

## **SUMMARY REPORT**

### **CALIFORNIA ARCHITECTS BOARD Landscape Architects Technical Committee**

May 13, 2015  
Sacramento, California  
&

Various Teleconference Locations

#### Landscape Architects Technical Committee (LATC) Members Present

David Allan Taylor, Jr., Chair (via teleconference)

Andrew Bowden (via teleconference)

Nicki Johnson

#### LATC Members Absent

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)

Richie Barnard, Special Projects Analyst, LATC

Gretchen Kjose, Retired Annuitant, LATC

Matthew McKinney, Enforcement Officer, LATC

Kourtney Nation, Examination Coordinator, LATC

#### Guests Present

Rebecca May, Special Assistant, Board and Bureau Relations - DCA

Michelle Stout, Analyst, Board and Bureau Relations - DCA

Cathy Edger, Secretary - Association of Professional Landscape Designers

### **A. Call to Order – Roll Call – Establishment of a Quorum**

LATC Chair David Taylor called the meeting to order at approximately 10:03 a.m. and called roll. Three members of LATC were present, thus a quorum was established.

Andrew Bowden and Nicki Johnson both noted their terms will expire on May 31, 2015.

Rebecca Bon, DCA Legal Counsel, requested that Messrs. Taylor and Bowden state their teleconference locations for the record. Mr. Taylor affirmed his location at the City of Chula Vista

Civic Center Development Services Department at 276 Fourth Avenue, Building B, Chula Vista, California. Mr. Bowden affirmed his location at Land Concern – Landscape Architecture at 1750 E. Deere Avenue, Santa Ana, California. No members of the public were present at either Messrs. Taylor or Bowden’s locations.

## **B. Chair’s Remarks and LATC Member Comments**

No remarks or comments were made.

## **C. Review and Approve February 10-11, 2015, LATC Meeting “Summary Report” Minutes**

Trish Rodriguez, Program Manager, indicated the “Summary Report” needed an addition to include 11:45 a.m. as the time Mr. Taylor arrived at the LATC meeting on February 10, 2015 after Agenda Item G. The Committee concurred with the addition.

- **Andrew Bowden moved to approve the February 10-11, 2015 LATC Meeting “Summary Report” Minutes as amended.**

**Nicki Johnson seconded the motion.**

**The motion passed 3-0. David Allan Taylor, Jr., Nicki Johnson, and Andrew Bowden voted in favor of the motion. Katherine Spitz was absent.**

## **D. Public Comment for Items Not on Agenda**

There were no public comments.

## **E. Program Manager’s Report**

Ms. Rodriguez presented the Program Manager’s Report. She informed the Committee that staff continues to use the workaround system (WAS) until “BreZE” is implemented. She noted there is no update or change on WAS or the implementation of BreZE since the last meeting.

She shared the outreach survey results from the presentations at University of California (UC) Davis on February 26, 2015 and UC Berkley on April 23, 2015. She also stated additional outreach presentations are planned for the 2015 fall semester.

Ms. Rodriguez updated the Committee on recent rulemaking activity, explaining that the amendment to California Code of Regulations (CCR) section 2610 (Application for Examination) went into effect on April 1, 2015. She explained the amended regulation reduced the filing period from 70 to 45 days for candidates to submit applications prior to the requested test date.

Ms. Rodriguez noted Christine Anderson and Linda Gates, both former LATC members, were selected to assist the new Extension Certificate Program work group. She noted LATC is

currently waiting for the updated Landscape Architectural Accreditation Board (LAAB) curriculum requirements, which are expected to be released in May or early June 2015. She indicated that the work group will continue to address the standards and procedures following the release of the updated LAAB curriculum requirements.

Ms. Rodriguez announced that the CCR section 2649 (Fees) regulatory changes will take effect on July 1, 2015. She stated LATC requested approval from the DCA Change Control Board (CCB) for revisions to the legacy system to enable processing of the new reduced renewal fees. CCB approved the request on May 5, 2015. She provided that staff is currently working with DCA's Office of Information Services (OIS) to revise renewal forms to include the new reduced renewal fees. She noted that on May 12, 2015, staff mailed letters to licensees with expiration dates in July 2015 to notify them that they should receive their renewal applications approximately 30 days prior to license expiration. She stated renewal applications are normally mailed 100 days prior to license expiration; however, the applications were held in abeyance in order to implement the new fees.

Ms. Rodriguez continued and updated the Committee on recent changes to the website. She stated LATC staff continually updates and publishes the "Licensee Search" lists on a monthly basis. She also announced the 2015 Landscape Architects Practice Act was posted on the website, and staff is currently working on printing new booklets.

Ms. Rodriguez stated the next two Landscape Architect Registration Examination (LARE) administration dates are set for August 3-15, 2015 and November 30 to December 13, 2015. She reported that work on California Supplemental Examination (CSE) development continues and the next development workshop is May 14-15, 2015.

Ms. Rodriguez added that staff began mailing customer satisfaction surveys to complainants when a complaint is closed. She stated she would report the survey responses to the Committee on a quarterly basis.

Ms. Rodriguez noted that staff is working in conjunction with the Board on the *Disciplinary Guidelines*. She announced the Board would be addressing its *Guidelines* at its next meeting on June 10, 2015. She explained that staff will be drafting revisions to the LATC *Guidelines* based on the Board's recommendations. She stated the revised *Guidelines* and a proposed regulation package will be presented to the LATC at its next meeting.

Ms. Rodriguez updated the members on recent personnel activity, stating Rodney Garcia filled the Licensing Coordinator position on March 2, 2015, and Richie Barnard filled the Special Projects Analyst position on April 13, 2015.

Ms. Rodriguez updated the Committee on the Board's March 12, 2015 meeting. She explained that she and Mr. Bowden attended the meeting. She noted several schools attended to discuss the Accelerated Path to Architectural Licensure. She noted that she advised the Board of the upcoming approval of the LATC 2015-2016 Strategic Plan, which will be presented to the Board for approval on June 10, 2015.

## **F. Update on 2014 Sunset Review and Ratification of Response to Sunset Review Background Paper**

Doug McCauley provided an update on the 2014 Sunset Review process and California Architects Board, Landscape Architects Technical Committee Sunset Background Paper Responses. He explained that Sunset Review Report was previously submitted to the Legislature in October 2014, and legislative staff responded with a list of questions to be addressed by the Board and LATC. He noted that he, Mr. Taylor, and Ms. Rodriguez addressed the questions before the Senate Committee on Business, Professions, and Economic Development and Assembly Committee on Business and Professions at the Sunset Review Joint Oversight Hearing on March 18, 2015. He added that following the hearing, he confirmed with the legislative staff there were no further issues needing to be addressed.

Mr. McCauley continued explaining the formal responses to questions noted in the Background Paper for the California Architects Board and Landscape Architects Technical Committee. He added during the week of May 11, 2015, he again confirmed with committee consultants from the Legislature that all issues have been addressed effectively, and there are no outstanding issues. He also noted the results from the Sunset Review process are reflected in Assembly Bill 177 (Bonilla) [Authority: Extension], which will extend both the Board and LATC's Sunset date to the year 2020. He continued that concerns and issues noted in the current Sunset Review Background Paper should be addressed in upcoming Strategic Plans before the next Sunset Review.

Mr. Bowden asked Mr. McCauley about the status of approval regarding out-of-state travel. Mr. McCauley explained out-of-state travel, using LATC funds, was approved this year to attend the Council of Landscape Architectural Registration Boards (CLARB) Annual Meeting. Mr. McCauley also pointed out that the Legislature is expecting the Board and LATC to participate in national policy development.

Mr. McCauley recommended that LATC ratify the responses to the Legislature's recommendations.

- **Andrew Bowden moved to ratify the responses in the Sunset Review Background Paper based on the recommendations provided by the Legislature.**

**Nicki Johnson seconded the motion.**

**The motion passed 3-0. David Allan Taylor, Jr., Nicki Johnson, and Andrew Bowden voted in favor of the motion. Katherine Spitz was absent.**

## **G. Review, Consideration, and Possible Approval of Draft July 1, 2015 through June 30, 2017 LATC Strategic Plan**

Ms. Rodriguez provided information on the LATC Strategic Plan. She explained on February 11, 2015 LATC collaborated with DCA's Strategic Organization, Leadership, and Individual Development (SOLID) team during a strategic planning session to prepare the Strategic Plan for 2015-2016. She stated, during the meeting, LATC reviewed five goal areas. She noted, after the meeting on February 11, 2015, SOLID worked with staff and drafted the

plan in the meeting packet for 2015-2016. She stated LATC is asked to review and approve the 2015-2016 Strategic Plan.

Ms. Rodriguez noted a couple of objectives that had not been previously discussed, but are included in the 2015-2016 Strategic Plan. She asked the Committee to refer to goal area 2 (Professional Qualifications), Objective 2.5 (Review CCR, sections 2624 and 2624.1). She explained this Objective was added to address concerns regarding reviews of relicensure for those whose licenses have expired for more than three years. Additionally, she asked the Committee to refer to Objective 2.6 (Reclassify the CSE item bank). She explained, following the 2014 Occupation Analysis (OA) and exam development, there is a need to reclassify the CSE item bank to ensure the item content reflects current tasks and knowledge relating to landscape architecture. She asked the Committee for comments or approval.

Mr. Taylor concurred with both of the added objectives. Mr. Bowden inquired what changes may be required regarding Objective 2.5 (Review CCR, sections 2624 and 2624.1). Nicki Johnson suggested there might need to be more clarification of the procedures for those seeking relicensure. Ms. Rodriguez explained one of the difficulties is verifying work experience that is performed during the time a candidate is unlicensed, due to concerns of possible unlicensed practice. She also noted the question of whether or not candidates should be required to retake all or portions of the LARE prior to relicensure. Mr. Taylor suggested streamlining the process of relicensure.

- **Nicki Johnson moved to approve the July 1, 2015 through June 30, 2017 Strategic Plan.**

**Andrew Bowden seconded the motion.**

Ms. Rodriguez clarified the date for the proposed Strategic Plan should reflect calendar years 2015-2016 instead of fiscal years July 1, 2015 through June 30, 2017.

- **Nicki Johnson moved to approve the amendment to her prior motion to strike the words “fiscal years July 1, 2015 through June 30, 2017” and insert “2015-2016.”**

**Andrew Bowden seconded the motion.**

**The motion passed 3-0. David Allan Taylor, Jr., Nicki Johnson, and Andrew Bowden voted in favor of the motion. Katherine Spitz was absent.**

#### **H. Discuss and Possible Action on Strategic Plan Objective to Review Table of Equivalents for Training and Experience and Consider Amending California Code of Regulation Title 16, section 2620(a) to Expand Eligibility Requirements to Allow Credit for Teaching Under a Licensed Landscape Architect**

Ms. Rodriguez updated the Committee on the objective in the Strategic Plan that directs staff to review the table of equivalents for training and experience and consider expanding eligibility requirements to allow credit for teaching under a licensed landscape architect. She noted that at the last meeting on February 10, 2015, LATC agreed up to one year of experience/training credits should be granted for teaching under the supervision of a licensed landscape architect. She stated staff was directed to research regulations in states that allow credit for teaching and

draft proposed regulatory language for LATC's review. She asked the Committee to refer to the attached draft proposed language for CCR section 2620(a)(13) and take possible action.

Mr. Bowden noted that CCR section 2620(a)(3) (Extension certificate in landscape architecture from an approved school) was not included in the proposed regulatory language for CCR section 2620(a)(13), and requested to verify all those teaching in an extension certificate program are already licensed. Gretchen Kjose confirmed all teachers in an approved extension program are licensed, and therefore subdivision (a)(3) is not needed in the proposed language.

Mr. Bowden sought more clarification on what "under the supervision of a licensed landscape architect" would encompass as proposed in section 2620(a)(13). He questioned whether the licensed landscape architect would be required to be present in the classroom or just involved in the department. Mr. Taylor responded explaining supervision should have oversight of the individual seeking credit for teaching and should be able to validate the credibility of the teacher. He stated, as a licensed landscape architect, that it would behoove supervision to make the correct judgment in validation. Mr. Bowden agreed if a licensed landscape architect validates the credibility of the teacher, then credit should be granted for teaching.

Ms. Johnson questioned whether there is a concern if the schools outlined in the proposed language are required to have Landscape Architectural Accreditation Board (LAAB) accreditation. Vickie Mayer responded to Ms. Johnson's question, referring to the previous meeting on February 10, 2015, explaining the Committee agreed that since credit is granted to students in programs listed under subdivision (a)(2) and (4), then teachers of those programs should also be granted credit.

Mr. Bowden brought up the concern of consistency between state programs regarding reciprocity. He questioned if other states require LAAB accreditation for teaching credit. Ms. Kjose responded, detailing how Colorado gives one year of credit for teaching in an LAAB accredited school or an equivalent successor organization. She continued explaining some states allow credit for teaching, but do not specify requirements through a law or regulation. She suggested based on her experience processing applications there were not many who applied requesting credit for teaching. Mr. Bowden replied that the small number of requests were likely due to the lack of allowance for credit from teaching. He explained if the regulatory change is approved, there should be more candidates requesting credit for teaching.

- **Andrew Bowden moved to approve the proposed regulatory language in CCR section 2620(a)(13) to provide one year of teaching credit under the supervision of a landscape architect in a landscape architecture degree program as specified in CCR sections 2620(a)(1), (2), and (4).**

**Nicki Johnson seconded the motion.**

**The motion passed 3-0. David Allan Taylor, Jr., Nicki Johnson, and Andrew Bowden voted in favor of the motion. Katherine Spitz was absent.**

## **I. Council of Landscape Architectural Registration Boards (CLARB)**

- 1. Report on CLARB**
- 2. Review and Possible Approval (Nominations) of CLARB Board and Regional Director Candidates as Submitted by CLARB for its September Annual Meeting**

Ms. Rodriguez updated the Committee on the initial slate of CLARB candidates received by LATC on April 29, 2015. She advised the Committee the final slate will be released in June, and the ballots are due in July. She added that biographical information for the candidates would be available soon. She pointed to Ms. Anderson, a former LATC member, who is nominated for Vice President. She also pointed out Mr. Bowden, as he is nominated for the Region 5 Alternate Director. She asked the Committee to review and make recommendations based on the initial slate of candidates. She also asked the Committee to direct staff on the submission of the final ballot in July.

Mr. Taylor noted he was familiar with some of the candidates, but expressed concern that the Committee was not ready to make recommendations on nominations. Mr. Bowden hesitated to make recommendations based on the lack of biographical information available for the listed candidates. Mr. Bowden suggested Dennis Bryers for the Committee on Nominations Member, and concurred in support of Ms. Anderson for Vice President. Ms. Johnson stated she was only familiar with Ms. Anderson and Mr. Bowden.

Ms. Rodriguez advised the Committee she would work with the Chair on the final slate of candidates, but asked the Committee for further guidance to assist in the decision-making process. Based on legal consultation from Ms. Bon, the Committee agreed to delegate to Mr. Bowden the authority to make recommendations to the Chair and Program Manager to determine the final slate of nominations to CLARB.

- **Nicki Johnson moved to delegate the authority to the Chair and Program Manager to determine the final slate of nominations with consideration of Andrew Bowden's nominee recommendations.**

**Andrew Bowden seconded the motion.**

**The motion passed 3-0. David Allan Taylor, Jr., Nicki Johnson, and Andrew Bowden voted in favor of the motion. Katherine Spitz was absent.**

## **J. Review Tentative Schedule and Confirm Future LATC Meeting Dates**

Mr. Bowden suggested adding the next American Society of Landscape Architects Annual Meeting to the Committee schedule. The Committee tentatively scheduled the next LATC meeting for August 2015. The Committee agreed to reach a consensus for an exact date after the meeting.

## **K. Adjourn**

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

The meeting adjourned at 11:09 a.m.