



**STATE OF WASHINGTON
DEPARTMENT OF LICENSING
WASHINGTON BOARD OF LICENSURE FOR
LANDSCAPE ARCHITECTS
MEETING MINTUES**

DATE: May 11, 2023
TIME: 10:00AM
LOCATION: Remote via Microsoft Teams

Board Members Present Deborah Peters, Chair
Daren Crabill, Secretary
Sharon Robinson-Losey, Board Member

Board Members Absent Curtis LaPierre, Vice Chair

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

1. Call to Order

Chair Deborah Peters called the meeting to order at **10:00 AM**.

2. Roll Call

Program Specialist Susan Nieves conducted roll call. All Board Members were present except for Vice Chair Curtis LaPierre who was absent.

3. Approval of Agenda

Board Member Sharon Robinson-Losey made a **MOTION** to approve the agenda as presented. Secretary Daren Crabill **SECONDED** the motion, and it was **APPROVED** by a vote of 3-0.

4. Approval of Minutes

4.1. Regular Meeting Minutes of February 9, 2023

Secretary Crabill made a **MOTION** to approve the minutes as presented. Board Member Robinson-Losey **SECONDED** the motion, and it was **APPROVED** by a vote of 3-0.

4.2. Special Meeting Minutes of March 30, 2023

Secretary Crabill made a **MOTION** to approve the minutes as presented. Board Member Robinson-Losey **SECONDED** the motion, and it was **APPROVED** by a vote of 3-0.

5. Old Business

5.1. Outreach Update

Board members will provide updates regarding outreach activities.

Chair Peters, Secretary Crabill, and Program Specialist Sydney Muhle updated the Board on outreach opportunities with the University of Washington (UW) and Washington State University (WSU).

ACTION ITEM: Staff and Board members to continue coordinating outreach opportunities during Pro Practice classes in the upcoming school year at UW and WSU.

6. New Business

6.1. Election of Officers

The Board will elect a Chair, Vice Chair and Secretary for the upcoming year.

Chair Peters proposed a slate of officers of Curtis LaPierre as Chair, Daren Crabill as Vice Chair, and Sharon Robinson-Losey as Secretary. Board Member Robinson-Losey made a **MOTION** to approve the proposed slate of officers. Secretary Crabill **SECONDED** the motion, and it was **APPROVED** by a vote of 3-0.

6.2. 2023 Council of Landscape Architectural Registration Boards (CLARB) Annual Meeting

The Board will discuss member attendance at 2023 CLARB Annual Meeting.

Assistant Administrator Julia Manley provided details of the upcoming annual meeting. Two Board members can attend under the points available through CLARB. The Board discussed who would attend. No decision was made, and the agenda item was tabled.

AGENDA ITEM: Follow-up on which Board members will attend 2023 CLARB Annual Meeting.

6.3. American Society of Landscape Architects (ASLA) and Council of Landscape Architectural Registration Boards (CLARB) Joint Licensure Summit

The Board will discuss member attendance for June 2023 Summit.

Ms. Manley provided details of the upcoming meeting. Each board has been asked to send three representatives, including the Board Executive, Board Chair, and another member. The Board discussed and determined Chair Peters would attend, Vice Chair LaPierre would attend if able, and Board Member Robinson-Losey or Secretary Crabill would be an alternate in the event Vice Chair LaPierre was not available.

ACTION ITEM: Staff to verify Vice Chair LaPierre's availability to attend the June 2023 ASLA/CLARB Joint Licensure Summit.

6.4. Council of Landscape Architectural Registration Boards (CLARB) Mid-Year Update.

Assistant Administrator Julia Manley will give an update from the CLARB Mid-Year meeting.

Ms. Manley provided a report of her attendance at the CLARB Mid-Year Meeting.

7. Reports

7.1. Central Investigation and Audits Unit Report

7.1.1. Complaint Status Report

Ms. Muhle provided a review of the current complaints as of April 13, 2023.

7.1.2. Closed Case Report

This item was not discussed.

7.2. Licensing and Customer Support Services Report

7.2.1. Licensee Count Report

Ms. Manley provided a review of the current licensee count as of April 13, 2023.

7.3. Boards Commissions Outreach Report

7.3.1. Board Executive's Report

Ms. Manley let the Board know the Sunset Bill passed and provided details on the Department's next steps. Ms. Muhle let the Board know the Board Charter is still in progress and provided an update on the recruitment for the vacant board positions.

ACTION ITEM: Staff to discuss with the Governor's Office whether two positions can be filled with the current recruitment, to include a replacement for Chair Peters' upcoming vacant seat.

7.3.2. Review of the Master Action Item List

Ms. Nieves provided updates on the Master Action Items List.

8. Public Comments

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 written public comments were submitted, and no members of the public were in attendance at the meeting.

9. Conclusion

9.1. Announcements

There were no announcements.

9.2. Requests for future agenda items

- Follow-up on which Board members will attend 2023 CLARB Annual Meeting.

9.3. Review of action items and items for next meeting


- Staff and Board members to continue coordinating outreach opportunities during Pro Practice classes in the upcoming school year at UW and WSU.
- Staff to verify Vice Chair LaPierre's availability to attend the June 2023 ASLA/CLARB Joint Licensure Summit.
- Staff to discuss with the Governor's Office whether two positions can be filled with the current recruitment, to include a replacement for Chair Peters' upcoming vacant seat.

10. Adjournment

Chair Peters adjourned the meeting at **10:37 AM**.

Next Board Meeting:

August 10, 2023
10:00 AM
Virtual via Teams

Submitted by: 
Debra Allen-Bâ, Assistant Administrator

8-10-23
Date

Approved by: 
Curtis LaPierre, Chair

8-10-23
Date