OREGON STATE LANDSCAPE ARCHITECT BOARD (OSLAB)

***AGENDA***

QUARTERLY MEETING

May 8, 2019
Conference Room “B”, 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. The Chair may alter the time and order of agenda items that are not listed as time specific.

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

2. AGENDA REVIEW Ray

3. PUBLIC COMMENT Ray

4. MINUTES Ray
   a. Review/Approve Public Session Minutes: 02/07/2019
   b. Review/Approve Executive Session Minutes: 02/07/2019 **Executive Session**

5. CONSENT AGENDA L’Amoreaux/Everhart/Valentine
   a. Quarterly Licensure Actions Report
   b. Quarterly Continuing Education Audit Report
   c. Quarterly Payments Log

6. ADMINISTRATIVE MATTERS Valentine
   a. Administrator’s Narrative Report
   b. 2019-2021 Contracts: Office Lease, Database Services, Investigation Services
   c. 2019-2021 Interagency Agreement for Staffing Services
   e. CLARB Update
   f. Quarterly Budget & Investment Update
   g. Quarterly Renewal Histories

OSLAB Agenda, May 8, 2019
7. **ADMINISTRATIVE RULES/BUDGET**  
   O’Brien/Ray/Valentine  
   a. Budget Rule Adoption  
   b. Definitions/Stamping/Signing Rule Package Adoption  
   c. Rulemaking – Public Record Requests Rule  
   d. Revised Records Management & Retention Policy  

8. **COMPLIANCE REPORT**  
   Valentine  
   a. New Complaints/Open Investigations (if any)  
   b. Other Updates (if any)  

9. **CONTINUING EDUCATION REPORT**  
   Everhart/Valentine  
   a. Audits/Issues Not Covered in Consent Agenda  
   b. Other Updates from Audit Process  
   c. Random Drawing for Next Audits  

Lunch Break (~12:00-12:30)  

10. **CONTINUING EDUCATION REPORT (Cont.)**  
    Everhart/Valentine  
    d. Enforcement Grid Concept Review  

10. **TRAINING**  
    Valentine  
    a. IT Security  

11. **LIAISON REPORTS:**  
    Ray/ASLA  
    a. Liaison Report: American Society of Landscape Architects  
    L’Amoreaux  
    b. Liaison Report: Oregon State Board of Architect Examiners  
    Ray/O’Brien  
    c. Liaison Report: Oregon Landscape Contractors Board  

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

12. **ORAL EXAM**  
    Time Certain 2:30 PM  
    Ray/Board  

13. **CORRESPONDENCE**  
    Ray/Valentine  

14. **NEW BUSINESS/ANNOUNCEMENTS**  
    Ray  

15. **ADJOURNMENT** (4:00 PM*)  

Next Quarterly Meeting: 08/01/2019