

OREGON STATE LANDSCAPE ARCHITECT BOARD (OSLAB)

AGENDA QUARTERLY MEETING

May 19, 2016
Conference Room "A", 2nd Floor,
Association Center, 707 13th St. SE, Salem, OR 97301

Board meetings are public meetings. However, the Board may enter Executive Session for the purpose of considering records or information exempt from disclosure by law as authorized under ORS 671.338, 192.660(2) or ORS 192.501. The public will not be allowed to participate in Executive Session. The Board will not make any final decisions in Executive Session.

Minutes from this meeting will be posted on the Board's website after the minutes are approved at the next quarterly meeting of the Board.

Projected Schedule*

**Start and end times are staff estimates and subject to change by the Board Chair at the meeting.*

1. **OPEN MEETING (9:00 AM)*** *Ray*
 - a. Roll Call
 - b. Introductions/Welcome Guests

2. **AGENDA REVIEW** *Ray*

3. **MINUTES** *Ray*
 - a. Review/approve public session minutes: Feb. 11, 2016
 - b. Review/approve executive session minutes: Feb. 11, 2016 ****Executive Session****

4. **CONSENT AGENDA** *L'Amoreaux/Everhart/Valentine*
 - a. Quarterly Licensure Review Report
 - b. Quarterly Continuing Education Audit Report
 - c. Quarterly Payment Log

5. **ADMINISTRATIVE MATTERS** *Valentine*
 - a. Administrator's Narrative Report
 - b. Operational Policies – Recommended Revisions
 - c. Quarterly Renewal History Update
 - d. Registrant Demographics Update
 - e. CLARB/ASLA Candidate Resources

~15 min. break (estimated @ to 10:30 AM)

6. COORDINATOR/COMMITTEE REPORTS

- a. **COMPLIANCE** *Smith/White/Valentine*
- i. New complaints/open investigations ****Executive Session****
 - ii. Motions (if any)
 - iii. Other updates (if any)

Lunch Break/Working Lunch Possible (estimated @ 12:00 PM – 12:30 PM)

- b. **ADMINISTRATIVE RULES** *O'Brien/Valentine*
- i. Continuing Education: public comments, decision on rule adoption
 - ii. Business Registration: draft concept rules for review, legal advice
****Executive Session****
 - iii. Misc. Rules: revisions addressing contact information & mailings

- c. **CONTINUING EDUCATION** *Everhart*
- i. Updates (if any)
 - ii. Random Drawing for Next Audits

- d. **BUDGET/INVESTMENT** *Olsen/Valentine*
- i. Financial Planning (Profit-Loss Report & Reserves)
 - ii. Transition of Treasurer Duties

- e. **LICENSURE:** (placeholder) *L'Amoreaux/Valentine*

~15 min. break (estimated @ to 2:30 PM)

- f. **LIAISONS:**
- i. Liaison report: Oregon Board of Architect Examiners *L'Amoreaux*
 - ii. Liaison report: Oregon Landscape Contractors Board *Ray/O'Brien*
 - iii. Liaison report: American Society of Landscape Architects *Ray*

7. **ORAL EXAM** (1 candidate) ****TIME CERTAIN 3:00**** *All*

8. **GOALS/STRATEGIES CHECK-IN** *Ray/All*

- a. Concept of Rule Definitions - Landscape Design Exemption: next steps
- b. Review of existing goals

9. **PUBLIC COMMENT** *Ray*

10. **CORRESPONDENCE** (placeholder) *Ray/Valentine*

11. **NEW BUSINESS/ANNOUNCEMENTS** (placeholder) *All*

12. **ADJOURNMENT (4:30 PM*)**