM (LARE)

California's pass rates for LARE have been consistently lower than the national average, sometimes significantly lower.

Staff Recommendation: *LATC should explain to the committee what factors it sees leading to the lower passage rates for California test takers and what can be done to improve the passage rates.*

2010 LATC Response:
LATC believes that its more flexible eligibility standards may contribute to the difference in examination results compared to the rest of the nation (this is the case for both the Board and LATC). A key factor as to the LATC's eligibility standards is the education requirements. Most other states require an accredited degree, while California has a variety of pathways to eligibility, including, but not limited to, experience equivalents plus one year of educational credit; associate degrees; and unaccredited baccalaureate and masters degrees. California is the only state which accepts University of California extension certificates. California's size and diversity may also play a role in examination scores.

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As to the pass rates, between 2006 and 2010, the national exam was administered 100 times. California's pass rate was close to the national average during that time, with the national average exceeding CA by 10% or more only 13 times out of 100. In addition, California's pass rate was higher or equal to the national average on 10 separate occasions. LATC does not believe that these differences are statistically significant given the differences in eligibility requirements and other variables.

Traditionally, flexible eligibility standards and access to licensing examinations have been deemed appropriate and valuable in California. LATC's Education Subcommittee produced a report in response to the 2004 Sunset Review Committee recommendations to identify examination eligibility issues. Based on recommendation of the report, the LATC proposed changes to its regulations regarding experience and education providing even more flexibility and increasing the pathways to licensure (see page 68 of *Sunset Review Report* and its Appendix for detailed information about the Education Subcommittee Report).

LATC will continue to monitor pass rates, eligibility standards, practice trends, national issues, etc. to determine that its examinations and standards are performing effectively.

2014 LATC Response:
The LATC believes the response above is still appropriate for explaining the disparity between California candidates and the rest of the nation relative to performance on the national examination.

LATC ISSUE # 3: (CONTINUED REGULATION BY LATC)

Should the licensing and regulation of landscape architects be continued and be regulated by the current CAB membership through the Committee?

Staff Recommendation: *Recommend that the landscape architecture profession continue to be regulated by the current CAB membership through the Committee in order to protect the interests of the public and be reviewed once again in four years.*

2010 LATC Response:
LATC concurs with this recommendation.

2014 LATC Response
The LATC continues to concur with this recommendation.

Section 11
New Issues

This is the opportunity for the LATC to inform the Committees of solutions to issues identified by the LATC and by the Committees. Provide a short discussion of each of the outstanding issues, and the LATC's recommendation for action that could be taken by the LATC, by DCA or by the Legislature to

resolve these issues (i.e., policy direction, budget changes, legislative changes) for each of the following:

1. Issues that were raised under prior Sunset Review that have not been addressed.
2. New issues that are identified by the LATC in this report.
3. New issues not previously discussed in this report.
4. New issues raised by the Committees.

NEW ISSUES

Licensing

Perhaps the most compelling challenge the LATC is addressing is the licensing system itself. The current six-year model, with four years of education/equivalents, a two year experience component, and national and state examination, has been in place for decades. It is a relatively simple system, but contains complexities that can impact the process, as with any licensing system. The reality, however, is that the six year system can take some candidates as much as eight years. While the licensing process is candidate-driven (that is, candidates determine the pace of completion), the system itself must be examined from time to time.

The question being asked is whether the licensure process can be streamlined. The LATC along with the Board has had discussions on this point and convened the accredited schools of landscape architecture to discuss integrating licensure into education at the February 2014 Board meeting. A potential model that was discussed is compressing the current system into a model that would culminate with the degree and the license to practice. This innovative model would be similar to that used in some other countries and would represent a monumental, but logical, configuration of the three components of licensure (education, experience, and examination).

The LATC believes that "integrated degree programs" can be a powerful model that creates a stronger pipeline into the profession. It is vitally important the LATC and profession work together to ensure that the path to licensure is efficient and effective so that California's best and brightest are able to navigate the system and enter the profession.

It should also be noted that in robust economies, firms report that they are simply unable to find enough landscape architects to hire. It is quite possible that a more integrated approach to licensing will produce more landscape architects. The LATC is beginning to hear anecdotal evidence that firms are starting to have difficulties finding landscape architects to hire as the economy expands.

A number of considerations must be evaluated to further the efforts regarding the new licensure model:

- Can the eligibility point to test (for the LARE) be moved up?
- Should eligibility for particular LARE divisions be tied to the completion of corresponding course work?

- Are there any issues associated with the license with degree concept (can the degree be withheld if the licensure requirements are not fulfilled?)?
- What is the impact on California candidates who do not pursue the new degree type?

The LATC will be analyzing these issues and monitoring the Board's work to determine future revisions to the Landscape Architects Practice Act.

The answers to these questions will likely be driven by the work being done at the national level and the LATC does not wish to act hastily and create reciprocity issues. Nevertheless, the LATC is highly enthusiastic about this innovation and believes it can be a powerful model that greatly enhances the licensure process. Again, this underscores the importance of the LATC's active participation in line with the Board at the national level.

Reciprocity Licensure

The LATC has received license applications from candidates who are licensed in other states however do not meet specific California requirements, namely a degree in landscape architecture. The LATC is reviewing reciprocity requirements of other states to determine possible changes to California requirements to improve efficiencies. Initial research revealed varying minimum standards across states including education only, experience only, varying degree types, and contingency on acceptance of reciprocity from other states. The LATC will continue to discuss the possibility of expanding the definition of "education credit" to encompass a certain amount of licensed experience, and to consider granting education credit for degree related to landscape architecture.

Enforcement

The LATC is proud of its enforcement accomplishments; however, the LATC seeks continuous improvement. One area in particular is that of unlicensed practice.

The LATC's citation program is an effective tool and the LATC believes it makes good use of that program. For the program to be more impactful, however, the monetary penalty must be "real." Many unlicensed individuals choose to ignore the citations and not pay the penalty. The LATC uses the Intercept Program through the FTB, which captures funds from State tax refunds and Lottery proceeds. The LATC believes that collection agencies could also play a valuable role in recovering funds from citation penalties. Currently, the LATC does not have authority to release Social Security Numbers (SSNs) to collection agencies. It is the LATC's understanding that statutory authority to release SSNs was considered as part of the SB 1111 discussions, but ultimately the issue was not moved forward. The LATC suggests that the Committee may wish to consider granting such authority via Sunset Review legislation. The Committee may also wish to consider other means to ensure payment of citations. Currently, licenses cannot be renewed if there are outstanding family support or tax liabilities. The LATC is interested in the possibility of requiring the satisfaction of citation penalties as a condition of receiving other State services, such as driver's license and vehicle registration. In addition, prohibiting individuals who have not satisfied (paid) the penalty association with citations should be denied the opportunity to renew any other occupational licenses (for example, some of the

LATC's unlicensed violators also hold licenses with the Contractors State License Board). Any enhancements to the effectiveness of the citation program will serve as a deterrent to help reduce the threat to consumers though unlicensed practice.

(Issues raised under the prior Sunset Review are addressed under Section 10 of this report. Since then, there have been no new issues raised by the Committees/Joint Committee.)

Section 12
Attachments

Please provide the following attachments:

A. LATC's administrative manual.

B. Current organizational chart showing relationship of committees to the LATC and membership of each committee (cf., Section 1, Question 1).

C. Major studies, if any (cf., Section 1, Question 4).

D. Year-end organization charts for last four fiscal years. Each chart should include number of staff by classifications assigned to each major program area (licensing, enforcement, administration, etc.) (cf., Section 3, Question 15).

Section 13
Board Specific Issues

THIS SECTION ONLY APPLIES TO SPECIFIC BOARDS, AS INDICATED BELOW.

Diversion

Discuss the board's diversion program, the extent to which it is used, the outcomes of those who participate, the overall costs of the program compared with its successes

DRAFT

Diversion Evaluation Committees (DEC) (for BRN, Dental, Osteo and VET only)

1. DCA contracts with a vendor to perform probation monitoring services for licensees with substance abuse problems, why does the board use DEC? What is the value of a DEC?
2. What is the membership/makeup composition?
3. Did the board have any difficulties with scheduling DEC meetings? If so, describe why and how the difficulties were addressed.
4. Does the DEC comply with the Open Meetings Act?
5. How many meetings held in each of the last three fiscal years?
6. Who appoints the members?
7. How many cases (average) at each meeting?
8. How many pending? Are there backlogs?
9. What is the cost per meeting? Annual cost?
10. How is DEC used? What types of cases are seen by the DECs?
11. How many DEC recommendations have been rejected by the board in the past four fiscal years (broken down by year)?

Disciplinary Review Committees (Board of Barbering and Cosmetology and BSIS only)

1. What is a DRC and how is a DRC used? What types of cases are seen by the DRCs?
2. What is the membership/makeup composition?
3. Does the DRC comply with the Open Meetings Act?
4. How many meeting held in last three fiscal years?
5. Did the board have any difficulties with scheduling DRC meetings? If so, describe why and how the difficulties were addressed.
6. Who appoints the members?
7. How many cases (average) at each meeting?
8. How many pending? Are there backlogs?
9. What is the cost per meeting? Annual cost?
10. Provide statistics on DRC actions/outcomes.

DRAFT

Agenda Item G

REVIEW TENTATIVE SCHEDULE AND CONFIRM FUTURE LATC MEETING DATES

<u>September</u>		
1	*Labor Day*	*Office Closed*
10	Board Meeting	San Diego
<u>October</u>		
29	LATC Meeting	TBD
<u>November</u>		
11	*Veterans Day*	*Office Closed*
21-24	American Society of Landscape Architects 2014 Annual Meeting	Denver, CO
27-28	*Thanksgiving Holiday*	*Office Closed*
<u>December</u>		
1-13	Landscape Architect Registration Examination Administration	Various
10-11	Board Meeting & Strategic Planning Session	Sacramento
25	*Christmas*	*Office Closed*

Agenda Item H

ADJOURNMENT

Time: _____