

**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 July 2015

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

**MEMBERS PRESENT: Chair Michael Dowhan, Vice-Chair Steven Pilz,
Secretary Sara Bradford, and Member John Carter**

MEMBER ABSENT: Margaret E. Ryan

**OTHERS PRESENT: Jenna R. Algee, Esq., DBR Legal Counsel
(Present 2:35 p.m. – 2:58 p.m.)**

Mrs. Dawne Broadfield, Board Executive

**(1) CALL TO ORDER – Chair Dowhan called the meeting to order at
2:18 p.m.**

**(2) APPROVAL OF THE MINUTES OF THE PREVIOUS MEETING(S)
Vice-Chair Pilz moved to accept the 24 June 2015 open meeting**

minutes as written. Secretary Bradford 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.

(3) APPLICATIONS

None

(4) OLD BUSINESS

1. Rules and Regulations

a. Document for finalization – Chair Dowhan will circulate the last Rules and Regulations document for review. The Board will meet on Wednesday, August 26, 2015, 2:00 p.m. The notice will include as follows: (1) Called to Order, (2) Old Business – Rules and Regulations (3) Adjournment. Upon finalization, Chair Dowhan will e-mail the final Rules and Regulations document to Attorney Algee for public hearing.

b. “Draft Information Bulletin” – Chair Dowhan will incorporate the changes into the draft for the next meeting. This will be a notification of the responsible charge requirement and who has the responsibility when there is a change in responsible charge. When finalized, it will be e-mailed to all active registered Landscape Architects and posted on the Board’s website. This is continued to September.

c. Certificate of Authorization (COA) – Changes to be made to the Initial and Renewal Application – Question #1 will be sent to Attorney Algee to ask if there is any legal foundation for have the question to be on the application. Attorney Algee reviewed and responded that

the question does not have to be on the application but the Board certainly has the authority to ask it. The question speaks to the character of the applicant and is relevant but is not required by law to ask it. Upon poll of the Board members, three (3) thinks that the language should stay and two (2) that thinks the language should be removed, therefore, the language will remain. This is continued to September.

d. Certificate of Authorization (COA) – Responsible Charge Audit – This is continued to September.

2. 2015 Legislation – Status Update

The Department of Business Regulation (DBR) legislation removing the duplicate license fees was passed and signed by the Governor on 17 June 2015. Therefore, this item was removed from the agenda.

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(5) NEW BUSINESS

1. RI State Supplemental Exam (RI SSE) – Results of the 16 June 2015.

a. Secretary Bradford moved to pass Joshua Coroa, Diane Devore, Imogene Hatch, Blair Hines, Suzanne Mathew, Kenneth McClure, Shannon Rozea, and Stephanie White with the recommending 60% for the passing score and to fail Michael Stephen Carrola and Anja

Therese Ryan Duffy. 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.

b. Chair Dowhan moved to accept a reciprocal application for Diane M. Devore, accept a reciprocal application for Shannon Rozea and accept an initial application for Suzanne Mathew. 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.

2. RI State Supplemental Exam (RI SSE) – The Board will take under consideration Karen Beck’s comments that were given to the Board at the last meeting as to whether the RI SSE will remain or not.

Karen Beck brought up two (2) issues as to whether or not the RI SSE actually protects the health, safety and welfare (HSW) above and beyond what the national L.A.R.E. tests for and that the RI SSE can, to an extent, act as a barrier to reciprocity, since it is only given twice a year.

After discussion, the course of action is as follows: (1) determine when the L.A.R.E. is administered; (2) keep the RI SSE; (3) reassessment. Member Carter discussed that Karen Beck is the sounding board for candidates and maybe instead of asking the Board to change its procedures that maybe she will not take the calls anymore. Looking at it objectively in the HSW issues, Member Carter thinks that RI is “head and shoulders” above States who do not do

give the State exam in terms of fulfilling the Board members' obligation on serving on the Board. Member Carter thinks that having some working knowledge of the plants, soils and the climate is very health safety related as is knowledge of regulatory issues. Member Carter thinks that the Board could improve is the questions and codifying what the exam candidate needs to study and that it is unfair to give somebody a big broad task to review. The question that the Board will review is there a way to give someone some type of study guidance. This matter is continued to September.

3. Next Meeting – 23 September 23, 2015. The 26 August 2015 will be scheduled for the Rules and Regulations only.

(6) CORRESPONDENCE

1. CLARB June 2015 Member Board E-News – So noted.
2. RIASLA (Rhode Island American Society of Landscape Architects) – Chapter News – July – August 2015 – So noted.
3. Vice-Chair Pilz indicated that Karen Beck's article did not touch on "testimony" and felt the issue should be touched on. Vice-Chair Pilz will contact Karen Beck to amend the article since she did not touch on it in the article.

(7) EXECUTIVE SESSION

The Board will also discuss the following matters in closed session pursuant to RI General Laws §42-46-5(a)(4) for investigative proceedings regarding allegations of civil or criminal misconduct.

There was no executive session agenda. Therefore, the Board did not convene.

(8) ADJOURNMENT

Chair Dowhan moved to adjourn the meeting at 4:07 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.