



State of Rhode Island and Providence Plantations  
DEPARTMENT OF BUSINESS REGULATION (DBR)  
1511 Pontiac Avenue, Bldg. 68-2  
Cranston, Rhode Island 02920

Division of  
Design  
Professionals

BOARD OF EXAMINERS OF  
LANDSCAPE ARCHITECTS

**MINUTES OF THE MEETING**

**DATE:** 26 June 2013  
**PLACE:** 1511 Pontiac Avenue, Building 69-1 Conference Room, Cranston, RI

**MEMBERS PRESENT** Chair Steven Pilz, Vice-Chair Sara Bradford, and Member Margaret E. Ryan

**MEMBER ABSENT:** Secretary Michael Dowhan and Member John Carter

**OTHERS PRESENT:** Mrs. Dawne Broadfield, Board Executive

(1) **CALL TO ORDER** - Chair Pilz called the meeting to order at 2:15 p.m.

(2) **APPROVAL OF THE MINUTES OF THE PREVIOUS MEETING(S)**

Approval of the open and executive meeting minutes of the 22 May 2013 meeting was deferred to the August meeting due no quorum present because the Board traditionally does not meet in July. The Board did not convene into executive session due to lack of time. The open minutes will be posted with "edit" as a "draft." Member Ryan could not vote since this is her first meeting.

(3) **APPLICATIONS**

**LA Registration by Reciprocity (Pending RI State Supplemental Exam)**

*Anja Theresa Ryan*

Based on documents presented to the Board and final review, the Board finds the applicant does not fully satisfy the experience requirement requiring a minimum of one (1) year experience under the direct supervision of a Landscape Architect. Applicant is encouraged to resubmit further documentation of said work experience under a Landscape Architect that would satisfy the requirements for one (1) year work under the supervisor of a Landscape Architect.

Chair Pilz moved to send a reply letter the applicant and her application will be held pending further documentation received by the Board. Vice-Chair Bradford seconded. Motion passed; three (3) in favor, two (2) absent. Voting in favor were Chair Pilz, Vice-Chair Bradford, and Member Ryan. Secretary Dowhan and Member Carter were absent from this vote.

**LA Registration by Initial (RI State Supplemental Exam – Already Taken)**

*Jacalyn G. Gould*

Chair Pilz moved to approve *Jacalyn G. Gould* for initial registration pending the initial registration fee. Vice-Chair Bradford seconded. Motion passed; three (3) in favor, two (2) absent. Voting in favor were Chair Pilz, Vice-Chair Bradford, and Member Ryan. Secretary Dowhan and Member Carter were absent from the vote.

**C.O.A.:**

**LA COA Applications to be reviewed**

*Charles J. Cocca (Sole Proprietorship)*

*Studio 2112 Landscape Architecture (Corporation)*

Chair Pilz moved to approve the Certificates of Authorization (COAs) for Charles J. Cocca as a Sole Proprietorship and Studio 2112 Landscape Architecture with an amendment for a firm name correction as a Corporation. Vice-Chair Bradford seconded. Motion passed; three (3) in favor, two (2) absent. Voting in favor were Chair Pilz, Vice-Chair Bradford, and Member Ryan. Secretary Dowhan and Member Carter were absent from the vote.

**(4) OLD BUSINESS**

**1. Legislation – Status Update**

The “Omnibus Bill, SubA” passed the Senate and now in the House Corporations.

**2. LAAB request to review proposed changes.**

Board members will review for further discussion at the next regular meeting.

**3. “Draft” Application Checklist**

This was tabled to the next regular meeting.

**4. “Form Leter” Batch(es)**

Delay for further review and discussion at the next regular meeting.

**5. General Advocacy Letter to the Cities and Towns**

The letter will be sent to the City and Town City Clerks in all municipalities with the request that they distribute the letter to the respective departments within the city or town due to the Board’s limited resources. Due to lack of two (2) members present, this matter was delayed for further review and discussion at the next regular meeting.

**(5) NEW BUSINESS**

**1. Miscellaneous – RI State Supplemental Examination (RI SSE)**

The RI SSE was administered by Vice-Chair Bradford last Tuesday, June 18, 2013. There were eight (8) candidates and one (1) did not show for a total of seven (7) candidates taking. Vice-Chair Bradford recommended that the Board accept candidates as a pass score of 60% or above, based on the grading system used by the Board in the past. In that case, all of these candidates did in deed pass. Based on the results, it still shows that it’s a fair exam with issues in various areas. If there is a minimum of two (2) candidates, the next SSE will be administered the third Tuesday of September 2013.

Based on discussion, Chair Pilz moved that the grades of the seven (7) candidates indicating all passed be issued letters of a passing grade of the SSE. Vice-Chair Bradford seconded. Motion passed; three (3) in favor, two (2) absent. Voting in favor were Chair Pilz, Vice-Chair Bradford, and Member Ryan. Secretary Dowhan and Member Carter were absent from the vote.

Chair Pilz moved that the grades of the seven (7) candidates indicating all passed be issued letters of a passing grade of the SSE. Vice-Chair Bradford seconded. Motion passed; three (3) in favor, two (2) absent. Voting in favor were Chair Pilz, Vice-Chair Bradford, and Member Ryan. Secretary Dowhan and Member Carter were absent from the vote.

Chair Pilz moved to approve five (5) initial licensure and reciprocity be approved as reviewed as satisfied as of this date of adding the SSE passing requirement. Vice-Chair Bradford seconded. Motion passed; three (3) in favor, two (2) absent. Voting in favor were Chair Pilz, Vice-Chair Bradford, and Member Ryan. Secretary Dowhan and Member Carter were absent from the vote.

2. **CLARB's requirement for candidates to maintain a Council record in order to have exam results released to the state.** – Due to lack of time, this item was not discussed.
3. **Next meeting** – 28 August 2013 – Due to anticipation of Vice-Chair Bradford clearly not being able to attend the July meeting, Chair Pilz felt it was important that all members be present for the Annual meeting. Therefore, the Board will not meet in July and will convene for the Annual meeting in August. Should an urgent matter be brought to the Board, it will be appropriately addressed.

(6) **CORRESPONDENCE**

1. CLARB – Candidate Status Report Now Provides Additional Information – Due to lack of time, this item was not addressed.
2. CLARB – A Regulatory Peer is Seeking Your Advice – Interested in seeing language that Boards have incorporated into their Rules and Regulations regarding exam candidates qualifying for the L.A.R.E. by meeting CLARB's eligibility requirements. – Due to lack of time, this item was not addressed.
3. CLARB – June 2013 Member E-News – So noted.

(7) **EXECUTIVE SESSION**

The Board will also discuss the following matters in **closed session** pursuant to RI General Laws sections 42-46-5(a)(2) and 42-46-5(a)(4)

- (1) for sessions or work sessions pertaining to collective bargaining or litigation
- (2) for investigative proceedings regarding allegations of civil or criminal misconduct.

Due to lack of time, the Board deferred to the next meeting correspondence in executive session.

(8) **ADJOURNMENT**

Chair Pilz moved to adjourn the meeting at 3:55 p.m. Vice-Chair Bradford seconded. Motion passed; three (3) in favor, two (2) absent. Voting in favor were Chair Pilz, Vice-Chair Bradford, and Member Ryan. Secretary Dowhan and Member Carter were absent from the vote.