

# OREGON STATE LANDSCAPE ARCHITECT BOARD (OSLAB)

## \*\*\*AGENDA\*\*\*

### QUARTERLY WORK SESSION & MEETING

August 24, 2012

Association Center, 707 13<sup>th</sup> St. SE  
2nd Floor, Conf. Room "A"  
Salem, OR

#### 9:00 AM/Convene Work Session

- Agenda Review *Chair Olsen*
- Welcome to New Board Members *Chair Olsen*
  - Introductions
  - Orientation/Q&A
- Rulemaking Update *Nichols/Valentine*
  - LARE Related Rule Amendments

*Note: Quarterly Meeting begins immediately after the work session. Estimated start time is 11:00 AM but this is subject to change. The meeting includes a working lunch.*

#### Convene Quarterly Meeting

1. COMPLIANCE REPORT *Wright/Valentine*
  - (Executive Session anticipated)
  - a. Review Case Log/Updates on Open Investigations
  - b. Correspondence
  - (Return to Public Session anticipated)
  - c. General – Compliant Procedures/Issues
2. MINUTES: *All*
  - a. Review/Approve minutes of May 11, 2012 Work Session/Meeting
3. ADMINISTRATIVE MATTERS: *Valentine*
  - a. Administrators Report
  - b. Budget Updates
  - c. Approve Quarterly Check Log
  - d. Review Updated Renewal History
4. COMMITTEE REPORTS *Nichols/Valentine*
  - a. **ADMINISTRATIVE RULES COMMITTEE**
    - i. Anticipated Motions:
      - (1) adopt temporary LARE rules
      - (2) initiate permanent rulemaking for LARE rules

ii. Other issues raised by Admin. Rules Committee related to existing rules

b. **CONTINUING EDUCATION COMMITTEE** *Chair Olsen/Valentine*

- i. Audit Report for January – March 2012, Anticipated motion on report
- ii. Drawing of Names for April – June 2012 audit period
- iii. Inquiries related to CE

c. **INVESTMENT COMMITTEE** *Nichols/Valentine*

- i. Update on CD investments

d. **LICENSURE REVIEW COMMITTEE** *Chair Olsen/Valentine*

- i. Initial Registration by Examination
- ii. Approved for LA Registration by Reciprocity
- iii. Business Registration Update
- iv. Inactive Registrants
- v. Requests for Reinstatement

e. **OTHER:**

- i. Report from Liaison to Oregon Board of Architect Examiners *Chair Olsen*
- ii. Report from Liaison to Oregon Landscape Contractors Board *Pellitier*

**5. CORRESPONDENCE** *Valentine/All*

- a. LAIT Renewals/Question of Direct Supervision vs. Mentoring
- b. Irrigation Association Inquiry

**6. OLD BUSINESS**

- a. Policies-Procedures Update: *Valentine*
  - (1) anticipated motion: adopt updated Contracting/Procurement Policy,
  - (2) staff update on Records Management Policy
- b. CLARB Letter/Issues *Chair Olsen/Valentine*
- c. Practitioner of the Year Award *Chair Olsen*
- d. OSLAB Newsletter *Valentine*
- e. Updated Action List *Valentine*

**7. NEW BUSINESS**

- a. Board Elections/Committee Assignments *Chair Olsen/Valentine*
- b. OSLAB attendance at CLARB Annual Mtg. *Chair Olsen*

**9. PUBLIC COMMENT** *Chair Olsen*

**10. ANNOUNCEMENTS** *Chair Olsen/All*

- Office Closed – Sept. 3 (Labor Day)
- CLARB Annual Mtg. Sept. 6-8
- Staff @ OSBGE Mtg. – Sept. 14
- LARE Section 1 & 2 Exams, Sept. 10-22
- Next Work Session/Meeting – Friday Nov. 9
- Other

**11. ADJOURNMENT (3:30 PM TARGET)**