



MEETING MINUTES

CALIFORNIA ARCHITECTS BOARD The Landscape Architects Technical Committee Meeting

WebEx Teleconference
January 31, 2025

Landscape Architects Technical Committee (LATC/Committee)

Members Present

Pamela S. Brief, Chair
Patricia M. Trauth, Vice Chair
Martin "Marty" Armstrong
Susan M. Landry
Jon Wreschinsky

Staff Present

Laura Zuniga, Executive Officer
Jesse Laxton, Assistant Executive Officer
Kim McDaniel, Program Manager
Timothy Rodda, Regulations Manager
Kourtney Fontes, Administration Manager
Shree Jones, Licensing and Examination Coordinator
Gloria Padilla-Todd, Enforcement Analyst
Heather Davis, Special Projects Analyst

Department of Consumer Affairs (DCA) Staff Present

Harmony DeFilippo, Budget Manager
Luke Fitzgerald, Budget Analyst
Helen Geoffroy, Legal Affairs Attorney III
Brian Clifford, Senior Planning and Implementation Manager

Guests Present

Elizabeth Hebron, American Society of Landscape Architects
(ASLA) National Director, State Government Affairs
Jason Ikerd, California Council of American Society of
Landscape Architects (CCASLA)
Marcia Scott
Melissa Gear, Deputy Director, Board and Bureau Relations
Christine Hawkins

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

LATC Chair Pamela Brief called the meeting to order at 10:07a.m. and Vice Chair, Patricia Trauth called roll. Four members of LATC were present, thus a quorum was established.

B. Chair's Procedural Remarks and Committee Member Introductory Comments

Chair Brief acknowledged and expressed her sympathy for the recent Southern California fires.

C. Public Comment on Items Not on the Agenda

Chair Brief invited members of the public to address LATC.

The Committee may not discuss or act on any item raised during this public comment section, except to decide whether to refer the item to the Committee's next Strategic Planning session and/or place the matter on the agenda of a future meeting (Government Code sections 11125 and 11125.7(a)).

PUBLIC COMMENT: There were no comments from the public.

D. Update from the Department of Consumer Affairs (DCA), Brian Clifford, Executive Office

Brian Clifford, from the DCA Executive Office, provided an update regarding the recent release of Governor Newsom's Executive Order N-15-25 on January 29, 2025. The order offers rapid recovery relief to local businesses by deferring renewal fees and waiving other fees for DCA licensees in areas affected by the Los Angeles wildfires. Key provisions of the order include granting a one-year extension for DCA licensees whose licenses expire between January 1, 2025, and July 2, 2025, allowing them extra time to pay renewal fees if their business or residence is located within specific wildfire-impacted zip codes. Additionally, duplicate or replacement licenses and wall certificates will be issued at no cost until January 7, 2026, and delinquency fees will be suspended until July 1, 2025, for those in the affected areas. Information regarding the Executive Order, along with a list of frequently asked questions, is available on the DCA's disaster help center web page at www.dca.ca.gov. Fire survivors needing assistance can also contact the DCA through the toll-free number, 1-800-799-8314, or by emailing cafires@dca.ca.gov.

Mr. Clifford further discussed the Governor's release of the proposed 2025-2026 State Budget on January 10, 2025

Mr. Clifford shared about AB1170, signed by the Governor last year, which requires Board members to file their Form 700's electronically, using the Fair Political Practices

Commission (FPPC's) electronic filing system effective January 1, 2025.

Mr. Clifford provided DCA training updates, announcing that on February 19, 2025, from 10:00 a.m. through 12:30 p.m., there will be a President and Vice-President board member training. Mr. Clifford shared that Board Member Orientation Training (BMOT), must be completed within one year of appointment and re-appointment, and it will be offered all day virtually March 26, 2025; June 18, 2025; and October 22, 2025.

Mr. Clifford shared a personnel update from the Office of Board and Bureau Relations, announcing that Yvonne Dorantes, who had served as the Assistant Deputy Director of Board and Bureau Relations, was appointed by the Governor on December 6, 2024, as the Assistant Deputy Director of Legislative and Government Affairs Office of Emergency Services. Mr. Clifford noted that her last day at DCA was on December 31, 2024, and expressed gratitude for her dedication to Board and Bureau Relations, wishing her well in her future endeavors.

Questions were answered posed by members of the Committee.

PUBLIC COMMENT: There were no comments from the public.

E. Budget Update from DCA Budget Office, Luke Fitzgerald, Budget Analyst

Budget Analyst Luke Fitzgerald reviewed LATC's Expenditure Projection Report, Fund Analysis of Fund Condition, and Revenue Projection Report included in the meeting materials handouts. Mr. Fitzgerald informed the Committee that the current year beginning base budget was \$1.267 million and the Committee is projected to spend \$906,000, therefor creating a \$370,000 reversion, or almost 29.07%. The Budget Office will continue to monitor the Committee's revenue and expenditures and report back to the Committee with expenditure projections as fiscal months are closed in the current year.

Mr. Fitzgerald and Harmony DeFilippo, Budget Manager, answered questions from the Committee. Chair Brief inquired about IT expenditure lines, with Ms. DeFilippo explaining the source of fees related to business modernization. A member asked about the minimum reserve requirement for LATC, and Ms. DeFilippo clarified that 3-6 months is considered low, while a maximum of 24 months is allowed, confirming that LATC currently has 10 months in reserve.

Member Martin Armstrong is welcomed as he joins the meeting.

PUBLIC COMMENT: There were no comments from the public.

F. Review and Possible Action on November 7, 2024, LATC Meeting Minutes

Susan M. Landry moved to approve the November 7, 2024; Meeting Minutes as presented.

Patricia M. Trauth seconded the motion.

Members Trauth, Landry, Wreschinsky, Armstrong and Chair Brief voted in favor of the motion. The motion passed 5-0.

PUBLIC COMMENT: There were no comments from the public.

G. Discussion and Possible Action Regarding Landscape Architecture and Public Protection and Outreach for Rebuilding Process Post California Fires

Chair Brief opened the discussion on the importance of hiring California Landscape Architects and entities for public protection during the rebuilding process post Southern California fires, as well as LATC being readily available and accessible to candidates and licensees. Ms. Landry proposed updating the LATC website with defensible space reminders in addition to email notifications being sent out to licensees during wildfires and other emergencies. Patricia Trauth suggested adding wildfire safety tips for consumers on the LATC website. Mr. Wreschinsky recommended contacting the Department of Insurance to address concerns about insurance cancellations. Mr. Armstrong advised reaching out to agencies in the rebuilding process to remind them of landscape architects' availability and make resources readily available. Mr. Wreschinsky sought clarification on the actions LATC can take and Helen Geoffroy responded that LATC is responsible for licensing, regulating, and enforcing laws and regulations for professionals in the field, ensuring licensees maintain professionalism when working with consumers.

PUBLIC COMMENT:

Elizabeth Hebron, ASLA National Director of State Government Affairs, thanked the Committee for raising awareness on the topic. Ms. Hebron mentioned that she will collaborate with ASLA's communications team to post the Executive Order on the ASLA website to inform licensees. Ms. Hebron expressed her willingness for open communication and collaboration and appreciated the Committee's efforts.

Lunch Break 11:35am-12:05pm

Roll called after lunch and all members returned, establishing a quorum.

H. Program Manager's Report

H.1. Update on Committee's Administrative/Management, Examination, Licensing, and Enforcement Programs

Kim McDaniel delivered the Program Manager's Report, covering business modernization, outreach, personnel, social media, legislation updates, and exam and enforcement data.

Chair Brief welcomed new staff Heather Davis. Mr. Wreschinsky inquired about the Connect platform, asking about adding features and querying data. Ms. Zuniga responded that DCA and the Office of Information Security (OIS) use a variety of programs within Connect, and any proposed changes go through an approval process to determine if they are worth the investment, though suggestions for changes are welcome. Members asked questions and discussion ensued.

PUBLIC COMMENT: There were no comments from the public.

I. Review and Possible Action on Draft 2025-2028 Strategic Plan

Ms. McDaniel presented the Draft 2025-2028 Strategic Plan. The Committee reviewed each goal individually, proposing changes to the draft. Discussions took place amongst the Committee members, and suggestions were made to revise subtopics outlined within the four goals in the Draft 2025-2028 Strategic Plan.

PUBLIC COMMENT: There were no comments from the public.

Break 1:15pm-1:20pm

Roll called after break and all members returned, establishing a quorum.

J. Update and Discuss Council of Landscape Architectural Registration Boards (CLARB)

J.1. Update and Discuss Committee Meetings

Mr. Wreschinsky provided an update on the Experience Committee, explaining that they met several times to review draft documents. These documents were sent to CLARB for feedback, and suggestions were provided. The Committee then discussed the suggestions, made the necessary revisions, and sent the updated documents back to CLARB for final review. Mr. Wreschinsky mentioned that the Committee will meet again in February to vote on and approve the recommendations that were forwarded to CLARB.

PUBLIC COMMENT: There were no comments from the public.

K. Review of Future Committee Meeting Dates

Chair Brief led discussion about 2025 meeting dates. Meeting dates were established for LATC, with the following dates confirmed: July 24, 2025, and October 17, 2025. Meeting dates were also established for CAB, with the following dates confirmed: June 5, 2025,

August 21, 2025, and November 6, 2025.

PUBLIC COMMENT: There were no comments from the public.

L. Adjournment

Meeting adjourned at 1:37 p.m.