



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: 28 August 2013  
PLACE: 1511 Pontiac Avenue, Building 68-1 Conference Room, Cranston, RI

MEMBERS PRESENT Chair Steven Pilz, Vice-Chair Sara Bradford, Secretary Michael Dowhan (Present from: 2:12 p.m. – 4:32 p.m.), Members John Carter (Present from: 3:08 p.m. – 4:55 p.m.) and Margaret E. Ryan

MEMBER ABSENT: None

OTHERS PRESENT: Mrs. Dawne Broadfield, Board Executive

(1) **CALL TO ORDER** - Chair Pilz called the meeting to order at 2:12 p.m.

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

Vice-Chair Bradford moved to approve the open and executive meeting minutes of the 22 May 2013 meeting as noted. Secretary Dowhan seconded. Motion passed; three (3) in favor, one (1) abstained and one (1) absent. Voting in favor were Chair Pilz, Vice-Chair Bradford, and Secretary Dowhan. Member Ryan abstained since she was not at the meeting. Member Carter was absent from this vote.

Vice-Chair Bradford moved to approve the open and executive meeting minutes of the 26 June 2013 meeting. Member Ryan seconded. Motion passed; three (3) in favor, one (1) abstained and one (1) absent. Voting in favor were Chair Pilz, Vice-Chair Bradford, and Member Ryan. Secretary Dowhan abstained since he was not at the meeting. Member Carter was absent from this vote.

(3) **APPLICATIONS**

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

*Anja Theresa Ryan*

The reply draft letter, indicating that 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, was reviewed, corrected and approved for issuing. The Board is waiting for a response containing further documentation.

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

*Kristin Pereira*

Chair Pilz moved to approve *Kristin Pereira* for initial registration based on satisfying the four (4) requirements for initial registration. Secretary Dowhan seconded. Motion passed; four (4) in favor, one (1) absent. Voting in favor were Chair Pilz, Vice-Chair Bradford, Secretary Dowhan and Member Ryan. Member Carter was absent from the vote. Motion passed unanimously.

*Pamela Rodgers*

The approval of the application was continued to next meeting to request from the candidate documentation of the passing of the RI State Supplemental Exam (RI SSE).

**C.O.A.:**

**LA COA Applications to be reviewed**

*Jacalyn Gould Landscape Architect, LLC (Limited Liability Company)*

Chair Pilz moved that the Board expedite the application to issue the new initial registration form letter and the new conditional COA approval form letter to *Jacalyn Gould Landscape Architect, LLC* based on her submitted approval application package of May 2013. Vice-Chair Bradford seconded. Motion passed; four (4) in favor, one (1) absent. Voting in favor were Chair Pilz, Vice-Chair Bradford, Secretary Dowhan and Member Ryan. Member Carter was absent from the vote. Motion passed unanimously.

*Kristin Kaczmarek (Sole Proprietorship)*

Chair Pilz moved to send *Kristin Kaczmarek* the new COA approval form letter for the Sole Proprietorship. Secretary Dowhan seconded. Motion passed; four (4) in favor, one (1) absent. Voting in favor were Chair Pilz, Vice-Chair Bradford, Secretary Dowhan and Member Ryan. Member Carter was absent from the vote. Motion passed unanimously.

**(4) OLD BUSINESS**

**1. Legislation – Status Update**

Omnibus Bill signed by the Governor on July 15, 2013

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

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

**3. “Draft” Application Checklist**

The Application Checklist was used for applications presented at this meeting and will continued to be used for all future applications being presented to the Board.

**4. “Form Template Letter” Batch(es)**

The following “Form Template Letters” were reviewed, finalized and approved for mailing, when appropriate. Those letters are as follows: State Supplemental Exam (SSE) Pass Results; SSE Scheduling Form; SSE Failed Results; SSE – Approved to Take; Certificate of Authorization (COA) Conditional Approval; COA conditional approval for a Name Change; COA Initial Approval; Registration by Exam Approved; and Reciprocity Approved – SSE required.

**5. General Adovacy 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 time, this matter was delayed for further review and discussion at the next regular meeting.

**(5) NEW BUSINESS**

**1. Miscellaneous –**

**a. Election of Officers**

Member Carter brought up his concerns regarding the changes that occurred with the passing of the Omnibus Bill on July 15, 2013. The law defines the role of the Board. When the new law passed, all of the Board’s authority was taken away. Member Carter indicated that is it relevant that this Board needs to define some sort of mission and role in order to continue to do the good work that it has done to effectively promote and protect

the professional landscape architects. Member Carter felt that whoever is leading the Board should keep their eye out as to what is coming the Board's way.

Vice-Chair Bradford indicated that the Board needs someone to Chair who will listen to both sides. With that being said, Vice-Chair Bradford nominated Michael Dowhan as Chair. Steven Pilz volunteered to be Vice-Chair. Sara Bradford volunteered to be Secretary.

John Carter moved that Michael Dowhan as Chair; Steven Pilz as Vice-Chair; Sara Bradford as Secretary; John Carter and Margaret Ryan as Members. Margaret Ryan seconded. Motion passed; five (5) in favor, zero (0) absent. Voting in favor were Steven Pilz, Sara Bradford, Michael Dowhan, John Carter and Margaret Ryan.

Sara Bradford moved that the Board unanimously approve the slate of officers set forth. Steven Pilz seconded. Motion passed; five (5) in favor, zero (0) absent. Voting in favor were Steven Pilz, Sara Bradford, Michael Dowhan, John Carter and Margaret Ryan.

**b. RI SSE September Administering**

Chair Pilz and Vice-Chair Bradford will be administering the RI SSE on Tuesday, September 17, 2013, since there is a minimum of two (2) candidates.

**2. Another State Board requesting Board's rules and regulations language 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 discussed.

**3. 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.

**4. State Annual Building Official's Meeting – Possible Date in November 2013**

The Board asked for a date, location and time of when the meeting will be held. The meeting is tentatively scheduled for some time in November 2013.

**5. Next meeting – 25 September 2013**

**(6) CORRESPONDENCE**

1. CLARB – Board of Directors' ballot due by September 18, 2013 – So noted.
2. CLARB – Proposed By-Laws changes – So noted.
3. CLARB – July 2013 and August 2013 Member E-News – So noted.
4. RIASLA Chapter News – July – August 2013 – So noted.

(7) **EXECUTIVE SESSION**

Because of the nature of the following items, Chair Pilz moved to convene into Executive Session at 4:32 p.m. pursuant to Rhode Island General Laws, §42-46-5(a) for sessions or work sessions pertaining to collective bargaining or litigation under §42-46-5(a)(2) for investigative proceedings regarding allegations of civil or criminal misconduct. Vice-Chair Bradford seconded. Motion passed; four (4) in favor, one (1) absent. Voting in favor were Chair Pilz, Vice-Chair Bradford, Members Carter and Ryan. Secretary Dowhan was absent from this vote.

Chair Pilz moved to adjourn from Executive Session and to reconvene to an open meeting at 4:55 p.m. pursuant to RIGL §42-46-4 and record the votes taken as follows: closed A, D, and E and continued B and C. Member Carter seconded. Motion passed; four (4) in favor, one (1) absent. Voting in favor were Chair Pilz, Vice-Chair Bradford, Members Carter and Ryan. Secretary Dowhan was absent from this vote.

(8) **ADJOURNMENT**

Vice-Chair Bradford moved to adjourn the meeting at 4:55 p.m. Chair Pilz seconded. Motion passed; four (4) in favor, one (1) absent. Voting in favor were Chair Pilz, Vice-Chair Bradford, Members Carter and Ryan. Secretary Dowhan was absent from this vote.