



State Landscape Contractors Board



Affirmative Action & Diversity, Equity, and Inclusion (DEI) Plan 2025 – 2027 Biennium

Prepared by: Annie von Domitz, Administrator

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I. AGENCY OVERVIEW

Created in 1972, the State Landscape Contractors Board (LCB) became semi-independent in 2002. The LCB is responsible for ORS 671.510 through 671.997 and OAR Chapter 808, which protects the public by regulating landscape construction work in Oregon. The agency is overseen by a board of seven individuals appointed by the Governor, who serve a maximum of six years. Five of the seven members are from the landscaping industry and two represent the general public.

Landscape construction professionals must meet experience and/or education requirements and pass a competency exam. Landscape contracting businesses must obtain a surety bond, submit evidence of liability insurance, and employ or be owned by a licensed landscape construction professional.

As of July 2024, there are 6.5 full-time equivalent (FTE) employees overseeing five programs of the agency and administering over 3,100 licenses to both individuals and businesses.

MISSION STATEMENT

The Oregon Landscape Contractors Board is a state agency with a strong commitment to serve the public, consumers, and licensees of the State of Oregon. The primary mission of the board is consumer protection. We achieve this by promoting contractor competency in the landscape industry through five (5) major program areas:

- Education
- Examinations
- Licensing
- Claims and Dispute Resolution
- Enforcement

AGENCY ADMINISTRATOR

Since January 2022 the agency administrator has been Annie von Domitz. Annie is the third female administrator for the agency since the agency became semi-independent. The prior administrator served from May 2015 – January 2022 and was the second female administrator since the agency became semi-independent.

GOVERNOR'S POLICY ADVISOR

Kelly Brooks, kelly.s.brooks@oregon.gov

AFFIRMATIVE ACTION REPRESENTATIVE

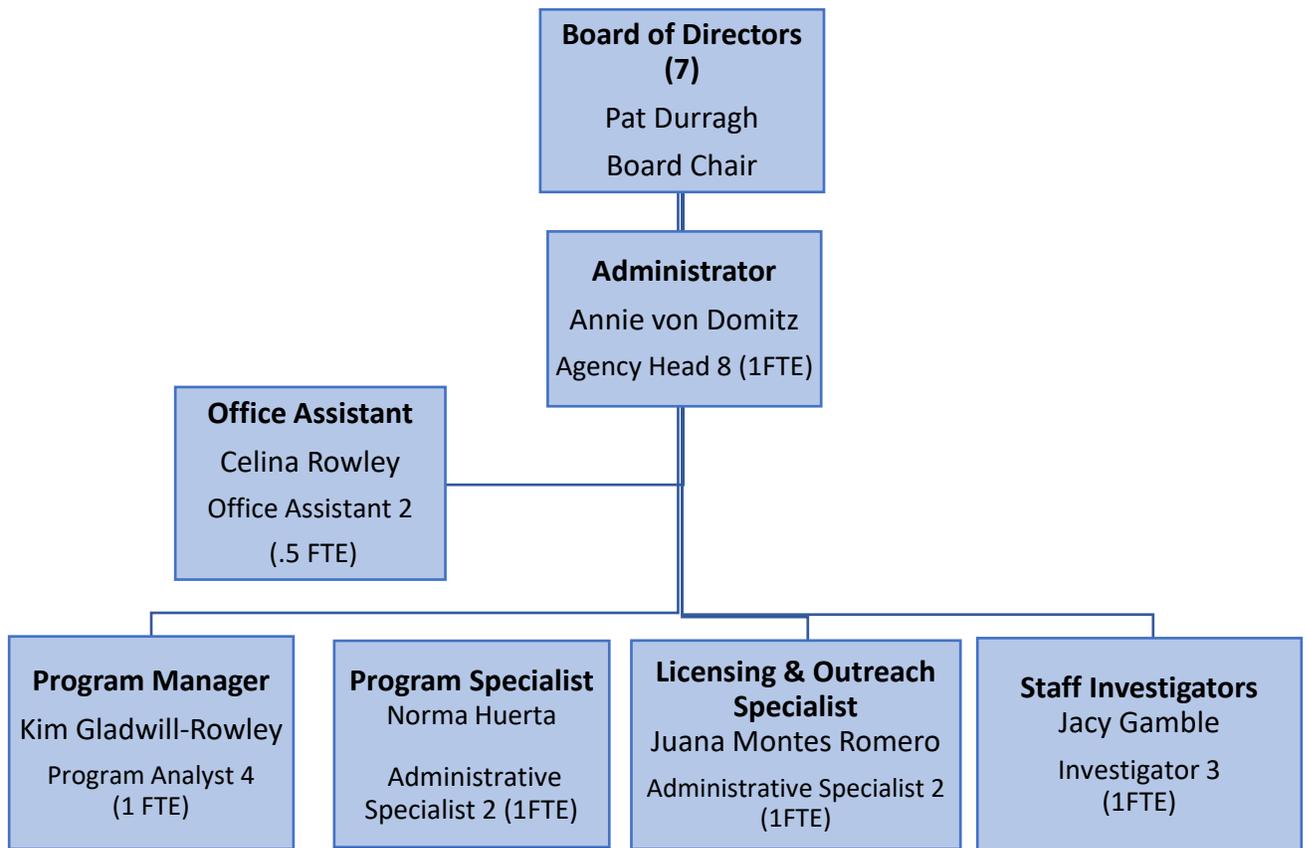
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LEAD FOR CONTRACT EQUITY

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ORGANIZATIONAL CHART

As of June 1, 2025



II. AFFIRMATIVE ACTION PLAN

AFFIRMATIVE ACTION POLICY STATEMENT

LCB complies with all state and federal laws related to all state and federal laws relating to affirmative action, diversity, equity, and inclusion. See Appendix B.

Individuals who believe they may have been discriminated against may file a complaint with the board's Administrator, Board Chair, the Governor's Executive Appointment's Director, or any other agency as appropriate. All complaints will be investigated. Complaints against the board's Administrator may be filed with the Governor's Office of Diversity and Inclusion at:

Governor's Office of Diversity, Equity and Inclusion
Office of the Governor
900 Court St. NE, Ste 254
Salem, OR 97301

DIVERSITY, EQUITY & INCLUSION STATEMENT

The Landscape Contractors Board is committed to promoting the rights of all individuals for equal opportunity in the workplace without regard to race, ethnicity, religion, gender, sexual orientation, gender identification, ability, income, marital status, age, geographic location, philosophies, veteran status, or any other extraneous consideration not directly and substantively related to performance.

Employment decisions and personnel actions, including but not limited to hiring, compensation, benefits, promotion, demotion, layoff/recall, or transfer, will not be made with regard to race, ethnicity, religion, gender, sexual orientation, gender identification, ability, income, marital status, age, geographic location, philosophies, and veteran status consistent with the board's equal opportunity and inclusion policy. The LCB is committed to equal employment opportunity and inclusion covering all aspects of pre- and post-employment.

The agency will also ensure equal access for applicants, licensees, and contractors who work with the agency. The LCB's focus is on skills, abilities, knowledge, and experience in identifying contract partners. The agency consistently strives to provide information materials to applicant, licensees, respondents, and the public in meaningful formats free from bias or harassment.

During the 2024- 2028 Strategic Planning Session the Board adopted its first official **Equity Statement:**

The **Oregon Landscape Contractors Board** (LCB) is committed to ensuring an equitable landscaping contractor licensure and related consumer protection system for all people in Oregon. We believe that all Oregonians, regardless of their background or identity, deserve equitable access to LCB services.

Our Commitment:

LCB is committed to addressing the systemic inequities that have historically marginalized certain groups of people. We commit to actively dismantle these barriers, in particular in relation to access to opportunities within the industry. We commit to ensuring fair access to landscape contractor licensure and consumer protections. We foster a welcoming and respectful workplace and service-oriented space where everyone feels valued and empowered to contribute their unique perspectives.

Our Actions:

- **Diverse agency, Board, and partnerships:** The Board leads with a sense of inclusion. We strive for a staff, board of directors, and community partnerships that reflect the richness of the communities we serve, helping to ensure all voices and perspectives are heard and inform our work. We build a team that reflects the communities we serve, promoting equitable access to licensure and consumer protection. We collaborate with diverse partners to ensure our services reach everyone in Oregon. We recognize Native tribe's water and salmon rights in Oregon and the industry impacts on both.
- **Inclusive practices:** We are continually developing policies, procedures and systems that promote equitable access to our services and resources related to licensure and consumer protection.
- **Accessible resources:** We continuously seek to provide targeted resources and support to applicants, licensees, and consumers from historically excluded communities.

TRAINING, EDUCATION, AND DEVELOPMENT

It is the policy of the LCB to provide resources for employees to encourage their career development in state service, as is reasonably practicable. To accomplish this, the LCB will provide opportunities for training to employees for developing proficiency, enhancing skills, and encouraging development in areas for potential advancement. Staff shall attend required trainings as well as other trainings identified with the administrator.

The LCB administrator, as the Affirmative Action Representative, attends state affirmative action and DEI meetings with other state representatives to increase knowledge and awareness of diverse persons in Oregon and how to better serve these populations.

Volunteers that serve as members of the board are provided with an onboarding board member packet, board training through the Governor's office, and collaboration with the agency's Assistant Attorney General. Each new member is encouraged to visit the office, spend time with staff, and observe the inner workings of the agency and how it serves its stakeholders.

PROGRAMS

Education

Staff regularly participates in trade conferences, presentations, and industry meetings. Presentations about licensing and state regulations are given at least two times per year to students enrolled at Portland State University and Clackamas Community College.

The agency has a strategic goal to help develop an exam prep course in both English and Spanish to help people who are wanting to enter the industry. The addition of the Licensing and Outreach Specialist will help create capacity to work towards this goal, which will require partnership development with organizations outside of the agency.

Examinations

Examinations for license candidates are offered in both English and Spanish. The agency has also entered into an agreement with the National Association of Landscape Professionals to accept their practical exam as an alternative to the written exam. In August 2024 agency has also begun a pilot project with Clackamas Community College to develop a course and proctored exam option that will be available in both English and Spanish. A key strategic initiative in the 2024-2028 LCB strategic plan is to “Provide Equitable Pathways to Licensure”.

COMMUNITY OUTREACH

LCB was able to greatly increase community outreach in the 2023-2024 fiscal year. A new outreach plan has been created with the addition of the new outreach specialist position. A key strategic initiative in the 2024-2028 LCB strategic plan is to “Develop and Enhance Relationships with all Stakeholders.”

CONTRACTS

The agency currently has the following personal services contracts:

Contract Type	2022-2023 # of Contracts	# Minority/ Women/ COBID Owned	% Minority/ Women/ COBID Owned	2023-2024	# Minority/ Women/ COBID Owned	% Minority/ Women/ COBID Owned
Investigators	2	1	50%	3	1	33%
Database Development/ Consulting	1	0	0%	1	0	0%
Computer Consulting	1	0	0%	1	0	0%
Total	4	1	25%	5	1	20%

The LCB does limited contracting, primarily personal services for contract investigators and IT support, and all are small businesses. The majority of these contracts have a not-to-exceed amount of \$5,000 per year. The total number of women-owned personal service contracts remained at one in 2023-24.

The LCB's primary contracts are with private investigators that are required to hold an Oregon Private Investigator license. Due to the sporadic and limited business activity in some areas with our agency, recruiting licensed businesses that are willing to perform contract investigative work is limited. This has continued to be challenging in the past year with the increase in fuel costs, but every effort is made to recruit and retain businesses owned by minorities, women.

In May 2019, LCB contracted for development of a new licensing software system. Vendors experienced and interested in procurement with a small government entity were few. The selected company was an approved vendor with Department of Administrative Services. Thentia Global Systems USA Inc. is mid-sized company based out of Canada. Procurements of this type are very rare for LCB and not anticipated again anytime in the next several years.

III. AFFIRMATIVE ACTION and DEI GOALS

ACCOMPLISHMENTS 2023-2024

1. The agency set a goal to continue to recruit and retain a diverse board and staff that represent Oregon's population and ensure that service delivery is efficient and effective. In July 2024, LCB opened recruitments for an additional Investigator 3 position, with the support of DAS human services. The positions were posted on a wide array of sites, to increase visibility. Preference was given to veterans and Spanish bilingual fluency. Through that recruitment the agency hired its first female investigator. The board also added a second Latino board member to fill an open industry member seat. Both of these recruitments increased the agency's ethnic, and gender representation.
2. The agency has almost reached its goal to make 100% of all agency forms and flyers available in Spanish in a dialect that is most accessible to the local Oregon population. The new outreach specialist has allowed for greater capacity to continue this work.
3. Outreach efforts to the Latino community has increased significantly. The Licensing and Outreach Specialist gave four presentations in Spanish, about LCB licensing requirements and opportunities, and participated in three other events focused on supporting small business development in the Latino community. A goal has been set to continue to give these presentations at least once per quarter going forward.
4. The Board adopted a 2024- 2028 Strategic Plan that incorporates this plan's goals.
5. The agency's Affirmative Action & DEI plan was updated and reviewed

GOALS FOR 2025 - 2027

1. Recruitments, Selection, and Retention
 - a. The agency will continue to recruit and retain a diverse board and staff that represent Oregon's population and ensure that service delivery is efficient and effective. In partnership with the Governor's office, the LCB will review board applicants and determine candidates that represent the cultural, ethnic, and geographic diversity of the industry across the state.
 - b. If positions become vacant or additional positions are added, review new staff applicants based on the position description and ensure equity and access in hiring decisions. To accomplish this, we will work with DAS CHRO in crafting the job positing and ensure that it reaches a wide and diverse audience in our advertising.
 - c. Future administrator performance reviews will include evaluations of effectiveness in achieving affirmative action objectives.
2. Work with the Office of Cultural Change to identify resources to support the needs of the agency's diversifying staff.
3. Contractors
 - a. The agency has very few contracts, and does not often enter into new contracts. Continued efforts will be made to diversify contracts with investigators who are minority, women, and/or businesses certified with the Certification Office for Business Inclusion and Diversity (COBID), when possible or needed.
4. The agency will continue work to ensure that written materials and documents and the agency's website are translated and communicated based on the agency's translation policy.
5. The agency will utilize the feedback gained from the Gallup Employee Engagement Surveys to improve employee engagement and foster a sense of belonging for all employees.
6. Continue to improve the agency's outreach plan to better coordinate with the needs of the industry cultural, ethnic, and geographic diversity. A focus of the outreach plan will be to meet the agencies' strategic goal of create more equitable pathways to licensing and to enhance relationships with all stakeholders
7. Review and update the agency's Affirmative Action & DEI Plan.

Appendix A - State Policy Documentation

[ADA and Reasonable Accommodation in Employment](#)

(Statewide Policy 50.020.10)

[Discrimination and Harassment Free Workplace](#)

(Statewide Policy 50.010.01)

[Veterans Preference in Employment](#)

(Oregon Administrative Rule 105-040-0015)

[Equal Opportunity and Affirmative Action Rule](#)

(Oregon Administrative Rule 105-040-0001)

[Executive Order 2022-11](#)

Appendix B – Federal Documentation

[Age Discrimination in Employment Act of 1967 \(ADEA\)](#)

[Disability Discrimination Title I and V of the Americans with Disability Act of 1990 \(ADA\)](#)

[Equal Pay and Compensation Discrimination, Equal Pay Act of 1963, and Title VII of the Civil Rights Act of 1964](#)

[Genetic Information Discrimination Title II of the Genetic Information](#)

[Nondiscrimination Act of 2008 \(GINA\)](#)

[Title VII of the Civil Rights Act of 1964](#)

[National Origin Discrimination](#)

[Pregnancy Discrimination Act of 1978](#)

[Race/Color Discrimination](#)

[Religious Discrimination](#)

[Retaliation](#)

[Sex-Based Discrimination](#)

[Sexual Harassment](#)

[Retaliation Title VII of Civil Agency Affirmative Action Policy](#)