Call to Order

Ms. Collene Walter called the meeting to order at 9:10 a.m.

Members Present
Collene Walter
Phillip Graham
Paul Davis
Elizabeth Marshall - Beasley

Members Absent
Elizabeth Gillick

Others Present
Diane Guillemette, Board Counsel
Jessica Leigh, Prosecuting Attorney
Linda Tinsley, Government Analyst
Jeff Castor, FDOT
Steve Stewart, Arcadis
David Milligan
Patrea St. John
Richard Wohlfarth

Ms. Walter introduced Jessica Leigh as the new Prosecuting Attorney for the Board of Landscape Architecture.

Ms. Walter advised the audience that if they were attending the meeting for continuing education credit to please sign in at the back of the room. She stated that attendees were eligible to receive two (2) hours of continuing education credit for laws and rules. She advised the audience that if they were on the agenda they were not eligible.
Approval of April 22, 2005 Meeting Minutes

Mr. Davis advised the board that on page eleven (11) line four seventy three (473) “Ms. Walter advised the board that Mr. Paul Davis was not present but Mr. Davis was sworn in by the court reporter.” He stated that Mr. Brian Davis was sworn in by the court reporter.

Ms. Walter advised the board she had one comment on page five (5) line two fifteen (215) which states “Ms. Walter thanked Ms. Marshall Beasley for her help approving the continuing education courses.” Ms. Walter stated that it should be reviewing not approving continuing education courses.

MOTION: Mr. Davis made a motion to approve the minutes as amended.
SECOND: Mr. Graham seconded the motion and the motion passed unanimously.

Approval of the March 4, 2005 Meeting Minutes

Ms. Walter stated she had one comment on page six (6) the second paragraph she recommended re-wording the paragraph to read, “Ms. Walter asked for clarification if those that took the course would then receive credit.”

MOTION: Mr. Davis made a motion to approve the minutes as amended.
SECOND: Mr. Graham seconded the motion and the motion passed unanimously.

Approval of the June 21, 2005 Minutes

MOTION: Mr. Graham made a motion to approve the minutes as printed.
SECOND: Mr. Davis seconded the motion and the motion passed unanimously.

Motion for Waiver

Landscape Architect's Collaborative, Inc.

Ms. Leigh advised the board that Mr. David Nam had been retained by Landscape Architect’s Collaborative as their counsel. She stated that Mr. Nam has asked for a continuance until the October 6, 2005 board meeting in Ft. Lauderdale.
MOTION: Mr. Graham made a motion to continue the Motion for Waiver for Landscape Architect’s Collaborative until the October 6, 2005 meeting in Ft. Lauderdale.

SECOND: Mr. Davis seconded the motion and the motion passed unanimously.

Application Review

Arcadis G&M, Inc. – Certificate of Authorization

Ms. Tinsley advised the board that Arcadis G&M, Inc had indicated on their application that they had a few civil cases in the past and a few still pending.

Mr. Stephen Stewart was present at the meeting and was not represented by counsel.

Ms. Guillemette asked Mr. Stewart if they had been practicing Landscape Architecture.

Mr. Stewart advised the board that Arcadis had not been practicing Landscape Architecture in the State of Florida.

After discussion by the board the following motion was made.

MOTION: Ms. Marshall-Beasley made a motion to approve the application for Arcadis G&M, Inc.

SECOND: Mr. Davis seconded the motion and the motion passed unanimously.

CCL/IBI Consultants, Inc. – Certificate of Authorization

Ms. Patrea St. John was present and introduced Richard Wohlfarth as the managing principal of CCL/IBI Consultants, Inc.

Ms. Tinsley advised the board that CCL/IBI Consultants, Inc. applied for a certificate of authorization and indicated on their application that they had offered Landscape Architecture services prior to being licensed.

Ms. Patrea advised the board that she was working as an individual at the time and worked on a contract basis.

After discussion by the board the following motion was made.
MOTION: Mr. Graham made a motion to approve the application for CCL/IBI Consultants.

SECOND: Ms. Marshall-Beasley seconded the motion and the motion passed unanimously.

Review of Continuing Education and Providers

Ms. Marshall-Beasley advised the board that she would review the continuing education applications in bulk. She stated that the paper work was done correctly and all the applicants met the criteria and everything was in order.

MOTION: Mr. Davis made a motion to approve the following provider and course applications.

SECOND: Mr. Graham seconded the motion and the motion passed unanimously.

Prossor Hallock, Inc
Provider Application

Managing Project Risk and Change – 4 hours
Communications as Your Core Project and Client Management Tool – 4 hours
Know Yourself to Know Your Client – 4 hours
Managing Your Client Relationship – 4 hours
Developing Your Project – Specific Client – 4 hours
Managing Your Financial Results – Financial Responsibilities and Profitability – 4 hours
Establishing and Chartering Your Project Team – 4 hours
Supporting Project Performance – Feedback, Coaching & Counseling – 4 hours

MOTION: Mr. Graham made a motion to approve the following provider and course applications.

SECOND: Ms. Marshall-Beasley seconded the motion and the motion passed unanimously.

Hanley Wood Exhibitions
Provider Application

Love’em or Lose’em – Employee Retention Strategies – 2 hours
Moving Out Without Leaving the Premises: Expanding Living Space – 1.5 hours
Expand Your Vision and Your Profits: Turn a Hole in the Ground Into a Whole Lot More – 2 hours
Illumination Magic: Extending the Night Landscaping with Light – 2 hours
Fueling the Flame: Introduction to Outdoor Cooking Equipment – 2 hours
How to Create a Photo Portfolio to Increase Your Landscape Design Business – 2 hours
Water Feature Accessories and Maintenance Generate Dollars – 1.5 hours
How to Build an Effective Business – 2 hours
Exploring the Design Process: Deconstructing the Garden – 2 hours
Hardscaping Ideas for Innovative Landscape Design – 2 hours
Feng Shui for the Backyard Retreat – 2 hours
Designing and Constructing Water Features that Push the Limit – 2 hours
Aquatic Environments: Water Garden Design, Construction and Maintenance made Easier – 2 hours
Did You Hear Everything Your Customer Didn’t Say – 1.5 hours
Frank Says: You Don’t Know Jill- Tall Tales & Truths About Today’s Female Customer -2 hours

Palm Beach County Extension Provider Application

MOTION: Mr. Davis made a motion to approve the provider application for the Palm Beach County Extension Service.
SECOND: Mr. Graham seconded the motion and the motion passed unanimously.

Discussion

Landscape Architecture Renewal

Ms. Tinsley advised the board that the license renewal notices for Landscape Architecture would be sent by the end of August. She advised the board that all licenses would be renewed even if they had not fulfilled the continuing education requirement. Ms. Tinsley advised the board that a letter was being drafted that would be sent to the licensees to remind them how many hours of continuing education they need to renew and at the next renewal cycle their license would not be renewed if they did not fulfill the continuing education requirement.

Ms. Walter stated that a lot of the discussion involved the status of the advanced building code courses. She stated as opposed to an individual’s license automatically going delinquent if they do not have all of their continuing education by December 1, 2005, they are receiving one more grace period. Ms. Walter stated at the next renewal cycle all of the continuing education has to be complete or they will not be renewed.
Ms. Walter advised the board that what determined this action was the issue in regards to the advanced building code courses. She stated there were four courses offered in 2004 that the board approved for advanced building code credit in assuming the legislature was going to delegate authority and they did not. Ms. Walter stated that one course was Hoover Pumping, two courses offered by Florida Chapter of ASLA and one course offered by the University of Florida Extension Service. She stated that DBPR has worked with DCA to essentially implement the process that would allow for those credits to be retroactively changed from the optional credit to the building code credit.

Ms. Walter advised the board that she is now an official accreditor on the Florida Building Commission courses. She stated that courses can be submitted through the accreditation system and if she accredits the course the course will go the Florida Building Commission for approval. She advised the board that once those courses are approved the Education and Testing Department will retroactively switch the credits from optional back to advanced building code credit.

Mr. Graham stated that the licensees need to be reminded that it is their responsibility to make sure the courses they attend are approved.

Ms. Walter stated that the web site is updated after every meeting and that is a good resource to check to see if a course has been approved by the board.

Mr. Graham stated that the licensees need to be reminded that the courses are on the web site.

Ms. Marshall-Beasley advised the board that there are several applications from the National ASLA that were deficient that need to be reviewed for the October conference. She stated that a conference call would have to be set up for September to make sure they are approved in time for the conference.

Ms. Tinsley stated that she would set up the conference call and notify the board members by e-mail with the date and time.

Ms. Tinsley advised the board that at the June 21, 2005 telephone conference call the board discussed the approval of DCA courses. She asked if an approved DCA course was purchased by a provider who had been approved by the board would the course come back to the board or could the Department administratively approved the course. She stated that the board tabled the issue and wanted to discuss it again at the August meeting.

Ms. Walter advised the board that the way the process works is DCA develops courses that are approved by the Florida Building Commission. She stated the courses are submitted to the individual licensing boards with DCA as the provider for approval. She stated that makes the courses more marketable. Ms. Walter
stated that the provider that purchases the course would have to re-submit the
course to the board for approval. She stated that the provider would be
submitting the content of the course but the venue for the presentation and the
instructor may change. Ms. Walter stated there may be a way for the board to
shorten the process for approval for a course that has been approved but for a
different provider. Ms. Walter advised the board that at the last meeting they
were not comfortable allowing the Bureau of Education and Testing to be making
the determination but the board may feel more comfortable bringing them back to
the board.

Mr. Graham stated that Ms. Walter, as the accreditor, could review the courses
and if the provider meets her approval it could be done at that level.

Ms. Tinsley stated that a ratification list could be put on the agenda for the board
to review and ratify Ms. Walter’s actions.

Ms. Guillemette stated that it is not appropriate for one person to make a
decision for the whole board but they can make a recommendation and the
whole board can ratify that decision.

**MOTION:** Mr. Davis made a motion to develop a policy to allow the review of
previously approved courses to be transferred to other providers by
the accreditor and the action will then be ratified by the board.

**SECOND:** Ms. Marshall-Beasley seconded the motion and the motion passed
unanimously.

**DCA Accradiator**

Ms. Walter advised the board that she is now the accreditor. She advised the
board that DCA is developing more courses related to Landscape Architecture.

**House Bill 213**

Ms. Guillemette advised the board that House Bill 213 allows for plans to be
submitted electronically with the seal. She stated that a rule needs to be
developed that talks about it. She stated that she does not understand the
electronic sealing. She stated that she does have some samples of rule
language from Architecture and Engineers. She stated that the rule language for
engineering is going through the rule process. She stated that she does not
understand the technical part of the process.

Ms. Walter stated that Jeff Castor was instrumental in getting the Bill passed.
She asked Mr. Castor to join in the discussion.
Mr. Castor advised the board that he does not know anything about the
technology but he shared it with the Department of Transportation Engineers and
they were very pleased. He stated that the engineers have a presentation and
they would be happy to give a demonstration to the board. He stated that they
could attend the October 6, 2005 board meeting and give their presentation.

The board was in agreement.

Ms. Guillemette asked if they could have a checklist for people to follow while
they are giving the presentation.

Ms. Walter advised the board that they would postpone taking action on the draft
rule until the October 6, 2005 meeting and the Department of Transportation will
give a demonstration on electronic signing and sealing.

Ms. Guillemette stated that she would have a final draft for the next meeting.

Rules Report

Ms. Guillemette advised the board that Rule 61G10-12.001, F.A.C. will be
effective August 21, 2005. She stated that Rule 61G10-18.002, F.A.C., Board
approval of continuing education, went into effect on July 6, 2005.

Ms. Guillemette advised the board that in their folders was Senate Bill 1012
regarding null and void licensees. She stated that the board may at its discretion
re-instate the license of an individual. She stated that the legislation gives the
board the discretion to give the license back to the individual. Ms. Guillemette
stated that the board has to make rules regarding the application and the fee.
Ms. Guillemette advised the board that her office was going to have a meeting
regarding the legislation so they can discuss it legally and decide what the
boards need to do. She stated that she would discuss the issue at the October
2005 meeting.

Ratification List

Ms. Walter reviewed the ratification list with the board.

**MOTION:** Mr. Graham made a motion to approve the ratification list as
presented.

**SECONDO:** Mr. Davis seconded the motion and the motion passed
unanimously.
Certificate of Authorization


Business Name Change

Moore Bass and Bibler, Inc to Moore Bass Consulting

Endorsement

Jeffrey R. Lormand, Jeffrey R. MacFarlan, Jeremy D. Roach

Exam

Valla Barding, Jae Eun Kim, Joshua B. Metzger

Reports

Chair’s Report – Collene Walter

Ms. Walter advised the board that for their information she received an e-mail from Randy Royer that addressed the fact that Florida licensed Landscape Architects that live out of state have to travel to Florida to take the advanced building code courses. Ms. Walter stated that she advised him that there are no advanced building code courses on line and they do have to travel into the state to take the courses. She stated that Mr. Royer thought it was a bit of a hardship for those licensees.

Ms. Walter advised the board that they would have a budget discussion at the October 2005 meeting.

Ms. Walter advised the board that she and Ms. Chastain had discussed sending out a letter or informational bulletin in regards to the renewal and continuing education requirements. She stated that the letter the Bureau of Education and Testing is sending can relay the information and she would be happy to work with Ms. Chastain on that letter.

Ms. Walter advised the board that Mr. Castor had provided copies of the final flyer that the board had agreed to mail for the ASLA and fund the postage. She advised Ms. Tinsley that the ASLA would like the brochures to go out as soon as possible to all the licensees.

Ms. Tinsley advised the board that the cost would be approximately $985.00.
Executive Directors Report – Ms. Tinsley for Ms. Chastain

Ms. Tinsley advised the board that the unlicensed activity report was in their folders as well as the complaint report. She stated that the folders also contained the pass fail statistics from CLARB.

Prosecuting Attorney’s Report – Jessica Leigh

Ms. Leigh advised the board that she should have one case ready for the October 2005 board meeting and there were three (3) cases in review.

Board Counsel’s Report – Diane Guillemette

No Report

New Business

Mr. Castor advised the board that on the behalf of ASLA on page 378 of the agenda materials is House Bill 699. He stated that this is the bill that gave the Board of Architecture the authority to regulate Limited Liability Corporations. He advised the board that they do not have that authority. He stated that at the last hour the ASLA tried to amend the bill to include Landscape Architecture. He stated that they were too late.

He asked the board if they thought it was important to regulate Limited Liability Corporations and if the board wants the ASLA to pursue that during next year’s session they have to get started immediately.

Mr. Castor asked if the board would want to regulate Limited Liability Corporations.

The consensus of the board was yes they would like to regulate Limited Liability Corporations.

Ms. Guillemette stated that she would do some research and get back to the board on limited liability corporations.

David Milligan addressed the board and asked the board if there were provisions for continuing education opportunities through different organizations such as the National Parks and Recreation Association.

Mr. Davis advised Mr. Milligan that the continuing education process was mandated by the legislature. The process was in place and is beyond control of the board. He stated that the organization would have to go through the application process and get approval by the board.
Ms. Guillemette advised Mr. Milligan that all courses are reviewed and approved by the board and that is statute not rule.

Ms. Walter advised Mr. Milligan that he would receive two (2) hours of continuing education for attending the meeting.

**Old Business**

No old Business.

**MOTION:** Mr. Graham made a motion to adjourn.

**SECOND:** Mr. Davis seconded the motion and the motion passed unanimously.

The meeting adjourned at 11:00 a.m.