

MEETING OF THE WEST VIRGINIA BOARD OF LANDSCAPE ARCHITECTS

I. A meeting of the West Virginia Board of Landscape Architects was called to order at 10:45 AM, April 9, 2008 at the offices of Chapman Technical Group. Present were Michael Biafore, Todd Schoolcraft and Roger Kennedy.

II. OLD BUSINESS

- A. **Minutes:** The minutes of the February 2008 meeting were reviewed and approved by the Board.
- B. **LARE Test Dates:** The dates for the LARE Exam will be June 9 & 10
- C. **WV Plant ID Test Requirements & Revisions:** Proposed revisions to the Plant ID Test were approved by the Board to forward to the Legislature for acceptance.
- D. **FY 2009 Renewals:** The recent renewal process over the internet on the WV State Board of Landscape Architects website is no longer available due to processing issues. Mr. Kennedy will accept bids from computer software companies to correct the problem and get the on-line renewal process back up and running.

III. NEW BUSINESS

- A. **Development of Procedural Rule for Hearings & Complaints:** The development of Procedural Rules for hearings and complaints will be developed by the Board this year. Mr. Schoolcraft will investigate this issue.
- B. **Rule Revision on Acceptable Supervisor Qualifications:** This issue has been forwarded to the attorney with the State of West Virginia for direction.
- C. **Susi Meyer's Request for Re-licensure, #219, Exp. 6/30/2005:** Mr. Kennedy will prepare a letter to Ms. Meyer requesting additional needed information.
- D. **Leesa Davis' Request to Withdraw Application:** Ms. Davis has requested her application for licensure be withdrawn, and is asking for a full refund. Mr. Kennedy will send a refund check, and then change the application form to include a statement describing the application fee as non-refundable, for future applicants.

IV. TREASURER'S REPORT

- A. **Cash Balance:** Cash balance as of February 29, 2008: \$17,109.17.
- B. **FY 2009 Budget:** Submission of the FY 2009 budget is due Noon, May 1, 2008.

V. APPLICATIONS

A. Review of New Candidates for Registration in West Virginia:

APPLICATIONS			
<u>Applicant Name</u>	<u>Status</u>	<u>Outstanding Item(s)</u>	<u>Action Taken</u>
Sharon Lee Huber-Plano	Pending approval	References needed outside exist. firm	Send letter
Laura L. Cox	Approved		Send letter
Robert S. Harding	Approved		Send letter

B. Results of December 2007 LARE Exam:

LARE EXAM RESULTS			
<u>Applicant Name</u>	<u>Section C</u>	<u>Section D</u>	<u>Comments</u>
Jason Testman	P		Send letter requesting additional info
Jeremy Sayre		F (233)	Send letter
Shawn Gray		P	Send letter

C. Certificates to be Issued:

CERTIFICATES			
<u>Applicant Name</u>	<u>Certificate Number</u>	<u>Issued</u>	
Henry Porter Benfield III	332	Yes	
Brian E. Clemson	333	Yes	
Herbert Lorn Meeks	334	Yes	

VI. CHAIRMAN'S COMMENTS

- FY 2009 Renewal Applications to be sent by April 30, 2008.

VII. PUBLIC COMMENT

- There were no public comments.

Meeting was adjourned at 12:30 PM.

Respectfully Submitted,

R. Todd Schoolcraft, Secretary
 April 30, 2008