Call To Order

Ms. Walter called the meeting to order at 9:00 a.m.

MEMBERS PRESENT

Collene Walter, Chair
Elizabeth Gillick, Vice Chair
Elizabeth Marshall-Beasley
Paul Davis

MEMBERS ABSENT

None

OTHERS PRESENT

Diane Guillemette, Board counsel
Jessica Leigh, Prosecuting Attorney
Juanita Chastain, Executive Director
Linda Tinsley, Government Analyst
Secretary Holly Benson
Chuck Drago, Deputy Secretary
Christine Foster

APPROVAL OF MEETING MINUTES

August 31, 2007 Minutes

Mr. Davis advised the board that he felt the minutes were very comprehensive and he asked how necessary that was and he asked if the minutes could summarize the motion and the content of the motion and abbreviate them somewhat.
Ms. Gillick advised the board that she liked as much detail as possible. She stated that those not in attendance could get a lot of information on the meeting.

Ms. Marshall-Beasley stated that she appreciated the detail especially with some of the issues the board has had in the past year. She stated that a lot of the issues have had gray areas and inference and she knows how difficult it is to do. Ms. Marshall-Beasley stated she takes Mr. Davis’s comments well but she would appreciate a continuance of the detailed minutes.

Ms. Gillick stated that the board had asked for more detail years ago.

Ms. Walter stated that she agreed especially with some of the discussions they have had with the Board of Engineers and others it is good to be consistent.

Ms. Walter advised the board that on page seven (7) line two eighty eight (288) Mr. Davis meant the preparation of conceptual drawings not the beginning.

Mr. Davis stated that that was correct.

Ms. Walter stated that on line two ninety (290) Mr. Davis commented that conceptual drawings are not required by a landscape architect and Ms. Walter stated that to be prepared by a landscape architect should be added. Ms. Walter stated that on page nine (9) line three ninety one (391) that had disappeared from the board’s website should be added to the end of the sentence. She commented that there use to be a link and it was reestablished and she appreciated that.

MOTION: Ms. Gillick made a motion to approve the minutes as amended.

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

October 26, 2007 Minutes

Ms. Walter advised the board that she had received an e-mail from Jeff Castor who was in attendance at the October 26 meeting. She stated that Mr. Castor asked if the board would consider a clarification on page eight (8) line three forty eight (348). She stated that she recognized Mr. Castor who usually attends the meetings on behalf of the Florida Chapter ASLA. She stated that he is no longer the government affairs person so Mr. Castor asked if the minutes could reflect that he spoke on his own behalf.

MOTION: Ms. Marshall-Beasley made a motion to approve the minutes as amended.
SECOND: Ms. Gillick seconded the motion and the motion passed unanimously.

September 25, 2007 Minutes

Ms. Walter advised the board that on page two (2) line sixty one (61) reads Ms. Marshall-Beasley recommend no for a through d. She stated it should read she did not recommend approval. Ms. Walter stated that on page four (4) line one seventy six (176) the word optional should be added to the motion.

MOTION: Mr. Davis made a motion to approve the minutes as amended.

SECOND: Ms. Gillick seconded the motion and the motion passed unanimously.

Ms. Walter welcomed Secretary Benson to the meeting.

Secretary Benson thanked the board for their service, for setting such high standards for their profession and for setting a high standard of service for the citizens of Florida. Secretary Benson advised the board that the Department had made a lot of improvements but there were still some challenges. She stated that this past year the call center had gotten the call times down to about one and one half minutes and the e-mail response time is down from forty days (40) to forty eight (48) hours. Secretary Benson advised the board that the Department had invested in document imaging technology. She stated that this would make a difference in how the paper work at the Department is handled. Secretary Benson stated that once the document imaging system is up and running the call center can let the customer know after four days of receipt where their paper work is in the process. She stated that a lot of customer service improvements had been done in the Department in the past year. Secretary Benson stated that the Department had refocused on their mission which is license efficiently and regulate fairly. Secretary Benson advised the board that many applicants are people that are getting licensed for the first time. She stated that many of the forms are not always clear. She stated that forty six (46) percent of the forms are not filled out correctly. Secretary Benson stated that the Department decided to make the form as clear as they possibly could. She stated that Ms. Chastain volunteered the Board of Landscape Architecture application to be the first form to be streamlined. Secretary Benson advised the board that they would like the board to review the form before they post the form on the web to receive feedback. She stated that Ms. Chastain would schedule a conference call as soon as possible for the board to review the form. Secretary Benson asked the board if they had any questions.

Ms. Gillick stated that she found Secretary Benson’s comments very refreshing.
Ms. Walter stated that out of a seven (7) member board there are only four (4) members and two (2) of the members are on the probable cause panel. She stated that there is a case pending and there is not a quorum to hear the case. Ms. Walter stated that this leaves the board in limbo as well as the licensee waiting for his case to be heard.

Secretary Benson stated that she would report their concerns.

Ms. Walter stated that on behalf of the board the board had the best board staff and the board feels very fortunate.

Ms. Marshall-Beasley advised Secretary Benson that her coming to the meeting was very meaningful and her enthusiasm was refreshing and her sincerity was shining through. She stated that she does not get as many complaints about the call center as she used to and she felt Secretary Benson was making a difference.

Secretary Benson thanked the board for their service and all they do.

APPLICATION REVIEW

Christine Marie Foster – Six Year Candidate

Ms. Foster was present at the meeting.

Ms. Chastain advised the board that Ms. Foster was before the board as a six year applicant. She stated that Ms. Foster had a four (4) year degree and two (2) years of professional experience. She stated that Ms. Foster had a degree from Auburn University in environmental design. Ms. Chastain advised the board that Rule 61G10-11.004 (1)(b), Florida Administrative Code, stated that an additional two (2) years of credit will be given for college work in an accredited school of landscape architecture, civil engineering, architecture and other professional discipline of a similar nature. She stated that 481.309 (2), Florida Statutes, examinations, states, presents evidence of not less that six years of actual practical experience in landscape architectural work of a grade and character satisfactory to the board. Each year of education completed in a recognized school shall be considered to be equivalent to one year of experience with a maximum credit of four (4) years. Ms. Chastain advised the board that the application is before the board to determine if the education and experience is enough to qualify Ms. Foster as a six year candidate.

Ms. Walter advised the board that she had reviewed the plans and she had some additional questions.

Ms. Marshall-Beasley asked Ms. Foster what had made her decide to transfer from environmental to landscape architecture.
Ms. Foster stated that Auburn’s landscape architecture degree was a five (5) year masters. She stated that she decided to get her bachelors degree and this is what the bachelor’s degree in landscape architecture is at Auburn.

Ms. Chastain advised the board that Ms. Foster would need another year of experience to obtain a license.

Ms. Foster stated that she had six (6) months of the additional year at this time.

The board reviewed Ms. Foster’s plans.

Ms. Marshall-Beasley stated that the board had seen a lot of six year candidates and comparing the level of detail in the packets of the other six year candidates found that detail was a bit lacking in Ms. Foster’s packet. She stated that she wondered if Ms. Foster was getting the depth of experience where she was working that would service her well. Ms. Marshall-Beasley stated that she was hesitant to say yes and put Ms. Foster in an exam process that based on this packet is going to be difficult. She stated that Ms. Foster may pass on the first try but she had some hesitations. She stated that maybe Ms. Foster could submit additional plans.

Ms. Gillick asked Ms. Foster to describe the make up of the firm where she works.

Ms. Foster stated that there was one (1) Landscape Architect and one person at her level, four (4) engineers and a number of engineer interns in the Tallahassee office. Ms. Foster stated that in the Panama City office there are five (5) engineers and two (2) landscape architects and one (1) landscape architect ready to take the exam. She stated that the company had one architecture branch in Daphne, Alabama.

Ms. Gillick stated that she was somewhat frustrated by the lack of detail as presented in Ms. Foster’s plans. She stated that Ms. Foster does meet the criteria to sit for the exam. She stated that she did not want her to think that her level of detail is typical.

Mr. Davis stated that he would not characterize it as a lack of detail in Ms. Foster’s plans. He stated that it had to do with the breadth of the profession of landscape architecture and the understanding of what that is in relationship between society and development. He stated that what Ms. Foster had presented was very good in representative of the type of employment that she had experienced. He stated that there were some good basic core things there. He stated that in the broad scope of understanding the environment in relationship to society there is a lot that is not being addressed in the content of Ms. Foster’s current employment. Mr. Davis stated that he sees landscape
architecture as a profession encompassing a broader scope of interests than what Ms. Foster had experienced so far.

Ms. Walter stated that the rule specifically states what practical experience had to be submitted. Ms. Walter stated that the board needed to see a master plan and Ms. Walter stated that there was not a master plan. Ms. Walter advised Ms. Foster that they needed a comprehensive site plan. Ms. Walter stated that her construction, grading, irrigation and details are a better quality than what the board had seen. Ms. Walter stated that Ms. Foster needed to submit planting plans showing ground covers, shrubs and trees which is a requirement. Ms. Walter stated that she did not have enough information to make a determination based on the provisions in the rule.

Ms. Guillemette advised the board that if Ms. Foster had additional documents she wanted to present to the board she could ask for a continuance and waive the deamer clause or she could withdraw her application.

Ms. Foster advised the board that she would ask for the board to continue her application and she would waive the deamer requirement.

MOTION: Mr. Davis made a motion to continue the application up to one (1) year to be set on agenda with submission of documents.

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

REQUEST TO RE-SCHEDULE CLARB EXAM

Brandon R. Cappellari

Ms. Walter advised the board that Mr. Cappellari is asking to re-schedule his exam due to an illness in the family. Ms. Walter stated the board had accepted medical reasons in the past for re-scheduling and the board had asked for back up documentation.

Mr. Davis stated that the board had that policy in the past that documentation be submitted.

After discussion by the board the following motion was made.

MOTION: Ms. Gillick made a motion to approve contingent upon submission of further medical documentation to be approved by the Executive Director.

SECOND: Mr. Davis seconded the motion and the motion passed unanimously.
Ms. Walter advised the board that Mr. Carnegie had asked to re-schedule the exam due to the death of his wife’s grandmother.

Ms. Gillick stated that her priority would be to be at the funeral and she would pay double to take the exam. She asked if the board is on solid legal ground to make the decision to approve or deny these requests.

Ms. Guillemette stated that she was looking for the authority for the board to do this. She stated that it was by grace of the board that the board had been granting these in the past. She stated that the applicant needs the board’s approval to take the test but CLARB or the Department administers the exam and it is their call.

Ms. Chastain advised the board that these requests are only for the sections of the test that the Department administers.

Ms. Guillemette stated that the department is basically recognizing the board’s position on these requests to carry over the fees.

Ms. Chastain stated that this is the way it has always been done that the board makes the decision.

Ms. Chastain stated that she would check to see what constitutes immediate family with the state and report to the board at the conference call.

Mr. Davis stated that the board could use those guidelines in the future.

**MOTION:** Ms. Gillick made a motion to table Mr. Carnegie’s request until the next conference call.

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

Ms. Walter advised the board that Ms. Park was asking to re-schedule her exam due to travel she had to do for her job.

**MOTION:** Ms. Marshall-Beasley made a motion to deny.

**SECOND:** Ms. Gillick seconded the motion and the motion passed unanimously.
Tara Titone

Ms. Walter advised the board that Ms. Titone was asking to re-schedule her exam due to travel she had to do for her job.

MOTION: Ms. Gillick made a motion to deny.

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

Christine McLachlan

Ms. Walter advised the board that Ms. McLachlan had asked to re-schedule her exam due to complications with her newborn son.

After discussion by the board the following motion was made.

MOTION: Ms. Gillick made a motion to approve Ms. McLachlan’s request contingent upon submission of proper medical documentation to the Executive Director.

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

REQUEST TO REVIEW COURSEWORK FOR CE CREDIT

Robert Marini

Ms. Walter advised the board that Mr. Marini had submitted coursework to be approved by the board and credited to his continuing education requirements to renew his license. Ms. Walter stated that the completion of courses in landscape architecture subjects at accredited universities and colleges can count towards continuing education. She stated that two (2) continuing education credit hours are granted for one college hour of credit.

Ms. Chastain advised the board that Mr. Marini is short twelve (12) optional hours to renew his license.

Ms. Marshall-Beasley stated that she only saw a potential to grant five (5) hours related to landscape architecture.

Ms. Walter asked if the board could even consider the request because he did not submit it ninety (90) days before the end of the renewal cycle.

Ms. Guillemette stated that he is still considered delinquent until he makes up the twelve (12) hours.
Ms. Chastain advised the board that if a licensee pays his renewal fee on time he does not pay a delinquent fee but if he had not met his continuing education requirement the system will not renew the license and the license shows delinquent on the system. She stated that any continuing education he takes now will be credited to the last cycle to make up the shortfall and will not be credited to the new cycle.

Ms. Guillemette advised the board that the rule requires an official transcript and he would have to submit that as well as a course description of the landscape related courses.

After discussion by the board the following motion was made.

**MOTION:** Mr. Davis made a motion to deny the courses completed before the end of the renewal cycle and approve two (2) hours contingent upon submission of additional documents.

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

**REVIEW OF CONTINUING EDUCATION APPLICATIONS**

Ms. Marshall-Beasley advised the board that she had some questions about the courses submitted by Paver Systems.

Mr. Davis stated that he thought the courses were good.

Ms. Walter advised the board that the smart thing that Paver Systems has done is they will come into a firm during the lunch hour and give the course.

Mr. Davis stated that the principles they show can be transferred to other similar products in the industry. He stated that Paver Systems came to the board with the paver system presentation and the board sent them back to the drawing board to make it more generic.

Ms. Marshall-Beasley advised the board that she wanted to ask the board for guidance.

**MOTION:** Ms. Marshall-Beasley made a motion to approve the following courses submitted by Paver Systems.

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

Paver Systems
Ms. Marshall-Beasley advised the board that she had a question about the course from Allen M. Weiss Georgia Energy Code. She stated that that the course was specifically for Georgia.

Ms. Walter advised the board that she thought the course health care lighting was strictly interior.

Ms. Walter stated that Allen Weiss might be encouraged to submit the light and life safety course as an advanced building code course.

Ms. Chastain stated that she would contact the Bureau of Education and Testing.

MOTION: Ms. Marshall-Beasley made a motion to approve the following Allen Weiss courses and the provider application and deny Georgia Energy Code and Health Care Lighting courses.

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

Allen M. Weiss

Innovations in Solid State Lighting – 1 hour
Light Lamp and Ballasts – 1 hour
Sustainable Lighting – 1 hour
Light and Life Safety – 1.5 hours
Landscape Lighting – 1 hour
Architectural Lighting Control – 1 hour
Real World and How the Commercial Lighting – 1 hour

Ms. Marshall-Beasley advised the board that they would go to the top of the list of continuing education applications on the agenda.

MOTION: Ms. Marshall-Beasley made a motion to approve the following continuing education course applications submitted by the Florida Department of Transportation.

SECOND: Mr. Davis seconded the motion and the motion passed unanimously.
Florida Department of Transportation  
Provider Application

Highway Landscape Projects – 8 hours

MOTION: Ms. Marshall-Beasley made a motion to approve the following courses submitted by the Department of Community Affairs.

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

Department of Community Affairs

Advanced Module Florida Accessibility Code for Building Construction – 2 hours

MOTION: Ms. Marshall Beasley made a motion to approve Samnik & Associates as a provider.

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

MOTION: Ms. Marshall-Beasley made a motion to approve Boral Bricks as a provider.

SECOND: Ms. Gillick seconded the motion and the motion passed unanimously.

MOTION: Ms. Marshall-Beasley made a motion to approve the following course submitted by the School of Environmental Design.

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

School of Environmental Design – University of Georgia

Porous Pavement – 6.75 hours

RATIFICATION LIST

Ms. Walter reviewed the ratification list with the board.

MOTION: Mr. Davis made a motion to approve the ratification list as presented.
SECOND: Ms. Gillick seconded the motion and the motion passed unanimously.

Certificate of Authorization
Paradise by Design, Perkins and Will Architects, Inc.

Exam
John Benjamin Hutchens

REPORTS

Chair’s Report – Collene Walter
Ms. Walter advised the board that Marvin Sanders, a prominent landscape architect in the Ft. Lauderdale area passed away last week-end.

Ms. Walter advised the board that Jeff Castor had been nominated as an ASLA fellow. Ms. Walter asked if the board would consider writing a letter in support of his consideration.

Mr. Davis asked if that was appropriate. He stated that Mr. Castor had been very supportive in the past.

Ms. Guillemette stated that there was nothing prohibiting it. She stated that it may be better if the board members wrote letters as individuals.

Executive Director’s Report – Juanita Chastain
Ms. Chastain advised the board that the financial report was in their agenda materials. She stated that the board was fiscally sound and doing very well. Ms. Chastain advised the board that the total licensees that renewed not deficient in continuing education was one thousand eighty five (1085) and the total that renewed but deficient in continuing education was sixty nine (69) and forty six (46) who did not renew at all.

Ms. Marshall-Beasley stated that Georgia pays for first time licensees to take the laws and rules exam.

Ms. Chastain stated that she would research and get back to the board.

Ms. Gillick stated that she wanted to compliment Ms. Chastain on her level of the financial reports. She stated that she makes it very easy to understand.
Ms. Marshall-Beasley asked Ms. Chastain if she could find out what the Florida laws and rules pass fail stats were.

Ms. Chastain stated that she would have them for the conference call.

Ms. Chastain advised the board that the licensees can now subscribe to receive the newsletter by e-mail.

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

Ms. Guillemette advised the board that the rules report was on page number six forty three (643) on the agenda. She stated that that Rule 61G10-12.001, F.A.C. was making its way through the process and should be adopted very shortly. She stated that Rule 61G10-13.003, F.A.C. and 61G10-13.007, F.A.C. was adopted 1/07/08. Ms. Guillemette advised the board that Rule 61G10-15.005, F.A.C. and Rule 61G10-18.001, F.A.C. were effective November 1, 2007.

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

Ms. Leigh advised the board that there was one case set for probable cause, one case sent for expert review, one set for board presentation and one awaiting Final Order.

Ms. Chastain asked the board to set up a telephone conference call.

After discussion the board scheduled a conference call for February 22, 2008 at 10:00 a.m.

The meeting adjourned at 12:15 p.m.