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MINUTES

BOARD OF LANDSCAPE ARCHITECTURE

**HYATT REGENCY ORLANDO INTERNATIONAL AIRPORT
9300 AIRPORT BLVD.
ORLANDO, FL 32827**

**GENERAL BUSINESS MEETING
AUGUST 5, 2005**

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.

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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.

92 **MOTION:** Mr. Graham made a motion to continue the Motion for Waiver for
93 Landscape Architect's Collaborative until the October 6, 2005
94 meeting in Ft. Lauderdale.

95
96 **SECOND:** Mr. Davis seconded the motion and the motion passed
97 unanimously.

98

99 **Application Review**

100

101 **Arcadis G&M, Inc. – Certificate of Authorization**

102

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

105

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

108

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

111

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

114

115 After discussion by the board the following motion was made.

116

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

119

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

122

123 **CCL/IBI Consultants, Inc. – Certificate of Authorization**

124

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

127

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

131

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

134

135 After discussion by the board the following motion was made.

136

137

138 **MOTION:** Mr. Graham made a motion to approve the application for CCL/IBI
139 Consultants.

140
141 **SECOND:** Ms. Marshall-Beasley seconded the motion and the motion passed
142 unanimately.

143
144 **Review of Continuing Education and Providers**

145
146 Ms. Marshall-Beasley advised the board that she would review the continuing
147 education applications in bulk. She stated that the paper work was done
148 correctly and all the applicants met the criteria and everything was in order.

149
150 **MOTION:** Mr. Davis made a motion to approve the following provider and
151 course applications.

152
153 **SECOND:** Mr. Graham seconded the motion and the motion passed
154 unanimately.

155
156 **Prossor Hallock, Inc**
157 **Provider Application**

158
159 ***Managing Project Risk and Change – 4 hours***
160 ***Communications as Your Core Project and Client Management***
161 ***Tool – 4 hours***
162 ***Know Yourself to Know Your Client – 4 hours***
163 ***Managing Your Client Relationship – 4 hours***
164 ***Developing Your Project – Specific Client – 4 hours***
165 ***Managing Your Financial Results – Financial Responsibilities***
166 ***and Profitability – 4 hours***
167 ***Establishing and Chartering Your Project Team – 4 hours***
168 ***Supporting Project Performance – Feedback, Coaching &***
169 ***Counseling – 4 hours***

170
171 **MOTION:** Mr. Graham made a motion to approve the following provider and
172 course applications.

173
174 **SECOND:** Ms. Marshall-Beasley seconded the motion and the motion passed
175 unanimately.

176
177 **Hanley Wood Exhibitions**
178 **Provider Application**

179
180 ***Love'em or Lose'em – Employee Retention Strategies -2 hours***
181 ***Moving Out Without Leaving the Premises: Expanding Living***
182 ***Space – 1.5 hours***

183

184 ***Expand Your Vision and Your Profits: Turn a Hole in the***
185 ***Ground Into a Whole Lot More – 2 hours***
186 ***Illumination Magic: Extending the Night Landscaping with Light – 2 hours***
187 ***Fueling the Flame: Introduction to Outdoor Cooking Equipment – 2 hours***
188 ***How to Create a Photo Portfolio to Increase Your Landscape Design***
189 ***Business – 2 hours***
190 ***Water Feature Accessories and Maintenance Generate Dollars – 1.5 hours***
191 ***How to Build an Effective Business – 2 hours***
192 ***Exploring the Design Process: Deconstructing the Garden – 2 hours***
193 ***Hardscaping Ideas for Innovative Landscape Design – 2 hours***
194 ***Feng Shui for the Backyard Retreat – 2 hours***
195 ***Designing and Constructing Water Features that Push the Limit – 2 hours***
196 ***Aquatic Environments: Water Garden Design, Construction and***
197 ***Maintenance made Easier – 2 hours***
198 ***Did You Hear Everything Your Customer Didn't Say – 1.5 hours***
199 ***Frank Says: You Don't Know Jill- Tall Tales & Truths About Today's Female***
200 ***Customer -2 hours***

201
202 **Palm Beach County Extension**
203 **Provider Application**

204
205 **MOTION:** Mr. Davis made a motion to approve the provider application for the
206 Palm Beach County Extension Service.

207
208 **SECOND:** Mr. Graham seconded the motion and the motion passed
209 unanimously.

210
211 **Discussion**

212
213 **Landscape Architecture Renewal**

214
215 Ms. Tinsley advised the board that the license renewal notices for Landscape
216 Architecture would be sent the end of August. She advised the board that all
217 licenses would be renewed even if they had not fulfilled the continuing education
218 requirement. Ms. Tinsley advised the board that a letter was being drafted that
219 would be sent to the licensees to remind them how many hours of continuing
220 education they need to renew and at the next renewal cycle their license would
221 not be renewed if they did not fulfill the continuing education requirement.

222
223 Ms. Walter stated that a lot of the discussion involved the status of the advanced
224 building code courses. She stated as opposed to an individual's license
225 automatically going delinquent if they do not have all of their continuing education
226 by December 1, 2005, they are receiving one more grace period. Ms. Walter
227 stated at the next renewal cycle all of the continuing education has to be
228 complete or they will not be renewed.

229

230 Ms. Walter advised the board that what determined this action was the issue in
231 regards to the advanced building code courses. She stated there were four
232 courses offered in 2004 that the board approved for advanced building code
233 credit in assuming the legislature was going to delegate authority and they did
234 not. Ms. Walter stated that one course was Hoover Pumping, two courses
235 offered by Florida Chapter of ASLA and one course offered by the University of
236 Florida Extension Service. She stated that DBPR has worked with DCA to
237 essentially implement the process that would allow for those credits to be
238 retroactively changed from the optional credit to the building code credit.

239

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

247

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

250

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

253

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

256

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

261

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

264

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

271

272 Ms. Walter advised the board that the way the process works is DCA develops
273 courses that are approved by the Florida Building Commission. She stated the
274 courses are submitted to the individual licensing boards with DCA as the provider
275 for approval. She stated that makes the courses more marketable. Ms. Walter

276 stated that the provider that purchases the course would have to re-submit the
277 course to the board for approval. She stated that the provider would be
278 submitting the content of the course but the venue for the presentation and the
279 instructor may change. Ms. Walter stated there may be a way for the board to
280 shorten the process for approval for a course that has been approved but for a
281 different provider. Ms. Walter advised the board that at the last meeting they
282 were not comfortable allowing the Bureau of Education and Testing to be making
283 the determination but the board may feel more comfortable bringing them back to
284 the board.

285

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

288

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

291

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

295

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

299

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

302

303 **DCA Accreditor**

304

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

307

308 **House Bill 213**

309

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

317

318 Ms. Walter stated that Jeff Castor was instrumental in getting the Bill passed.
319 She asked Mr. Castor to join in the discussion.

320

321 Mr. Castor advised the board that he does not know anything about the
322 technology but he shared it with the Department of Transportation Engineers and
323 they were very pleased. He stated that the engineers have a presentation and
324 they would be happy to give a demonstration to the board. He stated that they
325 could attend the October 6, 2005 board meeting and give their presentation.

326

327 The board was in agreement.

328

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

331

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

335

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

337

338 **Rules Report**

339

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

343

344 Ms. Guillemette advised the board that in their folders was Senate Bill 1012
345 regarding null and void licensees. She stated that the board may at its discretion
346 re-instate the license of an individual. She stated that the legislation gives the
347 board the discretion to give the license back to the individual. Ms. Guillemette
348 stated that the board has to make rules regarding the application and the fee.

349 Ms. Guillemette advised the board that her office was going to have a meeting
350 regarding the legislation so they can discuss it legally and decide what the
351 boards need to do. She stated that she would discuss the issue at the October
352 2005 meeting.

353

354 **Ratification List**

355

356 Ms. Walter reviewed the ratification list with the board.

357

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

360

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

363

364

365

366

367 **Certificate of Authorization**

368

369 Dufresne-Henry Inc, The Evans Group, Q. Grady Minor and Associates,
370 Roberson Resource Group Inc., Townesley I Schwab Landscape Architect Inc

371

372 **Business Name Change**

373

374 Moore Bass and Bibler, Inc to Moore Bass Consulting

375

376 **Endorsement**

377

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

379

380 **Exam**

381

382 Valla Barding, Jae Eun Kim, Joshua B. Metzger

383

384 **Reports**

385

386 **Chair's Report – Collene Walter**

387

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

395

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

398

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

404

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

409

410 Ms. Tinsley advised the board that the cost would be approximately \$985.00.

411

412

413 **Executive Directors Report – Ms. Tinsley for Ms. Chastain**

414

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

418

419 **Prosecuting Attorney’s Report – Jessica Leigh**

420

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

423

424 **Board Counsel’s Report – Diane Guillemette**

425

426 No Report

427

428 **New Business**

429

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

436

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

440

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

443

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

446

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

449

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

453

454 Mr. Davis advised Mr. Milligan that the continuing education process was
455 mandated by the legislature. The process was in place and is beyond control of
456 the board. He stated that the organization would have to go through the
457 application process and get approval by the board.

458

459 Ms. Guillemette advised Mr. Milligan that all courses are reviewed and approved
460 by the board and that is statute not rule.

461
462 Ms. Walter advised Mr. Milligan that he would receive two (2) hours of continuing
463 education for attending the meeting.

464
465

466 **Old Business**

467
468 No old Business.

469
470 **MOTION:** Mr. Graham made a motion to adjourn.

471
472 **SECOND:** Mr. Davis seconded the motion and the motion passed
473 unanimately.

474
475 The meeting adjourned at 11:00 a.m.

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