

**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: 28 October 2015

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

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

MEMBER ABSENT: Member John Carter and Margaret E. Ryan

OTHERS PRESENT: Mrs. Dawne Broadfield, Board Executive

**(1) CALL TO ORDER – Chair Dowhan called the meeting to order at
2:15 p.m.**

**(2) APPROVAL OF THE MINUTES OF THE PREVIOUS MEETING(S)
Secretary Bradford moved to accept the 23 September 2015 open
meeting minutes as written. 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 this vote.

(3) APPLICATIONS

LA Registration by Exam

1. Jacob Mather

2. Charles Page III

Chair Dowhan moved to accept the applications for Jacob Mather and Charles Page III on the basis of registration by exam. 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 this vote.

3. Charles Page III

LA Certificate of Authorization (COA)

1. Gregory Lombardi Design, Inc.

Chair Dowhan moved to accept and conditionally approve the application for Gregory Lombardi Design, Inc. pending receipt of a Certificate of Good Standing from the Rhode Island Secretary of State's office. 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 this vote.

(4) OLD BUSINESS

1. Rules and Regulations

a. Document for finalization – Reiterate your discussion from the 26

August 2015 meeting for the record. It was reiterated for the record that at the 26 August 2015 meeting, the Board reviewed draft Rules and Regulations, last revised 4-24-14, minor revisions made, the draft will be revised again and forwarded to Jenna Algee. Since the 23 September 2015 meeting, the draft document was reviewed by the Board Executive and some minor revisions were made. The Board Executive then forwarded to Vice-Chair Pilz for review and finalization. This was tabled for Vice-Chair's Pilz's review.

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 tabled pending the outcome of DBR Kaizen Event.

10/28/15, Page 1 of 2

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 tabled pending the outcome of DBR Kaizen Event.

d. Certificate of Authorization (COA) – Responsible Charge Audit – This is tabled pending the outcome of DBR Kaizen Event.

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. The Board decided that the RI SSE will remain and that they will codify study materials. The Board will look at the study materials with the assistance of Karen Beck. The Board will also review the CLARB website for L.A.R.E. study guides and materials. This matter was tabled.

(5) NEW BUSINESS

1. Next Meeting – 18 November 2015.

(6) CORRESPONDENCE

1. CLARB October 2015 Member Board E-News – So noted.

2. CLARB "IN THE KNOW" Member Engagement Series – What topics are you interested in learning about over the next year? – After discussion, the Board will respond that the elimination of the Annual Meeting webinar left Member Board Members (MBMs) and Member Board Executives (MBEs) out and will ask that CLARB reevaluate to

include dialog to participate in the next meetings.

(7) ADJOURNMENT

Chair Dowhan moved to adjourn the meeting at 3:19 p.m., 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 this vote.

