The Professional Landscape Architectural Division of the Missouri Board for Architects, Professional Engineers, Professional Land Surveyors and Professional Landscape Architects met via telephone conference call and was called to order by Chairman Bob Shotts at approximately 2:00 p.m. on Monday, June 5, 2017. A quorum being present, Chairman Shotts declared the meeting open for business.

Members Present

Robert S. Shotts, Chair of the Division
Noel T. Fehr, Member of the Division
Eric D. Davis, Member of the Division

Others Present

Robert N. Hartnett, Chair of the Board
Judy Kempker, Executive Director
Sandy Robinson, Processing Technician Supervisor

To better track the order in which items were taken up on the agenda, each item in the minutes will be listed in the order it was discussed in the meeting.

Discuss the Continuing Education for Professional Landscape Architects Licensed in Missouri Fact Sheet as well as the ASLA Matrix Items

Mr. Fehr reviewed and discussed his draft revisions to the PLA Fact Sheet with the Division Members. In paragraph # 5, entitled, CARRYOVERS, Mr. Fehr suggested the addition of the following sentence: “If a PLA is audited and they carryover CEU’s from the prior period, the Continuing Education Unit Report Form and all Attendance Verification Records for that prior period must also be submitted.” Upon discussion, Board Chair Hartnett suggested changing the word “audited” to “claiming.” The Division Members agreed to this change. In paragraph # 6, entitled, DUALLY LICENSED, after much discussion it was decided to remove this paragraph in its entirety. In paragraph #8, entitled
RECORD KEEPING, Mr. Fehr suggested the following changes to this paragraph:

RECORD KEEPING is the responsibility of the licensee. Adequate The required records must be maintained for a minimum of four years for auditing purposes. Examples of records required include, but are not limited to:

1. Continuing Education Unit Report Form (Parts I, II and III)
2. Attendance verification records in the form of completion certificates, signed attendance receipts, a copy of a listing of all attendees signed by a person in responsible charge of the activity or other documentation verifying attendance and CEU credits earned. If audited, submission of specific information on each activity is required. Simply stating “attending education activities at ABC Company” is not acceptable.

Next, the Division Members discussed “structured activities.” Mr. Fehr reported that the Professional Landscape Architectural Division Members also discussed this issue at its April 2017 Division meeting. Mr. Fehr stated that during the last audit, he noticed considerable differences in how licensees interpreted the requirements for Health Safety and Welfare (HSW) Continuing Education Units (CEUs). Mr. Fehr stated he listed examples to the “Typical Qualifying Activities” section of the fact sheet. After much discussion, the Division Members decided to utilize what is listed in Board Rule 20 CSR 2030-11.035(3)(A) as suggested activities that may qualify to fulfill continuing education requirements. Mr. Fehr will edit the “Continuing Education For Professional Landscape Architects Licensed in Missouri” Fact Sheet as suggested and forward the edited version to Ms. Kempker to be placed on the Board’s July/August 2017 meeting for further discussion and/or approval.

Discuss the Resolution to Approve the CLARB 2017 Draft Model Law and Regulation

Chairman Shotts discussed the Resolution to Approve the CLARB 2017 Draft Model Law and Regulation which was being presented to the Division for review and discussion. Chairman Shotts stated that CLARB would like all Boards to review and approve the Model Law before the annual meeting presently scheduled for September 13-16, 2017, in Boise, Idaho. Chairman Shotts said he reviewed it and determined the Missouri Board is already operating as described in CLARB’s draft Model Law and Regulations. He then asked if the Professional Landscape Architectural Division’s decision to approve it needed to be ratified by the full Board. Ms. Kempker then explained that since it is merely a “Model” Law
and Regulations document drafted by CLARB, which is basically a model for other states to refer to when contemplating law or rule changes of their own and is not something that is directly changing Missouri’s law and rules, full Board ratification is not necessary. However, she said if the Professional Landscape Architectural Division proposes to change Missouri’s law and/or rules based on CLARB’s Model Law and Regulations those proposed changes would need full Board approval. She then said this is consistent with how the other three divisions of the Board have acted in regard to NCARB’s and NCEES’ Model Law and Regulations. It was then decided that the Professional Landscape Architectural Division would vote to approve the revised CLARB Model Law and Regulations.

**Adjournment**

There being no further discussion, a motion was made by Mr. Fehr and seconded by Mr. Davis to adjourn. The motion carried unanimously. The meeting adjourned at approximately 3:00 p.m. on Monday, June 5, 2017.

ATTEST:

_______________________________  
Executive Director

Date Approved:___________________