

**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: 23 September 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: Mrs. Dawne Broadfield, Board Executive

Daniel J. Grannis, Guest, (Present from 2:15 p.m. – 2:30 p.m.)

**(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)

**Chair Dowhan moved to approve the 22 July 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.

Chair Dowhan moved to approve the 26 August 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. John Andrew O'Keefe

Chair Dowhan moved to accept the application for John Andrew O'Keefe on the basis of registration by exam. 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 Carter. Member Ryan was absent from this vote.

LA Registration by Reciprocity

1. Daniel J. Granniss

Vice-Chair Pilz moved to accept the application for Daniel J. Granniss on the basis of registration by reciprocity based on Rhode Island General Laws, §5-51-4 (A)(1) and Rules and Regulations Section 3(D)(1)(D)(E). 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 Carter. Member

Ryan was absent from this vote.

LA Certificate of Authorization (COA)

1. Blair Hines Design Associates, LLC

2. Devore Associates

Chair Dowhan moved to accept and conditionally approve the applications for Blair Hines Design Associates, LLC and Devore Associates 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 Carter. Member Ryan was absent from this vote.

3. Brown Richardson & Rowe, Inc. COA #LA23062 – Amended Application – Change in Responsible Charge from Mary Baker, LA #357 to Imogene Hatch, #625.

Chair Dowhan moved to accept the amended Certificate of Authorization application for Brown Richardson & Rowe, Inc. for a change in responsible charge removing Mary Baker, RI Landscape Architect #357, and adding Imogene Hatch, RI Landscape Architect #625. 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 Carter. Member Ryan was absent from this vote.

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(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. Vice-Chair Pilz and Ms. Broadfield will review and send the document to the Board for review for the next meeting.

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 October.

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 October.

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

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. This matter was continued to October.

(5) NEW BUSINESS

1. Election of Officers -

Member Carter moved that the Board keep the slate of officers “as is,” Michael J. Dowhan, Chair; Steven J. Pilz, Vice-Chair; Sara Bradford, Secretary. 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 Carter. Member Ryan was absent from this vote.

2. RI State Supplemental Exam (RI SSE) – Results of the 15 September 2015 exam

• Vice-Chair Pilz moved to accept the results of the 15 September 2015 for Michael Stephen Carrolla, Daniel J. Granniss, Peter Lukacic, Jacob Mather, David J. Miller, and Charles Page III with a passing score of 60 and issue accordingly. Member Carter seconded. Motion passed, four (4) in favor, one (1) absent. Voting in favor were Chair Dowhan, Vice-Chair Pilz, Secretary Bradford and Member Carter. Member Ryan was absent from this vote.

• Daniel J. Granniss appeared before the Board and gave comments. Granniss indicated that he has high respect of the licensure.

Granniss suggested to build greater credibility that the Board look at that the study materials. Granniss suggested to look at previous questions and suggested some exam items. Granniss also recommended that the Board indicate in the study materials guide to say “woody plants” instead of just “plants.” The Board told him his unofficial score of passing and notified him that he will receive his office RI SSE score in fourteen (14) to twenty-one (21) business days.

3. Next Meeting – 28 October 23, 2015.

The regularly scheduled meetings were changed for 25 November 2015 18 November 2015 and 23 December 23, 2015 to 16 December 2015.

(6) CORRESPONDENCE

- 1. CLARB September 2015 Member Board E-News – So noted.**
- 2. RIASLA (Rhode Island American Society of Landscape Architects) – Chapter News – September – October 2015 – So noted.**

(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 3:55 Dowhan, Member Carter seconded. Motion passed, four (4) in favor, one (1) absent. Voting in favor were Chair Dowhan, Vice-Chair Pilz, Secretary

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

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