

**LANDSCAPE CONTRACTORS BOARD**  
**Minutes of the October 15, 2015**  
**Board Meeting**  
**Conference Call**

**PRESENT**

Board Members

Molly McDowell Dunston, Chair  
William Bumgardner, Vice Chair  
Larry Hoekman  
Loren Radford

Excused

John Gawlista  
Christine Hollenbeck

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 2:18 by Ms. McDowell Dunston, Chair.

**2. RULEMAKING HEARING REPORT/ADOPT FEE INCREASE**

Rulemaking hearing, September 22, 2015, no public attended and no written comments were received.

Fee Increase: Individual Renewal fee increase from \$ 95 to \$100  
Business Renewal fee increase from \$260 to \$275  
Initial License fee increase from \$95 to \$100

**Board Action:** Moved Mr. Radford by and seconded to amend rule number 808-003-0130.  
Vote 4-0

**3. PRACTICAL SKILLS EXAM UPDATE**

Ms. Boxall updated the board regarding the practical skills exam. Staff has been in discussions with OLCA about the potential of leveraging the existing certification course (CLT) with expansion that could potentially meet requirements for the practical skills/hands on testing. This included communications with NALP as well as a pending response from ICC regarding the access to raw scores that would be needed to make it viable.

On September 25, 2015 Ms. Boxall attended the OLCA Board meeting; OLCA discussed this topic which generated some good conversation for their board. The OLCA Board ultimately made a decision to draft a letter to the LCB. In essence, the

letter indicates OLCA's willingness to support the practical skills assessment based on their current model for the CLT without modifications. This made it essential to start pursuing plan B discussed at the first Practical Skills Implementation Committee (PSIC) meeting which was to work with local community colleges to see what's viable to fill the gap between the CLT and what the Board needs to test for licensure or create a new exam in its entirety.

On October 7, 2015 Ms. Boxall and Ms. Gladwill-Rowley had a conference call with David Sandrock, Landscape Technology Program Department Chair at Portland Community College (PCC). Mr. Sandrock stated he would take the discussion back to a faculty meeting, but expressed concerns regarding resource constraints; both human and financial to be able to support this effort.

On October 8, 2015 Ms. Boxall and Ms. Gladwill-Rowley had a conference call with Renee Harber, Horticulture Faculty Department Chair at Clackamas Community College (CCC), and site of the current CLT exam. Ms. Harber expressed interest in further discussions regarding potential support of this effort, and felt they would have adequate staff and equipment.

LCB staffs next step is to plan a PSIC Committee meeting with Mr. Harber at the CCC site so they can dive deeper with the subject matter experts (SMEs). The agency is attempting to have this meeting by October 31, 2015. From this meeting, staff hopes to be able to learn more about the viability of CCC support and based on this start having SMEs assist in a gap analysis so proposed ideas can be generated for gap areas identified and thought prudent for licensure, then brought back to the board for discussion.

As soon as the letter from OLCA is received Ms. Boxall will forward it to the Board. Ms. Boxall stated that she appreciates the Board's support and engagement which is becoming even more critical as time passes and the need arises to explore other avenues to meet the statute. Ms. Boxall stated that if any of the Board members have reconsidered about becoming part of the PSIC committee, to let her know.

Ms. Boxall stated that Matt Triplet is the only OLCA member on the PSIC committee, but will be unable to attend the next meeting. A different member from OLCA may attend the meeting.

### **Board Discussion**

Ms. Boxall expressed her concerns regarding the September 1, 2016 deadline to implement the hands on test and feels that the timeline is very aggressive to achieve requirements as currently in written in law. While Representative Heard had expressed some potential flexibility with the upcoming 2016 legislation, Ms. Boxall stated that the Board would need to have something prepared in time so any changes could be requested.

The Board asked what the repercussion would be if the deadline is not met. Ms. Gladwill-Rowley stated that the Board would likely have to answer to the Legislature; potentially the board could be dissolved. The Board discussed the possibility of asking for an extension. Ms. Boxall stated that an extension has not been asked for however, staff did ask about modifications to allow for a more iterative and achievable implementation such as, possibly only offering the exam for one day to start. Ms. Boxall stated that the Board was denied any financial support for implementing the hands on exam, and that the Board is not in a financial situation to support it. At this point the Board's best option is to outsource the exam. The expectation is that that applicants would pay for the costs. Potentially the Board could find a third party that may want be interested in taking this on. It is a little challenging to obtain financial buy-in, as the Agency doesn't yet know the demand, size or scope of the work. This makes it very challenging. Staff will continue to pursue every conceivable option.

The Board asked if the hands-on testing gets up and running and no one is taking the exams, can the Board request a scheduled assessment to show if the exam is working or not. If no one is taking it then the Board would stop providing the hands on exam. Rep. Heard previously indicated he did not expect this will be the case.

The Board thanked Ms. Boxall for her commitment to this project.

#### **4. PUBLIC COMMENT**

No public comment

#### **5. ADJOURNMENT AND NEXT MEETING SCHEDULE**

The meeting was adjourned at 2:45 pm. The next meeting of the Landscape Contractors Board will be November 20, 2015 in Keizer, Oregon

Respectfully Submitted,

Jerri Jones  
Licensing Specialist