



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

MEMBERS PRESENT Chair Michael Dowhan, Vice-Chair Pilz and Secretary Sara Bradford
MEMBER ABSENT: Members John Carter and Margaret E. Ryan
OTHERS PRESENT: Jenna R. Algee, Esq., DBR Legal Counsel (Present 3:20 p.m. – 3:36 p.m.)
Mrs. Dawne Broadfield, Board Executive

- (1) **CALL TO ORDER** - Chair Dowhan called the meeting to order at 2:16 p.m.
- (2) **APPROVAL OF THE MINUTES OF THE PREVIOUS MEETING(S)**
No quorum for the review and approval of the 26 February 2014 open and executive meeting minutes. Vice-Chair Pilz was not present at the 26 February 2014 meeting.
- (3) **APPLICATIONS**
LA Registration by Reciprocity (RI State Supplemental Exam – PENDING)
(a) David Warner – Reciprocity approved on May 27, 2009 pending the RI SSE. Mr. Warner never took the RI SSE and is requesting to take it in June 2014.
Secretary Bradford moved that *David Warner* be advised that under his special circumstance of being previously approved that the Board re-approve him to take the Rhode Island State Supplemental Examination (RISSE), and that the Board accept his previous \$25 payment. Vice-Chair Pilz seconded. Motion passed, three (3) in favor, two (2) absent. Voting in favor were Chair Dowhan, Vice-Chair Pilz and Secretary Bradford. Members Carter and Ryan were absent from the vote.

(b) Michael White
Secretary Bradford moved that the Board accept the application for reciprocity for *Michael White* pending successful completion of the Rhode Island State Supplemental Examination (RISSE). Vice-Chair Pilz seconded. Motion passed, three (3) in favor, two (2) absent. Voting in favor were Chair Dowhan, Vice-Chair Pilz and Secretary Bradford. Members Carter and Ryan were absent from the vote.

(4) **OLD BUSINESS**

1. **Rules and Regulations**

Attorney Algee reported that she prepared the document for public hearing. Attorney DeQuattro is now reviewing. After his review, the Board will then have the opportunity to review the final document. The public hearing date can be discussed at the next meeting.

2. **Fees – Rhode Island General Laws 5-51-8 and 14(5)**

Attorney Algee notified the Board that the section of law that was most recently updated entitled “Fees” is considered the controlling section of the law, which is the \$36 amount.

3. **State Annual Building Officials Meeting**

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

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

Based on review of CLARB’s response, an e-mail will be sent for further clarification.

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

Chair Dowhan moved to revise the approved “*Initial Landscape Architect Registration*” form letter that the Board approved at the 29 January 2014 Board meeting and replace it with the draft “*Initial Certificate of Registration*” form letter that Vice-Chair Pilz presented to the Board at this meeting. Any form letter can be revised at any time as need be. Secretary Bradford seconded. Motion passed, three (3) in favor, two (2) absent. Voting in favor were Chair Dowhan, Vice-Chair Pilz and Secretary Bradford. Members Carter and Ryan were absent from the vote.

(5) **NEW BUSINESS**

1. **International Reciprocity for Landscape Architects in the State of Rhode Island**

This matter was tabled until a specific action is required. The Board will review international candidates on an individual basis.

2. a. **Meeting Schedule**

b. **Next meeting – April 23, 2014**

(6) **CORRESPONDENCE**

1. **CLARB February 2014 Member Board E-News** – So noted

2. **CLARB – Region 1 Conference Call**

Vice-Chair Pilz attended the Region 1 Conference Call and reported the Board’s recent activities.

(7) **EXECUTIVE SESSION**

Because of the nature of the following items, Chair Dowhan moved to convene into Executive Session at 3:24 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, Vice-Chair Pilz and Secretary Bradford. Members Carter and Ryan were absent from the vote.

Chair Dowhan moved to adjourn from Executive Session and to reconvene to an open meeting at 3:52 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, Vice-Chair Pilz and Secretary Bradford. Members Carter and Ryan were absent from the vote.

(8) **ADJOURNMENT**

Chair Dowhan moved to adjourn the meeting at 3:52 p.m. Secretary Bradford seconded. Motion passed, three (3) in favor, two (2) absent. Voting in favor were Chair Dowhan, Vice-Chair Pilz and Secretary Bradford. Members Carter and Ryan were absent from the vote.