

## SUMMARY REPORT

### CALIFORNIA ARCHITECTS BOARD Landscape Architects Technical Committee

July 19, 2011  
Sacramento, California

#### LATC Members Present

Stephanie Landregan, Chair  
Christine Anderson, Vice Chair (arrived at 11:40 a.m.)  
David Allen Taylor, Jr.

#### Staff Present

Doug McCauley, Executive Officer, California Architects Board (Board)  
Vickie Mayer, Assistant Executive Officer, Board  
Don Chang, Legal Counsel, Department of Consumer Affairs (DCA)  
Trish Rodriguez, Program Manager, Landscape Architects Technical Committee (LATC)  
John Keidel, Enforcement Coordinator, LATC  
Maryann Moya, Licensing and Administration Coordinator, LATC  
Terri Villareal, Exam Coordinator, LATC

#### Guests Present

Debbie Balaam, Chief Information Officer, DCA Office of Information Services  
Pamela Berstler, Legislative Chair, California Chapter, Association of Professional Landscape Design (APLD)  
Maureen Decombe, Past President, APLD California Chapter  
Daniel Iacofano, Principal, Moore Iacofano Goltsman, Inc. (MIG)  
John Nicolaus, President, California Chapter American Society of Landscape Architects (CCASLA)  
Sean O'Connor, Business Project Manager, DCA Office of Information Services  
Taylor Schick, Budgets Manager, DCA Fiscal Operations

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

##### **Chair's Remarks**

##### **Public Comment Session**

The LATC Chair, Stephanie Landregan, called the meeting to order, at 9:51 a.m. Ms. Landregan then called roll. Two members of the LATC were present, thus a quorum was not established. Legal Counsel, Don Chang, suggested the members present meet as a subcommittee to make recommendations until a third member arrives to establish a quorum, then a vote could be taken.

Ms. Landregan asked if any members of the public would like to address the Committee.

Pamela Berstler identified issues regarding meeting notifications and asked if a schedule has

been established for the remainder of the year. Ms. Landregan responded that there was confusion because the meeting had been rescheduled from Thursday to Tuesday, but dates have been set for the remainder of the year.

## **B. Approve January 26-27, 2011 LATC Summary Report**

Ms. Landregan suggested a change in the last paragraph of page 6 of the summary report to read, “Ms. Mozingo replied that she thinks it is more difficult for newly *graduated* landscape architects to get an entry level position...”

Ms. Landregan also asked for clarification regarding the motion on page 9, “Andrew Bowden moved to approve five years as the length of time to disclose citations listed on the LATC website.” Ms. Landregan asked Trish Rodriguez if the vote was to approve the procedures even though the disclosure procedures could be changed at a later date. Ms. Rodriguez clarified that the vote was only to approve the *length of time* for disclosure of citations, not the procedures as a whole. After discussion with Ms. Rodriguez, Ms. Landregan suggested the summary report reflect that the LATC would have an opportunity to address procedures at the next meeting.

Mr. Chang recommended approval of the minutes with the proposed changes.

- **David Taylor moved to approve the January 26-27, 2011, LATC Meeting Summary Report with the discussed changes.**

**Stephanie Landregan seconded the motion.**

**The preliminary vote was 2-0 in favor with the final vote pending a quorum with the arrival of a third Committee member.**

## **C. BreEZe Presentation**

Debbie Balaam presented DCA’s BreEZe project overview. She advised BreEZe will serve as an integrated licensing and enforcement solution to replace several legacy systems such as Consumer Affairs System (CAS) and Applicant Tracking System (ATS), as well as the iLicensing and Complaint Resolution Information Management System (CRIMS) projects.

Ms. Balaam stated that BreEZe is designed to be highly configurable to adapt to each of DCA’s license types and each board/bureau will have control over their respective configuration. She explained BreEZe is advantageous in several ways. For example:

1. DCA staff will receive pre-screened applications as the system will prompt the applicant to make changes at the time of submission;
2. Applicants will be able to attach electronic copies of supporting documents online, thereby streamlining the entire application process;
3. Each license type will have its own automated workflow stream configurable by license type, resulting in an estimated 15-20% reduction in processing time; and

4. Links can be established if an applicant has more than one license type, e.g., an applicant who holds landscape architect and contractor licenses, adding transparency for enforcement activity.

Ms. Balaam covered the costs of the BreEZe project and noted that DCA was successful in negotiating a reduction in the final cost significantly from the original bid. She advised payment to the contractor, Accenture, will be made in installments over five years and will be dependent upon successful deployment (costs of the BreEZe project will not be passed on to the individual licensees, rather to the boards and bureaus).

She further explained that the implementation of BreEZe will occur in three phases: July 2012, February 2013 and September 2013, which the Board and LATC are scheduled as part of the third and final phase.

Sean O'Connor covered customer service attributes of BreEZe including the ability for licensees to check the status of their application/renewal online, thus reducing telephone calls between applicants and DCA offices. He added that the public can also check the status online of complaints filed with the DCA against a licensee.

Ms. Landregan asked if the LATC will be required to append information to existing data in order to meet the new system requirements. Ms. Balaam responded that it may be necessary in order to populate the extended data range that BreEZe is designed to accommodate.

#### **D. Review and Approve Fiscal Year 2011-12 Strategic Plan**

Daniel Iacofano facilitated the review of the draft 2011 Strategic Plan and indicated that strikeouts and underlined text identified the changes that were made from the prior plan to the current proposed plan. The members reviewed the draft plan, including the objectives and target completion dates, and made minor edits.

Ms. Landregan asked for public comments. Ms. Berstler asked if the task force described under the Professional Qualifications goal, page 17, objective #7, "Appoint and convene a task force to address Landscape Architecture/APLD/Residential Designer issues, including BPC section 5641," would include members of the LATC only or others. Ms. Landregan replied that the task force may include the LATC Chair or Vice-Chair, a past LATC member, and CCASLA and APLD members.

Mr. Chang recommended approval of all changes.

- **David Taylor moved to approve the Fiscal Year 2011-2012 Strategic Plan with the recommended changes.**

**Stephanie Landregan seconded the motion.**

**The preliminary vote was 2-0 in favor with the final vote pending a quorum with the arrival of a third Committee member.**

## **E. Program Manager's Report**

Ms. Rodriguez presented the Program Manager's Report. She informed the Committee that two employee vacancies have been filled. She introduced John Keidel, Enforcement Coordinator, and Maryann Moya, Licensing and Administration Coordinator. Ms. Rodriguez stated that she is still recruiting for the Special Projects Analyst position.

Ms. Rodriguez provided a status update on outreach. She distributed results from the LATC Student Outreach Survey conducted during visits to seven colleges from November 2010 through April 2011. Ms. Rodriguez stated that based on survey results, the LATC may want to make changes/updates to the PowerPoint presentation before the next round of college visits. She advised that due to travel restrictions, outreach efforts may be affected, especially for the community college programs. Ms. Landregan suggested that staff who will already be in San Diego to attend the October 27, 2011 LATC meeting, perform outreach at the three area community colleges. She also recommended that staff plan the outreach visit at NewSchool of Architecture & Design and invite students and directors of the nearby programs to attend.

Ms. Rodriguez stated that due to vacancies, some objective target dates have been extended and several items on the Program Manager's Report have been postponed.

Ms. Rodriguez distributed Enforcement Statistics by Fiscal Year. She reported that complaints in FY 2010/2011 returned to average levels after a rise in complaints during FY 2009/2010.

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

Member Christine Anderson arrived at 11:40 a.m., thus establishing a quorum.

### **\*E. Program Manager's Report**

Ms. Rodriguez addressed the report on the California and national Landscape Architect Registration Exam (LARE) historical pass rates, which was distributed as part of the meeting packet. She advised that exam section titles were added to the report as previously requested.

Ms. Rodriguez advised that CLARB held a webcast meeting the previous week to plan communicating exam changes to candidates during the transition period. She stated that CLARB will announce the changes via various websites and social media outlets.

### **F. Update on Sunset Review Report - Senate Bill 543**

Doug McCauley updated the Committee on Senate Bill 543 which would extend the sunset date for the Board and the LATC. He noted that the Senate Business, Professions and Economic Development Committee's issues were presented to LATC, which required a written response within 10 days. One key issue was regarding the differing LARE pass rates

in California versus other states. He stated that California has different eligibility standards, as well as more pathways to eligibility than other states, thus resulting in different outcomes. Mr. McCauley presented this response at the Sunset Review hearing on March 21, 2011 and it appeared satisfactory to the Committee. The Committee then introduced legislation to extend the Sunset date for the Board and LATC. Mr. McCauley advised that the bill is with the Assembly Appropriation Committee and will be heard after the Legislature's return from summer recess.

## **G. Report on Council of Landscape Architectural Registration Boards (CLARB)**

### **1. Review of CLARB Annual Meeting Agenda, Policies, and Procedures**

Ms. Landregan stated that she received the agenda for the CLARB Annual Meeting in Chicago, IL, September 15-17.

Ms. Landregan noted recent developments on LARE testing procedures. She explained that exam sections C and E, which were previously in a written format, will be transferred to a computerized format. She said that the site planning section where the candidate would identify risky sites (for health and safety issues) has also been computerized. She stated that several multiple-choice sections have been added to the exam. Ms. Landregan explained that although the testing format will change, the material will not. She advised that these changes are still in process with full implementation expected by January 2013. The timeline was announced to candidates in writing by CLARB and ASLA on July 18, 2011, and Ms. Landregan covered various other ways in which CLARB plans to announce the changes to candidates.

Ms. Rodriguez suggested the LATC should inform the member boards of technical issues in viewing CLARB meeting webcasts. Ms. Landregan volunteered to email Veronica Meadows and Kreg Mebust to request that these issues be addressed and suggest that another meeting viewing option be offered, such as having a PowerPoint presentation available online. Ms. Landregan stated she will copy CLARB member boards on the email.

### **2. Review, Approve, and Ratify CLARB Nominating Committee Members Selection by Election Subcommittee**

Ms. Landregan reported that she and Ms. Anderson met as a subcommittee and made recommendations for the Nominating Committee Members. Ms. Anderson stated the recommended nominees are Russell Y.J. Chung, Karen M. Cesare and Terry DuWan.

- **Stephanie Landregan moved to ratify the ballot nominating committee members Russell Y.J. Chung, Karen M. Cesare, and Terry DuWan.**

**David Taylor seconded the motion.**

**The motion carried 3-0.**

3. Review and Approve Recommended Positions on Resolutions and Candidates Ballot

Ms. Landregan stated the nominations for the CLARB Board of Directors. Ms. Anderson stated that the positions of Vice-President and Treasurer are the only contested seats and recommended voting for Stephanie Landregan as Vice-President and Kreg Mebust for Treasurer. Mr. Taylor concurred.

As uncontested, Christine Anderson also recommended the following nominations for approval: Denise Husband, President; Dennis Bryers, President-Elect; Michael W. Breedlove, Karen M. Cesare and Russell Y.J. Chung, Nominating Committee members.

- **Christine Anderson moved to approve the ballot for the CLARB Board of Directors recommending Stephanie Landregan for Vice-President, Kreg Mebust for Treasurer, Denise Husband for President, Dennis Bryers for President-Elect, Michael W. Breedlove for Nominating Committee member, Karen M. Cesare for Nominating Committee member, and Russell Y.J. Chung for Nominating Committee member.**

**David Taylor seconded the motion.**

**The motion carried 3-0.**

Ms. Anderson stated that she would like to be considered for CLARB Regional Alternate Director. As travel restrictions prevent attendance at the CLARB Annual Meeting, Ms. Landregan recommended submitting a paper ballot voting for Tom Sherry as Regional Director and Christine Anderson for Alternate Regional Director.

- **Stephanie Landregan moved to approve the ballot recommending Tom Sherry as CLARB Regional Director and Christine Anderson for CLARB Alternate Regional Director.**

**David Taylor seconded the motion.**

**The motion carried 3-0.**

**\*B. Approve January 26-27, 2011 LATC Summary Report**

The LATC Summary Report was revisited for final vote with quorum present:

- **David Taylor moved to approve the January 26-27, 2011, LATC Meeting Summary Report with the discussed changes.**

**Stephanie Landregan seconded the motion.**

**The motion carried 3-0.**

**\*D. Review and Approve Fiscal Year 2011-12 Strategic Plan**

The Fiscal Year 2011-2012 Strategic Plan final vote with quorum present was called after informing Ms. Anderson of recommended changes:

- **Stephanie Landregan moved to approve the Fiscal Year 2011-2012 Strategic Plan.**

**The Committee voted unanimously in favor.**

**The motion carried 3-0.**

#### **H. Election of LATC Officers**

Ms. Landregan stated the one-year LATC officer terms run from the summer meeting to the following year's summer meeting.

Mr. Taylor nominated Ms. Anderson as Chair of the LATC. Ms. Landregan nominated Mr. Taylor as Vice-Chair.

- **The Committee agreed to hold one vote on both officer nominations.**

**The Committee voted unanimously in favor.**

**The motion carried 3-0.**

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

LATC members' tentative schedule is as follows:

1. Ms. Anderson will attend the Board meeting in Sacramento on September 15, 2011.
2. Ms. Landregan will attend the LATC meeting in San Diego on October 27, 2011.
3. The LATC will attend the January 2012 LATC strategic planning meeting, which does not have a set date.
4. Mr. Taylor will attend the Board meeting in San Diego, on December 7-8, 2011.

The next meeting agenda shall reflect the following agenda items:

1. Selection of LATC Extension Program Review Committee.
2. Review of the Education Subcommittee.
3. Status update on the regulatory packages for California Code of Regulations (CCR) section 2615 – Form of Examinations, CCR section 2620 – Education and Training Credits, and CCR section 2620.5 – Requirements for an Approved Extension Certificate Program.

#### **Adjourn**

- **Christine Anderson moved to adjourn.**

**David Taylor seconded the motion.**

**The motion carried 3-0.**

The meeting adjourned at 12:31 p.m.

*\* Agenda items for this meeting were taken out of order until a quorum could be established. The order of business conducted herein follows the transaction of business.*