

**LANDSCAPE CONTRACTORS BOARD**  
**Minutes of the August 20, 2015**  
**Board Meeting**  
**Conference Call**

**PRESENT**

Board Members

Molly Dunston, Chair  
John Gawlista  
Larry Hoekman  
Christine Hollenbeck  
Loren Radford

Excused

William Bumgardner, Vice Chair

Guests

None

Staff

Elizabeth Boxall, Administrator  
Kim Gladwill-Rowley, Program Manager  
Jerri Jones, Licensing Specialist

**1. CALL TO ORDER**

The meeting was called to order at 2:02 PM by Ms. Dunston, Chair.

**2. EXAM REVIEW COMMITTEE RECOMMENDATION**

Ms. Boxall stated that the Exam Review Committee met with PSI on August 11th and 12th, 2015. The objective was to improve the quality of questions, ensure relevancy and focus on minimum competency prior to translating the exam to Spanish which is required to be completed by January 1, 2016.

Ms. Boxall stated that the Exam Review Committee first reviewed each question of the exam with pass rates of 0-35%, followed by those with pass rates between 36-50%. In addition, questions that had an indicator of possibly being confusing were reviewed and revised as needed.

During the review of the Laws, Rules and Business Practice section, options were discussed to revamp this section to align with the future business class requirement that will go with the practical skills/hands-on test.

**Exam Committee Recommendations for Laws, Rules and Business Practice section:**

1. Remove topics not necessary to test for minimum competency as a Landscape Construction Professional.
2. Reduce the number of questions from 100 to 25.
3. Owner/Managing Employee Manual should be aligned to the topics that are being kept; and the business class required for the hands on testing (HB3304) should be aligned to the updated topics.
4. Reduce the length of time for this section from 3 hours to 1 hour.

See tables below with the breakdown proposal of what to remove and maintain:

<b>Recommended topics to keep</b>	<b># of Questions</b>
License Requirements	3
Insurance/Bonding	2
Employment Law	4
Contracts	2
Supervision	2
Claims/Dispute Resolution	2
Lien Law	2
Building Codes/Permits	2
Safety/Hazard Communication	2
Communications	2
Estimating	2
<b>Total Questions</b>	<b>25</b>

<b>Recommended topics to be removed*</b>	<b># of Questions</b>
Board	3
Independent Contractor	3
Business Type/Licensing	3
Enforcement	3
Related Laws	4
EPA, DEQ, Water Rights	3
American Disability Act (ADA)	2
Public Contracts	3
Unlawful Trade Practices Act (UTPA)	2
Federal Highway Law/ Commercial Drivers License (CDL)	2
Business Setup/ Organization	7
Accounting/Budgeting	7

\*This does not total 100 because not all questions were reviewed in this section

### **Board Discussion:**

Ms. Boxall stated that the Exam Review Committee spent two days going through the exam questions and that during the process the focus was on the quality and the relevance with consideration of what is minimum competency. It was evident that the focus needed to be on the individual landscape professional license. Many of the questions were geared towards the managing owner/employee. The Committee discussed lowering the amount of questions from 100 to 25.

The Board discussed the Exam Review Committees process for reviewing the exam and how the above recommendation for the Laws, Rules and Business Practices section was determined. In addition, the difference between a Landscape Contracting Professional (LCP) and a Managing Owner/Employee and that an LCP may not have a need for knowing all the information that a Managing Owner/Employee would need.

The Board reviewed the current topics and the recommended topics for the Laws, Rules and Business Practices section and agreed that the recommendation by the Exam Review Committee was reasonable with the addition of more questions. The Board felt that the Laws, Rules and Business Practices section should have at least as many questions as the other sections of the exam.

**Board Action:**

Moved by Mr. Gawlista and seconded to adopt the Exam Review Committee's recommendation, but with an increase in the recommended number of questions from 25 to 50 and an increase of the time allotted to 1 ½ hours.

Vote: 4-0, 1 abstention, Mr. Radford

**3. SPANISH TRANSLATION OF EXAM**

Ms. Boxall reviewed the background regarding the legislative mandate of the translation of the exam into Spanish. Ms. Boxall stated that based on legislative mandate, the Spanish translation of the current written exam is required to be completed by January 1, 2016. The initial quote received from the current exam proctor, PSI Services LLC, totaled \$90,000 (\$5,000 translation cost per section and \$10,000 republishing per section). After meeting with PSI's Executive Vice President, LCB staff was able to negotiate \$5,000 for translation for all items in the test bank and \$20,000 for publishing fee, making the total \$25,000 for the entire exam.

Ms. Boxall stated that other third party translation services exist and from initial searches the price range for word translation appears to average 10 - 20 cents per word. This does not include publishing which PSI requires per current contract they keep in house regardless of who performs the translation. Based on the current number of words in the test bank this makes PSI the most economical solution for the translation and would keep both translation and publishing in one house. PSI has performed Spanish translation for other similar exam types and is optimistic they can meet the January 1, 2016 deadline.

Because Spanish translation was not included in the current budget there are a couple of options PSI provided which Ms. Boxall thinks should be considered. The board's current contract with PSI expires August 2016 (contract initially executed August 2008). If the board renews the contract for another five (5) years the translations costs could be supported in two ways:

**Option #1:**

Increase testing fees by \$10 per candidate per section, no up front money required.

Section	Current Fee	Proposed Fee
One	\$65	\$75
Two	\$75	\$85
Three	\$85	\$95
Four	\$95	\$105
Five	\$105	\$115
Six	\$115	\$125

**Option #2:**

Increase testing fees by \$6 per candidate per section, requires \$10,000 up front.

Section	Current Fee	Proposed Fee
One	\$65	\$71
Two	\$75	\$81
Three	\$85	\$91
Four	\$95	\$101
Five	\$105	\$111
Six	\$115	\$121

Ms. Boxall's recommendation is to proceed with Option #1. Ms. Boxall thinks the \$4 difference per section between option #1 and option #2 would not be a deterrent that keeps applicants from testing. The board has not had a fee increase in the exam since our initial contract with PSI in August 2008. In addition, the Board will be reviewing our PSI contract in the near future regardless.

**Board Action:**

Moved by Ms. Hollenbeck and seconded to adopt option #1 to increase testing fees by \$10 per candidate per section.

Vote: 5-0

**Board Discussion:**

The Board was happy that Ms. Boxall was able to negotiate a better cost for the translation of the exam into Spanish. Ms. Boxall stated that the current contract with PSI is good for another year, but selecting either option to add the Spanish translation would require the renewal of the contract terms for another five (5) years. Contract terms would remain the same with the exception of the increase of testing fees.

**Board Action:**

Moved by Ms. Hollenbeck and seconded to move forward on extending the contract with PSI for an additional five years with the exception of the increase of testing fees by \$10 per candidate per section.

Vote: 5-0

**4. PUBLIC COMMENT**

No members of the public were present on the conference call. No comments were made.

**5. ADJOURNMENT AND NEXT MEETING SCHEDULE**

The meeting was adjourned at 3:26 pm. The next meeting of the Landscape Contractors Board will be September 18, 2015 in Bend, Oregon.

Respectfully Submitted,

Jerri Jones  
Licensing Specialist