

**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: 22 October 2014**

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

**MEMBERS PRESENT: Chair Michael Dowhan, Vice-Chair Pilz,  
Secretary Sara Bradford, (Present from 2:12 p.m. – 3:51 p.m.),  
Members John Carter, (Present from 2:42 p.m. – 3:51 p.m.) and  
Margaret E. Ryan**

**MEMBER ABSENT: None**

**OTHERS PRESENT: Jenna R. Algee, Esq., DBR Legal Counsel  
(Present 3:25 p.m. – 3:51 p.m.)**

**Mrs. Dawne Broadfield, Board Executive**

**(1) CALL TO ORDER – Chair Dowhan called the meeting to order at  
2:08 p.m.**

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

**Vice-Chair Pilz moved to approve the 23 July 2014 open meeting minutes. Chair Dowhan seconded. Motion passed, three (3) in favor, one (1) absent and one (1) abstained. Voting in favor were Chair Dowhan, Vice-Chair Pilz, and Secretary Bradford. Member Ryan abstained from the vote, since she was not at the last meeting. Member Carter was absent from this vote.**

**Chair Dowhan moved to approve the 23 July 2014 executive meeting minutes. Vice-Chair Pilz seconded. Motion passed, three (3) in favor, one (1) absent and one (1) abstained. Voting in favor were Chair Dowhan, Vice-Chair Pilz, and Secretary Bradford. Member Ryan abstained from the vote since she was not at the last meeting. Member Carter was absent from this vote.**

## **(3) APPLICATIONS**

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

### **1. Anja Theresa Ryan – Professional Experience Updated**

**Vice-Chair Pilz moved to accept the application for reciprocity for Anja Theresa Ryan pending successful completion of the RI SSE. This application does not have to be reviewed by the Board again. Secretary Bradford seconded. Motion passed, four (4) in favor, one (1) absent. Voting in favor were Chair Dowhan, Vice-Chair Pilz, Secretary Bradford, and Member Ryan. Member Carter was absent from this vote.**

## **LA Certificate of Authorization (COA) APLICATIONS:**

### **Initial COA Applications**

#### **1. Warner Larson Inc.**

**Chair Dowhan moved to approve the initial COA application for Warner Larson Inc. pending receipt of a Certificate of Good Standing from the Rhode Island Secretary of State's office. Vice-Chair Pilz seconded. Motion passed, four (4) in favor, one (1) absent. Voting in favor were Chair Dowhan, Vice-Chair Pilz, Secretary Bradford, and Member Ryan. Member Carter was absent from this vote.**

**10/22/14, Page 1 of 3**

## **LA Certificate of Authorization (COA) APLICATIONS:**

### **Renewal COA Applications**

#### **1. Richard J. Bourbonnais (#LA20,133) – Requesting waiver of renewal late fee**

**Vice-Chair Pilz moved to respond to the request of Richard J. Bourbonnais requesting the waiver of the COA renewal application \$25 late fee by indicating that a renewal notice and a courtesy follow-up e-mail notice was sent to the e-mail address on file, that he remit the \$25 late fee and that the Board reminds him that his COA is in an "inactive" status and must be "active" in order to practice or offer to practice landscape architecture in the State of Rhode Island. Chair Dowhan seconded. Motion passed, four (4) in favor, one (1) absent. Voting in favor were Chair Dowhan, Vice-Chair Pilz, Secretary**

**Bradford, and Member Ryan. Member Carter was absent from this vote.**

#### **(4) OLD BUSINESS**

##### **1. Rules and Regulations**

**The Rules and Regulations document is pending final Board review. The Board scheduled a workshop on Thursday, November 6, 2014 at 4:30 p.m. at Chair Dowhan's office, 333 Westminster Street, Providence, RI, to review the "finaldraft(2).doc" dated April 21, 2014.**

##### **2. Certificate of Registration (COR) – (For Member Input)**

**The Board is waiting for the changes to be made by Information Technology (IT). This matter was tabled.**

##### **3. RI State Supplemental Exam (RI SSE) Study Materials List of Topics**

**As discussed, Vice-Chair Pilz will revise the "Exam Instructions letter" to add the amendments regarding the suggested list of topics for review at the next meeting. The Board will review the "Exam Instructions letter" every year to align it with the current RI SSE. This matter was tabled.**

##### **4. Certificate of Authorization (COA) Application Supplemental Form**

**for the person/people in Responsible Charge – The Board members will be sent the online application and the paper application for review. An e-mail will be sent to all Boards, through CLARB, to inquire how they are dealing with the issue of receiving the**

responsible charge acknowledgement when an application is submitted online.

## **5. Administration of the September 2014 RI SSE**

Chair Dowhan moved to accept the passing RI SSE scores of Samuel Greenwood and Elizabeth Gray Knox, pending previous acceptance by the Board. Member Carter seconded. Motion passed, five (5) in favor, zero (0) absent. Voting in favor were Chair Dowhan, Vice-Chair Pilz, Secretary Bradford, and Members Carter and Ryan.

## **(5) NEW BUSINESS**

### **1. Employee Classification per RI Division of Taxation**

Secretary Bradford received a notice from the RI Division of Taxation regarding “Employee or Independent Contractor?” with her quarterly taxes and brought it to the Board’s attention for information purposes. After discussion, this item was moved and will be discussed under the “Rules and Regulations.”

### **2. Next meeting – 3 December 2014**

## **(6) CORRESPONDENCE**

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

**2. RIASLA (Rhode Island American Society of Landscape Architects) – Chapter News – September – October 2014 – So noted.**

### **3. CLARB Annual Meeting**

• **Vice-Chair Pilz informed the Board that he submitted the Credentials Letter and Voting Ballot for the Board of Directors (BOD) election.**

- Mrs. Broadfield attended the meeting and reported the results of the (BOD) Election.

- Mrs. Broadfield also attended the Region 1 meeting. Discussions involved trying to get more Board members involved and the ability of filling Board Member vacancy positions on State Boards. Discussion also occurred on Continuing Education, which Rhode Island does not require. The topic of the ability to travel to attend the CLARB meetings was also brought in relation to Boards not being able to attend due to lack of State funding.

#### **(7) EXECUTIVE SESSION**

Because of the nature of the following items, Chair Dowhan moved to convene into Executive Session at 3:35 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. Vice-Chair Pilz seconded. Motion passed, five (5) in favor, zero (0) absent. Voting in favor were Chair Dowhan, Vice-Chair Pilz, Secretary Bradford, and Members Carter and Ryan.

Chair Dowhan moved to adjourn from Executive Session and to reconvene to an open meeting at 3:43 p.m. pursuant to Rhode Island General Laws, §42-46-4. Vice-Chair Pilz seconded. Motion passed, five (5) in favor, zero (0) absent. Voting in favor were Chair Dowhan,

**Vice-Chair Pilz, Secretary Bradford, and Members Carter and Ryan.**

**Chair Dowhan moved to seal the executive session and record the votes taken in executive session pursuant to RI General Laws §42-46-4 and §42-46-5. Vice-Chair Pilz seconded. Motion passed, five (5) in favor, zero (0) absent. Voting in favor were Chair Dowhan, Vice-Chair Pilz, Secretary Bradford, and Members Carter and Ryan.**

**Chair Dowhan moved to record the votes taken in executive session in accordance with RI General Laws §42-46-4 as follows. Vice-Chair Pilz seconded. Motion passed, five (5) in favor, zero (0) absent. Voting in favor were Chair Dowhan, Vice-Chair Pilz, Secretary Bradford, and Members Carter and Ryan.**

#### **Record of Votes taken in Executive Session**

- One (1) company practicing without a Certificate of Authorizaton (COA)**

**Chair Dowhan moved to remove this item from the agenda. Vice-Chair Pilz seconded. Motion passed, five (5) in favor, zero (0) absent. Voting in favor were Chair Dowhan, Vice-Chair Pilz, Secretary Bradford, and Members Carter and Ryan.**

- One (1) complaint regarding services received from a firm who holds a current Certificate of Authorization (COA)**

**No vote was taken.**

## **(8) ADJOURNMENT**

**Chair Dowhan moved to adjourn the meeting at 3:51 p.m. Vice-Chair Pilz seconded. Motion passed, five (5) in favor, zero (0) absent. Voting in favor were Chair Dowhan, Vice-Chair Pilz, Secretary Bradford, and Members Carter and Ryan.**