



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 February 2014
PLACE: 1511 Pontiac Avenue, Building 68-1 Conference Room, Cranston, RI

MEMBERS PRESENT Chair Michael Dowhan, Secretary Sara Bradford, Member John Carter (Present from 2:38 p.m. – 3:19 p.m.) and Member Margaret E. Ryan

MEMBER ABSENT: Vice-Chair Steven Pilz

OTHERS PRESENT: Jenna R. Algee, Esq., DBR Legal Counsel (Present 2:13 p.m. – 3:03 p.m.)
Mrs. Dawne Broadfield, Board Executive

(1) **CALL TO ORDER** - Chair Dowhan called the meeting to order at 2:13 p.m.

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

Secretary Bradford move to accept 29 January 2014 open meeting minutes. Chair Dowhan seconded. Motion passed, three (3) in favor, two (2) absent. Voting in favor were Chair Dowhan, Secretary Bradford, and Member Ryan. Vice-Chair Pilz and Member Carter were absent from the vote.

Chair Dowhan moved to accept 29 January 2014 executive meeting minutes. Secretary Bradford seconded. Motion passed, four (4) in favor, one (1) absent. Voting in favor were Chair Dowhan, Secretary Bradford, and Member Ryan. Vice-Chair Pilz and Member Carter were absent from the vote.

(3) **APPLICATIONS**

LA Registration by Reciprocity (RI State Supplemental Exam – PENDING)

Charles Earl

Chair Dowhan moved to approve the application for reciprocity for *Charles Earl* pending success of the Rhode Island State Supplemental Examination (RISSE). Secretary Bradford seconded. Motion passed, four (4) in favor, one (1) absent. Voting in favor were Chair Dowhan, Secretary Bradford, Members Carter and Ryan. Vice-Chair Pilz was absent from the vote.

(4) **OLD BUSINESS**

1. **State Annual Building Officials Meeting**

This matter has been deferred for an update from Member Carter.

2. **CLARB's requirement for candidates to maintain a Council record in order to have exam results released to the state**

This matter has been deferred until Vice-Chair Pilz can be present.

3. Certificate of Registration Approval “Form” Letter (See e-mail from Steven Pilz)

This matter has been deferred until Vice-Chair Pilz can be present.

4. Rules and Regulations

Attorney Algee will be incorporating the changes and tracking that were already made and developing the Rules and Regulations into the Department of Business Regulation (DBR) format. Discussion occurred on the future implementation of continuing education and adopting a rule that if a new application is approved after renewal applications have been mailed, then that applicant’s registration shall be valid for 27 months.

(5) NEW BUSINESS

1. Fees

Attorney Algee is reviewing the fees in §5-51-8 and 14(5). These fees differ in each section.

2. Board Information Form

The Board reviewed the Board Information Form on CLARB’s website. Discussion resulted in demographics. The Board questioned how many registrations have been issued for the last ten (10) years. The Board Type will be changed from “Independent” to a “Division within the Department of Business Regulation (DBR) and the Renewal Date will be added.

3. a. Meeting Schedule

b. Next meeting – March 26, 2014

(6) CORRESPONDENCE

1. None

(7) EXECUTIVE SESSION

Because of the nature of the following items, Chair Dowhan moved to convene into Executive Session at 2:16 p.m. pursuant to Rhode Island General Laws, §42-46-5(a)(2) for sessions or work sessions pertaining to collective bargaining or litigation under §42-46-5(a)(4) for investigative proceedings regarding allegations of civil or criminal misconduct. Secretary Bradford seconded. Motion passed, three (3) in favor, two (2) absent. Voting in favor were Chair Dowhan, Secretary Bradford, and Member Ryan. Vice-Chair Pilz and Member Carter were absent from this vote.

Chair Dowhan moved to adjourn from Executive Session and to reconvene to an open meeting at 2:28 p.m. pursuant to Rhode Island General Laws, §42-46-4. Secretary Bradford seconded. Motion passed, three (3) in favor, two (2) absent. Voting in favor were Chair Dowhan, Secretary Bradford, and Member and Ryan. Vice-Chair Pilz and Member Carter were absent from the vote.

Chair Dowhan moved to seal the executive session and record the votes taken in executive session pursuant to Rhode Island General Laws, §42-46-4 and §42-46-5. Secretary Bradford seconded. Motion passed, three (3) in favor, two (2) absent. Voting in favor were Chair Dowhan, Secretary Bradford, and Member Ryan. Vice-Chair Pilz and Member Carter were absent from the vote.

Chair Dowhan moved to record the votes taken in executive session in accordance with RI General Laws, §42-46-4 as follows: Motions were made to continue agenda items 7 B and C. Secretary Bradford seconded. Motion passed, three (3) in favor, two (2) absent. Voting in favor were Chair Dowhan, Secretary Bradford, and Member Ryan. Vice-Chair Pilz and Member Carter were absent from the vote.

Chair Dowhan moved pursuant to RI General Laws, §42-46-4 that the Board defer disclosure of all votes in executive session until such time as such disclosure would not jeopardize any strategy, negotiation, or investigation undertaken concerning RI General Laws §42-46-5(a). Secretary Bradford seconded. Motion passed, three (3) in favor, two (2) absent. Voting in favor were Chair Dowhan, Secretary Bradford, and Member Ryan. Vice-Chair Pilz and Member Carter were absent from the vote.

(8) **ADJOURNMENT**

Chair Dowhan moved to adjourn the meeting at 3:19 p.m. Secretary Bradford seconded. Motion passed, four (4) in favor, one (1) absent. Voting in favor were Chair Dowhan, Secretary Bradford, Members Carter and Ryan. Vice-Chair Pilz was absent from the vote.