



LANDSCAPE ARCHITECTS TECHNICAL COMMITTEE
CALIFORNIA ARCHITECTS BOARD
PUBLIC PROTECTION THROUGH EXAMINATION, LICENSURE, AND REGULATION

Arnold Schwarzenegger
GOVERNOR

SUMMARY REPORT

CALIFORNIA ARCHITECTS BOARD
LANDSCAPE ARCHITECTS TECHNICAL COMMITTEE

January 13-14, 2005
Berkeley, California

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

Chair Linda Gates called the meeting to order at 10:06 a.m. and Mona Maggio, Program Manager, called the roll.

Committee Members Present

Christine Anderson
Linda Gates
Stephanie Landregan
Anna Mendiola
Dennis Otsuji

Guests Present

Lori Wilhite, Center for Public Interest Law (CPIL)
Richard Zweifel, Chair LATC Education Subcommittee

Staff Present

Mona Maggio, Landscape Architects Technical Committee (LATC) Program Manager
Justin Sotelo, Enforcement/Special Projects Analyst
Don Chang, Legal Counsel

Three members of the LATC present constitute a quorum. All members being present, a quorum was established.

B. Chair's Remarks

Ms. Gates stated that her comments would be brief. She reported that she, Ms. Maggio, and Stephanie Landregan attended the Council of Landscape Architectural Registration Boards' (CLARB) Annual Meeting. She added there would be further discussion under agenda item F.

She noted that tomorrow would be the Strategic Planning Session; however, the first hour is reserved for discussion on Governor Schwarzenegger's California Performance Review (CPR) and the impact on boards under the umbrella of the Department of Consumer Affairs (DCA).

C. Public Comment Session

There were no public comments.

D. Approve the August 27, 2004 LATC Summary Report

- ♦ **Stephanie Landregan moved to approve the August 27, 2004 LATC Summary Report.**
- ♦ **Anna Mendiola seconded the motion.**
- ♦ **The motion carried unanimously.**

E. Program Manager's Report

Ms. Maggio announced the California Architects Board's (Board) officers for 2005 are Jeffrey Heller, President; Kevin Jensen, Vice President; and Cynthia Choy Ong, Secretary.

She reported that on December 13, 2004 the Department of Finance (DOF) issued Budget Letter 04-38, which directs all state advisory bodies (which includes all boards and committees) to exercise fiscal prudence by limiting the number of meetings held throughout the year to only those deemed absolutely necessary. She added that the LATC already follows this directive.

Ms. Maggio stated that on January 27, 2005 she received notification that the two Budget Change Proposals (BCP) submitted on August 6, 2004 were approved. One BCP provides \$16,000 in one-time special funding to conduct an occupational analysis on the California Supplemental Examination (CSE) in fiscal year (FY) 2005-06 and \$27,000 in FY 2005-06 and \$72,000 in FY 2006-07 in one-time special funding to conduct an examination redevelopment for the CSE. The second BCP provides an augmentation of 1.0 associate governmental program analyst position and \$82,000 (\$81,000 ongoing and \$1,000 for equipment) to support its existing and additional workload.

Ms. Maggio provided an update on the CPR. She reported that on January 5, 2005 the Governor gave his State of the State Address and announced that he would submit a proposal to eliminate boards and commissions. The Governor's proposal was submitted to the Little Hoover Commission (LHC) on January 6, 2005. The Governor's proposal eliminates the 88 boards/commissions including the Board and LATC, but retains all their programmatic functions and transfers them to the existing DCA, rather than the Department of Commerce and Consumer Protection (DCCP), as proposed in the CPR

recommendations. She reported the LHC will hold public meetings on January 26 and 28 to discuss the "Governor's Reorganization Plan 1" (GRP). Ms. Maggio added that the Board's Executive Committee is meeting on January 20, 2005 to discuss the CPR/GRP recommendations, and possible action the Board should consider. Ms. Maggio and Ms. Gates will attend the Executive Committee meeting. Dennis Otsuji asked if the LATC members should attend and address the LHC. Ms. Maggio stated that Doug McCauley would be at the Strategic Planning Session the following day and would be able to provide the Committee with more information as to the role the Board and LATC should take and provide further information and guidance.

Ms. Maggio announced that in keeping with the outreach objectives of the LATC's Communication Plan that she and the Board architect consultants Bob Carter and David Schwartz will attend the California Building Officials' (CALBO) 43rd Annual Business Meeting in Yosemite on February 28 – March 4, 2004 and on May 21, 2005, Stephanie Landregan, Anna Mendiola and Ms. Maggio will represent the LATC at ArtsDay LA hosted by the University of California, Los Angeles (UCLA) Extension. Justin Sotelo noted that over 1,200 individuals attended this event in 2004.

Ms. Maggio stated the 2004 Winter issue of the newsletter was distributed in mid-December to examination candidates, current and delinquent licensees, and the LATC's interested parties list; it is also available on the Web site. Mr. Otsuji commented on the latest addition to the Newsletter, the delinquent licensee page. He stated this is beneficial information for both the licensee whose license was delinquent and the licensee's employer who may not know his employee is working with a delinquent license.

Ms. Maggio announced that the lease for DCA's office building has expired and the entire office building would move to the old Arco Arena Building by mid-October 2005.

Ms. Maggio provided an update to the Board's actions regarding Business and Professions Code (BPC) sections 5588, Report of Settlement of Arbitration Award, and 5589 Report of Settlement or Arbitration Award; Absence of Professional Liability Insurance: Report; Offense. The LATC is closely monitoring the Board's actions as the language contained in the Landscape Architects Practice Act (BPC sections 5678.5 and 5679.5) mirrors the Board's language. The LATC will follow the Board's lead in any proposed legislative amendments. Ms. Maggio stated on October 6, 2004, the Board further reviewed and discussed the opinion prepared by the Office of the Attorney General (AG) and requested that the Regulatory and Enforcement Committee (REC) meet prior to its December Board meeting to consider and develop recommendations for actions needed to clarify the section and promote compliance. The REC's findings and recommendations were considered and adopted by the Board at its December 9-10, 2004 meeting. After further discussion the Board decided to appoint a task force to review the settlement/judgment statute contained in the Professional Engineers Practice Act and to work with The American Institute of Architects California Council (AIACC) in drafting proposed statutory language to amend BPC 5588. Ms. Maggio stated Board President Heller would appoint a task force to work on this issue and to report its findings back to

the REC. Ms. Maggio stated she recommended a LATC member be appointed to this task force.

Ms. Landregan noted a correction on page three under the heading *Regulatory Changes, CCR 2670, Rules of Professional Conduct*, third sentence the word “architect” needs to be added after landscape. The correction was noted.

Ms. Landregan announced she was elected Alternate Director for CLARB’s Region V. Ms. Gates added Ms. Landregan would serve, as Region V’s Director should Ian Wasson be unable to attend a meeting and/or fulfill the duties of this office.

F. Council of Landscape Architectural Registration Boards (CLARB)

1. Update and Possible Action on the CLARB Changes in the Administration of the Landscape Architect Registration Examination (LARE)

Ms. Maggio provided a brief update on the change in the administration of the LARE. She reported that the first computer administration of the multiple-choice sections of the LARE (C/LARE) was held August 9-13, 2004.

She reported that at the CLARB Annual Meeting held September 23-25, 2004, a majority of CLARB member boards reported candidate complaints regarding the C/LARE administration and testing environment provide by the test vendor LaserGrade. The LATC’s state report communicated that the LATC had received direct correspondence from California candidates indicating that at least 25% of its candidate population had complaints that ranged from the registration process, examination sites, proctors, security issues, examination software and additional expense related to the exam. She added that during the General Session, Region Directors provided a synopsis of each Region Meeting and the overwhelming consensus from each region was for CLARB to continue with the computer administration, but to find a new test vendor prior to the Spring 2005 administration of the C/LARE. She reported CLARB agreed to research the feasibility and availability of a new test vendor.

Ms. Maggio stated on December 28, 2004, CLARB notified its member boards that it had selected Thomson/Prometric, Inc., to provide future administrations of the C/LARE. This vendor also provides the national Architect Registration Examination (ARE) and it recently acquired Experior Assessments, which serves are the vendor for many of the DCA boards and bureaus. Ms. Maggio reported she has past experience working with Experior Assessments while employed at another Board. Experior Assessments offered professional testing sites, knowledgeable proctors, and worked efficiently to minimize any problems that arised during a test administration.

She stated due to the change in test vendors, the dates for the upcoming C/LARE were changed from March 7-9, 2005 to April 4-5, 2005. The memo identified an additional benefit of contracting with Thomson/Prometric is the ability to offer the C/LARE four times a year instead of two times a year as previously planned. This change will be more convenient for candidates and will reduce the pressure on testing centers for any given

administration. CLARB asked for input from its member boards prior to making a decision on increasing the number of administrations. Ms. Maggio noted CLARB requested a response by January 31, 2005.

After discussion the Committee asked staff to contact CLARB to inquire if there would be an increase in exam costs passed to candidates; the proposed exam schedule; and the implementation date of the new exam schedule. Staff contacted CLARB during the meeting and Clarence Chaffee, CLARB Executive Director, provided satisfactory responses to the Committee's questions.

Ms. Gates stated assuming there is no cost difference from increasing the C/LARE from two to four administrations; the LATC should support the increase in exam administrations. Mr. Otsuji asked staff to pass on to CLARB that the LATC supports the change in the exam schedule, but CLARB needs to keep exam costs at a minimum.

2. Notice of Reduction in Future Membership Dues

Ms. Maggio reported that on December 28, 2004 CLARB notified its member boards of its decision to reduce the previously announced membership dues for FY 2006 and 2007. The Board of Directors noted this change was in response to the direction of the membership to shift the cost of providing CLARB services directly to those individuals benefiting from the service and to keep increased membership dues to a minimum. There will be no increase in fees for FY 2005 and FY 2006. There will be a \$50 increase in FY 2007. Ms. Maggio noted this represents a 13% reduction from the dues that were previously established for these years.

3. Update on the LARE Task Analysis

Ms. Mendiola reported that the Subject Matter Experts Committee (SMEC) met November 12 – 13, 2004 in Chicago, Illinois. The SMEC is comprised of nine landscape architects with diverse education and experience backgrounds. Ms. Mendiola noted that both she and Richard Ciradella represent California on the SMEC. She reported that CLARB asked all member boards to provide licensee information that will be used to create a database that will randomly select the survey participants and that approximately every fifth individual will be asked to participate in the study. For the first time, the survey will be conducted over the Internet to save time and reduce costs. Selected participants will receive a link to complete the survey. She stated the SMEC would meet again in April to review the survey results. The results will be presented to member boards at CLARB's Annual Meeting in September 2005.

4. Review CLARB 2005 Spring Meeting Preliminary Business Schedule

The LATC reviewed the Preliminary Business Schedule. Ms. Gates recommended that Ms. Landregan as the Alternate Director for Region V represent the LATC at the upcoming CLARB 2005 Spring Meeting. Ms. Maggio stated at the 2004 CLARB Annual Meeting Region V members elected Ian Wasson from British Columbia as its new Director; however, since his election she has not received any information from him

nor has she received an agenda for the upcoming Region V Meeting. Ms. Maggio will contact CLARB to determine if additional information will be forthcoming.

G. Update on October 8, 2004 Education Subcommittee Meeting

Richard Zweifel reported that the Education Subcommittee held its first meeting on October 8, 2004. The meeting centered on reviewing the charge of the Subcommittee, table of equivalents (California Code of Regulations section 2620), and CLARB's eligibility requirements. The Subcommittee directed staff to gather exam eligibility information from neighboring states, as well as other states with large licensee populations, and states that allow individuals to sit for the exam with experience only. Mr. Zweifel stated staff will develop a matrix that contains the eligibility information requested and will forward it to the Subcommittee members for review. The Subcommittee also directed staff to obtain the course curriculum from associate degree programs in landscape architecture for the Subcommittee's review and develop a work plan. Mr. Zweifel reported the Subcommittee will hold its next meeting on March 4, 2005 and the goal of the Subcommittee is to present its recommendations to the LATC in August 2005.

H. Discuss and Give Preliminary Approval of Proposed Regulations to Amend Title 16, Division 26, California Code of Regulations (CCR) Section 2608, Complaint Information System

Justin Sotelo reported that in 2003/04, the LATC and the Board approved a proposal to amend the LATC's Consumer Complaint Disclosure Policy, which is established in regulation under CCR 2608. However, changes in the Administration, the Governor's Executive Order (which placed all regulatory packages on hold for an extended period of time), and modifications to the Department of Consumer Affairs' (DCA) model regulation delayed the review and final approval of the regulatory change package. Pursuant to Government Code section 11346.4, the package expired on August 29, 2004.

Mr. Sotelo added that on October 6, 2004, the Board accepted the expiration of this package and approved, in concept, DCA's most recent recommendations, which would further modify the proposed language (i.e., deletion of the executive officer's authority to designate another to disclose complaints; that complaints will be disclosed in a report when the executive officer has determined that the information has a direct and immediate relationship to the health and safety of another person and meets one or more of the four specific criteria contained in subsection (d) of the originally proposed language; and, that complaints will only be available in writing or by telephone and will not be posted on the LATC's web site). In December 2004, staff drafted new proposed language which is consistent with DCA's most current model regulation for complaint disclosure. He asked the Committee to give preliminary approval of the proposed regulations. Upon the LATC's approval, the proposed amendments would be presented to the Board at its March 2005 meeting and then would be noticed.

- ♦ **Stephanie Landregan moved to give preliminary approval of the proposed regulations to amend Title 16, Division 26, California Code of Regulations Section 2608, Complaint Information System, and to delegate authority to Doug McCauley, Executive Officer, to adopt the proposed regulation and make any non-substantive changes if needed.**
- ♦ **Anna Mendiola seconded the motion.**
- ♦ **The motion carried unanimously.**

I. Discuss and Give Preliminary Approval of Proposed Regulations to Amend Title 16, Division 26, CCR Section 2630, Issuance of Citations, and Section 2630.1, Assessment of Administrative Fines

Mr. Sotelo reported that the 2004 Strategic Plan directs the LATC to review the schedule of administrative fines under its regulations and modify as necessary. LATC staff had drafted proposed regulatory language that is consistent with language that will go before the Board for preliminary approval in March 2005 and with amendments to BPC section 125.9 that became effective on January 1, 2004. Senate Bill 362, authored by Senator Liz Figueroa, was signed into law on October 10, 2003 and amended BPC 125.9 by increasing the maximum administrative fine that boards can assess as part of a citation (from \$2,500 to \$5,000). In addition, an overview was provided to explain how the Board (through its REC's work of this issue) had arrived at its present regulatory proposal to amend its citation regulations.

In addition, Mr. Sotelo stated that DCA, by memorandum, recommended that when implementing this type of proposal, citation regulations that pertain to the amount of the fine to be assessed should be amended to include the following suggested language:

“Notwithstanding the administrative fine amounts specified in section / subsection ____, a citation may include a fine of up to \$5,000 if one or more of the following circumstances apply:

1. The citation involves a violation that has an immediate relationship to the health and safety of another person.
2. The cited person has a history of two or more prior citations of the same or similar violations.
3. The citation involves multiple violations that demonstrate a willful disregard of the law.
4. The citation involves a violation or violations perpetrated against a senior citizen or disabled person.”

The memorandum further stated that “proposed amendments to citation regulations that limit the imposition of fine amounts above \$2,500 to those citations involving the exceptional circumstances specified above will be favorably reviewed by Agency.”

Mr. Sotelo stated that on December 23, 2004, the DCA Legal Office issued a memorandum to boards clarifying that although DCA believes that its suggested approach to implement the increased amount of administrative fines is a reasonable one, boards are free to consider and propose alternatives for the implementation of the \$5,000 administrative fine. DCA will review such alternative methods to ensure that they are consistent with consumer protection the reasonable regulation of the profession, and the sound fiscal management of a board. Mr. Sotelo asked the Committee to give preliminary approval of the proposed regulations. Upon the LATC's approval the proposed amendments would be presented to the Board at its March 2005 meeting and then would be noticed.

- ♦ **Stephanie Landregan moved to give preliminary approval of the proposed regulations to amend Title 16, Division 26, California Code of Regulations Sections 2630, Issuance of Citations, and Section 2630.1, Assessment of Administrative Fines, and to delegate authority to the Doug McCauley, Executive Officer, to adopt the proposed regulation and make any non-substantive changes if needed.**
- ♦ **Christine Anderson seconded the motion.**
- ♦ **The motion carried unanimously.**

J. Discuss and Give Preliminary Approval of Proposed Regulations to Amend Title 16, Division 26, CCR Section 2670, Rules of Professional Conduct

Mr. Sotelo reported that with respect to CCR 2670, Rules of Professional Conduct, Landscape Architects Technical Committee (LATC) staff has drafted proposed regulatory language that is consistent with language that will go before the Regulatory and Enforcement Committee (REC) in April 2005 and the California Architects Board (Board) for preliminary approval in June 2005. The Board's 2003 and 2004 Strategic Plans directed the Regulatory and Enforcement Committee (REC) to review the Board's Rules of Professional Conduct, Title 16, CCR 160 and propose additional rules or modifications, if necessary. Mr. Sotelo provided a summary of how the Board arrived at its present regulatory proposal.

The review process began in 2003. At the request of the REC, staff verified that there were no new laws that would affect this objective. Additionally, they identified three areas where a rule of conduct could help improve the effectiveness of the Board's enforcement efforts and benefit the public. The proposed rules included:

- 1) Require an architect to: reply in a timely manner to the Board when they are contacted, fully cooperate during an investigation, and provide all relative evidence.
- 2) Prohibit the holder of a delinquent or expired license from providing experience under his or her direct supervision and completing and signing an employment verification form for a candidate.

- 3) Require an architect to complete and sign an employment verification form accurately representing the period(s) of time when he or she was in responsible control of the candidate's employment.

At its September 24, 2003 meeting, the REC authorized staff to proceed to develop rules based on their discussion and subsequent motions. While developing language for suggested rule #2, discussion with the Board's licensing unit raised concerns about how the proposed rule may affect current policy regarding experience credit.

Mr. Sotelo stated current policy allows acceptance of a candidate's employment verification form signed by the holder of a delinquent license if at the time the candidate became employed the licensee's status was current. This is permitted only during the delinquent period and does not apply to time accrued after the license has finally expired (five years after expiration date). Given this current policy and the desire to not make the candidate suffer for the misdeeds of a licensee, staff recommended that proposed rule #2 not be pursued until the REC reconsidered it in concept.

He said based on the above information and subsequent discussion, the REC recommended that the Board consider amending CCR 160 to add proposed rules #1 and #3 and, rather than developing an additional rule of conduct specific to the signing of employment verification forms while a person's license is expired, pursue the unlicensed person for misrepresentation under BPC section 5536. It was also recommended to the Board that a reminder appear on all forms related to examination and license applications that would increase the candidates' and licensees' awareness of the importance of verifying and maintaining a current license status.

On June 16, 2004, the Board considered the REC's recommendations and gave preliminary approval to proceed with a proposed regulatory change package after modifying rule # 3 to specify that the architect had direct supervision of the candidate and asking that legal counsel work with staff to make the rule clear that the architect must respond to a request for information about a candidate's education, training, or experience. The Board also voted to include reminders to candidates that they are responsible for confirming the current license status of an architect responsible for verifying their employment. The latter was turned over to the Professional Qualifications Committee to oversee implementation.

On September 24, 2004, the REC reviewed revised language and recommended that it go before the Board for preliminary approval with minor edits. The Board will review the proposed regulatory language for CCR 160 in June 2005.

Staff has incorporated all REC recommendations into the proposed language for CCR 2670. Also included in the proposal are minor edits to subsections (d) and (e)(5) that the Board's architect consultants have suggested; these edits will be considered by the REC in April 2005. Mr. Sotelo asked the Committee to give preliminary approval of the proposed regulations. Upon the LATC's approval the proposed amendments would be presented to the Board at its March 2005 meeting and then would be noticed.

- ♦ **Christine Anderson moved to give preliminary approval of the proposed regulations to amend Title 16, Division 26, California Code of Regulations Section 2670, Rules of Professional Conduct, and to delegate authority to Doug McCauley, Executive Officer, to adopt the proposed regulation and make any non-substantive changes if needed.**
- ♦ **Anna Mendiola seconded the motion.**
- ♦ **The motion carried unanimously.**

K. Review Draft Letter Regarding the Amendments to Business and Professions Code Section 5641 and Its Impact to Public Agencies and Allied Practitioners

Mr. Sotelo presented this agenda item by stating with the approval of Senate Bill (SB) 1549 (Figueroa) on September 22, 2004, there were amendments to the Landscape Architects Practice Act that took effect on January 1, 2005. As most of the amendments provided additional clarification and organization to the exemptions and exceptions under the Practice Act, the amendments to BPC section 5641 accomplished the following:

- Added clarification to the exemption (practice parameters) for unlicensed “landscape designers”
- Moved the exemption for property owners under new statute BPC 5641.1
- Moved the exemption for nurserypersons under new statute BPC 5641.2

He reported LATC staff drafted a letter to be distributed in January 2005 to organizations/individuals who may have an interest in or may be impacted by the amendments to BPC 5641.

He stated that initially, the LATC chose to examine its exemptions and exceptions due to a recommendation by the Joint Legislative Sunset Review Committee. In addition, the 2002 Strategic Plan directed the LATC and staff to “assess [the] extent of unlicensed activity, review current exemptions and recommend [an] appropriate course of action.” At its August 15, 2002 meeting, the LATC appointed a Scope of Practice Exceptions and Exemptions Task Force which was charged with examining the exemptions under the Practice Act. The Task Force was provided with parameters that the LATC believed should be used in evaluating what activities unlicensed design practitioners could safely perform. Those parameters concerned issues of public safety that are involved in single family residential design, such as: 1) the altering of drainage patterns; 2) retaining walls above three feet; and 3) site structures, particularly overhead structures.

The Task Force, which was comprised of landscape architects, members of the American Society of Landscape Architects, and members of the Association of Professional Landscape Designers, met on November 13, 2002. The Task Force drafted proposed amendments to the Practice Act which were then presented to the LATC on

December 12, 2002 and March 27, 2003. The LATC approved the proposed amendments, additional language, and reorganization of the exemptions. The proposed amendments were then approved by the Board at its meeting on June 12, 2003.

Mr. Sotelo added that on March 24, 2004, the principal consultant with the Senate Business and Professions Committee notified Executive Officer Doug McCauley that the proposed amendments to the exemptions and exceptions would be included in SB 1549. The bill was approved by the Governor and chaptered by the Secretary of State on September 22, 2004 and the amendments to the Practice Act took effect on January 1, 2005.

- ♦ **Linda Gates moved that staff finalize and mail the draft letter regarding the amendments to Business and Professions Code Section 5641.**

Christine Anderson seconded the motion.

The motion carried unanimously.

L. Review and Consider Request for Re-licensure

The LATC reviewed a request for re-licensure from Robert Grina, former license number LA 1569. Ms. Gates reported Mr. Grina was originally licensed in California on July 15, 1996 and his licensed expired in January 31, 2000.

Ms. Gates stated that she and Ms. Anderson performed a thorough portfolio review of the work samples and supporting documents submitted by Mr. Grina, which demonstrated his current knowledge and minimal competency for entry-level practice. The reviewers recommended that upon successful completion of the CSE, Mr. Grina be granted a new license.

- **Linda Gates moved to grant Robert Grina's request for waiver of the LARE. For the purpose of re-licensure Mr. Grina shall take and pass the CSE prior to being eligible to apply for licensure.**

Dennis Otsuji seconded the motion.

The motion carried unanimously.

M. Review and Update LATC Communications Plan

Ms. Maggio reported that the 2004 Strategic Plan directs the LATC to revise and update its Communications Plan to address its target audiences: consumers, licensees, licensure candidates, public agencies, educational institutions, professional organizations, etc. She added that the LATC would be reviewing and updating the Plan, as necessary, and identifying specific objectives/actions for 2005.

The LATC proceeded with doing a complete review of the Plan's framework and providing revisions to the language (which included the Plan's goal areas, audiences, messages and key information). The LATC agreed to discuss the more specific objectives/actions during the strategic planning session on the following day.

January 14, 2005
9:00 a.m. – 5:00 p.m.

N. Call to Order – Roll Call – Establishment of a Quorum

Chair Ms. Gates called the meeting to order at 9:00 a.m. and Mona Maggio, LATC Program Manager, called the roll.

Committee Members Present

Christine Anderson
Linda Gates
Stephanie Landregan
Anna Mendiola
Dennis Otsuji

Guests Present

Rick Ciradella, Ciradella and Associates
Denis Hemni, California Architects Board (Board) Member
Daniel Iacofano, Moore Iacofano Goltsman, Inc. (MIG)
Zinna Riley, MIG
Richard Zweifel, Chair LATC Education Subcommittee

Staff Present

Doug McCauley, Board Executive Officer
Mona Maggio, LATC Program Manager
Mary Anderson, Examination Coordinator
Patricia Fay, Licensing Coordinator
Justin Sotelo, Enforcement/Special Projects Analyst
Terri Villareal, Enforcement Coordinator

Three members of the LATC present constitute a quorum. All members being present, a quorum was established.

O. Chair's Remarks

Ms. Gates commented the meeting was primarily designated to be a strategic planning session at which the members could focus on the goals and objectives for the upcoming year(s); however, the Committee would allocate the first hour to a discussion on the CPR/GRP with an update from Doug McCauley.

On behalf of CLARB, Ms. Gates presented Mr. Ciradella with a recognition award for his exemplary service preparing and scoring the LARE. Ms. Gates noted that each year, the President of CLARB recognizes individuals that have gone beyond the call of duty in an effort to advance the protection of the health, safety, and welfare of the public through landscape architecture licensure. She thanked Mr. Ciradella for his continued service to the profession.

P. Public Comment Session

There was no public comment.

Q. Strategic Planning Session

Ms. Gates asked Mr. McCauley to give the LATC an update on the California Performance Review process. Mr. McCauley stated it would be more constructive for the Committee to have a substantive discussion during the overall environmental scan portion of the strategic planning session and help in prioritize the discussion and possible action. He stated in the Governor's "State of the State Address", the Governor announced a reorganization plan that would convert all the boards into bureaus directly under the Director of DCA, (the governing body would be eliminated). Executive officers would be transitioned into the new agency, but the Director would make all decisions. Mr. McCauley discussed the role of the LHC, the timeline and process for the reorganization plan, and possible collaborative efforts with the associations.

Ms. Gates turned the meeting over to Daniel Iacofano, Principal of MIG. Mr. Iacofano reviewed the agenda and explained the purpose of the planning session. The session began with discussion of the findings and key issues from his telephone interviews with LATC stakeholders and his conference call with staff in December 2004. Mr. Iacofano reviewed the LATC's 2004 accomplishments and key trends in the profession. The notable accomplishments for 2004 included: 1) Sunset Review; 2) representation at CLARB (a former member is the 20004/05 CLARB President and Ms. Landregan was elected Alternate Director for Region V); 3) broader scope of communications; and 4) improved enforcement procedures.

Mr. Iacofano then assisted the LATC with identifying and establishing goals for the upcoming year(s). The LATC: 1) reviewed and updated its five goal areas (Regulation and Enforcement, Professional Qualifications, Professional and Public Awareness; Organizational Relationships, and Organizational Effectiveness); 2) identified several objectives to meet the goals; and 3) established target dates for completion.

MIG will revise the plan with the changes made during this session. The LATC will meet on February 17, 2005 in Sacramento to review and finalize the plan.

The LATC did not have the opportunity to return to its discussion regarding specific Communications Plan objectives/actions. This will be addressed at its next meeting on February 17, 2005.

R. Review of Tentative Schedule and Select Future LATC Meeting Dates

Ms. Maggio reviewed the tentative schedule. LATC meetings were scheduled for February 17, 2005 and May 6, 2005.

S. Adjournment

The meeting adjourned at 4:30 p.m.