



**STATE OF WASHINGTON
DEPARTMENT OF LICENSING
WASHINGTON BOARD OF LICENSING
FOR LANDSCAPE ARCHITECTS
MEETING MINUTES**

DATE: February 9, 2023
TIME: 10:00 AM
LOCATION: Virtual via Microsoft Teams

BOARD MEMBERS: Deborah Peters, Chair
Curtis LaPierre, Vice Chair
Daren Crabill, Secretary
Sharon Robinson-Losey, Board Member

STAFF: Sydney Muhle, Program Specialist
Susan Nieves, Program Specialist
Julia Manley, Assistant Administrator

1. Call to Order

Chair Deborah Peters called the meeting to order at **10:02 AM**.

2. Roll Call

Program Specialist Susan Nieves conducted roll call. All Board Members were present.

3. Approval of Agenda

Chair Peters reviewed the agenda.

Vice Chair Curtis LaPierre made a **MOTION** to approve the order of the agenda as presented. Secretary Daren Crabill **SECONDED** the motion, and it was **APPROVED**.

4. Approval of Minutes

4.1. The Regular Meeting Minutes of October 27, 2022

Board Member Sharon Robinson-Losey made a **MOTION TO APPROVE** the minutes as presented. Vice Chair LaPierre **SECONDED** the motion, and it was **APPROVED**.

5. Old Business

5.1. WASLA Conference Report

Vice Chair LaPierre will report on his attendance at the Washington American Society of Landscape Architects (WASLA) Conference.

Vice Chair LaPierre said that there was a small but interested turn out of new people looking to become licensees and some seasoned American Society of Landscape Architects (ASLA) licensees at the event. He presented information about what the Board does in comparison with ASLA. He also talked about Council of Landscape Architect Registration Boards (CLARB). He said if the opportunity to present comes up again, he might not offer to do it due to the low turnout.

Chair Peters said from an outreach perspective, other avenues might be better alternatives.

5.2. WAC Committee Update and Member Replacement Discussion

The Board created a subcommittee to review and make recommendations regarding updates to the governing WAC. One member of the committee has resigned from the Board. The committee will provide an update to the Board and the Board may consider appointment of a new member.

Assistant Administrator Julia Manley said that, as Len Zickler is no longer a member of the Board, his spot on the committee needs to be filled. Vice Chair LaPierre volunteered and was approved. Ms. Manley will send Vice Chair LaPierre the work she and Secretary Crabill have done for Vice Chair LaPierre to submit comments.

Ms. Manley added that Secretary Crabill has reviewed the most recent Washington Administrative Code (WAC) changes draft. Ms. Manley sent the draft to Assistant Attorney General (AAG) Elizabeth Lagerberg. Once AAG Lagerberg has reviewed and returned the draft, Ms. Manley, Vice Chair LaPierre and Secretary Crabill will finalize the draft together. Then the draft will go through an internal Department of Licensing (DOL) process to strategize when to complete all of the steps and to ensure DOL has staff capacity.

5.3. Outreach Discussion

Members of the Board volunteered to discuss outreach opportunities with state universities and will provide an update on those conversations. The Board will discuss additional outreach that they would like to conduct.

Program Specialist Sydney Muhle said with Mr. Zickler's departure, the Board needs another liaison with Washington State University (WSU). Secretary Crabill offered to be the liaison with WSU temporarily and recommended the Board reassess representatives once the vacant seat is filled.

Vice Chair LaPierre reached out to University of Washington (UW) Department Administrator Vanessa Lee and is expecting a follow-up call from the staff member in charge of teaching professional practice. He has not received a call yet and will reach out again. Chair Peters will reach out to Julie Johnson at UW, who may be in charge of teaching professional practice, to find out more. She will ask Ms. Johnson to get in touch with Vice Chair LaPierre.

Vice Chair LaPierre said, regarding WASLA, if the Board goes to the State conference, they could provide a brief lunchtime report out. Chair Peters suggested the Board could participate in a panel discussion. She also asked the Board to keep an eye on WASLA opportunities.

5.4. Fee Increase Discussion

The Board will discuss the fee increases that went into effect December 31, 2022.

Ms. Manley said DOL sent notifications of the planned fee increase amounts in early 2022 via ListServ, the Governor's office, and the legislature. Public hearings were held in November 2022, which provided space for public comment. Fees went into effect December 31, 2022. The department has received and answered one inquiry through the Board regarding what the fees cover. Staff have received a few comments from applicants and licensees regarding the increase and have encouraged anyone interested in speaking with the Board to attend this meeting and speak during public comments. Staff has started collecting comments so they can be provided to the Board.

6. New Business

6.1. Board Vacancy Recruitment Update

Board Member Len Zickler resigned from the Board on October 27, 2022. Staff will provide an update on the recruitment to fill this vacancy.

Ms. Nieves said the Governor's office website has been updated to reflect the Board opportunity. They have not gotten back to Ms. Nieves with information on whether any applications have come in. She has also sent out ListServes in November, December, and February directing interested candidates to the Governor's website. She said Ms. Manley has assisted with publishing an article in the WASLA newsletter for better outreach.

Ms. Nieves asked the Board to direct any interested candidates they know of to the Governor's website and provided staff contact information for any questions potential candidates may have.

Chair Peters and Vice Chair LaPierre said they have referred people to the website and know of others they will also refer.

6.2. Board Authorization (formerly "Delegations")

The Board authorizes specific administrative duties to Department of Licensing (DOL) staff. Due to organizational and staffing changes within DOL's Business and Professions Division (BPD), staff is seeking Board approval of new authorizations to the BPD Assistant Director.

Ms. Muhle said the suggestion to change from "Delegations" to "Authorizations" came from AAG Lagerberg. She said the authorizations are the same that the

Board currently has agreed to, with the change that the authorization are made to the Assistant Director position instead of a named individual. This will help streamline the process during staffing changes. Additionally, due to the functional alignment, this position now covers all units that perform the functions in the authorizations.

Ms. Manley and Ms. Muhle provided an overview of the organizational chart to show a breakdown of the Department, and the functions it performs. Ms. Manley clarified that the Assistant Director wouldn't specifically delegate tasks to individuals, that work is delegated specific to team/position type. Board Member Robinson-Losey said that it feels less personal, and that she values the working relationship she has with the staff doing the work. Ms. Manley said the individuals doing the work will not change, and the relationships in place will stay the same. Ms. Muhle added that the authorizations to the Assistant Director are very similar to when they were made to retired Administrator Rick Storvick and the Assistant Director will delegate responsibilities to the appropriate teams which are comprised of the same staff the Board has been working with. The Board will not see a disruption to the service staff has been providing.

Chair Peters said it feels like the Board would no longer have authority, and DOL would be running the show. Ms. Muhle and Ms. Manley clarified that the authorizations reflect the current process, that without the authorizations, the Board would be responsible for the entire investigation and review process for complaint cases. They assured the Board that questions during the review process and complicated cases would still go to a case manager who would review and make decisions, like they currently do.

Chair Peters asked what the benefit is to putting authorizations under the authority of a higher position, rather than the authorization at the level of the people performing the functions. She said it was very far away from the responsibility level. Board Member Robinson-Losey said she agrees with Chair Peters regarding the large gap between authority and people doing the groundwork. She asked if the purpose of this change is to ensure the Board delegation is legally sound. Ms. Muhle confirmed that is correct, the Board will not see a change in the support they receive.

Chair Peters said it seems this is the reason for the fee increase. Ms. Muhle clarified that there is no impact on the fees due to the functional realignment or the change to authorizations. She explained how fees are distributed across support staff: that there have always been indirect costs paid by the program to the Assistant Directors Office, but they are very miniscule, and they are charged on a share basis with the other Boards. The landscape architect program pays for 1.7 full time employees (FTE) within the Department of Licensing. That number reflects 17 different positions that directly support the program, which is one and three-quarters of a position out of the 17. That 1.7 FTE does not include the

Assistant Director position, anyone on that position's direct staff, or unit leadership, such as administrators or assistant administrators.

Secretary Crabill said it sounds like the changes are organizational semantics and he did not have any concerns.

Secretary Crabill made a **MOTION TO APPROVE** the authorizations to the DOL Assistant Director as presented. Vice Chair LaPierre **SECONDED** the motion, and it was approved.

6.3. Establishment of Board Goals for 2023

The Board will discuss and may establish priorities and goals for 2023.

Ms. Muhle let the Board know that staff have developed a tool to collaborate on annual and long-term goals. She said this is a tool for communication that will hopefully help the Board determine what they want to accomplish through outreach, and for staff to ensure they are providing information and support that aligns with the ultimate goals of the Board. She said the tool is not meant to be a hard and fast rule, but more of a guideline for strategizing, that there is room for updating it as needed.

Ms. Muhle offered to send the document to the Board Members so they can come up with ideas individually. She and Ms. Nieves can compile their ideas and the Board can revisit it together at a later meeting.

The Board Members determined that the last two weeks in March would be the best time for a special meeting to revisit this as a group.

ACTION ITEM: Staff will schedule a special meeting during March 2023.

ACTION ITEM: Board Members will review the Board goals document and provide input to Ms. Muhle and Ms. Nieves.

ACTION ITEM: Staff will consolidate Board Member goals prior to the meeting.

7. Reports

7.1. Committee/Task Force Reports

None.

7.2. CIAU Report

7.2.1. Complaint Status Report

Ms. Muhle said the team did not receive this report for this meeting and would ensure it was included for the next meeting.

7.2.2. Closed Case Report

None

7.3. LCSS Report

7.3.1. Licensee Count Report

Ms. Manley provided a review of the licensees counts.

7.3.2. Leadership Advisory Council Update

The Leadership Advisory Council (LAC) met in January to discuss initial nominee calls. They have called interested candidates to verify they were still interested, discuss positions they were eligible for, and ask what they're interested in. They have moved on to making reference calls and have a meeting scheduled later in February 2023 to discuss, with the expectation of holding interviews in April 2023. After that, it will move on to the final slate of candidates.

7.3.3. Board Executive's Report

Ms. Manley said she will be meeting with Matt Miller, CEO of CLARB, and all the member board executives next week. They will discuss where the boards are at and any challenges CLARB can help the boards with. Mr. Miller will also report-out on the Board of Directors' organizational plans for CLARB.

Ms. Manley said, regarding legislative session, there are no current bills that directly relate to Landscape Architects. She said the sunset and sunrise bills came through again and there is also an alternative licensing standards bill that is being recommended to pass. The bill requires DOL, after consulting with stakeholders, to develop competency-based test regarding licensing. The bill shouldn't impact the landscape architect profession because there is already a competency-based test in place.

Chair Peters suggested Ms. Manley write an article for the WASLA newsletter outlining what the proposal is and that it will not impact the landscape architects. Ms. Manley said if it passes, she will write an article.

Chair Peters asked if there had been pressure against licensing in session this year. Ms. Manley said there hasn't been much aside from the Sunshine/Sunset bills. She added that there a lot of bills that she believes are good, such as military spouse bills requiring that DOL expedite the licenses of military spouses while stationed in Washington State.

ACTION ITEM: Ms. Manley will submit an article for the WASLA newsletter if the associated legislation passes.

7.4. Boards and Outreach Support Services Report

No questions/discussion.

7.5. Other Reports

7.5.1. Legislation 101 and State Legislation Bill Tracking

This item was not discussed.

8. Public Comment Opportunity

The public may address the Board on matters within the Board's jurisdiction. The Board is limited to directing staff to study the matter further or requesting that the matter be rescheduled for discussion and consideration at a later time. Individual comments will be limited to three (3) minutes each. Prior to the meeting, comments from the public may also be submitted in writing to RBSAdmin@dol.wa.gov. Written comments will be limited to no more than 500 words and will be provided to the Board during this portion of the meeting.

No public comments.

9. Conclusion

9.1. Announcements

None.

9.2. Requests for future agenda items

None.

9.3. Review of action items and items for next meeting

Ms. Manley will submit an article for the WASLA newsletter if the associated legislation passes.

Secretary Crabill will stand in as WSU representative until further discussion.

Vice Chair LaPierre and Chair Peters to reach out to their UW contacts.

Ms. Manley to send WAC updates to Vice Chair LaPierre for review.

Ms. Manley to set up WAC committee meeting after Vice Chair LaPierre's review.

Ms. Muhle and Ms. Nieves to schedule a special meeting to discuss Board goals during March 2023.

Ms. Muhle to send out annual goals PowerPoint to Board.

Board Members to review PowerPoint and send goals to Ms. Muhle.

Ms. Muhle and Ms. Nieves to consolidate Board Member goals prior to the meeting.

10. Adjournment

Chair Peters **ADJOURNED** the meeting at **11:12 AM**.

Next Meeting:

May 11, 2023 at 10:00 AM

Virtual via Microsoft Teams

Submitted by: Debra J. Allen-Bâ
Debra Allen-Bâ, Assistant Administrator

May 11, 2023
Date

Approved by: Deborah Peters
Deborah Peters, Chair

May 11, 2023
Date