



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

DATE: May 9, 2024
TIME: 10:00 AM
LOCATION: VIDEO CONFERENCE-TEAMS

BOARD MEMBERS: Curtis LaPierre, Chair
Daren Crabill, Vice Chair
Sharon Robinson-Losey, Secretary
Lindsey Solorio, Board Member
Jason Anderson, Board Member

STAFF MEMBERS: Sydney Muhle, Program Specialist
Susan Nieves, Program Specialist
Tanya Hessler, Licensing Program Manager
Lauren Gillmore, Legislative Policy &
Regulatory Review Analyst

1. Call to Order

Chair Curtis LaPierre called the meeting to order at **10:01 a.m.**

2. Roll Call

Vice Chair Daren Crabill joined the meeting at 10:02 a.m.

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

3. Approval of Agenda

Secretary Sharon Robinson-Losey made a **MOTION** to approve the agenda as presented. Board Member Lindsey Solorio **SECONDED** the motion, and it was **APPROVED** by a vote of 5-0.

4. Approval of Minutes

4.1. Regular Meeting Minutes from February 8, 2024.

Board Member Jason Anderson made a **MOTION** to approve the minutes as presented. Vice Chair Crabill **SECONDED** the motion, and it was **APPROVED** by a vote of 5-0.

5. Old Business

5.1. Outreach Update

Board members will provide updates regarding outreach activities.

Board Member Anderson provided an update on his outreach with Washington State University (WSU). He suggested updating the presentation slide deck.

Chair LaPierre suggested conducting an in-person board meeting at WSU or University of Washington (UW).

Board staff will reach out to each of the universities to discuss an in-person board meeting in the future.

6. New Business

6.1. Election of Officers

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

Vice Chair Crabill made a **MOTION** to nominate Board Member Solorio as Board Secretary. Board Member Robinson-Losey **SECONDED** the motion, and it was **APPROVED** by a vote of 5-0.

Secretary Robinson-Losey made a **MOTION** to nominate Vice Chair Crabill for a second term as Board Vice Chair. Board Member Anderson **SECONDED** the motion, and it was **APPROVED** by a vote of 5-0.

Board Member Anderson made a **MOTION** to nominate Chair LaPierre for a second term as Board Chair. Secretary Robinson-Losey **SECONDED** the motion, and it was **APPROVED** by a vote of 5-0.

6.2. 2024 Council of Landscape Architectural Registration Board (CLARB) Licensure Summit and Annual Meeting September 16-21, 2024, in Buffalo, New York

Board staff will provide an update regarding the 2024 CLARB Licensure Summit and Annual Meeting. The Board will discuss member attendance at the events.

Board Member Anderson was the only Board Member with availability to attend the Annual Meeting.

Vice Chair Crabill made a **MOTION** for Board Member Anderson to be the voting delegate for CLARB's Annual Meeting. Board Member Solorio **SECONDED** the motion, and it was **APPROVED** by a vote of 5-0.

6.3. CLARB and American Society of Landscape Architects (ASLA) Summer Licensure Summit

Board staff will provide information for the Summer Licensure Summit.

Program Specialist Sydney Muhle provided information for the Summer Licensure Summit.

7. Reports

7.1. Committee/Task Force Reports

7.1.1. Washington Administrative Code (WAC) Review Committee Report

Staff will provide a committee update.

Ms. Muhle provided a WAC Review Committee update for the Board. She said staff will work to finalize the document and send it out to the Board for review in June 2024.

7.2. Staff Reports

7.2.1. Centralized Investigations and Audits Unit Reports

7.2.1.1. Complaint Status Report

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

7.2.2. Licensing and Customer Support Services Reports

7.2.2.1. Licensee Count Report

Licensing Program Manager, Tanya Hessler reviewed the Licensee Count Report with the Board.

Chair LaPierre requested to see the data on new licensees who were licensed by examination. Board staff will provide the requested data trends for up to five years at the next board meeting.

Board Member Anderson asked to have the Licensee Count Report sent to him so he could add it to the presentation slide deck.

7.2.3. Central Services Unit Reports

7.2.3.1. House Bill 1301 Update

Legislative Policy & Regulatory Review Analyst Lauren Gillmore provided an update on House Bill (HB) 1301. She said the HB 1301 review should be completed and submitted to the Legislature by August 31, 2024. After the review has been submitted, she would like to present the report to the Board and answer any questions from the Board.

Chair LaPierre asked if the Board could review the report before it went to the Legislature? Ms. Gillmore said since it was a report to Legislature they would need to see it first.

7.2.4. Boards, Commissions and Outreach Reports

7.2.4.1. CLARB and ASLA Spring Licensure Summit

Ms. Nieves provided a report from the Spring Licensure Summit.

7.2.4.2. CLARB Mid-Year Update

Ms. Muhle provided a report on CLARB's Mid-Year Membership Update and Regional Meeting.

7.2.4.3. Hybrid Meeting

Ms. Nieves provided details regarding an in-person meeting option for the August 8, 2024, Board meeting.

7.2.4.4. Review of Master Action Item List

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

8. 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.

There were no written or verbal comments from the public.

9. Conclusion

9.1. Announcements

None.

9.2. Requests for future agenda items

Chair LaPierre requested a discussion regarding alignment with the WAC review and Uniform Standards and possible next steps.

Board Member Solorio asked for a discussion about licensure fees with Landscape Architects and similar professions. Board Member Solorio offered to prepare background information for discussion.

9.3. Review of agenda and actions for next meeting.

Ms. Nieves reviewed the agenda and action items for next meeting.

AGENDA ITEM:

- Review of House Bill 1301 Draft once available.
- Once the WAC review has been finalized, have a discussion regarding the alignment with the WAC and the Uniform Standards.
- Discussion on licensing fees.

ACTION ITEMS:

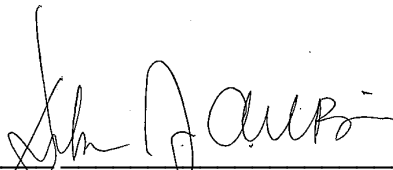
- Board staff to reach out to universities regarding potentially holding in-person meetings on campus.
- Connect with Board Member Anderson on CLARB Annual Meeting attendance.
- Send the Summer Licensure Summit information to the Board.
- Add year totals with new exam licensees and if possible, show the five-year trend on the Licensee Count Report.
- Provide five-year trend of Licensee Count Report to Board Member Anderson for the slide deck.

10. Adjournment

Next Board Meeting:

August 8, 2024

10:00 AM

Submitted by: 
Debra Allen-Bâ, Assistant Administrator

August 8, 2024
Date

Approved by: 
Curtis LaPierre, Chair

August 8, 2024
Date