



DEPARTMENT OF CONSUMER AFFAIRS • BUSINESS, CONSUMER SERVICES AND HOUSING AGENCY

CALIFORNIA ARCHITECTS BOARD

Landscape Architects Technical Committee

Public Protection through Examination, Licensure, and Regulation



MEETING MINUTES

CALIFORNIA ARCHITECTS BOARD

The Landscape Architects Technical Committee Meeting

Department of Consumer Affairs

July 24, 2025

Landscape Architect Technical Committee (LATC/Committee)

Members Present

Pamela S. Brief, Chair

Patricia M. Trauth, Vice Chair

Susan M. Landry

Jon Wreschinsky

**Martin "Marty" Armstrong absent due to being Visiting Team Chair for the University of California, Los Angeles Certificate Program Review happening July 24-25, 2025.*

Staff Present

Laura Zuniga, Executive Officer

Jesse Laxton, Assistant Executive Officer

Kim McDaniel, LATC Program Manager

Gloria Padilla-Todd, LATC Enforcement Analyst

Heather Davis, LATC Exam and Licensing Coordinator

Department of Consumer Affairs (DCA) Staff Present

Luke Fitzgerald, Budget Analyst

Suzanne Balkis, Budget Manager

Helen Geoffroy, Legal Affairs Attorney III

Judie Bucciarelli, Staff Services Manager, Executive Office

Sarah Irani, Moderator

Shelly Jones, Staff Services Manager II

Guests Present

Andrea Elkin, Council of Landscape Architectural Registration Boards CLARB

Zach Drugas, CLARB

Amanda Ritchey

Gym Ganesh

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

LATC Chair Pamela Brief called the meeting to order at 10:01 a.m. and called roll. Three members of LATC were present, thus a quorum was established.

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

Chair Brief explained that all motions and seconds will be repeated for the record and votes on all motions will be taken by roll call.

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 the 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)).

There were no comments from the public.

D. Update from the Department of Consumer Affairs (DCA), Board and Bureau Relations, DCA, Judie Bucciarelli, Staff Services Manager

Judie Bucciarelli provided an update on recent developments impacting DCA. Ms. Bucciarelli shared that Governor Newsom's 2025-26 proposed budget included a plan to split the Business, Consumer Services, and Housing Agency into two new agencies: the California Housing and Homelessness Agency and the Business and Consumer Services Agency. The plan was enacted on July 5, 2025, and will take effect on July 1, 2026. DCA will be part of the new Business and Consumer Services Agency and will engage in workgroups to facilitate the transition. Updates will be shared with board and bureau leadership throughout the year.

Ms. Bucciarelli reported on the hybrid telework transition, stating that an executive order was issued March 3, 2025, that directs all state agencies to increase in-office work to four days per week starting July 1, 2025. However, recent labor agreements delayed this requirement by one year for many DCA employees. DCA continues bi-weekly meetings with leadership to address questions and provide updates.

Ms. Bucciarelli reviewed travel updates, stating as of June 9, 2025, the Department of Finance (DOF) has limited out-of-state travel to essential, and mission critical

activities. Ms. Bucciarelli reminded that members and staff should plan travel responsibly to minimize costs.

Chair Brief thanked Ms. Bucciarelli for her report and inquired about mission-critical travel and whether there were any updates regarding travel approval for the upcoming out-of-state CLARB annual meeting.

Laura Zuniga responded that there have been no further updates and confirmed that the required information has been submitted for consideration. Chair Brief noted that she has communicated this information to CLARB and asked whether attending virtually would be an option if in-person attendance is not approved. Ms. Zuniga responded that she would look into.

Mr. Wreschinsky questioned why funds allocated in the Committee's budget specifically for travel cannot be used, particularly given that the Committee is self-funded. Ms. Zuniga explained that, for consistency and accountability, it is often easier for all boards and bureaus to follow the same travel policy, regardless of their funding structure.

Mr. Wreschinsky emphasized the value of in-person participation at CLARB meetings, stating that the absence of board representatives could be misinterpreted and may negatively affect licensure-related discussions over time.

PUBLIC COMMENT: There were no comments from the public.

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

Budget Analyst Luke Fitzgerald reviewed LATC's Expenditure Projection Report, Fund Analysis of Fund Condition, and Revenue Projection Report documents included in the meeting packet. Mr. Fitzgerald informed that the Committee reported a 2023/2024 base budget of 1,153,000 and is projected to spend approximately 872,000, creating a reversion to the Committee's fund of approximately 281,000 (24.41%). Mr. Fitzgerald reported projected revenues are 1,411,000 and the projected ending reserve is 1,122,000 (10.8 months). 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.

Chair Brief requested that the reserve amount from the prior meeting be included in future reports to allow for easier comparison and reference. Mr. Fitzgerald confirmed that this can be accommodated.

Mr. Wreschinsky inquired whether the next report will reflect data for fiscal year 2025-2026. Mr. Fitzgerald responded affirmatively.

PUBLIC COMMENT: There were no comments from the public.

F. Review and Possible Action on May 16, 2025, LATC Meeting Minutes

Mr. Wreschinsky noted a needed revision to Agenda Item L of the May 16, 2025, meeting minutes. He clarified that the last line of the final paragraph should state that the LAC Committee would vet, propose, and send nominees to the CLARB Board for approval.

Susan Landry moved to approve the May 16, 2025; Meeting Minutes as amended.

Jon Wreschinsky seconded the motion.

Members Landry, Wreschinsky, and Chair Brief voted in favor of the motion. The motion passed 3-0.

PUBLIC COMMENT: There were no comments from the public.

G. Program Manager's Report

Ms. McDaniel reported that the UCLA Certificate Program review took place on July 24-25, 2025, and expressed appreciation to committee member Marty Armstrong for serving as the Visiting Team Chair, and to Christine Anderson, William DiBernardo, and Mr. Wreschinsky for their participation in the review.

She also thanked Ms. Landry for volunteering to attend the upcoming CAB meeting on August 21, 2025, at Laney College.

Ms. McDaniel provided an update on the Strategic Plan, noting that work on item 2.1 is in progress. Ms. McDaniel reported that LATC's LinkedIn presence grew from 36 connections on April 1, 2025, to 300 connections as of the meeting date. She also shared that the first edition of the LATC newsletter, *The Green Scene*, is currently in the editorial phase. Ms. McDaniel reported that California Supplemental Examination (CSE) results for the current reporting period have improved compared to previous periods.

Chair Brief thanked Ms. McDaniel and staff for their work in advancing the strategic plan, noting that although it was implemented earlier this year, significant progress

has already been made. Chair Brief expressed appreciation for Ms. McDaniel's efforts. Chair Brief inquired about the format of the upcoming newsletter. Ms. McDaniel stated that the first edition would be available in both print and online formats, with future editions determined by cost-effectiveness.

Ms. Landry asked about the increase in LinkedIn users. Heather Davis explained that LinkedIn makes it easier to identify landscape architects due to its profession-based sorting.

Mr. Wreschinsky asked whether meeting packets are posted on the LATC website once available; Ms. McDaniel confirmed that they are. Mr. Wreschinsky asked if an action plan exists to support the strategic plan and whether it could be shared with committee members. Ms. McDaniel confirmed she would work on putting together something to demonstrate progress on select metrics. Mr. Wreschinsky inquired whether students, during outreach and presentations, have expressed challenges in meeting licensure requirements. Ms. McDaniel noted that she would investigate this and follow up.

PUBLIC COMMENT: There were no comments from the public.

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

H1. CLARB Presentation

Zach Drugas, CLARB Member Relations and Advocacy Manager, and Andrea Elkin, CLARB Director of Business Systems, provided an informational presentation to the LATC regarding the organization's background, core programs and services, strategic initiatives, member engagement efforts, and proposed updates to its bylaws.

The presentation highlighted CLARB's key programs and services, which include the Landscape Architect Registration Examination (L.A.R.E.), the Council Record, CLARB Certification, model licensure policies and standards, and licensure defense and advocacy efforts. Mr. Drugas explained the L.A.R.E. ensures that licensure candidates possess the necessary knowledge, skills, and abilities for practice, and that the Council Record serves as a verified compilation of a candidate's education, experience, and licensure history, which supports licensure mobility. Mr. Drugas shared that CLARB Certification indicates that an individual meets the Uniform Licensure Standard for landscape architects. Additionally, Mr. Drugas informed CLARB develops model licensure policies and standards to support consistent

regulatory practices and advocates for fair and defensible licensure requirements across jurisdictions.

Ms. Elkin discussed CLARB's current strategic initiatives, noting that one major focus is "Rethinking Regulation", which seeks to improve consistency in licensure requirements, enhance mobility for practitioners, and ensure strong public protection. Ms. Elkin shared that another initiative, "Elevating the Profession Globally", involves forming international partnerships that promote professional standards and facilitate greater mobility for licensed landscape architects worldwide.

Ms. Elkin shared that CLARB continues to promote member engagement through various events and communication channels. Opportunities include new member orientation, topical webinars, special meetings, and participation in the Annual Meeting, which will be held in Lexington, Kentucky later this year.

Ms. Elkin ended with providing an update on CLARB's bylaws review process. She shared that following changes made in 2019, CLARB has been evaluating their effectiveness, developing metrics to assess impact, and gathering feedback from its members. As a result, seven resolutions have been drafted for consideration. Ms. Elkin noted these include proposed modifications to terms of service, refinements to board eligibility criteria, the elimination of the regional structure, updates to the Finance Committee, and other general revisions to the bylaws.

LATC members thanked Mr. Drugas and Ms. Elkin for the comprehensive update. Patricia Trauth inquired about the organizational structure of CLARB staff, noting their geographic distribution across the U.S. Ms. Elkin responded that CLARB operates fully remotely and has not had a physical office since the COVID-19 pandemic, though many staff are based in Virginia, where the organization was previously headquartered.

Ms. Landry asked about California's new licensure pathways that include education and or experience, and whether CLARB recognizes these changes. Ms. Elkin confirmed that if the candidate's experience aligns with the four domains of practice from the latest job task analysis, it would qualify for licensure. Ms. Landry asked for clarification on the four domains of practice. Ms. Elkin listed them as: Planning and Design; Inventory, Analysis, and Project Management; Construction Documentation and Administration; and Grading, Drainage, and Stormwater Management.

Ms. Trauth expressed concerns regarding Resolution #3 and the proposed elimination of the regional structure, emphasizing a desire for increased California representation given that California accounts for 22% of licensees nationwide.

Ms. Elkin explained that the current CLARB board structure is not region-based, with Directors at Large instead of regional representatives. Ms. Elkin encouraged the Committee to support representation by nominating candidates, volunteering, and encouraging others to get involved.

Ms. Trauth asked whether CLARB conducts an independent financial audit annually. Ms. Elkin confirmed that it does.

Mr. Wreschinsky suggested that LATC submit an annual report to CLARB outlining its state-level activities. Ms. McDaniel agreed to investigate the recommendation and follow up.

Ms. McDaniel also inquired about a direct CLARB contact for volunteer opportunities and social media outreach to increase participation from California licensees. Ms. McDaniel further asked for more information on the proportion of California licensees involved in the test-item development. Ms. Elkin responded that she oversees CLARB's volunteer communities and is available for outreach and support. Ms. Elkin noted that CLARB aims for representation across all districts and will follow up with the specific number of California participants in test development.

PUBLIC COMMENT: There were no comments from the public.

The Committee took a break for lunch at 12:15 p.m. Roll was taken, and a quorum was established at 1:00 p.m.

H2. Discuss and Take Action on Candidates for 2025 Board of Directors and Leadership Advisory Council

The committee held a discussion regarding potential actions related to candidates for the 2025 CLARB Board of Directors and Leadership Advisory Council (LAC). Members reviewed the nomination process and explored opportunities for increased California representation.

Mr. Wreschinsky noted that two LAC candidates are primarily architects, though both hold landscape architecture licenses, possibly reflecting CLARB's expanded eligibility to allied professions. Ms. Trauth requested additional information on the current LAC members backgrounds.

Chair Brief explained that under the current structure, LAC members must be licensed landscape architects or Member Board Executives with prior service on a board or involvement with CLARB. Chair Brief noted that if Resolution #2 passes, the requirement for prior CLARB service will be removed, though a majority of members would still need to be licensed landscape architects or Member Board Executives. Chair Brief also clarified that the LAC is responsible for identifying, vetting, and recommending candidates for the Board of Directors and LAC. Chair Brief encouraged members to volunteer with CLARB to support increased California representation.

Jon Wreschinsky moved to approve advancing Robert Lopez and Tim Bargainer forward as the candidates for voting.

Susan Landry seconded the motion.

Members Landry, Wreschinsky, Trauth, and Chair Brief voted in favor of the motion. The motion passed 4-0.

PUBLIC COMMENT: There were no comments from the public.

Jon Wreschinsky moved to approve advancing all 7 resolutions.

Patricia Trauth seconded the motion.

Members Landry, Wreschinsky, Trauth, and Chair Brief voted in favor of the motion. The motion passed 4-0.

PUBLIC COMMENT: There were no comments from the public.

After discussions, Chair Brief was nominated to serve as the delegate for the 2025 CLARB Annual Meeting, with Mr. Wreschinsky designated as the alternate.

H3. Update and Discuss Committee Meetings

Mr. Wreschinsky reported that his service on the CLARB Experience Committee has concluded, as the committee's work was completed and adopted by CLARB boards, resulting in its disbandment. Chair Brief shared a similar update regarding her participation on an educational committee, which has also completed its work and is no longer meeting. Chair Brief then asked Ms. Zuniga for updates from the Member Board Executive (MBE) meetings. Ms. Zuniga reported that the MBE meets monthly and is heavily involved in planning the Annual Meeting agenda. Ms. Zuniga noted they are currently seeking new members as terms expire, and

that she will continue to serve on the committee for one more year, acting as chair next year.

H4. Review and Discuss the 2025 CLARB Annual Meeting Agenda

Ms. Zuniga reviewed the 2025 CLARB Annual Meeting Agenda and asked the committee what type of CLARB related topics they would like to see covered at the October 21, 2025, LATC meeting. Members shared they would like to see more California involvement with the various CLARB committees and volunteer positions. Chair Brief encouraged members interested in volunteering to submit their names to CLARB. Chair Brief thanked Ms. Zuniga for her continued representation, as she is on the Member Board Executives Committee.

PUBLIC COMMENT: There were no comments from the public.

I. Review and Discuss Strategic Plan Item 1.4: Encourage Associations and Firms to Provide Financial Assistance to Help with the Costs of Exams and Licensure

Chair Brief shared that she and Ms. McDaniel have agreed to include 1-2 Strategic Plan items on each meeting agenda. In response to Mr. Wreschinsky's request, Ms. McDaniel confirmed she would work on putting together something to demonstrate progress on select metrics. Chair Brief noted that Agenda Item I is directly tied to the Strategic Plan and suggested using social media to encourage firm participation.

During discussion, Mr. Wreschinsky highlighted outreach efforts by the American Society of Landscape Architects and the Landscape Architecture Foundation, especially toward minority communities, and recommended promoting these existing programs through LATC communications. He also referenced a prior LATC presentation on diversity and suggested maintaining connections with relevant organizations. Chair Brief agreed and specifically mentioned the National Association of Minority Landscape Architects. She requested Mr. Wreschinsky compile a list of such organizations and send it to staff; Mr. Wreschinsky agreed and will send it to Ms. McDaniel.

A Committee member suggested reaching out to ASLA to encourage financial support for candidates and inquired about recognizing firms already providing such assistance to incentivize others. Ms. Geoffroy advised that government entities

must treat all firms equally and cannot highlight specific ones. Chair Brief thanked her and confirmed the idea would not move forward.

Chair Brief mentioned she attends CCASLA meetings and could raise the topic there. Ms. Trauth asked if it would be permissible to note where new licensees work when recognizing them on social media. Ms. Geoffroy said it may be allowed if they are all treated equally but would need to review specifics. Ms. Trauth asked Ms. Zuniga if CAB highlights new licensees and what information is shared. Ms. Zuniga said CAB occasionally highlights new licensees. Chair Brief added that she appreciates the recognition and views it as a positive gesture from LATC.

PUBLIC COMMENT: There were no comments from the public.

J. Review and Discuss Strategic Plan Item 1.5: Research the Possibility of Establishing Continuing Education (CE) Requirements for Renewal

Agenda Item I was deferred and will be moved to the October 21, 2025, meeting for discussion.

PUBLIC COMMENT: There were no comments from the public.

K. Review and Discuss Subject Matter Expert (SME) Recruitment for Test Development

Ms. McDaniel informed the committee that LATC is in need of Subject Matter Experts (SMEs) for test development, noting that past workshops have been postponed due to low participation and last-minute cancellations. She requested suggestions to improve SME retention and engagement.

Ms. Landry shared her positive experience as a former SME and emphasized the value of involving recent graduates, as they may be more familiar with newer test material.

Ms. Trauth recommended promoting the needs for SMEs on the LATC website. Ms. McDaniel stated that outreach is also done via LISTSERV and social media. Chair Brief suggested involving California ASLA chapters and committed to bringing this up at an upcoming meeting, encouraging chapters to share the need in posts and in their newsletter.

Mr. Wreschinsky asked about the minimum number of SMEs required; Ms. McDaniel stated that at least six are needed per workshop. Mr. Wreschinsky also recommended making recruitment posts more targeted. Chair Brief proposed that each committee member reach out to three landscape architects about SME opportunities. Ms. McDaniel will distribute recruitment details and qualification criteria to the committee. Ms. Trauth also suggested including SME stipend information on the LATC website.

PUBLIC COMMENT: There were no comments from the public.

L. Legislation Update

1. AB 1341 (Hoover) Contractors; Discipline: Building Law Violations

Ms. Zuniga reported that AB 1341 would authorize the Contractors State License Board (CSLB) to take disciplinary action against certain license types for violations of the Practice Act, which could aid in addressing unlicensed practice. Chair Brief asked if the bill would enhance the ability to discipline individuals not adhering to the Practice Act, Ms. Zuniga confirmed it would. Chair Brief further inquired whether CSLB could enforce, fine, or take action against unlicensed individuals practicing landscape architecture. Ms. Zuniga clarified that CSLB would be able to take enforcement action against those practicing outside their scope, including landscape architects, engineers, and architects.

Chair Brief also asked if LATC would still receive enforcement cases involving unlicensed practice of landscape architecture. Ms. Zuniga confirmed that LATC would continue to receive such cases and could pursue enforcement if the individual is licensed, even if CSLB is also involved.

PUBLIC COMMENT: There were no comments from the public.

M. Review of Future Committee Meeting Dates

Ms. Landry announced she plans to attend the CAB meeting on August 21, 2025, at Laney College. Chair Brief noted that the Annual CLARB Meeting will take place on September 18-20, 2025, and that the previously scheduled October 17, 2025, LATC meeting has been rescheduled to October 21, 2025, with potential plans to hold it at a college campus. Agenda Item J will be moved to the October 21, 2025, meeting. Mr. Wreschinsky will attend CAB's November 6, 2025, meeting in Sacramento, with the option to participate remotely.

PUBLIC COMMENT: There were no comments from the public.

N. Adjournment

Meeting adjourned at 2:40 p.m.