

**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: 29 September 2016

**PLACE: 1511 Pontiac Avenue, Building 68-1 Conference Room,
Cranston, RI 02920**

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

MEMBER ABSENT: Member Margaret E. Ryan

**OTHERS PRESENT: Mrs. Dawne Broadfield, Board Executive
Jenna R. Algee, Esq., DBR Senior Legal Counsel
Amy C. Stewart, Esq., DBR Legal Counsel**

Chair Dowhan called the meeting to order at 2:17 p.m.

The first order of business was:

Approval of the Open Session Minutes held on 27 January 2016

Upon motion made by Vice-Chair Pilz and duly seconded by Chair Dowhan, it was unanimously

VOTED: To approve minutes of the Open Meeting Session held on 27 January 2016.

The next order of business was:

Review of administratively approved applications for Individual Registrations and Certificates of Authorizations (“COAs”) processed since the last meeting.

The Board was provided with lists for individual registrations and COA registrations that were administratively approved by the Board Executive, upon review by Vice-Chair Pilz, since the last meeting on 27 January 2016. The Board reviewed and noted the approved applications.

Discussion ensued regarding the administrative approval process, which was discussed at the last meeting, as noted in the 27 January 2016 Open Meeting minutes. The Board asked staff to review prior minutes to see if there were any previous discussions about this

process. The Board instructed Board Executive Broadfield to put a discussion of this process on the next agenda for clarification.

The next order of business was:

OLD BUSINESS

Rules and Regulations

The Board agreed to hold a Workshop on 13 October 2016 to review and discuss the proposed revisions to the Rules and Regulations. This meeting will be held at the Board Chair's office at "7 Central Street, Providence, RI 02907." The draft Rules and Regulations that come out of the Workshop will be distributed for Board review at the next tentatively scheduled meeting.

The Board advised Legal Counsel Stewart that there are two (2) issues that the Board would like to incorporate into the Rules and Regulations: "direct control and supervision" and "foreign (overseas) education." Board Executive Broadfield stated that she will contact the Council of Landscape Architectural Registration Boards (CLARB) to inquire as to whether or not they have a process in place to verify foreign (overseas) education.

Certificate of Authorization (COA) --- Informational Bulletin.

This matter was tabled until finalization of the Rules and Regulations.

Certificate of Authorization (COA) – Changes to be made to the Initial

and Renewal Applications.

This matter was tabled until finalization of the Rules and Regulations.

Certificate of Authorization (COA) – Responsible Charge Audit.

This matter was tabled until finalization of the Rules and Regulations.

RI State Supplemental Exam (RI SSE)

Vice-Chair Pilz reported that effective at the 27 January 2016 meeting, all references to the RI SSE have been removed from the website. He stated that the RI SSE is no longer required for reciprocity applicants and is temporarily being waived for initial licensure applicants, unless and until the Board comes up with a solution that is satisfactory to the DBR Director. This matter was tabled to revisit at a later date.

2016 Legislation

Legal Counsel Algee reported that the Governor signed H7844 SUB A / 2866 SUB A into law on 6 July 2016.

The next order of business was:

NEW BUSINESS

Election of Officers

Upon motion made by Member Carter and duly seconded by Vice-Chair Pilz, it was unanimously

VOTED: To keep the same slate of officers: Michael Dowhan, Chair; Steven J. Pilz, Vice-Chair; and Sara Bradford, Secretary.

Unlicensed Activity Investigation and Complaint Process/Procedure

The Board was advised by Legal Counsel Algee that the Board can only add specific items to the agenda. Legal Counsel Stewart stated any particular allegation of alleged unlicensed activity or improper advertising must first be presented to Board Executive Broadfield so it can be reviewed by Legal Counsel and properly added to the executive session agenda.

Any other New Business to come before the Board at the next meeting

No new business items were brought before the Board.

Next Meeting – 26 October 2016 at 1:30 p.m.

There was a consensus to permanently change the time of Board meetings from 2:00 p.m. to 1:30 p.m. moving forward.

The next order of business was:

CORRESPONDENCE

CLARB - 2016 Annual Meeting – Philadelphia, PA – September 22 –

24, 2016

Vice-Chair Pilz told the Board that he submitted the “Voting Ballot” on behalf of the Board for the selection of the Board of Directors (BoD) members and the Nominating Committee members.

CLARB - Member Board E-News – January, February, March, April, May, June, and August 2016 – The Board reviewed and noted.

RIASLA (Rhode Island American Society of Landscape Architects) – Chapter News – November – January – February; March – April; May – June; July – August 2016; and September – October 2016. The Board reviewed and noted.

The final order of business was:

ADJOURNMENT

Upon motion made by Secretary Bradford and duly seconded by Vice-Chair Pilz, it was unanimously

VOTED: To adjourn the meeting at 3:41 p.m.

Respectfully submitted,

Sara Bradford

Secretary

SB/dmb