



MEETING MINUTES

CALIFORNIA ARCHITECTS BOARD The Landscape Architects Technical Committee Meeting

November 7, 2024
Department of Consumer Affairs
HQ 2 Hearing Room (Room #186)
1747 North Market Blvd.
Sacramento, CA 95834

Landscape Architects Technical Committee (LATC/Committee)

Members Present

Pamela S. Brief, Chair
Patricia M. Trauth, Vice Chair
Martin "Marty" Armstrong
Susan M. Landry
Jon Wreschinsky

Staff Present

Laura Zuniga, Executive Officer
Jesse Laxton, Assistant Executive Officer
Kim McDaniel, Program Manager
Timothy Rodda, Regulations Manager
Shree Jones, Licensing and Examination Coordinator
Gloria Padilla-Todd, Enforcement Analyst

Department of Consumer Affairs (DCA) Staff Present

Karen Muñoz, Budget Manager
Korinna Moreno, CIC Manager
Luke Fitzgerald, Budget Analyst
Sam Singh, Legal Affairs Attorney III
Helen Geoffroy, Legal Affairs Attorney III

Guests Present

Jason Ikerd, California Council of American Society of
Landscape Architects (CCASLA)

A. Call to Order / Roll Call / Establishment of a Quorum

LATC Chair Pamela Brief called the meeting to order at 10:47a.m. and Vice Chair, Patricia Trauth called roll. Five members of LATC were present, thus a quorum was established.

B. Chair's Procedural Remarks and Committee Member Introductory Comments

Chair Brief introduced and welcomed three new staff: Shree Jones, Gloria Padilla-Todd, and Bethany Butori.

Member Jon Wreschinsky expressed he was glad to be here in-person and was looking forward to the strategic planning session tomorrow.

C. Public Comment on Items Not on the Agenda

Chair Brief invited members of the public to address LATC.

The Committee may not discuss or act on any item raised during this public comment section, except to decide whether to refer the item to the Committee's next Strategic Planning session and/or place the matter on the agenda of a future meeting (Government Code sections 11125 and 11125.7(a)).

PUBLIC COMMENT: There were no comments from the public.

D. Review and Possible Action on June 7, 2024, LATC Meeting Minutes

Chair Brief shared that Tracy Morgan-Hollingsworth, CCASLA Executive Director, who was a meeting attendee as noted on the June 7, 2024, meeting minutes, unexpectedly passed away. Chair Brief shared that Ms. Morgan-Hollingsworth's impact was felt nationally; expressed her condolences.

Susan M. Landry moved to approve the June 7, 2024; Meeting Minutes as presented.

Patricia M. Trauth seconded the motion.

PUBLIC COMMENT: There were no comments from the public.

E. Update on the Department of Consumer Affairs (DCA), Bureau and Board Relations

Korrina Moreno, with DCA Bureau and Board Relations, welcomed new Committee member Martin "Marty" Armstrong. Ms. Moreno provided a Diversity, Equity, and Inclusion (DEI) Update, noting that the Steering committee met last month and provided information on training opportunities. Ms. Moreno shared DCA updated Implicit Bias training to focus on Board and Committee members. The training is self-paced and launching in early 2025. Ms. Moreno noted that DCA offers more than 20 DEI courses

and training that can be found online in DCA's Learning Management System. Ms. Moreno shared information on the upcoming Military Licensing Webinar that DCA is hosting Nov 21, 2024, in which licensing resources will be made available to members of the military and their spouses or domestic partners. Ms. Moreno shared Cal HR recently released an updated travel policy to align with federal policy effective October 2024. Ms. Moreno provided updates on DCA's year-end campaigns: The 3rd Annual Turkey Drive and the "Our Promise" campaign.

Ms. Moreno answered questions posed by members of the Committee. Chair Brief asked for DCA to resend new travel policy.

Mr. Wreschinsky asked if members still restricted to fly with Southwest Airlines, suggesting another airline could be cheaper. He also asked for timeframe turkey donations are open and process to donate (turkeys can be donated on November 13 from 8am-10am at DCA headquarters) – coordinate with Executive Officer).

Mr. Wreschinsky asked if the Committee has an area to address regarding DEI, are there resources available to assist? Ms. Morena responded yes, the DEI Committee is very resourceful, in addition to assisting with SOLID training plans and solutions.

Chair Brief shared that tomorrow there is a section of the strategic plan directly relating to DEI.

No public comment.

F. Budget Update from DCA Budget Office, Luke Fitzgerald, Budget Analyst

Budget Analyst Luke Fitzgerald reviewed LATC's Expenditure Projection Reports, Fund Analysis of Fund Condition Statement, and Revenue Projection Report included in the meeting material as handouts. Mr. Fitzgerald informed the Committee that the current year beginning base budget was 1.28 million and the Committee is projected to spend \$923,000, therefor creating a \$359,000 reversion, or almost 28%.

Mr. Fitzgerald shared that the Committee Revenue Projections Report includes receipts collected through September 2024. Mr. Fitzgerald spoke next on the Committee's Fund Analysis of Fund Condition Statement, sharing that the statement shows the Committee's actuals for 2023/2024 began with a balance of \$650,000. He stated that the Committee collected 1.04 million in revenues, with \$128,000 from initial license fees, \$865,000 from license renewals, and \$49,000 collected from the issuance of citations, fines, delinquent fees, and other revenue. The Committee expended 1.038 million, which includes \$1,060,000 in direct draws to the fund for Statewide Pro Rata and pension payments. The Committee ended 2023/2024 with \$654,000 in reserve balance, which equates to about 7.9 months. For the current year, the Committee projects revenues of 1.488 million, with \$173,000 projected from initial license fees, just over 1.28 million from renewal fees, and \$34,000 from the issuance of citations, fines, delinquent fees, and other revenue. The Committee's 2024/2025 expenditures, based on the Governor's budget with Fiscal Month 3 projections, is just under one million, between authorized expenditures and direct draws to the fund, leaving the Committee with a fund balance under 1.15 million, or 9.4 months in reserve.

The Budget Office will continue to monitor the Committee's revenue and expenditures and report back to the Committee with expenditure projections as fiscal months are closed in the current year. Mr. Fitzgerald explained that the Committee's Analysis of Fund Condition Statement is a snapshot in time, and one of the main factors driving expenditure increases in the future years is a result of personal service adjustments, which include general salary increases, employee compensation, and retirement rate adjustments. Mr. Fitzgerald shared that the Budget Office includes a conservative, ongoing, 3% increase to expenditures on the Analysis of Fund Condition Statement to account for these ongoing incremental adjustments. Mr. Fitzgerald concluded with letting the Committee know that any future legislation or unanticipated events can result in the Committee's need for additional resources, which could create cost pressure on the fund, and that the Budget Office will continue to monitor the Committee's Fund Condition and keep communication open with Executive Staff.

Mr. Fitzgerald and Karen Muñoz, Budget Officer, answered questions posed by the Committee. Chair Brief asked about the number of months the Committee is allowed to have in reserve. Ms. Muñoz shared that this number is typically 3-6 but they are looking into an increase of 6-12 months given unanticipated costs seen over the last few years. She shared that for smaller Boards and Committees any small change can have a big impact and that for LATC, they'd like to keep their reserve at 6-12 months. A member inquired about the level of the reserve necessary to trigger a decrease in fees and Ms. Muñoz indicated that this could occur when the reserves are at 24 months and could be a temporary or permanent solution depending on program needs at the time.

PUBLIC COMMENT: There were no comments from the public.

G. Legislation Update

G.1. SB 1452 (Ashby) Architecture and Landscape Architecture

i. Committee Structure Discussion

Laura Zuniga provided an update on SB 1452 which extends the program date for 4-years through January 1, 2029, for both LATC and CAB, with a few minor statutory changes.

Susan Landry asked about email addresses, if this is for current licensees or just new people, to which Ms. Zuniga provided clarification, stating that it is required for new applicants taking the test, but if currently licensed it is not a requirement. Mr. Wreschinsky asked if there is a timeline to get the changes made in SB 1452, to which Ms. Zuniga answered that they take effect January 1, 2025.

Ms. Trauth asked if LATC fees are tracked separately from architect's fees, to which Ms. Zuniga clarified they are in separate funds.

PUBLIC COMMENT: There were no comments from the public.

G.2. Review and Possible Approval of Proposed Statutory Changes to the Landscape Architect Practices Act

Ms. Zuniga shared this proposal revision is to clean up the language in the Landscape Architects Practice Act and provided background on the item.

Mr. Wreschinsky asked about continuing education and the process. Ms. Zuniga explained statutory authority is necessary to make any changes.

Chair. Brief expressed the desire to have more time to review the proposed changes. Ms. Geoffroy provided clarification that members may provide comments on the legislation individually to Ms. Zuniga, but not as a group.

Ms. Trauth had an inquiry about licensure expiration after five years. Ms. Geoffroy clarified that after five years of the license being expired it cannot be reinstated. Mr. Wreschinsky asked clarifying questions on expired versus suspended license. Ms. Geoffroy informed that suspensions are typically for a short period of time, with the chances of probation and/or the license being reinstated, while cancelled is for one of the following reasons: discipline or failure to renew, which is considered delinquent until re-established, or if not re-established within five years, the license will be cancelled.

Public Comment

Jason Ikerd, on behalf of CCASLA, asked questions regarding the proposed revisions of 5622(b).

Ms. Geoffroy responded that most of these changes are made to comply with Business and Professions Code Section 5620, where the legislature designed the relationship between the Committee and the Board.

Lunch Break 12:00pm-12:30pm

Roll called after lunch and all members returned, establishing a quorum.

H. Update and Discuss Council of Landscape Architectural Registration Boards (CLARB):

H.1.i. Meeting Update

Chair Brief shared information on CLARB's Annual Meeting, this year's theme being "Opportunity into Action", which included key points focusing on Defending Licensure in Deregulation Era, Enlisting Champions, Understanding Uniform Standards, Multiple Routes, and Navigating Legal Landscape. CLARB is providing practice exams to alleviate unknowns of the exam and providing provisional feedback beginning in August 2024 (candidates will get feedback, showing if they provisionally passed. If they did not pass, it will provide information on areas needing more focus to pass). With this change, examinees will now know whether they passed and if not, knowing what areas they need to study and therefore can retest sooner. A survey was sent out asking candidates to share LARE study methods, education, and skills to help CLARB and future examinees know how to prepare for taking the exam. The research survey study period will occur from August 2024-August 2025, with CLARB hoping to publish findings by late 2025. CLARB is offering many webinar trainings that are free to members and council record holders, (see CLARB website for calendar with trainings). Chair Brief noted that CLARB will be undergoing changes with their database, email, website, and brand in 2025. Chair Brief informed that Laura Zuniga is a volunteer for the Member Board

Executive (MBE) Committee, where she volunteers to provide member executive board input to organization goals and strategies. Members asked questions about the exam and discussion ensued.

PUBLIC COMMENT: There were no comments from the public.

H.1.ii. Presentation

Ms. Zuniga shared the Board Executive Insights: Enhancing Landscape Architectural Licensure presentation.

Mr. Wreschinsky shared that he is surprised that candidates for licensure are older than he anticipated after reviewing the age distribution chart in the presentation. Ms. Trauth shared that the model law that CLARB is encouraging has 8 years combined education and experience requirements, although over 30 states require 6 years, and encourages keeping the 6-year education and experience requirements.

Members asked questions, discussion ensued.

PUBLIC COMMENT: There were no comments from the public.

H.1.iii. Joint Practice Committee/Design Alliances

Mr. Wreschinsky shared about his work on the Experience Evaluation Committee, who is looking at model law, specifically the experience component, and how to align with education and examination. Mr. Wreschinsky stated the key issues the Committee are looking at include how to standardize experience, how experience is measured (such as establishing criteria for direct supervision), ways to provide information to supervisors and employees to establish clear roles and guidelines, and how to establish criteria for international applicants to ensure education is equivalent.

Members asked questions, discussion ensued.

PUBLIC COMMENT: There were no comments from the public.

1. Update and Discuss Committee Meetings- No additional updates.

I. Election of 2025 Committee Officers

- **Susan Landy moved to elect Pamela S. Brief as 2025 LATC Chair.**

Jon Wreschinsky seconded the motion.

PUBLIC COMMENT: There were no comments from the public.

- **Pamela S. Brief moved to elect Patricia M. Trauth as 2025 LATC Vice Chair.**

Jon Wreschinsky seconded the motion.

Members Armstrong, Landry, Wreschinsky, Trauth, and Chair Brief voted in favor of the motion. The motion passed 5-0.

PUBLIC COMMENT: There were no comments from the public.

J. Executive Officer’s Report – Update on Board’s Administration / Management, Examination, Licensing, and Enforcement Programs

Ms. Zuniga provided an overview of the Executive Officer Report in the meeting materials, which included updates on LATC’s business modernization project, personnel changes, examination statistics, and enforcement activity.

Ms. Zuniga shared that the California Architects Board Professional Qualifications Committee will meet this month and focus on Artificial Intelligence. A member asked about what the outreach presentations include. Ms. Zuniga shared that the outreach presentations review the licensure process and the licensure requirements. Ms. Landry shared her experience of her outreach presentation at Cal Poly Pomona.

PUBLIC COMMENT: There were no comments from the public.

K. Review of Future Committee Meeting Dates

Chair Brief led discussion about 2025 meeting dates. Ms. Zuniga and Ms. McDaniel will coordinate with CAB’s dates and follow up meeting dates to members.

PUBLIC COMMENT: There were no comments from the public.

L. Recess

Meeting to adjourned for recess at 1:48 p.m. Strategic Planning session scheduled for the following day, Friday, November 8, 2024.