



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

DATE: August 10, 2023
TIME: 10:00 a.m.
LOCATION: Remote via Microsoft Teams

Board Members Present Curtis LaPierre, Chair
Daren Crabill, Vice Chair
Sharon Robinson-Losey, Secretary

Board Members Absent Deborah Peters, Board Member
Jason Anderson, Board Member

STAFF: Sydney Muhle, Program Specialist
Susan Nieves, Program Specialist

1. Call to Order

Chair Curtis LaPierre called the meeting to order at **10:03 a.m.**

2. Roll Call

Program Specialist Susan Nieves conducted roll call. All board members were present except for Board Member Debra Peters, who was absent, and Board Member Jason Anderson, who was excused.

3. Approval of Agenda

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

4. Approval of Minutes

4.1. Regular Meeting Minutes of May 11, 2023

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

5. Recognition

5.1. Recognition of Len Zickler's Service with the Board

Board Members and staff may share appreciation for Mr. Zickler's long time service with the Board.

Board staff provided a plaque to Len Zickler in recognition of his service. Board members and staff thanked Mr. Zickler for his many contributions to the Board.

5.2. Introduction of Department of Licensing (DOL) Director Marcus Glasper

Director Glasper will introduce himself to the Board.

Program Specialist Sydney Muhle introduced Director Glasper to the Board. Director Glasper shared information about himself, his strategic plan for DOL, and his appreciation for the Board members and the work they do.

Chair LaPierre asked Director Glasper if he had seen anything at the department that really needed to change. Director Glasper said he was excited about the engaged and passionate employees at DOL. He said he wanted to bring the Department to the next level of operational excellence and to look at improving customer service provided by DOL.

6. Old Business

6.1. Outreach Update

Board members will provide updates regarding outreach activities.

Chair LaPierre reached out to the University of Washington (UW). Vice Chair Crabill reached out to Washington State University (WSU). Both were waiting on responses, which they would likely receive in early fall.

Ms. Muhle shared that the new board member, Jason Anderson, served on the WSU Board for Landscape Architect and would be a good resource.

Chair LaPierre said he had been networking with students in Idaho.

6.2. American Society of Landscape Architects (ASLA) and Council of Landscape Architectural Registration Boards (CLARB) Joint Licensure Summit Report-Out.

Board and staff members that attended the annual meeting will provide a report-out.

Chair LaPierre provided a brief summary of his experience attending the ASLA and CLARB Joint Licensure Summit virtually. Ms. Muhle gave a report on behalf of Assistant Administrator Julia Manley regarding Ms. Manley's attendance at the summit.

7. New Business

7.1. 2023 Council of Landscape Architectural Registration Boards (CLARB) Annual Meeting

The Board will discuss member attendance and the CLARB Annual Meeting including selecting a voting delegate and providing direction on elections.

Ms. Nieves said Chair LaPierre, Secretary Robinson-Losey, and Ms. Manley would be attending this year's annual meeting. She said there would be an election of officers during the meeting and provided a list of candidates. Ms. Muhle explained the process for appointing a delegate to vote on behalf of the Board during the meeting and an alternate as a back-up should the delegate become unavailable.

Vice Chair Crabill asked how many spots would be filled for the Leadership Advisory Council. Ms. Nieves clarified that there were two spots available and three people were running. Board members discussed their preferred candidates for Leadership Advisory Council.

Vice Chair Crabill made a **MOTION** for the voting delegate to vote for the following: Joel Kurokawa for Present-Elect, Craig Coronato for Treasurer, and Candace Dillingham and Keven Graham for Leadership Advisory Council. Secretary Robinson-Losey **SECONDED** the motion, and it was **APPROVED** by a vote of 3-0.

Vice Chair Crabill made a **MOTION** for Chair LaPierre to be appointed as the Board's voting delegate and Secretary Robinson-Losey as the alternate. Secretary Robinson-Losey **SECONDED** the motion, and it was **APPROVED** by a vote of 3-0.

7.2. Review of the Landscape Architect Registration Examination (LARE)

Staff will share the results from the California Department of Consumer Affairs' (DCA) Office of Professional Examination Services' (OPES) review of the LARE.

Ms. Muhle provided a background on LARE's request to the OPES and an overview of the OPES's results and recommendation to CLARB.

7.3. New Board Member

Staff will share information about newly appointed Board Member.

Ms. Muhle provided a brief biography of the newly appointed Board Member, Jason Anderson. She said Board Member Anderson would be attending the next meeting.

8. 2023 Complaint Cases for Review

8.1. 2021-07-1644-00LAN (LaPierre)

Ms. Muhle read the Case Manager Report to the Board members on behalf of the Case Manager, Chair LaPierre.

Chair LaPierre said he asked the respondent how they were unaware that their license had been expired for ten years, when their license stamp has an expiration date on it. The respondent said they primarily do work in a residential design capacity, which does not require permits or approval of plans that would need a stamp.

Chair LaPierre recommended that the Washington Administrative Code (WAC) Review Committee look into what licensees are required to stamp, and when. He wrote an article for the Washington Chapter of American Society of Landscape Architects newsletter that addressed this subject.

Vice Chair Crabill made a **MOTION** to accept the Case Manager recommendation to close the case with no further action. Secretary Robinson-Losey **SECONDED** the motion, and it was **APPROVED** by a vote of 3-0.

9. Reports

9.1. Committee/Task Force Reports

9.1.1. Washington Administrative Code (WAC) Review Committee

Vice Chair Crabill reported that the committee made edits to the WAC based on recommendations and much of the changes were cleaning up language with processes in the WAC. There would be one more committee meeting and the goal was to present the changes to the full Board at the next meeting so the Board could take action.

Chair LaPierre said he reviewed it and liked the changes. He said the language around which products need to be stamped by licensees still needs to be updated as there is a contradiction in the WAC language. Vice Chair Crabill confirmed that the committee will be meeting to discuss this item.

ACTION ITEM: Staff to schedule time for the WAC Review Committee to meet and discuss final changes.

9.2. Central Investigation and Audits Unit Report

9.2.1. Complaint Status Report

Ms. Muhle reviewed the Complaint Status Report with the Board.

9.2.2. Closed Case Report

Ms. Muhle provided a review of the cases that had been closed in the last quarter. She said that Board staff is fine-tuning data on the reports to better meet the Board's needs, so they can anticipate the report looking a little different in upcoming meetings.

9.3. Licensing and Customer Support Services Report

9.3.1. Licensee Count Report

Ms. Muhle provided a review of the total licensees as of June 26, 2023, and renewals for the first half of 2023.

Vice Chair Crabill said he renewed his license recently and found the process to be very smooth.

ACTION ITEM: Staff to provide inactive status data on this report.

9.4. Boards Commissions Outreach Report

9.4.1. Review of the Master Action Item List

Ms. Nieves reviewed the Master Action Item List with the Board.

10. Public Comments

The public may address the Board on matters within the Board's jurisdiction, either verbally during the meeting or by submitting written comments in advance. Verbal comments are limited to one three-minute comment. Written comments are limited to no more than 500 words and must be emailed to DOLBoards@dol.wa.gov no less than two business days prior to the meeting with the subject line "Public Comment: Landscape Architect Board". In response to all public comments, the Board is limited to requesting that the matter be added to a future agenda for discussion or directing staff to study the matter further. Inflammatory comments and language will not be permitted.

No written comments were submitted, and no public members were present.

11. Conclusion

11.1. Announcements

Secretary Losey shared a personal achievement with the Board.

11.2. Requests for Future Agenda Items

None.

11.3. Review of Action Items and Items for Next Meeting

Ms. Nieves reviewed the new action items from this meeting:

- Ms. Nieves to send Ms. Manley the CLARB candidate package.
- Ms. Nieves to schedule WAC Review Committee meeting.
- Ms. Muhle to request inactive status data to be included with the licensee count report.

Ms. Nieves reviewed new agenda items for next meeting:

- WAC Update Presentation

12. Adjournment

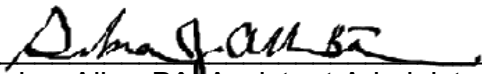
Chair Curtis LaPierre adjourned the meeting at **11:02 a.m.**

Next Board Meeting:

November 9, 2023

10:00 AM

Virtual Via Teams

Submitted by: 
Debra Allen-Bâ, Assistant Administrator

11-09-2023
Date

Approved by: 
Curtis LaPierre, Chair

11-09-2023
Date