

**MINUTES OF THE
LOUISIANA LANDSCAPE ARCHITECTS SELECTION BOARD
JANUARY 30, 2019**

A meeting of the Louisiana Landscape Architects Selection Board (LLASB) was held in the Claiborne Building, 1201 N. Third Street, Room 1-136C, Baton Rouge, Louisiana 70802 on January 30, 2019.

Mr. Daniel McElmurray, Chairman, called the meeting to order at 10:00 a.m. Those members present were: Mr. Daniel McElmurray, Mr. Darren Green, Mr. Chris Pulaski, Mr. Jose Barro, Mr. Mark Moses. Those members absent were: none. Also present as Legal Counsel was Ms. Candice Rodgers Hillman, Attorney General's Office.

The first item of business was the adoption of the November 27, 2018 minutes. Mr. Barro moved to adopt the minutes, and Mr. Green seconded the motion. With no opposition, the November 27, 2018 minutes were adopted.

The next item of business was new business. Copies of the Proposed Rule Changes with the Board's Comments were reviewed. Ms. Daina Kroll, Board Secretary, went through each comment; discussion ensued. The Louisiana Architects Selection Board met on January 29. Mr. Moses reviewed their comments:

- Comment from LASB meeting regarding standardization of language in §103 A on RS 38:2310 (2), 38:2310 (4) and 38:2310 (5) was explained, Ms. Candice Hillman, Legal Counsel, stated that any changes to Title 38 would require legislative approval. Mr. Moses is aware of some proposed changes to Title 38; he is going to check into this issue.
- It was noted that some section numbers are missing, ie §104. This is done deliberately. Ms. Kroll will note "Reserved" wherever that occurs.
- Comment from LASB meeting requested that the firm's license number also be included in on the new application form. Landscape architects stated that this was not necessary for them and thought that the words "if applicable" should be added after the blank for the firm's license number.
- Explanation of typographical corrections made to sections 525(F) and 527(A) were presented by Daina Kroll, Board Secretary
- Mr. Pulaski pointed out that §535 A is repeated and requires renumbering. Ms. Kroll will check each section.
- Mr. McElmurray had a concern regarding §512B, specifically about the possibility of open meetings. Ms. Candice Rodgers Hillman, Legal Counsel, did not think this was a possibility but stated that she would do some research on it.

It was noted that the form is not part of the promulgation, will need to be reviewed by three selection boards and can be revisited at a later meeting. The following items were discussed regarding the form

- the need for consistency on question #9, ie engineer vs. engineers (single vs. plural)
- correct term for draftsmen, etc.
- that there is no need for a stamp designation.

- that the form needs to be standard, ie no lengthening or shortening of the spaces on the part of the applicant.
- that question #8 has a NOTE: See Question B.8 of the Instructions. The Board thought notes of this type should be included on each question; this would allow the applicant to locate clarification information on the Instruction Sheet.
- a signature/initial box stating that the applicant had received the Instruction Sheet should be added.
- the term responsible party is preferable to principal.
- there was discussion on adding a blank for Applicant Firm. This is under consideration. Mr. Moses stated that more information was needed regarding a firm name vs. individual name for architects. He is going to research this issue with his staff.

Mr. Moses moved that the Board accept the Proposed Rule Changes and allow FP&C to send to the next step of promulgation. It was seconded by Mr. Pulaski. With no opposition, the motion passed.

The next item of business was to ask for any public comments. There was none.

This was an informational meeting only. There were no projects.

There being no further business, Mr. Pulaski moved to adjourn the meeting. It was seconded by Mr. Green. There being no opposition, the meeting adjourned at 10:50 a.m.