



STATE BOARD OF LANDSCAPE ARCHITECTS

374 Kanawha Salines Drive
Malden, WV 25306

FY2018 Annual Report of the WV State Board of Landscape Architects Due 12/31/2018

Jason Testman, Chairman

Nathaniel Greene, Secretary

John Rudmann, Treasurer


Submitted 12/31/2018

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AFFIDAVIT

I, Jason Testman, do hereby certify the information contained within the following 2018 Annual Report of the West Virginia State Board of Landscape Architects is true and correct to the best of my knowledge.

Signature: 

Title: Chairman of the Board

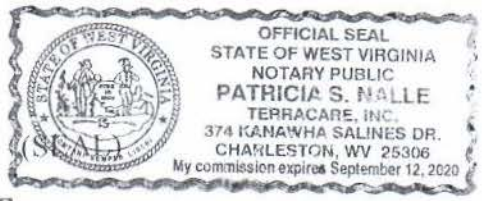
State of West Virginia
County of Kanawha

Patricia S. Nalle, a notary public in and for said state, do hereby certify that Jason Testman, who signed the writing above, has this day acknowledged the same before me.

Given under my hand this 31st day of December 2018

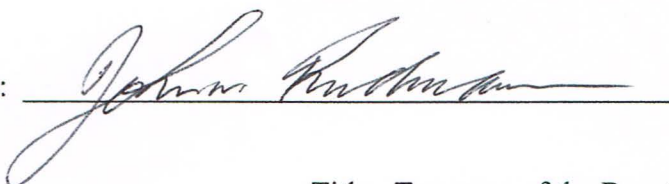
My commission expires September 12, 2020

Notary Public: Patricia S. Nalle



AFFIDAVIT

I, John Rudmann, do hereby certify the information contained within the following 2018 Annual Report of the West Virginia State Board of Landscape Architects is true and correct to the best of my knowledge.

Signature: 

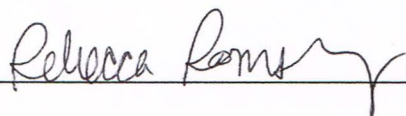
Title: Treasurer of the Board

State of West Virginia
County of Monongalia

Rebecca Romesberg, a notary public in and for said state, do hereby certify that John Rudmann, who signed the writing above, has this day acknowledged the same before me.

Given under my hand this 13th day of December 2018

My commission expires April 13, 2023


Notary Public: 



(SEAL)

REGISTRATION SUMMARY

I, Nathaniel Greene, do hereby certify the information contained within the following 2018 Annual Report of the West Virginia State Board of Landscape Architects is true and correct to the best of my knowledge.

Signature: 

Title: Secretary of the Board

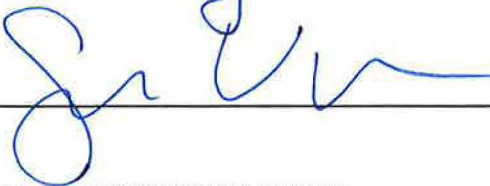
State of West Virginia

County of Monongalia

Sarah Veselka, a notary public in and for said state, do hereby certify that Nathaniel Greene, who signed the writing above, has this day acknowledged the same before me.

Given under my hand this 13th day of December 2018

My commission expires July 11, 2022

Notary Public: 



(SEAL)

AFFIDAVIT

About the Board

The mission of the West Virginia State Board of Landscape Architects is to protect the health, safety interest and welfare of the public and to provide for the regulation of landscape architecture in this state.

The Board is composed of three members, two landscape architects and one lay person. Appointed by the Governor and with the advice and consent of the Senate, members serve for staggered terms of three years.

Board Officers

Jason Testman, Secretary
jtestman@terracareinc.com
(Term expires 8/30/2021)

Charleston
Kanawha County

Nathaniel Greene, Secretary
jtestman@terracareinc.com
(Term expires 8/30/2021)

Fairmont
Marion County

John Rudmann, Treasurer
rudmannj777@yahoo.com

Morgantown
Monongalia County

(Term expires 8/30/2021)

Contact Us

The West Virginia Board of Landscape Architects invites you to contact us via any of the methods below for any questions or comments you have regarding our board or this website.

Address: West Virginia State Board of Landscape Architects
374 Kanawha Salines Drive
Morgantown, WV 26507

Email: jtestman@terracareinc.com

REGISTRATION SUMMARY

July 1, 2016 – June 30, 2017

Individuals *

New Landscape Architect Licenses Granted in FY 2017 (by exam or comity) = 9

Active Landscape Architects on June 30, 2017 = 85

July 1, 2017 – June 30, 2018

Individuals *

New Landscape Architect Licenses Granted in FY 2018 (by exam or comity) = 3

Active Landscape Architects on June 30, 2018 = 83

Companies *

Certificates of Authorizations Granted to Companies in FY2017 (by application or renewal) = 0

Certificates of Authorizations Granted to Companies in FY2018 (by application or renewal) = 0

*Our rules state that COAs are to be collected, we will be doing this in FY 2019.

**BOARD OF LANDSCAPE ARCHITECTS
FUND 8528
FISCAL YEAR 2018
JUNE**

FUND 8528 - BOARD OF LANDSCAPE ARCHITECTS FUND

Beginning FY Cash Balance \$29,466.99
Ending Cash Balance \$25,065.17

Obj/ Src	Obj/Src Name	Current Month	Inception-to-Date	Budget	% of Budget	Benchmark
Revenue						
6696	OTHR COLL/FEES/LIC & INCM	660.00	9,130.00	30,000.00	30%	100%
Total Revenue		\$660.00	\$9,130.00	\$30,000.00	30%	
Appropriation 09900 - UNCLASSIFIED						
1201	PERS SERV TEMP POS(W/O PR DEDUCT)	0.00	0.00	1,800.00	0%	100%
3200	OFFICE EXPENSES	0.00	0.00	1,000.00	0%	100%
3201	PRINTING AND BINDING	0.00	0.00	1,500.00	0%	100%
3204	TELECOMMUNICATIONS	\$0.01	\$0.91	850.00	0%	100%
3206	CONTRACTUAL SERVICES	0.00	0.00	700.00	0%	100%
3207	PROFESSIONAL SERVICES	0.00	\$276.00	0.00	0%	100%
3211	TRAVEL EMPLOYEE	0.00	\$1,313.66	3,200.00	41%	100%
3213	COMPUTER SERVICES INTERNAL	\$8.50	\$711.25	2,400.00	30%	100%
3218	ASSOC DUES & PROF MEMBERS	0.00	\$8,400.00	11,150.00	75%	100%
3219	FIRE/AUTO/BOND/ & OTHR IN	0.00	\$2,800.00	2,574.00	109%	100%
3232	CELLULAR CHARGES	0.00	0.00	150.00	0%	100%
3244	POSTAL	0.00	0.00	1,200.00	0%	100%
3246	SUPPLIES-COMPUTER	0.00	0.00	1,100.00	0%	100%
3250	ATTY LEGAL SERVICE PYMTS	0.00	0.00	600.00	0%	100%
3324	STATE TREASURER'S OFFICE FEES	0.00	\$30.00	0.00	0%	100%
Total Approp 09900		\$8.51	\$13,531.82	\$28,224.00	48%	
Total Expenditure		\$8.51	\$13,531.82	\$28,224.00	48%	
Net Income		\$651.49	(\$4,401.82)			

Complaints Filed in FY 2017 and FY2018

None.

ROSTER OF WV LICENSED LANDSCAPE ARCHITECTS

Status	License#	First	M	Last
Active	267	Jose	M	Alminana
Active	321	Linda	R	Bagby
Active	384	Steven	M	Beattie
Active	251	Delmas	L	Bennett, Jr.
Active	253	Michael	R	Biafore
Active	171	Joseph	E	Bird
Active	406	Michael		Blackburn
Active	277	Daniel	P	Bock
Active	158	Anthony	B	Borda, Jr.
Active	310	Robert	C	Boyd
Active	244	Penny	J	Caldwell
Active	311	Christopher	L	Camp
Active	399	Dante		Celitti
Active	378	Brian	S	Chapman
Active	407	Dillon		Connor
Active	335	Laura	L.	Cox
Active	379	Donald	B.	Curry
Active	380	Ingrid	H.	Curry
Active	241	Dennis	D	Dixon
Active	151	Richard	G	Drum
Active	282	Mark	A	Dyck
Active	408	Daniel		Erlandson
Active	279	William	M	Ernstes, Jr.
Active	366	James		Fetchu
Active	250	Charles	D	Forni
Active	226	Gregory	D	Fox
Active	331	W. Jeffrey		Funovits
Active	247	David		Gilmore
Active	309	Mark	C	Gionet
Active	280	Nathaniel	C	Greene
Active	356	Joseph	M.	Gurney
Active	393	Vaike		Haas
Active	295	Leah	G	Hales
Active	289	Tom	A	Hall, Jr.
Active	405	Brady	K	Halverson

Status	License#	First	M	Last
Active	336	Robert	S.	Harding
Active	261	William	G	Hays
Active	231	David	P	Hill
Active	352	Patrick		Hoagland
Active	238	David	H	Hohman
Active	370	Jason		Hollen
Active	357	David	W.	Judd
Active	252	Kim	A	Kauffman
Active	237	Roger	J	Kennedy
Active	303	Tobi	L	Kester
Active	327	Brian	P	Kinzelman
Active	297	James	R	Klein
Active	221	John	C	Lewis
Active	245	Stephen	T	Long
Active	228	Nancy	L	Lonnett
Active	260	Joseph	E	Looby
Active	344	Carol	D.	Macht
Active	173	George	A	McEldowney, Jr.
Active	343	William	R.	Mechnick
Active	349	Terence		Mulvaney
Active	350	Robert	M.	Naylor
Active	174	Jeffrey	L	Nelsen
Active	398	Nicole	M	Oeler
Active	400	Elizabeth		Orr
Active	401	Gregory		Osband
Active	409	Daniel		Park
Active	411	Carrie		Read
Active	412	Frank		Riggins
Active	341	John	W.	Rudmann
Active	328	Robert	S.	Ryan
Active	308	Sara	B	Saurino
Active	299	Scott	C	Scarfone
Active	345	Christopher	L.	Schein
Active	371	James	K	Schmidt
Active	248	Robert	T	Schoolcraft
Active	387	Ryan	A	Secrist
Active	320	John	E	Sekerak, Jr.
Active	215	Steven	D	Staats
Active	402	Andrew		Streagle
Active	360	Timothy		Stromberg
Active	373	Jeffery	A.	Strung
Active	276	Kevin	J	Tankersley
Active	342	Jason	S.	Testman
Active	306	Stephanie	J	Tuite

Status	License#	First	M	Last
Active	403	Cynthia		Tyler
Active	410	Harrold		White
Active	263	Peter	J	Williams
Active	392	Thomas	L	Woltz
Active	283	Joseph	H	Young
Inactive	355	Daniel		Akers
Inactive	302	Fredrick	P	Behlen
Inactive	397	Pamela	M	Blough
Inactive	23	John	J	Gattuso
Inactive	149	Edward	H	Greenwald, Jr.
Inactive	214	Susan	E	Hathaway
Inactive	395	Walter	R	Havener
Inactive	208	Elizabeth	H	Hestick
Inactive	365	Paul	J.	Knopp
Inactive	83	Alon		Kvashny
Inactive	313	Thomas	R	Paquelet
Inactive	361	Bradley	R	Sikes
Inactive	281	Jeffrey	N	Stapleton
Inactive	167	John	D	Utterback

ROSTER OF WV CERTIFICATES OF AUTHORIZATIONS

Not Applicable at This Time

**Our rules have fees to collect for this, and will be collected
in FY2019**

BOARD MEETING AGENDAS AND MINUTES



STATE BOARD OF LANDSCAPE ARCHITECTS

522 Ashebrooke Square, Morgantown, WV 26508
Ph: (304)594.3008 Fax: (304)594.1482

January 23, 2018

Board Meeting Agenda
12 pm

500 Hartman Run Road
Morgantown, WV 26508

1. Old business

- a. Review and approval of Sept 2017 minutes
 - i. Posting on website
- b. Financial Report – John

2. New Business

Updates

- a. Renewals
- b. Roster
- c. on Automation of WV Renewals
 - i. Total renewals received
 - ii. Lapsed
 - 1. Action
- d. Board Member Meeting Stipend
 - 1. WV11's not process by State Budget Office. Need to process in OASIS. Mike has notice dated July 2nd
 - 2. Notice of approval dated July 5???
- e. Fixed asset management form

3. Exams – Results are available and have been logged – see attached

4. Renewals for 2016-2017

- a. Update On webstite

5. Recent licenses issued – pending –

Daniel Park	409			Issued 6/17/23



STATE BOARD OF LANDSCAPE ARCHITECTS

522 Ashebrooke Square, Morgantown, WV 26508
Ph: (304)594.3000 Fax: (304)594.1482

6. Applications

APPLICATIONS			
<u>Applicant Name</u>	<u>Status</u>	<u>Outstanding Item(s)</u>	<u>Action Taken</u>
Sandy White	Under review		

- 7. OASIS project and getting up to speed
 - a. When do we need to contact - John
- 8. Records management policy and designee
 - a. Mike is designated manager at this time
 - b. Need to develop policy
- 9. Procedure review and follow up
 - a. Review
- 10. Auditor's report and follow up status
 - a. Roster of Applicants
 - b. Website
 - c. Online renewals
 - d. Office space/staff
 - e. Beginning COA process and charges
 - f. Complaint procedure
- 11. Other
 - a. Mike's Term
 - b. Transition items
- 12. Chairman's Comments
- 13. Public Comment
- 14. Next Meeting



STATE BOARD OF LANDSCAPE ARCHITECTS

522 Ashebrooke Square, Morgantown, WV 26508
ph: (855) 226-1273 fax: (304) 594-1482

MEETING OF THE WEST VIRGINIA BOARD OF LANDSCAPE ARCHITECTS January 23rd 2018

- I.** A meeting of the West Virginia Board of Landscape Architects was called to order at 12pm, January 23rd, 2018 via phone conference. Present were board Members Michael Biafore (Chairman) and John Rudmann (Treasurer), Jason Testman (Secretary)
- II. OLD BUSINESS**
- a. **Minutes:** The Minutes from the meeting of September 2017 were approved. These Minutes and others from the previous three year's meetings have been posted to the website
- III. NEW BUSINESS**
- a. **Board Stipend**
- i. WV11'S are not processed by the state budget office. These must be processed in OASIS – received notice of approval dated July 5th, but process is not complete. – Mike will attempt again to get info from budget office.
- b. **Roster** – updated Roster will be synced between Mike and Jason and uploaded to website – still need contact info from new licensees
- c. **Exams** – results from LARE have been logged, are available

RECENT LICENSES ISSUED

Applicant Name	Number	Notes
Daniel Park	409	

APPLICATIONS

Applicant Name	Status	Outstanding item	Notes
Sandy White	Under review	None	Approved

- d. **Oasis -**
- e. **Records Management** – Mike is designated manager at this time
 - i. need to develop records management policy
- f. **Procure Review and Follow up**
 - i. Will review

IV. Other

- a. **Mikes Term**
- b. **Transition Items**

V. PUBLIC COMMENTS

- a. There were no comments

VI. NEXT MEETING

- a. Mike will advise on next meeting date.

Meeting adjourned at 1:00pm

Respectfully Submitted,

Jason Testman, Secretary
January 23rd, 2018



STATE BOARD OF LANDSCAPE ARCHITECTS

522 Ashebrooke Square, Morgantown, WV 26508
Ph: (304)594.3000 Fax: (304)594.1482

April 17, 2018

Board Meeting Agenda
11 am

500 Hartman Run Road
Morgantown, WV 26508

1. Old business

- a. Review and approval of Jan 2018 minutes
 - i. Posting on website
- b. Financial Report – John

2. New Business

Updates

- a. Renewals
 - i. Out by end of May
- b. Roster
- c. Board Member Meeting Stipend
 - 1. WV11's not process by State Budget Office. Need to process in OASIS. Mike has notice dated July 2nd
 - 2. Notice of approval dated July 5???
- d. Fixed asset management form

3. Exams – Results are available and have been logged – see attached

4. Renewals for 2016-2017

- a. Update On website

5. Recent licenses issued – pending –

Name	Num.			Issued
Sandy White	410			2/26/2018



STATE BOARD OF LANDSCAPE ARCHITECTS

522 Ashebrooke Square, Morgantown, WV 26508
Ph: (304)594.3000 Fax: (304)594.1482

6. Applications

APPLICATIONS			
<u>Applicant Name</u>	<u>Status</u>	<u>Outstanding Item(s)</u>	<u>Action Taken</u>
Carrie Read	Under review		
Nina Chase	Under review		
Samuel Rich	Received app for Plant Exam		
	Waiting on CLARB info -Maint		

7. OASIS project and getting up to speed

- a. When do we need to contact - John

8. Records management policy and designee

- a. Mike is designated manager at this time
- b. Need to develop policy

9. Procedure review and follow up

- a. Review

10. Auditor's report and follow up status

- a. Roster of Applicants
- b. Website
- c. Online renewals
- d. Office space/staff
- e. Beginning COA process and charges
- f. Complaint procedure

11. Other

- a. Mike's Term
- b. Transition items

12. Chairman's Comments

13. Public Comment

14. Next Meeting



STATE BOARD OF LANDSCAPE ARCHITECTS

522 Ashebrooke Square, Morgantown, WV 26508
ph: (855) 226-1273 fax: (304) 594-1482

MEETING OF THE WEST VIRGINIA BOARD OF LANDSCAPE ARCHITECTS April 17th 2018

- I.** A meeting of the West Virginia Board of Landscape Architects was called to order at 11:00am, April 17th, 2018 via phone conference. Present were board Members Michael Biafore (Chairman) and John Rudmann (Treasurer), Jason Testman (Secretary)
- II. OLD BUSINESS**
- a. **Minutes:** The Minutes from the meeting of January 2018 were approved. These Minutes and others from the previous three year's meetings have been posted to the website
- b. **Board Stipend**
- i. WV11'S are not processed by the state budget office. These must be processed in OASIS – Mike has a notice dated July 2nd. Mike will call budget office to follow up.
- c. **License Renewals** – Renewals will be sent out at the end of May
- d. **Roster** – updated Roster will be synced between Mike and Jason and uploaded to website
- III. NEW BUSINESS**
- a. **Exams** – results from LARE have been logged, are available
- b. **Renewals:** Renewal forms are to be made available on website.

RECENT LICENSES ISSUED

Applicant Name	Number	Notes
Carrie Read	411	

APPLICATIONS

Applicant Name	Number	Notes
Harrold White	410	

- c. **Oasis project** – John will contact finance desk about CLARB fees
- d. **Records Management** – Mike is designated manager at this time
 - i. need to develop records management policy
- e. **Procure Review and Follow up**
 - i. Will review
- f. **CEU Audits are completed**
- g. **Auditor’s report**
 - i. Need to update roster – will do so after renewals
 - ii. Website – will sort roster by name instead of license#
 - iii. Online renewals – not at this time
 - iv. Office space/staff
 - v. Beginning COA process

IV. Mike’s Term – expired, not an issue

V. PUBLIC COMMENTS

- a. There were no comments

VI. NEXT MEETING

- a. Mike will advise on next meeting date.

Meeting adjourned at 1:00pm

Respectfully Submitted,

Jason Testman, Secretary
April 17th, 2018



STATE BOARD OF LANDSCAPE ARCHITECTS

522 Ashebrooke Square, Morgantown, WV 26508
Ph: (304)594.3000 Fax: (304)594.1482

August 8, 2018

Board Meeting Agenda

11:30 am

**500 Hartman Run Road
Morgantown, WV 26508**

- 1. Linda Lyter, WV Association of Licensing Boards, Leslie Rosier-Tabor, WVPE Board**
 - a. professional licensing board overview – re: possibility of combining administrative duties and board staff via an Memorandum of Understanding**
- 2. Old business**
 - a. Review and approval of April 2018 minutes**
 - i. Posting on website**
 - b. Financial Report – John**
- 3. New Business**

Updates

- a. Renewals**
 - i. Cards and Roster completed**
 - ii. Mailing by end of week**
 - iii. Roster update to web site**
 - b. Board Member Meeting Stipend**
 - 1. WV11's not process by State Budget Office. Need to process in OASIS. Mike has notice dated July 2nd**
 - 2. Notice of approval dated July 5???**
 - c. CLARB Annual meeting**
 - i. 9/26-9/29**
 - ii. Travel approval**
- 4. LARE Exams – Results April 2018 have been logged – see attached**
 - a. A Park and J Yost**



STATE BOARD OF LANDSCAPE ARCHITECTS

522 Ashebrooke Square, Morgantown, WV 26508
 Ph: (304)594.3000 Fax: (304)594.1482

5. Recent licenses issued – pending –

a. Temporary License issued

i. Will Hooker 4/1/2018

ii. Nina Chase June 12/2018

b. Issued

Name	Num.		Issued
Sandy White	410		2/26/2018
Carrie Read	411		5/5/2018

c. Applications

Applications to Review			
Name	Status	Outstanding Items	Action Taken
Nina Chase	Under Review	applied for plant exam	
Sammuel Rich	To be reviewed	applied for plant exam	
Amber Park	To be reviewed		
Frank Riggins	To be reviewed	CLARB- not requested	
John Dawson	To be reviewed	CLARB – not requested	
Kurt Parker	To be reviewed		
Mishelle Hillard	To be reviewed		
Jacob Burns	To be reviewed	CLARB – not requested	

6. Plant Exam applications

a. Nina Chase

b. Sammuel Rich

7. Records management policy and designee

a. Mike is designated manager at this time

b. Updated form sent

8. Procedure review and follow up

a. Review

b. Online renewals

c. Office space/staff

d. Beginning COA process and charges

e. Complaint procedure



STATE BOARD OF LANDSCAPE ARCHITECTS

522 Ashebrooke Square, Morgantown, WV 26508
Ph: (304)594.3000 Fax: (304)594.1482

9. Other

- a. Mike's Term**
- b. Transition items**
- c. Follow up with Rebecca Blaine**

10. Chairman's Comments

11. Public Comment

12. Next Meeting



STATE BOARD OF LANDSCAPE ARCHITECTS

522 Ashebrooke Square, Morgantown, WV 26508
ph: (855) 226-1273 fax: (304) 594-1482

MEETING OF THE WEST VIRGINIA BOARD OF LANDSCAPE ARCHITECTS August 8th 2018

- I. A meeting of the West Virginia Board of Landscape Architects was called to order at 12pm, August 8th, 2018 via phone conference. Present were board Members Michael Biafore (Chairman) and John Rudmann (Treasurer), Jason Testman (Secretary), Linda Lyter from the WV Association of Licensing Boards, and Leslie Rosier-Tabor from the WVPE Board
- II. **OLD BUSINESS**
- a. **Minutes:** Minutes from the previous meeting of April 2018 were not available – these minutes and today's minutes shall be present for approval at the following meeting.
- III. **NEW BUSINESS**
- a. **Memorandum of Understanding (MOU)** – Linda Lyter discussed the approach of combining small boards so that staff and office space can be shared. Linda expressed that putting this in place before the end of the calendar year would be ideal. The board agreed and voted to move forward with seeking further information on this MOU. Leslie advised that we need to begin issuing COAs to generate revenue that would further justify and fund the staff and space.
- b. **Board Stipend**
- i. After many attempts that seem to enter the final stage, there is still no resolution on our per diem. Linda says that she can help resolve this.
- c. **Budget** – discussion of stipend progressed into questions regarding budget. Per Linda, our budget information is to be input into Oasis. Mike and John had worked on budgetary documents in the past and submitted them, Mike had worked with someone to get budget into Oasis – but cannot recall the name.
- d. **Financial Report**
- i. P/L FY 2019
- ii. Beginning of the fiscal year balance: \$25,065.17
- iii. Ending Cash Balance: \$30,814.63
- iv. Revenue: \$6,505

- v. Expenses: \$755.54
 - i. P/L FY 2018
 - ii. Beginning of the fiscal year balance: \$29,466.99
 - iii. Ending Fiscal Year Cash Balance: \$25,065.17
 - iv. Revenue: \$9,130
 - v. Expenses: \$13,531.82

- e. **Roster** – Roster needs updated to reflect renewals and new licensees. Mike and Jason are working on this.
- f. **CLARB** - John Rudmann is the designated board member authorized to vote on the CLARB By-Laws resolution and CLARB Leadership Elections.

- g. **Exams** – results from LARE have been logged, are available

- h. **COAs** – Will determine schedule for release and term at next meeting

APPLICATIONS

Applicant Name	Status	Outstanding item	Notes
Amber Park	App via Examination	Plant Exam	Approved pending Plant Exam
Jacob Burns	App via Examination	CLARB record not released	Contact Jacob to release CLARB record
Frank Riggins			
Nina Chase	App via Reciprocity	Plant Exam	Approved pending Plant Exam
Samuel Rich	App via Examination	Plant Exam	Approved pending Plant Exam
Kurt Parker	Verification of licensure	application	
Mishelle Hilliard	App via Reciprocity	Plant Exam	Approved pending Plant Exam
John Dawson	Applicatoin	Plant Exam	Approved pending Plant Exam

- i. **Records Management** – Mike is designated manager at this time
 - i. need to develop records management policy
- j. **Procure Review and Follow up**
 - i. Will review

IV. Other

- a. **Mikes Term**
- b. **Transition Items**

V. PUBLIC COMMENTS

- a. There were no comments

VI. NEXT MEETING

- a. August 22nd, 11:30

Meeting adjourned at 1:00pm

Respectfully Submitted,



Jason Testman, Secretary
August 8th, 2018



STATE BOARD OF LANDSCAPE ARCHITECTS

522 Ashebrooke Square, Morgantown, WV 26508
Ph: (304)594.3000 Fax: (304)594.1482

August 22, 2018

**Board Meeting Agenda
11:30 am**

**500 Hartman Run Road
Morgantown, WV 26508**

1. Old business

- a. Review and approval of April 2018 And August 8 minutes
 - i. Posting on website

- b. Financial Report – John

- i. Board Member Meeting Stipend

- 1. WV11's not process by State Budget Office. Need to process in OASIS. Mike has notice dated July 2nd
 - 2. Notice of approval dated July 5???
 - 3.

2. New Business

Updates

- a. Renewals

- i. Roster completed????
 - ii. Mailing by end of week Ready
 - iii. Roster update to web site

3. Recent licenses issued – pending –

- a. Temporary License issued

- i. Will Hooker 4/1/2018
 - ii. Nina Chase June 12/2018

- b. Issued



STATE BOARD OF LANDSCAPE ARCHITECTS

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c. Applications

Applications to Review			
Name	Status	Outstanding Items	Action Taken
Nina Chase	Under Review	applied for plant exam	
Sammuel Rich	To be reviewed	CLARB review	
Amber Park		Notified of plant ex	
Frank Riggins	To be reviewed	CLARB- review	
John Dawson	To be reviewed	No clarb rquested	
James Christie	CLARB received	No App yet	
Mishelle Hillard	To be reviewed	Not at current job.	Sent to home
Jacob Burns	To be reviewed	CLARB – reivew	

4. Plant Exam applications

- a. Nina Chase
- b. Sammuel Rich

5. Records management policy and designee

- a. Mike is designated manager at this time
- b. Updated form sent

6. Procedure review and follow up

- a. MOU to Lynda Lightner on office space and admin
- b. Review
- c. Online renewals
- d. Office space/staff
- e. Beginning COA process and charges
- f. Complaint procedure

7. Other

- a. Board Terms
 - i. Nathan Green
- b. Follow up with Rebecca Blaine
 - i. No progress on any boards

8. Chairman's Comments

9. Public Comment

10. Next Meeting



STATE BOARD OF LANDSCAPE ARCHITECTS

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MEETING OF THE WEST VIRGINIA BOARD OF LANDSCAPE ARCHITECTS August 22nd 2018

- I. A meeting of the West Virginia Board of Landscape Architects was called to order at 12pm, August 22nd, 2018 via phone conference. Present were board Members Michael Biafore (Chairman) and John Rudmann (Treasurer), and Jason Testman (Secretary)

- II. **OLD BUSINESS**
 - a. **Minutes:** Minutes from the previous meeting of April 2018 and August 8th 2018 were approved.
 - b. **Memorandum of Understanding** – the board voted to approve the MOU and forward to Linda Lyter for the next step.
 - c. **Roster** – Roster will be completed soon, and renewal cards sent out. The updated roster needs to be posted on the website

- III. **NEW BUSINESS**
 - a. **Board Stipend**
 - i. John made significant progress on the board stipend and we will have paper work to process in order to receive stipend
 - b. **Budget**
 - c. **Roster** – Roster needs updated to reflect renewals and new licensees.
 - d. **Exams** – Applicants: Nina Chase and Samuel Rich

APPLICATIONS

Applicant Name	Status	Outstanding item	Notes
Amber Park	App via Examination	Plant Exam	
Jacob Burns	APPROVED VIA EXAMINATION	PLANT EXAM	
Frank Riggins	APPROVED		
Nina Chase	App via Reciprocity	Plant Exam	
Samuel Rich	App via Examination	Plant Exam	
Kurt Parker	Verification of licensure	application	
Mishelle Hilliard	App via Reciprocity	Plant Exam	
John Dawson	Application	No clarb requested	

- e. **Records Management** – Mike is designated manager at this time
 - i. need to develop records management policy
- f. **Procure Review and Follow up**
 - i. MOU to Linda Lyter
 - 1. Online Renewals
 - 2. Office Space/Staff
 - 3. Beginning COA process – approve at next meeting

IV. Other

- a. **Board Term** – Nathan Greene
 - i. Rebecca Blaine reports no progress on any boards

V. PUBLIC COMMENTS

- a. There were no comments

VI. NEXT MEETING

- a. August 22nd, 11:30

Meeting adjourned at 1:00pm

Respectfully Submitted,



Jason Testman, Secretary
August 22nd, 2018



October 30, 2018 12:00pm

Board Meeting Agenda

500 Hartman Run Road
Morgantown, WV 26508

1. Old business

- a. Review and approval of minutes
 - i. Posting on website
- b. Financial Report – John
 - i. Board Member Meeting Stipend – update
- c. Renewals sent
 - i. CEU Audit?????
 - ii. John at CLARB NATIONAL

2. New Business

- a. Welcome Nathan Green
- b. Chairman position
- c. Phone line and update address on letterhead, forms, etc

Updates

- d. Renewals
 - i. Sent
 - ii. Roster update to web site

3. Roger Kennedy – Plant Exam

- a. rules

4. Auditor's conference

- a. Chairman once a year
- b. Board members once every 2-3 years

5. Governor's exec order

- a. attached



6. Recent licenses issued – pending –

a. Issued

Sammuel Rich	Past plant exam	To be issued		

b. Applications

Applications to Review			
Name	Status	Outstanding Items	Action Taken
James Christie	To be Reviewed		
Jacob Burns	Past Plant Test	Failed plant exam	

7. Missy from CLARB questions

a. Attached

8. Update of information

- a. Website – address, phone, email
- b. Info with CLARB
- c. Letter head, application, forms, etc

9. Transferring of data

- a. External drive
- b. Cloud
- c. Files, seal, etc

10. Combining Resources - Status

- a. MOU to Lynda Lightner on office space and admin

11. Other items

- a. Online renewals
- b. Beginning COA process and charges
- c. Complaint procedure

12. Chairman’s Comments

13. Public Comment

14. Next Meeting

500 Hartman Run Road, Morgantown, WV 26505



STATE BOARD OF LANDSCAPE ARCHITECTS

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MEETING OF THE WEST VIRGINIA BOARD OF LANDSCAPE ARCHITECTS

October 30th, 2018

- I. A meeting of the West Virginia Board of Landscape Architects was called to order at 12pm, August 22nd, 2018 via phone conference. Present were board Members Michael Biafore (Chairman) and John Rudmann (Treasurer), and Jason Testman (Secretary)

- II. **OLD BUSINESS**
 - a. **Minutes:** Minutes from the previous meeting of August 22nd 2018 were approved
 - b. **Memorandum of Understanding** – at the previous meeting, the board voted to approve the MOU and forward to Linda Lyter for the next step. This was reaffirmed and pending information from Linda, the board will vote at the next meeting to proceed.
 - c. **Roster** – roster is on website
 - d. **Board Stipend** – the board is approved for payroll services and is ready to submit for per diems for meetings.
 - e. **John at CLARB national** – Would like to reduce the friction on filing for reciprocity and remove the WV PLANT Exam from the requirements for licensure.

- III. **NEW BUSINESS**
 - a. **Board Appointees** –
 - i. Nathaniel Greene was appointed by the Governor.
 - ii. John Rudmann was reappointed
 - iii. Jason Testman was reappointed
 - iv. Mike will be leaving the board as his term expired
 - v. Jason Testman will be new president
 - vi. John will remain Treasurer
 - vii. Nathaniel Greene will be new secretary
 - b. **Governor's Executive Order**
 - i. Executive order outlining information to be provided to the regulatory review committee. Jason will submit
 - ii. Due 11/1/18
 - c. **Auditor's Training Conference**
 - i. Chairman must attend once/year
 - ii. Board Members once every 2-3 years

- d. **Roster** – Roster needs new licensees from this meeting.
- e. **Applications**

STATUS OF APPLICATIONS

Applicant Name	Status	Outstanding item	Notes
Amber Park	App via Examination	declined plant exam	
Jacob Burns	APPROVED VIA EXAMINATION	Needs to pass plant exam	
Frank Riggins	APPROVED		
Nina Chase	App via Reciprocity	Declined plant exam	
Samuel Rich	App via Examination	Passed Plant Exam Approved	License issued #413
Kurt Parker	Verification of licensure	application	
Mishelle Hilliard	App via Reciprocity	Plant Exam	
John Dawson	Application	No clarb requested	
James Christy	Application via reciprocity	Approved via reciprocity	License issued #414

- f. **Records Management** – Mike is designated manager at this time
 - i. need to develop records management policy
- g. **Procure Review and Follow up**
 - i. MOU to Linda Lyter
 - 1. Online Renewals
 - 2. Office Space/Staff
 - 3. Discussed COA Process, we have a form – will send out letter notifying firms that this is coming for 2019 renewal period.

IV. Other

- a. **Board Term** – Mike leaving.

V. PUBLIC COMMENTS

- a. There were no comments

VI. NEXT MEETING

- a. August 22nd, 11:30

Meeting adjourned at 1:00pm

Respectfully Submitted,

Jason Testman, Secretary
October 30th 2018

SUPPLEMENTAL ITEMS OF INTEREST

None