

**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: 25 February 2015**

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

**MEMBERS PRESENT: Vice-Chair Steven Pilz, Secretary Sara  
Bradford, Members John Carter and Margaret E. Ryan**

**MEMBER ABSENT: Chair Michael Dowhan**

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

**(1) CALL TO ORDER – Vice- Chair Pilz called the meeting to order at  
2:20 p.m.**

**(2) APPROVAL OF THE MINUTES OF THE PREVIOUS MEETING(S)  
Secretary Bradford moved to accept the 3 December 2014 open  
meeting minutes. Member Carter seconded. Motion passed, three (3)  
in favor, one (1) abstained and one (1) absent. Voting in favor were**

**Secretary Bradford, Members Carter and Ryan. Vice-Chair Pilz abstained from this vote. Chair Dowhan was absent from this vote.**

**The Board did not go into executive session on 3 December 2014. Therefore, no vote was required.**

### **(3) APPLICATIONS**

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

#### **1. Diane Devore**

**Vice-Chair Pilz moved to issue and send an e-mail to Diane Devore notifying her of the Board requirement that requires verification from either the State Board or CLARB that her U.N.E. (Uniform National Examination) was passed and to also send a reminder to register for the RI SSE. Secretary Bradford seconded. Motion passed, four (4) in favor, one (1) absent. Voting in favor were Vice-Chair Pilz, Secretary Bradford, Members Carter and Ryan. Chair Dowhan was absent from this vote.**

#### **2. Blair Hines**

**Vice-Chair Pilz moved that Blair Hines be awarded registration by reciprocity from Massachusetts with satisfying of the Board's requirements, pending successful completion of the RI SSE. Secretary Bradford seconded. Motion passed, four (4) in favor, one (1) absent. Voting in favor were Vice-Chair Pilz, Secretary Bradford, Members Carter and Ryan. Chair Dowhan was absent from this vote.**

## **(4) OLD BUSINESS**

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

**The Rules and Regulations document is pending final Board review. The Board will request that Chair Dowhan send out the most recent “draft” Rules and Regulations document again for review.**

#### **1.a. Certificate of Authorization (COA) Application Supplemental Form for the person/people in Responsible Charge**

**A question arose regarding the person in responsible charge acknowledgment and the notification that occurs when the person in responsible charge leaves the firm. After reviewing the law and rules and**

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**regulations, Chair Dowhan will revise the paragraph on the Certificate of Authorization application pertaining to the responsible charge section to match that of the Law and Rules and Regulations. Since Chair Dowhan was not present at this meeting, this matter has been continued.**

**There is also a concern of how the person in responsible charge would acknowledge the responsible charge position on the online initial or renewal applications. The Board will write a letter to the DBR Director and Division Supervisor requesting to invite and meet with the people who developed the online initial and renewal applications to voice its concern and to discuss coordinating the**

language pertaining to the person in responsible charge to match the language in the law and regulations and regulations. Chair Dowhan is working on preparing the Memo addressed to the DBR Director and Division Supervisor.

Since Chair Dowhan was not present at this meeting, Vice-Chair Pilz will contact Chair Dowhan work with him on the language to be brought forward to the DBR Director and Division Supervisor.

## **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**  
After review, the letter will remain “as is” to include the spell out of the acronyms. This item was closed and removed from the agenda.

## **(5) NEW BUSINESS**

### **1. 2015 Legislation**

The DBR submitted its legislative package to the Governor’s Office to amend six (6) areas under the DBR’s jurisdiction to delete the provisions providing the fees for duplicate licenses that are no longer necessary. The DBR has implemented an electronic system of licensing and licensee can now print duplicates of their licenses for free.

## **2. Next meeting – 25 March 2015**

### **(6) CORRESPONDENCE**

- 1. CLARB Nomination Form – Candidates for 2015 Elections – So noted.**
- 2. CLARB October, November and December 2014 and January 2015 Member Board E-News – So noted.**
- 3. RIASLA (Rhode Island American Society of Landscape Architects) – Chapter News – September – October 2014 and November – December 2014 – So noted.**

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

**Because of the nature of the following items, Vice-Chair Pilz moved to convene into Executive Session at 3:45 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. Member Carter seconded. Motion passed, four (4) in favor, one (1) absent. Voting in favor were Vice-Chair Pilz, Secretary Bradford, Members Carter and Ryan. Chair Dowhan was absent from this vote.**

**Secretary Bradford moved to adjourn from Executive Session and to reconvene to an open meeting at 3:58 p.m. pursuant to Rhode Island General Laws, §42-46-4. Member Carter seconded. Motion passed, four (4) in favor, one (1) absent. Voting in favor were Vice-Chair Pilz,**

**Secretary Bradford, Members Carter and Ryan. Chair Dowhan was absent from this vote.**

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**Secretary Bradford 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. Member Carter seconded. Motion passed, four (4) in favor, one (1) absent. Voting in favor were Vice-Chair Pilz, Secretary Bradford, Members Carter and Ryan. Chair Dowhan was absent from this vote.**

**Secretary Bradford moved to record the votes taken in executive session in accordance with RI General Laws §42-46-4 as follows. Member Carter seconded. Motion passed, four (4) in favor, one (1) absent. Voting in favor were Vice-Chair Pilz, Secretary Bradford, Members Carter and Ryan. Chair Dowhan was absent from this vote.**

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

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

**Member Carter moved to revise and send the letter that was sent to the complainant tailored to the respondent for review by Attorney Algee, to close and remove from the agenda. Secretary Bradford seconded. Motion passed, four (4) in favor, one (1) absent. Voting in**

**favor were Vice-Chair Pilz, Secretary Bradford, Members Carter and Ryan. Chair Dowhan was absent from this vote.**

**(8) ADJOURNMENT**

**Secretary Bradford moved to adjourn the meeting at 4:00 p.m. Member Carter seconded. Motion passed, four (4) in favor, one (1) absent. Voting in favor were Vice-Chair Pilz, Secretary Bradford, Members Carter and Ryan. Chair Dowhan was absent from this vote.**

