



NEVADA STATE BOARD OF LANDSCAPE ARCHITECTURE BUDGET MEETING AGENDA

Joe Lombardo
Governor

DATE: *May 10, 2024*

TIME: *1:00 PM*

BOARD MEMBERS

Melinda Gustin, President/Public
Member

Laura Miller, Secretary/

John L'Etoile, CLARB
Representative

Marc Chapelle, Newsletter Editor

Stan Southwick, Outreach

PLACE: **Zoom Meeting**
<https://us02web.zoom.us/j/6555590472>
Meeting ID: 655 559 0472

Phone Via Zoom at: 16699006833, or
mobile at: 6555590472# US (San Jose)
Meeting ID 655-559-0472

DEPUTY ATTORNEY GENERAL
Henna Rasul

EXECUTIVE DIRECTOR
Ellis Antuñez

Please Note: The Nevada State Board of Landscape Architecture may 1) take agenda items out of order; 2) combine two or more items for consideration; 3) remove an item from the agenda or delay discussion related to an item at any time. Reasonable efforts will be made to assist and accommodate individuals with disabilities who wish to attend the meeting. Please, contact Ellis Antuñez at (775) 971-4410 (landscapeboard@nsbla.nv.gov), in advance, so that arrangements can be made.

1. CALL TO ORDER- Melinda Gustin, President

- 1) Roll Call of Board Members
- 2) Establish Quorum.

2. PUBLIC COMMENT PERIOD Action may not be taken on any matter brought up under public comment until scheduled on an agenda for action at a later date. Prior to the commencement and conclusion of a contested case or a quasi-judicial proceeding that may affect the due process rights of an individual, the board may refuse to consider public comment. See NRS 233B.126.

The public may comment via video conference or telephone using the meeting identification listed above.



3. NEW BUSINESS (For Possible Action on all items below)

- A.** Discussion, Review and Action on items from May 10, 2024, 10AM Workshop.
- 1) Review summary of workshop.

4. EXECUTIVE DIRECTOR REPORT- Ellis Antuñez (For Possible Action on all items below)

- A.** Discussion and possible action on Financial Operations Update
- 1) Review, discuss and approve FY25 Budget
 - 2) Comparison with Fiscal Year 2024 Budget v. Actual
 - 3) Report on Certificate of Deposit accounts
 - a) 7 Month
 - b) 10 Month
 - 4) Capital Expenses
 - a) CLARB Annual Dues
 - b) CLARB Annual Meeting Attendance & Licensure Summit September 16-21 Buffalo, NY
 - c) New Computer system
 - d) Salaries
- B.1)** Review of Executive Director Performance
- 2) Review and Discuss Appointment of Executive Director as per NRS 623A.100(b) Appoint an Executive Director.

5. DISCUSSION AND IDENTIFICATION OF TOPICS FOR FUTURE MEETINGS All Board Members (Discussion Only)

6. DISCUSSION OF MEETING DATES AND LOCATIONS FOR 2024 (For Possible Action)

- A. June 14, 2024
- B. Other Dates

7. PUBLIC COMMENT PERIOD Action may not be taken on any matter brought up under public comment until scheduled on an agenda for action at a later date. Prior to the commencement and conclusion of a contested case or a quasi-judicial proceeding that may affect the due process rights of an individual, the board may refuse to consider public comment. See NRS 233B.126. ***The public may comment via video conference or telephone using the meeting identification listed above.***

8. ADJOURNMENT

At the discretion of the Chair, public comment is welcomed by the Board, but will be limited to five minutes per person. A public comment time will be available at the beginning of the meeting and then once again prior to adjournment of the meeting. The Chair may allow additional time to be given a speaker as time allows and at his/her discretion. Once all items on the agenda are completed the meeting will adjourn.

Prior to the commencement and conclusion of a contested case or a quasi-judicial proceeding that may affect the due process rights of an individual, the board may refuse to consider public comment. See NRS 233B.126.

Anyone desiring agenda or supporting Materials regarding any board meeting is invited to call or email the Executive Director, Ellis Antuñez at (775) 971-4410 or by email at landscapeboard@nsbla.nv.gov and is available on the web site: <http://landscapeboard.nv.gov/Agendas.html> The agenda and supporting materials may also be picked up in person at 1755 E. Plumb Lane, Suite 107, Reno, Nevada 89502





In accordance with NRS 241.020, this public notice and agenda was posted on or before August 9, 2021 on the Nevada State Board of Landscape Architecture website, <http://nsbla.nv.gov>, the State of Nevada's Public Notice Website, <https://notice.nv.gov> and in the following locations:

- a. Nevada State Board of Landscape Architecture, 1755 E. Plumb Lane, Suite 107-C, Reno, NV 89502
 - b. Nevada State Board of Landscape Architecture Website: <http://nsbla.nv.gov/meetings/2020/home>
 - c. Nevada Meeting Notice Website: <https://NV.GOV>
-
- The Board reserves the right to change the order of items (other than those items posted with a specific date and time) on the agenda. Agenda items may be taken out of sequence to accommodate persons appearing before the Board and/or to aid in the effectiveness of the meeting.
 - The Board is pleased to make reasonable accommodations for members of the public who are disabled and wish to attend the meeting. If special arrangements are necessary, in this regard, please notify Ellis Antuñez at 1755 E. Plumb Lane, Suite 107-C, Reno, NV 89502 or by mail at P.O. Box 34143, Reno, NV 89533, or at 775 971-4410 as soon as possible prior to the date of the meeting.
 - This Agenda was sent to all requestors for notice in accordance with NRS241.0203B. Persons/facilities must submit a request in writing every six (6) months, NRS241.0204(c).
 - With regard to any Board meeting, it is possible that an amended notice will be published adding new items to the original agenda. Amended notices will be posted in accordance with the Open Meeting Law.



NEVADA STATE BOARD OF LANDSCAPE ARCHITECTURE

NOTICE OF WORKSHOP TO SOLICIT COMMENTS

AGENDA

Joe Lombardo
Governor

BOARD MEMBERS

Melinda Gustin,
President/Public Member

Laura Miller, Secretary

John L'Etoile, CLARB
Representative

Marc Chapelle, Newsletter
Editor

Stan Southwick, Outreach

DEPUTY ATTORNEY GENERAL
Henna Rasul

EXECUTIVE DIRECTOR
Ellis Antuñez

DATE: May 10, 2024

TIME: 10:00 AM

Teleconference Access:

Zoom Meeting

<https://us02web.zoom.us/j/6555590472> Meeting

ID: 655 559 0472

Phone Via Zoom at: 16699006833, or mobile at:

6555590472# US (San Jose)

Meeting ID 655-559-0472

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1. CALL TO ORDER-Melinda Gustin, President

2. **PUBLIC COMMENT:** Action may not be taken on any matter brought up under public comment until scheduled on an agenda for action at a later date. Prior to the commencement and conclusion of a contested case or a quasi-judicial proceeding that may affect the due process rights of an individual, the board may refuse to consider public comment. See NRS 233B.126. *The public may comment via video conference or telephone using the meeting identification listed above.*

3. INTRODUCTION – OPEN PUBLIC WORKSHOP

Pursuant to Governor's Executive Order Numbers 2023-003

The purpose of the Workshop is to solicit comments on the Nevada Administrative Code 623A (NAC 623A). Pursuant to the Governor's Executive Orders Number 2023-003 a review of NAC 623A is to be conducted. See the Attached Executive Order Exhibit A for purpose and background. Specifically related to Section 2 *every executive branch department, agency, board and commission shall provide a list of not less than ten (10) regulations recommended for removal, ranking them in descending order of priority.* See NAC623A; download at <https://www.nvbla.org> Laws & Regulations for review and comment.



Public comments will be limited to 5 minutes per person and must be directly related to the proposed regulation topics. Interested parties are strongly encouraged to submit comments in writing prior to the Workshop. See Attachments, Exhibits A & B.

- 4. Public Comment:** Action may not be taken on any matter brought up under public comment until scheduled on an agenda for action at a later date. Prior to the commencement and conclusion of a contested case or a quasi-judicial proceeding that may affect the due process rights of an individual, the board may refuse to consider public comment. See NRS 233B.126. *The public may comment via video conference or telephone using the meeting identification listed above.*

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In accordance with NRS 241.020, this public notice and agenda was posted on or before February 22 on the Nevada State Board of Landscape Architecture website, <http://landscapeboard.nv.gov>, the State of Nevada's Public Notice Website, <https://notice.nv.gov>, and in the following locations:

- A. Nevada State Board of Landscape Architecture, 1755 E. Plumb Lane, Suite 107-C, Reno, NV 89502
 - B. NEVADA State Board of Landscape Architecture Website:
<http://nsbla.nv.gov/meetings/2020/home>
 - C. Nevada Meeting Notice Website: <https://NV.GOV>
 - D. Nevada Legislature Administrative Regulation Notices:
<https://www.leg.state.nv.us/App/Notice/A/>
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- This Agenda was sent to all requestors for notice in accordance with NRS 241.0203B. Persons/facilities must submit a request in writing every six months, NRS 241.0204(c).



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AFFIDAVIT OF POSTING
4-1-2024

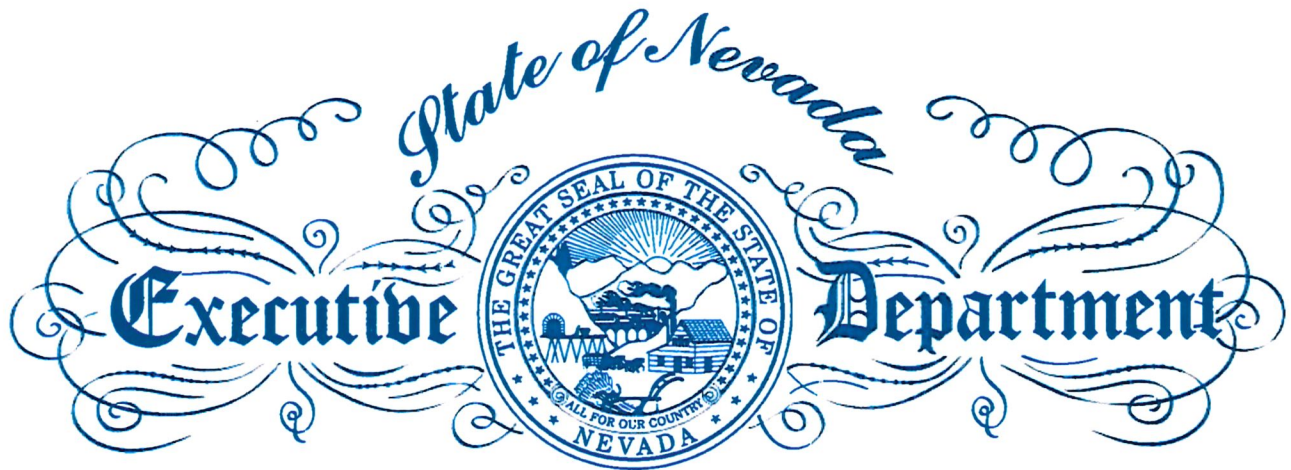
The undersigned affirms that on or before 9AM on April 1, 2024, he/she posted a copy of the Notice of Public Meeting and Agenda for the May 10, 2024, meeting of the Nevada State Board of Landscape Architecture in accordance with NRS 241.020: said agenda was posted at the following location:

Ellis L. Antunez
Signature

Executive Director
Title

March 29, 2024 9:00AM
Date & Time of Posting

Exhibit A



EXECUTIVE ORDER 2023-003

Order Freezing the Issuance of New Regulations and Requiring a Review of Existing Regulations by All Executive Branch Agencies, Departments, Boards and Commissions

WHEREAS, state regulations should protect workers, consumers and the environment, while promoting entrepreneurship and economic growth; and

WHEREAS, state regulations can become outdated, result in unintended consequences, create conflicts or impose an unnecessary burden on citizens, businesses or government entities; and

WHEREAS, it is in the best interest of the state of Nevada that its regulatory environment be concise, transparent, stable, balanced, predictable and thoughtfully constructed; and

WHEREAS, Nevada's current regulatory structure is too often unfocused and inefficient, contains regulations that are obsolete and includes regulations that are unnecessarily onerous, thereby limiting the economic potential of the State; and

WHEREAS, Article 5, Section 1 of the Nevada Constitution provides that, "The Supreme Executive Power of this State shall be vested in a Chief Magistrate who shall be Governor of the State of Nevada;

NOW, THEREFORE, by the authority vested in me as Governor by the Constitution and laws of the State of Nevada, it is hereby ordered as follows:

SECTION 1

Every executive branch department, agency, board and commission shall undertake a comprehensive review of the regulations subject to its enforcement. On or before, May 1, 2023 each department, agency, board and commission shall provide a report to the Governor's office detailing how the regulation subject to its enforcement can be streamlined, clarified, reduced or otherwise improved to ensure those regulations provide for the general welfare of the State without unnecessarily inhibiting economic growth.

SECTION 2:

As part of its report, every executive branch department, agency, board and commission shall provide a list of not less than ten (10) regulations recommended for removal, ranking them in descending order of priority.

SECTION 3:

Prior to submitting their respective reports, every executive branch department, agency, board and commission shall hold a public hearing, after having provided reasonable notice consistent with Chapter 233B of the Nevada Revised Statutes, to key industry stakeholders, to: (i) vet their recommended changes; (ii) solicit input as to the merits of those changes and (iii) identify other regulatory changes stakeholders feel are worthy of consideration. Stakeholder input shall be reflected in the summary of findings and recommendations included in each submitted report.

SECTION 4:

Unless specifically exempt from this Executive Order as set forth in Section 5, no new regulations shall be proposed, approved or acted on by any executive branch agency, department, board or commission until such time as this Executive Order is rescinded.

SECTION 5:

The following regulations are not subject to the suspension set forth in Section 4:

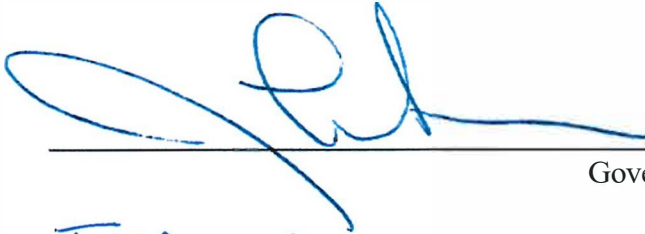
- (a) Regulations that affect public health;

- (b) Regulations that affect public safety and security;
- (c) Regulations that are necessary in the pursuit of federal funds and certifications;
- (d) Regulations that affect the application of powers, functions and duties essential to the operation of the executive branch agency, department, board or commission at issue;
- (e) Regulations that affect pending judicial deadlines; and
- (f) Regulations necessary to comply with federal law.

Until the suspension of this Executive Order, each executive branch department, agency, board and commission that intends to continue with the enactment of a proposed regulation under an exception to the freeze set forth in Section 4 shall submit a report to the Governor's office identifying which exemption the proposed regulation falls within and detailing the problem the regulation addresses or the value to the public of the regulation, how the regulation addresses the problem or the benefits provided by the regulation, why alternate forms of regulation are insufficient to address the problem and whether other regulations currently address the problem.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Great Seal of the State of Nevada to be affixed at the State Capitol in Carson City, this 12th day of January, in the year two thousand twenty-three.





Governor



Secretary of State



Deputy

3:34 PM

05/03/24

Cash Basis

Nevada State Board of Landscape Architecture

Profit & Loss Budget Overview

July 2024 through June 2025

	Jul '24 - Jun 25
Income	
001 · Application Fees	
002 · LA Intern(\$50)	50.00
003 · LARE (\$75)	150.00
004 · Reciprocity (\$175)	6,125.00
Total 001 · Application Fees	6,325.00
010 · Exam Fees	
015 · Nevada Specific Exam (\$100)	3,500.00
010 · Exam Fees - Other	0.00
Total 010 · Exam Fees	3,500.00
020 · Interest Income	0.00
030 · New Registration Fees	
031 · New Certificate Fee (\$50)	1,850.00
032 · New License Fee - LARE (\$275)	550.00
033 · New License Fee - Recipr (\$275)	9,625.00
034 · Hand Stamp Fee (\$50)	1,850.00
035 · Electronic Stamp(\$30)	1,110.00
Total 030 · New Registration Fees	14,985.00
040 · Registration Renewal Fees	
041 · Reinstatement Fee (\$400)	800.00
042 · Renewal Delinquency Fee (\$100)	2,000.00
043 · Renewal Fee LA (\$275)	96,800.00
044 · Renewal Fee LA Intern (\$50)	50.00
045 · Duplicate Renewal License (\$25)	0.00
Total 040 · Registration Renewal Fees	99,650.00
050 · Other Income	
051 · Address Change (\$15)	0.00
052 · Nevada Blue Book (\$5)	0.00
056 · Duplicate Certificate Fee (\$50)	100.00
057 · Processing Fee	0.00
058 · Public Record Request (\$10)	30.00
Total 050 · Other Income	130.00
Total Income	124,590.00
Gross Profit	124,590.00
Expense	
060 · Bank Service Charges	
062 · Returned Check Charges	0.00
061 · Merchant Deposit Fees	4,560.00
060 · Bank Service Charges - Other	0.00
Total 060 · Bank Service Charges	4,560.00
070 · Board Expenses	
071 · Board Member Mtg Fee (\$150)	4,500.00
072 · Meals - Board Meetings	400.00
073 · Travel - Board Meetings	1,000.00
Total 070 · Board Expenses	5,900.00
080 · CLARB Affiliation Dues	6,340.00

Nevada State Board of Landscape Architecture

Profit & Loss Budget Overview

July 2024 through June 2025

	Jul '24 - Jun 25
090 · CLARB Annual Meeting Expenses	
091 · Board Member Per Diem (\$150)	750.00
093 · Annual Meeting Registration	2,000.00
094 · Travel	800.00
095 · Meals	500.00
096 · Lodging	2,000.00
090 · CLARB Annual Meeting Expenses - Other	0.00
Total 090 · CLARB Annual Meeting Expenses	6,050.00
100 · Education & Training	
101 · Registration	100.00
102 · Meals	100.00
104 · Travel	50.00
Total 100 · Education & Training	250.00
105 · FARB	
106 · Registration	0.00
107 · Lodging	0.00
108 · Meals	0.00
109 · Travel	0.00
Total 105 · FARB	0.00
120 · NCIRC	
121 · Board Member NCIRC Mtg Fee \$150	0.00
122 · Miscellaneous - NCIRC	0.00
123 · Travel - NCIRC	0.00
120 · NCIRC - Other	0.00
Total 120 · NCIRC	0.00
130 · Office Expenses	
132 · DoIT Email & Web Hosting	0.00
133 · Miscellaneous Office Expense	100.00
134 · Licensee Stamp	900.00
135 · Computer Updates & Maint	1,000.00
136 · Office Rent	5,661.00
137 · Office Supplies	200.00
139 · Postage & Delivery	150.00
141 · Telephone, Fax & Internet	1,305.00
142 · Merchant Services Fees	0.00
145 · Capital Equipment & Furniture	2,500.00
Total 130 · Office Expenses	11,816.00
147 · Outside Services	
148 · Web Software	
148a · Web Payment Processor	700.00
148 · Web Software - Other	11,280.00
Total 148 · Web Software	11,980.00
149 · Web Hosting	50.00
Total 147 · Outside Services	12,030.00
150 · Payroll Expenses	
152 · Executive Director	57,706.00
153 · Executive Director - Bonus	0.00
154 · Mileage	100.00
155 · Nevada Business Tax	0.00
157 · Payroll Taxes	1,985.00
159 · Payroll Service	0.00
150 · Payroll Expenses - Other	0.00
Total 150 · Payroll Expenses	59,791.00

Nevada State Board of Landscape Architecture
Profit & Loss Budget Overview
July 2024 through June 2025

	Jul '24 - Jun 25
160 · Professional Fees	
162 · Bookkeeping	3,000.00
163 · Attorney General's Office	3,500.00
164 · Legislative Bill Tracker	100.00
165 · Legislative Counsel Bureau	1,000.00
166 · Legislative Session	1,000.00
167 · Liability Insurance	800.00
Total 160 · Professional Fees	9,400.00
Total Expense	116,137.00
Net Income	8,453.00

3:48 PM

05/03/24

Cash Basis

Nevada State Board of Landscape Architecture
Profit & Loss Prev Year Comparison
July 1, 2023 through April 26, 2024

	Jul 1, '23 - Apr 26, 24	Jul 1, '22 - Apr 26, 23	\$ Change	% Change
Income				
001 · Application Fees				
002 · LA Intern(\$50)	50.00	100.00	-50.00	-50.0%
003 · LARE (\$75)	300.00	300.00	0.00	0.0%
004 · Reciprocity (\$175)	5,775.00	3,150.00	2,625.00	83.3%
Total 001 · Application Fees	6,125.00	3,550.00	2,575.00	72.5%
010 · Exam Fees	3,800.00	2,200.00	1,600.00	72.7%
020 · Interest Income	48.77	184.35	-135.58	-73.5%
030 · New Registration Fees				
031 · New Certificate Fee (\$50)	1,550.00	800.00	750.00	93.8%
032 · New License Fee - LARE (\$275)	275.00	550.00	-275.00	-50.0%
033 · New License Fee - Recipr (\$275)	8,525.00	3,850.00	4,675.00	121.4%
034 · Hand Stamp Fee (\$50)	650.00	250.00	400.00	160.0%
035 · Electronic Stamp(\$30)	930.00	510.00	420.00	82.4%
Total 030 · New Registration Fees	11,930.00	5,960.00	5,970.00	100.2%
040 · Registration Renewal Fees				
041 · Reinstatement Fee (\$400)	800.00	1,900.00	-1,100.00	-57.9%
042 · Renewal Delinquency Fee (\$100)	2,373.33	2,600.00	-226.67	-8.7%
043 · Renewal Fee LA (\$275)	94,251.67	96,124.29	-1,872.62	-2.0%
044 · Renewal Fee LA Intern (\$50)	0.00	50.00	-50.00	-100.0%
Total 040 · Registration Renewal Fees	97,425.00	100,674.29	-3,249.29	-3.2%
050 · Other Income				
051 · Address Change (\$15)	20.00	0.00	20.00	100.0%
057 · Processing Fee	0.00	188.45	-188.45	-100.0%
058 · Public Record Request (\$10)	20.00	20.00	0.00	0.0%
Total 050 · Other Income	40.00	208.45	-168.45	-80.8%
Total Income	119,368.77	112,777.09	6,591.68	5.8%
Gross Profit	119,368.77	112,777.09	6,591.68	5.8%
Expense				
060 · Bank Service Charges				
061 · Merchant Deposit Fees	2,161.84	1,563.89	597.95	38.2%
060 · Bank Service Charges - Other	23.80	-0.01	23.81	238,100.0%
Total 060 · Bank Service Charges	2,185.64	1,563.88	621.76	39.8%
070 · Board Expenses				
071 · Board Member Mtg Fee (\$150)	2,250.00	2,700.00	-450.00	-16.7%
072 · Meals - Board Meetings	398.38	109.33	289.05	264.4%
074 · Board Special Event	41.35	0.00	41.35	100.0%
Total 070 · Board Expenses	2,689.73	2,809.33	-119.60	-4.3%
080 · CLARB Affiliation Dues	5,980.00	5,805.00	175.00	3.0%
090 · CLARB Annual Meeting Expenses				
091 · Board Member Per Diem (\$150)	1,500.00	1,200.00	300.00	25.0%
093 · Annual Meeting Registration	4,080.00	1,000.00	3,080.00	308.0%
094 · Travel	1,791.20	0.00	1,791.20	100.0%
095 · Meals	177.97	0.00	177.97	100.0%
096 · Lodging	2,408.34	0.00	2,408.34	100.0%
Total 090 · CLARB Annual Meeting Expenses	9,957.51	2,200.00	7,757.51	352.6%
130 · Office Expenses				
132 · DoIT Email & Web Hosting	0.00	266.68	-266.68	-100.0%
134 · Licensee Stamp	619.20	515.50	103.70	20.1%
135 · Computer Updates & Maint	801.75	729.75	72.00	9.9%
136 · Office Rent	4,587.01	4,446.30	140.71	3.2%
137 · Office Supplies	152.50	122.86	29.64	24.1%
139 · Postage & Delivery	99.41	59.60	39.81	66.8%
141 · Telephone, Fax & Internet	1,081.75	860.51	221.24	25.7%
Total 130 · Office Expenses	7,341.62	7,001.20	340.42	4.9%
147 · Outside Services				
148 · Web Software	9,400.00	9,600.00	-200.00	-2.1%
Total 147 · Outside Services	9,400.00	9,600.00	-200.00	-2.1%

3:48 PM

05/03/24

Cash Basis

Nevada State Board of Landscape Architecture

Profit & Loss Prev Year Comparison

July 1, 2023 through April 26, 2024

	Jul 1, '23 - Apr 26, 24	Jul 1, '22 - Apr 26, 23	\$ Change	% Change
150 · Payroll Expenses				
152 · Executive Director	48,088.31	43,355.70	4,732.61	10.9%
153 · Executive Director - Bonus	0.00	0.00	0.00	0.0%
154 · Mileage	0.00	26.64	-26.64	-100.0%
157 · Payroll Taxes	4,030.75	3,676.98	353.77	9.6%
159 · Payroll Service	-101.36	500.00	-601.36	-120.3%
150 · Payroll Expenses - Other	0.00	17.50	-17.50	-100.0%
Total 150 · Payroll Expenses	52,017.70	47,576.82	4,440.88	9.3%
160 · Professional Fees				
162 · Bookkeeping	2,843.75	2,128.75	715.00	33.6%
163 · Attorney General's Office	2,582.60	2,021.20	561.40	27.8%
167 · Liability Insurance	0.00	469.10	-469.10	-100.0%
Total 160 · Professional Fees	5,426.35	4,619.05	807.30	17.5%
Total Expense	94,998.55	81,175.28	13,823.27	17.0%
Net Income	24,370.22	31,601.81	-7,231.59	-22.9%

Account details as of 05/06/2024

[Print this page](#)

Nickname:	7 Month Featured CD - 8869	Edit
Account number:	Show Account number	
Current balance:	\$30,741.92	
Date opened:	10/12/2023	
Term:	7 months	
Next maturity date:	05/12/2024	

Deposit

Beginning balance this term:	\$0.00
Last renewal date:	Not available

Interest

Interest rate:	4.89%
Annual percentage yield:	5.000%
Interest earned not paid:	\$98.58
Interest paid last year:	\$245.67
Interest withheld for taxes this year:	\$0.00
Interest withheld for taxes last year:	\$0.00

Nickname:	13 Month Featured CD - 8872 Edit
Account number:	Show Account number
Current balance:	\$20,494.61
Date opened:	10/12/2023
Term:	13 months
Next maturity date:	11/12/2024

Deposit

Beginning balance this term:	\$0.00
Last renewal date:	Not available

Interest

Interest rate:	4.89%
Annual percentage yield:	5.000%
Interest earned not paid:	\$65.72
Interest paid last year:	\$163.78
Interest withheld for taxes this year:	\$0.00
Interest withheld for taxes last year:	\$0.00

[Accounts](#)[Pay & Transfer](#)[Business Services](#)[Offers & Deals](#)[Tools & Info](#)[Accounts Overview](#)[Business Accounts](#)

NSBLA CHECKING ACCOUNT - 4998	\$13,527.53
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NSBLA SAVINGS ACCOUNT - 8524	\$113,745.30
------------------------------	--------------

CORP Account - Business.. - 0643	\$48.92
----------------------------------	---------

Business AdVantage Cash.. - 1964	\$7.57
----------------------------------	--------

[Personal Accounts](#)

13 Month Featured CD - 8872	\$20,494.61
-----------------------------	-------------

7 Month Featured CD - 8869	\$30,741.92
----------------------------	-------------

[View all accounts »](#)[Statements & Documents](#)[Spending & Budgeting](#)[Goals](#)[Cash Flow Monitor](#)[Alerts](#)[My Financial Picture](#)[Manage card settings](#)[Open an account](#)

In This Section

Renew Your Membership

Renew your membership each October to maintain access to important, exclusive benefits that keep your regulatory program robust, defensible and relevant.

Base dues for FY 2024 (October 1, 2023 - September 30, 2024) includes a 3% increase.

In addition to renewing dues each year, you also have the option of purchasing Participation Credits.

- Each Participation Credit is \$2,750.
- This amount will, on average, cover the cost of sending one person from your Board to the CLARB Annual Meeting each year.
- Participation Credits are used to cover meeting-related expenses including registration fees, hotel accommodations, airfare, ground transportation and meals.
- CLARB strongly encourages you to purchase two Participation Credits each year to ensure optimal participation (the Member Board Executive + one Member Board Member) at the Annual Meeting.

In addition to our member services and benefits, CLARB will be working for you in the areas of pursuing friction-free licensure, conducting a Job/Task Analysis, reframing how the public understands the profession, and educating the public on regulation over the next year.

FY 2024

October 1, 2023-September 30, 2024

A	B	C (recommended)
Base dues	Base dues+ 1 Participation Credit	Base dues+ 2 Participation Credits
\$6,550	\$9,300	\$12,050
Required to maintain access to CLARB benefits	Ensures that your Board is represented by one person at the CLARB Annual Meeting	Ensures that your Board is represented by two people at the CLARB Annual Meeting



Week at-a-glance

Agenda Item 4.A.4.b

Monday, September 16 - Saturday, September 21, 2024

Monday - Wednesday



Empowering Opportunity

LANDSCAPE ARCHITECTURE
LICENSURE SUMMIT 2024

Landscape Architecture Licensure Summit

September 16-18, 2024
Hyatt Regency Buffalo, Buffalo,
New York

Wednesday afternoon

Member Board Executives and Staff Session

September 18, 2024
1:30 - 5:00 p.m.
Hyatt Regency Buffalo

- or -



Continuing Education for Landscape Architects

*3 hours of Professional
Development*

September 18, 2024
1:30 - 5:00 p.m.
Hyatt Regency Buffalo

Thursday-Saturday



CLARB Annual Meeting

September 19-21, 2024
Hyatt Regency Buffalo, Buffalo, New
York



Learn more at **Visit Buffalo Niagara.**

*Explore the city's architecture, neighborhoods, festivals, foods and more with this **time-lapse video** that captures the best of Buffalo.*

Venue & lodging

Hyatt Regency Buffalo Hotel and Conference Center

Two Fountain Plaza, Buffalo, New York, United States,
14202

+1 716-856-1234

The hotel offers impressive downtown Buffalo and Lake Erie views, and its convenient location puts you in walking distance to the waterfront, KeyBank Center and Shea's Buffalo Theatre.

Rates

CLARB has secured **discounted rates** for the Hyatt Regency Buffalo. Space is limited, so we encourage you to register early for the best selection and price.

Daily room rate: \$165

[Make reservation](#)

Travel

- **Air:** Buffalo Niagara International Airport (BUF)
- **Shuttle/rideshare/taxi:** Available to/from Buffalo Niagara International Airport (about \$21-40 one way)
- **Greyhound:** located five blocks from the hotel
- **Amtrak:** located 10 blocks from the hotel at Exchange Street depot
- **Metro Rail:** The train stays above and beneath Main Street, and travels from University at Buffalo South Campus to First Niagara Center. Metro Rail provides complimentary above ground service from the hotel directly to the First Niagara Center.



Wednesday afternoon

MBE Session

Wednesday, September 18

1:30 - 5:00 p.m.

Hyatt Regency Buffalo

CLARB Member Board Executives and Staff are invited to participate in an afternoon of idea sharing and collaboration. Topics include:

- Behind the Scenes Politically
- Best Practices for Working for the State
- Innovative Outreach by Boards and Chapters

Continuing Education

Wednesday, September 18

1:30 - 5:00 p.m.

Hyatt Regency Buffalo

Licensed Landscape Architects can earn 3 one-hour professional development units.

More details coming soon.



Thursday, September 19 - Saturday, September 21

Hyatt Regency Buffalo, Buffalo, New York

At this year's CLARB Annual Meeting, we're turning *"Opportunity into Action"* by taking proactive steps to capitalize on emerging opportunities within landscape architecture regulation. **The comprehensive agenda features a wide array of topics that align with the responsibilities and challenges facing the future of regulation in our field, including:**

- Impacts of Artificial Intelligence on Practice and Regulation
- Exploring Specialty Credentials: Enhancing Public Health, Safety and Welfare Beyond Licensure
- Future of Landscape Architecture Education
- Impacts of STEM Designation for Landscape Architecture: What's Next?

Additionally, CLARB Members will have the opportunity to provide input on these high-impact projects:

- **ICOR Practice Overlap** - Weigh in on an approach to provide guidance to regulatory boards on overlapping practice between landscape architects, architects, engineers, surveyors and interior designers.
- **CLARB Bylaws review** - Provide input on potential approaches for improving CLARB governance structure and processes to ensure effective leadership for the future.

Interactive sessions, networking breaks and working lunches provide ample opportunities for active engagement and knowledge sharing among regulators from across the United States, Canada and beyond.

Registration for the Annual Meeting also includes access to the Welcome Reception that takes place the evening of Wednesday, September 18.

Everyone on your board is welcome and encouraged to attend. Day Three includes breakout sessions for every role on your board. Member Board Executives will have peer-to-peer discussions on regulatory trends, similarities and differences across Member jurisdictions. Member Board Members will explore best practices for educating local governments and municipalities on the regulated scope of landscape architecture practice.

Don't miss the 2024 CLARB Annual Meeting as we turn *"Opportunity into Action."*



Welcome to the Hyatt Regency Buffalo! We look forward to hosting your event.
Please book your guest room below.



Your group's dates are below. You can also choose your desired stay dates within this time frame:

ff1 Hotel

Hyatt Regency Buffalo/ Hotel and Conference Center

@ Dates

Sun. Sep 15, 2024 - Sun. Sep 22, 2024

(; Group Code

GCLR1

8, 2 Rooms, 4 Guests

Rooms

-

2

+

Adults Per Room

-

2

+

Child

-

0

+

☐ Accessible Room

If you need to modify or cancel your group reservation, [click here](#). If you need assistance, please [contact us](#).



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BUFFALO-NIAGARA, NY

Agenda

2024 CLARB ANNUAL MEETING



Wednesday, September 18

Welcome and Volunteer Recognition Reception

6:30 – 8:00 p.m.

Join us for a warm welcome to the 2024 CLARB Annual Meeting. Hear remarks from our President, Lea Ann Macknally, and representatives from the New York Board of Landscape Architects. We will celebrate the dedicated volunteers who have contributed their time and expertise to CLARB's leadership and vital committees. We look forward to an evening of networking, connecting with peers and sharing our commitment to turning Opportunity into Action throughout the meeting.

Thursday, September 19

Setting the Stage: CLARB 2024 Annual Meeting

9:00 – 9:30 a.m.

During our opening session led by CEO Matt Miller and President Lea Ann Macknally, we'll explore this year's theme, Opportunity into Action. Discover how we'll turn potential into real-world impact through dialogue, innovation and collaboration. Join us as we embark on a journey of transformation, shaping the future of landscape architecture licensure together.

Keynote Address: Opportunity into Action: Three Keys to Success

9:30 – 10:30 a.m.

Change is unavoidable and growth is intentional. When change is not appropriately addressed, apathy, procrastination and quiet resistance set in. In addition, external events can shake the confidence of even the most successful organizations and cause fear, anxiety and stagnation. In this presentation by leadership trainer Eric Papp, you'll discover the Change Accelerator Model and its three steps for creating an accelerated new future.

Thursday, September 19 (continued)

Networking Break

10:30 a.m. – 11:00 a.m.

Impacts of Artificial Intelligence on Practice and Regulation

11:00 a.m. – 12:00 p.m.

Artificial intelligence (AI) — the application of computer science to imitate human thinking and judgment — is advancing at a rapid pace. In this session, we'll explore AI technologies and their current and potential future applications. Together we will learn how AI is shaping landscape architecture practice and consider ways AI might be used to advance the daily work of licensing and regulation.

Lunch

12:00 – 1:00 p.m.

Future of Landscape Architecture Education

1:00 – 1:45 p.m.

As the profession of landscape architecture continues to evolve, so must the education and training pathways for future practitioners. This session will provide a platform to discuss emerging trends, innovative approaches and evolving standards in landscape architecture education. Through collaborative dialogue and insights from esteemed panelists, participants will gain a deeper understanding of the challenges and opportunities facing educators, students and licensing bodies in shaping the next generation of landscape architects.

Impacts of STEM Designation for Landscape Architecture: What's Next? 1:45 – 2:30 p.m.

In this session, we will explore the implications of achieving STEM designation on landscape architecture education, practice and regulation. Representatives from landscape architecture organizations will share their perspectives and discuss how the STEM designation strengthens the case for licensure and provides opportunities for potential growth in the profession for the future.

Networking Break

2:30 – 3:00 p.m.

Demonstrating Competency: Understanding the L.A.R.E.

3:00 – 4:30 p.m.

Delve into the comprehensive process behind developing, administering and scoring the Landscape Architect Registration Examination (L.A.R.E.). We will demonstrate actual test questions and explore upcoming enhancements to the exam such as automatic scoring and ESL assistance, all geared towards enhancing accessibility and effectiveness while maintaining rigor and ensuring defensibility.

Connect with CLARB: Your Questions Answered

4:30 – 5:00 p.m.

We will wrap up the day with an interactive session where you have the floor! Get direct access to CLARB volunteer leadership and staff as we take your burning questions, insightful suggestions and constructive feedback. Engage in meaningful dialogue, gain clarity and contribute to the conversation in this dynamic open forum.

Evening Activity

5:30 – 7:00 p.m.

Details coming soon about this event led by the New York Board of Landscape Architects.

Friday, September 20

Keynote: Exercising Your Voice: Public Speaking for Regulators

9:00 – 10:30 a.m.

Join Tamrah Barber, ICF Professional Certified Coach, for "Exercising Your Voice – Public Speaking for Regulators." Discover invaluable tools and techniques to enhance your public speaking skills, empowering you to become a more confident, engaging presenter. Through interactive sessions, you'll have the chance to practice these techniques in real-life scenarios, ensuring lasting impact and success in communicating about landscape architecture licensure and the vital public protection role of boards.

Networking Break

10:30 a.m. – 11:00 a.m.

Elevating Landscape Architecture Around the World

11:00 a.m. – 12:00 p.m.

Landscape architecture has been regulated in the United States and Canada for over 70 years, while in some countries, the profession is still emerging. In this panel discussion, we will delve into the varying degrees of recognition and regulation of landscape architecture internationally and hear how CLARB is supporting efforts to grow professional recognition around the world.

Lunch

12:00 – 1:00 p.m.

ICOR Practice Overlap: Member Input Session

1:00 – 2:30 p.m.

Practice overlap among the design disciplines of architecture, engineering, interior design, landscape architecture and surveying has posed challenges for both licensure boards to regulate and practitioners to navigate. The Interorganizational Council on Regulation (ICOR) members (CLARB, CIDQ, NCARB and NCEES) are partnering to develop guidance for our professional licensing boards on how to best regulate overlapping practice. During this session, members will provide feedback on the draft models that have been developed to ensure that the final guidelines are most valuable to you.

Networking Break

2:30 – 3:00 p.m.

CLARB Bylaws Review:

3:00 – 4:00 p.m.

Results of the 2019 Changes and Opportunities for Refinement

In 2019, CLARB Members amended our bylaws to strengthen our governance systems and processes, and to foster diversity in our leadership. In this session, we will share the results of evaluating the effectiveness of these changes and identifying areas for continued improvement. Members will have the opportunity to share their perspectives to inform further refinements, ensuring we remain adaptable and inclusive in our governance approach.

Exploring Specialty Credentials:

4:00 – 5:00 p.m.

Enhancing Public Health, Safety and Welfare Beyond Licensure

Over the last year, CLARB has been exploring areas of landscape architectural practice that have impacts on public health, safety and welfare but are not yet prominent enough to be included on the L.A.R.E. In this session we will share the results of our research and potential opportunities to develop specialty credentials in these areas of practice to protect the public beyond licensure.

Continued ➤

Saturday, September 21

Business Session

9:00 – 10:00 a.m.

During the CLARB Annual Meeting Business Session we will share the results of the 2024 elections and introduce and celebrate the dedication of our valued volunteers who will play a vital role in shaping organizational success in the coming years. Additionally, we will proudly present the President's Award, honoring outstanding contributions to our organization.

Board Executive Insights:
Enhancing Landscape Architectural Licensure

10:00 a.m. – 2:00 p.m.
(working lunch)

Join your fellow Member Board Executives for a focused session on the past, present, and future of landscape architectural licensure. Explore historical trends, demographic shifts, and regulatory comparisons across the membership. Gain actionable strategies for board governance and operational efficiency. Let's turn opportunities into action, enhancing landscape architectural licensure together.

Board Member Forum:
Advancing Landscape Architecture Through Education and Collaboration

10:00 a.m. – 2:00 p.m.
(working lunch)

Learn the importance of educating local governments, municipalities, and agencies on Landscape Architecture practice. Participate in a framing discussion on the evolution of Landscape Architect practice, ensuring your jurisdiction includes landscape architects in the definition of "design professional," and the benefits of participating in joint practice committees with allied design professions. Finally, hear from the architects and engineers on their initiatives to decouple licensing requirements and multiple pathways to licensure to address workforce issues.

Seizing the Moment: Opportunity into Action

2:00 – 2:30 p.m.

In the closing session of the 2024 CLARB Annual Meeting, you'll have the opportunity to engage with fellow Board Executives and Board Members as we collectively explore actionable steps to enhance landscape architectural licensure into the future.

Glossary of Acronyms

ASLA	American Society of Landscape Architects
CE	Continuing Education
CELA	Council of Educators in Landscape Architecture
CFN	CLARB's Foresight Network
CIDQ	Council for Interior Design Qualification
CLARB	Council of Landscape Architectural Registration Boards
CSLA	Canadian Society of Landscape Architects
FARB	Federation of Associations of Regulatory Boards
ICOR	Interorganizational Council on Regulation (CLARB + NCARB + NCEES + CIDQ)
IFLA	International Federation of Landscape Architects
LAAB	Landscape Architecture Accreditation Board (U.S.)
LAAC	Landscape Architecture Accreditation Council (Canada)
LACES	Landscape Architecture Continuing Education System
LAF	Landscape Architecture Foundation
MBE	Member Board Executive (an executive with a regulatory board/agency)
NCARB	National Council of Architectural Registration Boards
NCEES	National Council of Examiners for Engineering and Surveying
Presidents Council	CLARB + ASLA + CSLA + CELA + LAAB + LAF

Agenda Item 4.A.4.c



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Resolution / Refresh Rate	4K UHD (2160p) 3840 x 2160 at 60...
Audio	Speakers - stereo
Adjustability	Height, Pivot (rotations), Swivel,...
Ports	HDMI, DisplayPort 1.2, Audio line-out

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**Nevada State Board of Landscape Architecture
Executive Director
Annual Review
PERFORMANCE STANDARDS**

Instructions: For each function, assess whether the employee demonstrates the behaviors, Exceptional (4), Exceeds Expectations (3) Meets Expectations (2), Needs Development (1) or Unsatisfactory (0). For any function scored as needs development or unsatisfactory, develop and implement an action plan. Customer is defined as anyone with whom the Board has contact. Maximum score is 48.

4: Exceptional: Consistently exceeds all expectations and standards. Demonstrates the highest level of professional excellence and superior work. Always demonstrates desired behaviors even under difficult and stressful circumstances. Anticipates and exceeds customer needs and desires. This level of performance is an excellent role model to others. Recognized by peers as an expert and problem solver.

3: Exceeds Expectations: Demonstrated accomplishments are clearly and consistently above most expectations and standards. Regularly demonstrates desired behaviors. Provides significant contributions towards the achievement of individual, and Board goals; this level of performance is a positive model to others.

2: Meets Expectations: Work is performed within established expectations and standards. Provides expected performance; some of the time exceeds expectations and rarely does not meet expectations. Generally demonstrates desired behaviors and strives to correct deviation from desired behaviors.

1: Needs Development: Does not consistently meet performance expectations or standards; some of the time meets expectations, but overall compliance with expectations or results are not meeting expectations and require a development plan. Demonstrates some, but not all the desired behaviors. Improvement in performance is needed to achieve acceptable level of contribution. Employee is placed on a formal Development/Action Plan.

0: Unsatisfactory: Performance level fails to meet expectations or standards. There is inconsistency and the employee is generally unaware when not demonstrating desired behaviors. Does not demonstrate the desired behaviors of this organization. Employee is placed on a formal Development/Action Plan and immediate improvements must be made to justify continued employment.

ESSENTIAL FUNCTIONS:

4 3 2 1 0

1. Board of Director Activities

Provides supportive services to members of the Board in fulfilling the responsibilities of their offices.

Participates in developing policies for the Board, and in monitoring the continuity of office activities.

Organizes travel and attends Board meetings.

Assists in the preparation of the agenda and meeting documents pursuant to NRS 241.

Prepares and delivers Executive Director Report including progress and needs for Board operation; recommends necessary action concerning the operation of the Board.

Records, transcribes and maintains records from these meetings.

Notifies applicants, petitioners, or appropriate parties of Board actions.

Initiates action on Board directives.

Provides training for new Board Members as to the operation of the board.

4 3 2 1 0

2. Landscape Architecture, Landscape Architecture Intern Registration and Renewal of Registration

Oversees the processing of all Landscape Architect and Landscape Architecture Intern registration and registration renewal applications in accordance with NRS Chapter 623A.200

4 3 2 1 0

3. Examinations

Pursuant to NRS 623A.190, oversees the administration of the National Examination (when applicable) and the Nevada State Research Examination.

4 3 2 1 0

4. Board Records

Maintains confidential credentials files and electronic database in accordance with NRS 623A.135 and all applicable Statutes and Administrative Codes.

4 3 2 1 0

5. Communications

Maintains communication with all internal and external contacts.

Identifies and works to solve problems as they arise.

Maintains the Nevada State Board of Landscape Architecture web-site, telephone and facsimile machine. Receives and responds to correspondence, telephone calls and electronic mailings and any other form of communication to the Board.

Coordinates the activities of the Board with other State of Nevada Boards and Agencies including but not limited to correspondence, attendance at meetings, telephone contacts and project cooperation.

Coordinates the activities of the Board with professional organizations such as American Society of Landscape Architects, Council of Landscape Architect Registration Boards,

Nevada Construction Relations Committee, Professional and Occupational Licensing Boards Administrative Collaborative, including correspondence, attendance at meetings, telephone contacts and project cooperation.

4 3 2 1 0

6. Enforcement

Responsible for receiving initial complaints and establishing if the complaint falls within the jurisdiction of the Board.

All correspondence to the complainant and the respondent are the responsibility of the Executive Director.

Responsible for introducing all cases to the Enforcement Representative of the Board and the Deputy Attorney General as needed for follow-up and disposition.

Directs the Field Enforcement Officers and Coordinates with the Deputy Attorney General as required with all enforcement activities.

Provides quarterly enforcement reports to the Legislative Counsel Bureau pursuant to NRS 622.100.

4 3 2 1 0

7. Legislative Session

Represents the Board at hearings and meetings as directed by the Board.

Tracks bills as they are introduced for impact on the Board providing reports at quarterly meetings of the Board and more often as needed.

4 3 2 1 0

8. Payroll

Oversees all aspects of Board payroll including the completion of quarterly and year end State of Nevada and Federal Reports.

4 3 2 1 0

9. Annual Budget

Prepares and administers the annual budget in conjunction with the Board.

Performs monthly financial duties including accounts payable, accounts receivable, banking and Board reports in accordance with NRS 623A.150

4 3 2 1 0

10. Annual Audit

Prepares and provides data necessary for an Annual Audit or Balance Sheet pursuant to NRS 218G.400, oversees reporting of the audit or balance sheet to the Legislative Counsel Bureau.

4 3 2 1 0

11. Confidentiality

Exhibits a high degree of responsibility for confidential matters. in accordance with NRS 623A.353

4 3 2 1 0

12. Assume Other Related Responsibilities as Required

Maintains knowledge of Chapter 623A of Nevada Revised Statutes (NRS), Chapter 623A of Nevada Administrative Code (NAC), all applicable Statutes and Administrative Codes, and State Administrative Manual (SAM). Ensures that all office policies and procedures comply with NRS Chapter 623A, NAC Chapter 623A and all applicable Statutes and Codes. Responsible for the creation and maintenance of an operations manual. Responsible for monitoring outside contractors including necessary training and evaluations. Maintains custody of the official seal.

Comments:

[illegible]

Performance Evaluation Score

Recommendations:

[illegible]



NEVADA STATE BOARD OF LANDSCAPE ARCHITECTURE POSITION DESCRIPTION

Position Title: Executive Director (FTE 0.49)

Date Originated: March 6, 2009

Reviewed/Revised: February 5, 2021

RELATIONSHIPS:

Reports To: Board President

Internal Contacts: Board Members, Field Investigation Officers, Temporary Office Staff, Bookkeeper, Auditor, Deputy Attorney General

External Contacts: State of Nevada Registered Landscape Architects, Landscape Architects-In Training, Applicants for Registration by Reciprocity, Examination and Landscape Architect-In Training, Council of Landscape Architecture Registration Board Members and Staff, Other State of Nevada Boards and Agencies, Nevada Construction Relations Committee, National Society of Landscape Architects, Professional and Occupational Licensing Boards Administrative Collaborative, Vendors and Visitors.

POSITION PURPOSE:

Pursuant to NRS 623A.100 duties of the Executive Director include: (a) Keep an accurate record of all proceedings of the Board; (b) Maintain custody of the official seal; (c) Maintain a file containing the names and addresses of all holders of certificates of registration and certificates to practice as a landscape architect intern; (d) Submit to the Board each application for a certificate of registration or certificate to practice as a landscape architect intern that is filed with the Board; (e) If a holder of a certificate of registration or certificate to practice as a landscape architect intern has violated any provision of this chapter, file a complaint with the Attorney General; and (f) Perform any other duties assigned to him by the Board.

The Executive Director is responsible for the supervision, coordination and administrative services of the Nevada State Board of Landscape Architects. This position oversees all operations of the



NEVADA STATE BOARD OF LANDSCAPE ARCHITECTURE POSITION DESCRIPTION

Board including: enforcement, quarterly Board meetings, payroll, payables, receivables, administration of state examinations, processing applicants for registration, annual registration renewals, communications including maintenance of the Board's web-site, preservation of Board files, budget and annual audit.

The Executive Director must retain a thorough knowledge of Nevada Administrative Code and Nevada Revised Statutes which pertain to this position as well as the State Administrative Manual (SAM). Active participation in State of Nevada Legislative Sessions including the representation of the Board at hearings and meetings as needed is also required.

The Executive Director serves as a liaison between the Board of Directors and all external contacts for purposes of communicating requirements of State of Nevada to Registered Landscape Architects and in keeping the Board apprised of legal requirements and current issues.

NATURE AND SCOPE:

The nature and scope of the Executive Director includes the establishment and implementation of administrative policies and procedures, which comply with applicable State of Nevada requirements. The Executive Director is responsible for Landscape Architect registration and renewal of registration, meeting management, flow of information from external contacts to the Board. This position acts as the liaison and resource between the Board and the Community. It is expected that the Executive Director will remain knowledgeable of all changes in standards and practices or of new standards and practices. It is further expected that any and all new required information will be transferred to existing operations.

MINIMUM QUALIFICATIONS:

Education: Working-level knowledge of the English language, including the ability to read, write, and speak English. A bachelor's degree is required.

Experience: Five years of experience in related administration.



NEVADA STATE BOARD OF LANDSCAPE ARCHITECTURE POSITION DESCRIPTION

ESSENTIAL FUNCTIONS REQUIRED TO FULFILL DUTIES:

Board of Director Activities

Provides supportive services to members of the Board in fulfilling the responsibilities of their offices. Participates in developing policies for the Board, and in monitoring the continuity of office activities. Organizes travel and attends Board meetings. Assists in the preparation of the agenda and meeting documents pursuant to NRS 241. Prepares and delivers Executive Director Report including progress and needs for Board operation; recommends necessary action concerning the operation of the Board. Records, transcribes and maintains records from these meetings. Notifies applicants, petitioners, or appropriate parties of Board actions. Initiates action on Board directives. Provides training for new Board Members as to the operation of the board.

Landscape Architecture, Landscape Architecture In-training Registration and Renewal of Registration

Oversees the processing of all Landscape Architect and Landscape Architecture Intern registration and registration renewal applications in accordance with NRS Chapter 623A.200

Examinations

Pursuant to NRS 623A.190, oversees the administration of the Nevada State Research Examination.

Board Records

Maintains confidential credentials files and electronic database in accordance with NRS 623A.135

Enforcement

Responsible for receiving initial complaints and establishing if the complaint falls within the jurisdiction of the Board. All correspondence to the complainant and the respondent is the responsibility of the Executive Director. Responsible for introducing all cases to the Board and the Deputy Attorney General as needed for follow-up and disposition. Directs activities of the Field Enforcement Officers and coordinates with the Deputy Attorney General as required with all enforcement activities. Provides quarterly enforcement reports to the Legislative Counsel Bureau pursuant to NRS 622.100.

Legislative Session

Represents the Board at hearings and meetings as directed by the Board. Tracks bills as they are introduced for impact on the Board providing reports at quarterly meetings of the Board and more often as needed.



NEVADA STATE BOARD OF LANDSCAPE ARCHITECTURE POSITION DESCRIPTION

Communications

Maintains communication with all internal and external contacts. Identifies and works to solve problems as they arise. Maintains the Nevada State Board of Landscape Architecture web-site, and all incoming correspondence. Receives and responds to correspondence, telephone calls and electronic mailings and any other form of communication to the Board. Coordinates the activities of the Board with other State of Nevada Boards and Agencies including but not limited to correspondence, attendance at meetings, telephone contacts and project cooperation.

Coordinates the activities of the Board with professional organizations such as American Society of Landscape Architects, Council of Landscape Architect Registration Boards, Nevada Construction Industry Relations Committee and the Professional and Occupational Licensing Boards Administrative Collaborative, including correspondence, attendance at meetings, telephone contacts and project cooperation.

Payroll

Oversees all aspects of Board payroll including the completion of quarterly and year end State of Nevada and Federal Reports.

Annual Budget

Prepares and administers the annual budget in conjunction with the Board. Performs monthly financial duties including accounts payable, accounts receivable, banking and Board reports in accordance with NRS 623A.150

Annual Audit

Prepares and provides data necessary for an Annual Audit or Balance Sheet pursuant to NRS 218G.400, oversees reporting of the audit to the Legislative Counsel Bureau.

Confidentiality

Exhibits a high degree of responsibility for confidential matters. in accordance with NRS 623A.353

Assume Other Related Responsibilities as Required

Maintains knowledge of the Nevada Revised Statute (NRS), specifically governing Landscape Architecture: Chapter 623A and of Nevada Administrative Code (NAC) Chapter 623A. To operate the board within the legislative guidelines, have an understanding of the following Nevada Revised Statutes 59, 218, 237, 239, 232A, 232B, 233B, 241, 378, 279, 603, 622, 622A, 719, 721. Also, Nevada Administrative Code (NAC) 281A and State Administrative Manual (SAM). Ensures that all office policies and procedures comply with NRS Chapter 623A and NAC Chapter 623A and applicable statutes and administrative codes. Responsible for the creation and maintenance of an operations manual. Responsible for monitoring outside contractors including necessary training and evaluations. Maintains custody of the official seal.

Agenda Item 4.B.2

Agenda Item 4.B.2 Appointment of Executive Director

NRS 623A.100 Officers; appointment, salary and duties of Executive Director.

1. At each annual meeting of the Board, the members shall:
 - (a) Elect a President and a Secretary; and
 - (b) Appoint an Executive Director.
 2. The President and the Secretary of the Board serve without additional compensation.
 3. The Executive Director must not be a member of the Board and is entitled to a salary fixed by the Board.
 4. The Executive Director shall:
 - (a) Keep an accurate record of all proceedings of the Board;
 - (b) Maintain custody of the official seal;
 - (c) Maintain a file containing the names and addresses of all holders of certificates of registration and certificates to practice as a landscape architect intern;
 - (d) Submit to the Board each application for a certificate of registration or certificate to practice as a landscape architect intern that is filed with the Board;
 - (e) If a holder of a certificate of registration or certificate to practice as a landscape architect intern has violated any provision of this chapter, file a complaint with the Attorney General; and
 - (f) Perform any other duties assigned by the Board.
- (Added to NRS by [1975, 1465](#); A [1995, 1049](#); [2001, 503](#))