NEVADA STATE BOARD OF LANDSCAPE ARCHITECTURE
QUARTERLY MEETING MINUTES
June 14, 2024

1. **MEETING CALLED TO ORDER BY PRESIDENT MELINDA GUSTIN AT 1:01 PM via Zoom**

   Board Members Present: Stan Southwick, John L'Etoile, Marc Chapelle and Melinda Gustin established a quorum. Laura Miller, excused absence.

   Staff: Henna Rasul, Senior Deputy Attorney General; Ellis Antunez, Executive Director

   Guest: Jeremy Reece, Michael Hernandez. Devin Perry, Kevin Small, Michael Kroll, Arthur Alaniz.

2. **PUBLIC COMMENT**: No public comment

3. **A**. Approved February 9, 2024, Meeting minutes Motion by Stan, second by John. Unanimous approval.

   B. Approved February 26, 2024, meeting minutes Motion by Marc, second by Stan. Unanimous approval.

   C. Approved May 10, 2024, Workshop minutes. Motion by Stan, second by Marc. Unanimous approval.

   D. Approval of May 10, Budget Meeting minutes. Motion by John, second by Stan. Unanimous approval.

3. **LICENSES AND APPLICANTS FOR REVIEW AND LICENSURE IN NEVADA.**

   A. Approval of the following people for licensure.

   1) Jeremy Reece, motion by Stan, seconded by Marc. Unanimous approval.
   2) Michael Hernandez, motion by Marc, seconded by John. Unanimous approval.
   3) Devin Perry, motion by John, seconded by Stan. Unanimous approval.
   4) Sean Wozny not heard. Incomplete file. Pulled from Agenda
   5) Kevin Small, motion by Marc, seconded by John. Unanimous approval.
   6) Michael Kroll, motion by John, seconded by Marc. Unanimous approval.
   7) Virginia Marino, motion by Marc, seconded by John. Unanimous approval.
   8) Arthur Alaniz, motion by Stan, seconded by Marc. Unanimous approval.

5. **OLD BUSINESS**

   1) A discussion followed with the topic of renewing the contract with Albertson Consulting DBA Big Picture Software. The timeline for the 3 year contract is coming up. Ellis to contact the company.
   2) A discussion followed the use of Small Office Management Services, aka, Ann E Rodewald for bookkeeping. A statement was made concerning the $65 per hour charge for services. The service is approximately 5 to 6 hours per quarter, with more hours during the preparation for the balance sheet and backup material for Legislative Council Bureau. Ellis will contact her to discuss the hours and amount.

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6. EXECUTIVE DIRECTOR REPORT

A. 1) An updated review of the financial operations of the board was presented. This included the Profit & Loss statement as of June 10, 2024, along with year to date comparison with pervious year and balance sheet for that period.

2) A review of the budget statement for Fiscal Year 2024 was discussed.

3) The current 13 month Certificate of Deposit was presented as was the final disposition of the 7 month CD. The original amount plus interest was deposited into the savings account. Totaling $30,865.17. The 13 month CD will be due in November 2024.

4) A review of the Fiscal Year 2025 was presented with no proposed changes. All changes were made and approved at the May 10, 2024, budget meeting

B. The Nevada Specific Exam was discussed as last updated in 2020. A possible committee to be established of 'subject matter experts' to review and recommend possible changes. Considering the Governor's directive to other boards that the examination should include mostly statute and administrative code questions. This was tabled until further notice.

C. Newsletter subject was discussed. A timeline was not set for its publication.

D. A discussion of topics from the Professional and Occupational Licensing Boards Administrative Collaborative followed. Perry Faigin is the new Deputy Director of Business & Industry to oversee the Boards, Commissions and Councils.

E. 1) Review and update on sending the May 10, 2022024,rkshop summary and all backup materials to Sonny Vinuya, Governor's liaison**.** No other action or correspondence has been sent or received.

2) Senate Bill 318 Language Access Plan was discussed. As State Purchasing published a list of resources to contact/use for language interpreters this would be utilized by this board when appropriate.

7. NEW BUSINESS

A. 1) The CLARB Annual Meeting will be held in Buffalo New York along with the ASLA/CLARB Licensure Summit. Dates are September 16 – 22 for both. Attending will be John L'Etoile, CLARB representative and Ellis Executive Director.

2) Proposed Costs are estimated currently at $ 5300. Plus meals. Breakfast & lunch included in the registration.

B. Review Continuing Education Policy Purpose and Clarification was reviewed with no decision to change. Will have it on the agenda to discuss when Laura is attending.

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C. A review of NRS623A.100 was conducted and discussed with a motion to adopt June of each year starting in 2025 for the board's annual meeting. Motion by John, Second by Marc. Approved Unanimously.

D. Add the Review of Exemptions in NRS623A.070 to August 2024, meeting.

8. A. No verbal presentation from Nevada ASLA member. A report was submitted, Attachment A to these minutes.

B. CLARB report: received the voting packet for the annual meeting. Will include at the August meeting for discussion and voting.

9. DISCUSSION AND IDENTIFICATION OF TOPICS FOR FUTURE MEETINGS.

1) Contracts for vendors; Big Picture and Bookkeeping.
2) Continuing Education Policy review.
3) NV Exam Review.

10. FUTURE MEETING DATES

A. August 23, 2024, in Reno-Sparks Area.

11. PUBLIC COMMENT No Public Comment

12. ADJOURNMENT at 2:58 PM

Submitted by:

Ellis L. Antunez, Executive Director

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