

MINUTES
SC Board of Landscape Architectural Examiners Board Meeting
November 20, 2019 at 10:00 a.m.
Synergy Business Park, Kingstree Building
110 Centerview Drive, Room 204
Columbia, SC

Call to Order

Chairman McLeod called the meeting to order at 10:04 a.m.

Statement of Public Notice

Mr. McLeod stated that public notice of this meeting was properly posted at the S.C. Department of Labor, Licensing and Regulation, Synergy Business Park, Kingstree Building and on the board website and provided to all requesting persons, organizations and news media in compliance with §30-4-80 of the South Carolina Freedom of Information Act.

Introduction of Board Members and Others

Board members attending included: J. Parks McLeod, PLA, Chairman; Edward Kinney, PLA, Vice-Chairman; Laura G. Dukes, PLA; Barret D. Anderson, PLA; and Jean Catalano, Public Member.

Staff members present included: Emily Farr, Agency Director; Hardwick Stuart, Esq., Office of Advice Counsel; Megan Flannery, Office of Disciplinary Counsel; Rodney Pigford, Office of Investigations and Enforcement; Pam Dunkin, Administrator; and Sherri Moorer, Program Assistant.

Others present included: Julia Melissa Blackwell (Creel Court Reporting).

Director's Remarks

Director Emily Farr introduced herself to the Board. She said the new LLR website launched in July, and welcomed feedback from the Board members. The Finance Department has recently revamped and conducted a review of all Board finances. Abhijit Deshpande is the Finance Manager, and Patrick Jarvis is the Finance Manager. There are no recommendations for fee adjustments for this Board. The Board finances will be reviewed against projections each month, and a full financial review will be conducted every two years. The cash balance reports were updated in July. She welcomed the Board members to contact her with any questions or concerns.

Approval of Minutes

Mr. McLeod asked for proposed changes to the minutes of the August 28, 2019, meeting.

MOTION: To approve the minutes of the August 28, 2019, meeting, with an amendment to note that Mr. McLeod recused himself from the application hearing. Dukes/Kinney/approved.

Staff Report

1. Mrs. Dunkin gave the Administrator's Report:
 - The Board has 644 individual landscape architects and 177 firms actively licensed.

- The Board had a cash balance of \$168,900.07, as of October 31, 2019.
 - The SC Department of Motor Vehicles is offering specialty license tags to Board members. She asked Board members to let Mrs. Moorer know by Monday, November 25, if they would like a specialty tag.
 - Mrs. Duncan reminded the Board members to refer public members to Board staff with questions.
 - Three individuals are pending additional information for CE deficiencies. The due date is March 13, 2020.
 - CLARB announced the selection of Matthew M. Miller as their Chief Executive Officer, effective November 1, 2019. The email announcement was forwarded to the Board members on September 27.
 - The next CLARB In-The-Know webinar is scheduled for November 20, 2019, at 3 p.m. The topic is the Leadership Advisory Council. A schedule of upcoming CLARB In the Know Webinars was distributed in the meeting handouts.
 - “New Board Member and Executives/Administrators Orientation” will be held in Washington D.C. on February 12-14, 2020. This orientation is geared toward new design professional licensing Board members, executives, and administrators. It is provided free of cost.
 - The CLARB Annual Meeting will be held at The Roosevelt in New York City on September 10-12, 2020. This will be their 50th anniversary. The Board will vote on travel funding and delegates on future meeting dates.
 - The next Board meeting is scheduled for February 12, 2020.
2. **Office of Investigations and Enforcement (OIE) Report** - Mr. Pigford said the Office of Investigations and enforcement report reflects cases from January 1, 2019 – November 18, 2019. There have been 11 “do not open” complaints, five cases closed, and one case pending complaint analyst review, for a total of 17 complaints for the year. Mr. McLeod noted that the number of complaints seems higher this year, and requested historical data at the next Board meeting.
3. **Investigative Review Committee (IRC) Report** - Mr. Pigford said the Investigative Review Committee met on November 12, 2019. The report includes one case recommended for dismissal.

MOTION: To approve the November 12, 2019, report. Dukes/Catalano/approved.

4. **Office of Disciplinary Counsel (ODC) Report** - Ms. Flannery said there are no active cases in the Office of Disciplinary Counsel.

Board Member Reports

1. **CLARB Annual Meeting** – Edward Kinney, Barret Anderson, and Jean Catalano attended the CLARB Annual Meeting in St. Louis, Missouri, on September 25-28, 2019.

Mr. Kinney said the CLARB Governance Restructuring Resolution passed with a vote of 38-3, and the amendment to the resolution was voted down 11-30. SC voted with the majority on all issues. The major change is that there will be a Leadership Advisory Council comprised of eight to ten “directors-at-large,” instead of the Regional Directors. The purpose of this change is to recruit more people to serve in CLARB leadership positions. The state boards retain the burden of ensuring representation within the ranks of CLARB leadership. Other focus areas were threats to licensure, changes in the occupation, and the forecast future for the profession.

Mrs. Catalano said the following issues were proposed for Boards to address at their regularly scheduled meetings: board diversity, soliciting feedback from state chapters of the American Society of Landscape Architects (ASLA), conducting a friction analysis, strategic planning, and a Board self-assessment. Mr. McLeod noted that the Board conducted a friction analysis in 2017.

The Board is interested in pursuing the Board self-assessment. Mr. Kinney will contact CLARB for suggestions and resources to pursue this at a future meeting.

Unfinished Business

- 1. Review and Discussion of Continuing Education Audits** – Mrs. Duncan has a meeting scheduled with representatives from CE Broker on December 10, 2019. She asked the Board members for areas of concern to address at this meeting.

Mrs. Dukes said she would like to resume use of the Continuing Education Reporting Form. Mr. Kinney agreed that the reporting form would help the licensees focus on the proper submittal of documentation, and it would assist the Board members with audit reviews. Mr. McLeod and Mr. Anderson asked about the standard for submittals through the CE Broker system. Mrs. Duncan invited the Board members to attend the CE Broker meeting on December 10, 2019, meeting.

MOTION: To go into executive session for legal advice, with staff remaining.
Kinney/Catalano/approved.

MOTION: To exit executive session. Catalano/Kinney/approved.

Mr. McLeod said no votes were taken in executive session.

New Business

- 1. Delegation of Authority to Board Chair to Issue Cease and Desist for Unlicensed Practice** – Mr. Stuart said the Agency is asking all Boards to allow the Chair to issue Cease and Desist Orders, instead of bringing the cases before the full Board.

MOTION: To delegate authority to the Board Chair to issue Cease and Desist Orders for unlicensed practice. Anderson/Dukes/approved.

2. **Military Spouse License Approval** – Mrs. Duncan said that the agency has established an expedited licensure process for military spouses, by request from the Governor’s Office. The process has been in place for a year. Applicants must meet the requirements for reciprocal licensure. This process does not expedite applications for initial licensure. There have not been any licensure requests by this method to date. Mrs. Dukes said the Board is in full compliance and support of this process.

3. **Travel Authorization for New Board Member Orientation** – Mrs. Duncan said there will be a fully funded New Board member Orientation in Washington D.C. on February 12-14, 2020. She asked if the Board is interested in sending delegates to this training.

MOTION: To allow the number of representatives that LLR deems necessary to attend the new Board Member Orientation for staff and/or Board members. Dukes/Kinney/approved.

4. **2020 Election of Officers**

MOTION: To nominate James Parks McLeod as Chairman. Kinney/Dukes/approved.

MOTION: To nominate Edward A. Kinney as Vice Chairman. Dukes/Anderson/approved.

Approval of Excused Absences

MOTION: To enter executive session for legal advice, with staff remaining. Catalano/Kinney/approved.

MOTION: To exit executive session. Dukes/Anderson/approved.

Mr. McLeod said no votes were taken in executive session.

MOTION: To excuse John Tarkany’s absence. Dukes/Anderson/approved.

Notice of Next Meeting

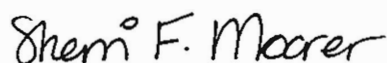
Mr. McLeod said the next meeting of the SC Board of Landscape Architectural Examiners will be held on February 12, 2020, at 10 a.m.

There being no further business:

MOTION: To adjourn. Catalano/Anderson/approved.

The meeting adjourned at 11:56 a.m.

Respectfully Submitted,



Sherri F. Moorer, Program Assistant