

MINUTES
SC Board of Landscape Architectural Examiners Board Meeting
August 3, 2022 at 10 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 10:02 a.m.

Statement of Public Notice

Mr. McLeod stated that Public notice of this meeting was properly posted at the S.C. Board of Landscape Architectural Examiners office, Synergy Business Park, Kingstree Building, and provided to all requesting persons, organizations, and news media in compliance with Section 30-4-80 of the South Carolina Freedom of Information Act.

Introduction of Board Members and Others

Board members participating included Edward Kinney, PLA, Vice-Chairman; Andrew Cheatham, PLA; Laura Dukes, PLA; Frank E. Barron III, Public Member; and Jean Catalano, Public Member.

Staff members participating included Mary League, Esq., Office of Advice Counsel; Rodney Pigford, Office of Investigations and Enforcement; Pam Dunkin, Administrator; Johnnie Rose, Program Coordinator; and Sherri Moorer, Program Assistant.

Others participating included: Nadine Garrett (Creel Court Reporting).

Approval of Agenda

MOTION: To approve the agenda of the August 3, 2022, Board meeting.
Kinney/Catalano/approved

Approval of Excused Absences

MOTION: To excuse Barret Anderson from the meeting.
Dukes/Cheatham/approved

Board Chairman Remarks

Mr. McLeod recognized Jean Catalano for her incredible work on the Board and her Honorary Membership to the American Society of Landscape Architects. The Board nominated Mrs. Catalano because she set a bar that most public members would struggle to achieve. Coffee and pastries were provided to celebrate this achievement.

Approval of Minutes

Mr. McLeod asked for proposed changes to the minutes of the April 27, 2022, meeting.

MOTION: To approve the minutes of the April 27, 2022, meeting, with a change to correct the next meeting date.
Kinney/Cheatham/approved.

Staff Reports

Mrs. Dunkin gave the Administrative Report:

- The Board has 729 individual landscape architects and 218 firms actively licensed.
- The Board had a cash balance of \$153,464.66 as of June 30, 2022.
- Jean Catalano has been elected to honorary membership in the American Society of Landscape Architects. This is one of the highest honors conferred by the organization. She will be recognized at the reception during the Conference on Landscape Architecture on November 10 and has received free registration to the conference as part of this award. The Board will vote on travel authorization for this reception as a later agenda item.
- The CLARB Regional Meeting webinar will be held virtually on August 10, 2022; at 3 p.m. Mrs. Moorer forwarded registration information for this webinar on July 18, and will participate in the webinar.
- The CLARB Annual Meeting will be held virtually and in-person at the Embassy Suites by Hilton Downtown/Market on September 21-23, 2022, in Omaha, Nebraska. Andrew Cheatham and Edward Kinney will represent SC in person. Pam Dunkin will attend virtually.
- The Landscape Architect Registration Examination (LARE) will be offered August 6-20, 2022. Registration closed on August 1.
- Staff are working to develop an online application for the Certificate of Authorization.
- Staff are working on a newsletter to post on the Board website in September.
- License renewals will open on November 1, 2022. Email validations will be sent to all active licensees in September, with additional information to follow with instructions to renew when license renewals are open. Renewals are due by January 31, 2023. There is a two-month grace period for renewals with a late penalty fee through March 31, 2023.
- The next Board meeting will be November 2, 2022.

Office of Investigations and Enforcement (OIE) Report

Mr. Pigford said six complaints have been received in the Office of Investigations and Enforcement since January 1, 2022. None of these cases were opened because they did not fall under the practice act, were outside of the Board's jurisdiction, or the complainant failed to provide sufficient supporting documentation to pursue an investigation. There are no active investigations.

Investigative Review Committee (IRC) Report

Mr. Pigford said there is no IRC Report.

Office of Disciplinary Counsel (ODC) Report

Mrs. Dunkin said there is one case in the Office of Disciplinary Counsel.

Board Member Reports

There were no Board member reports.

Old Business

- 1. Review and Approval of Proposed Changes for Chapter 76.** Mr. McLeod said the Landscape Architect Regulatory Review Committee met on May 18, 2022, to review the regulations. Mr. McLeod, Mr. Cheatham, and Mr. Barron served as Board member representatives, and Mark Cotterill and Kenneth Simmons served as representatives for the SC Chapter of the American Society of Landscape Architects. The committee had a productive meeting with most of the proposed changes initiated by the society members. The Board reviewed the red-line draft of the committee recommendation and proposed the following changes:
 - **Chapter 76-6(2)(a)** – retain the existing requirement that fifteen of the twenty hours must be health/safety/welfare.
 - **Chapter 76-6(2)(b)** – retain the existing requirement that five of the twenty hours may be practice related topics.
 - **Chapter 76-6(B)(1)** – change the word “Category” to “Method.”
 - **Chapter 76-6(B)(2)** – change the word “Category” to “Method.”
 - **Chapter 76-6(B)(2)(a)** – add a line that reads “licensees may not claim credit for more than five (5) hours for public service activities.
 - **Chapter 76-6(B)(2)(b)** – add a line that reads “licensees may not claim credit for more than five (5) hours for authoring papers, articles, or books.
 - **Chapter 76-6(B)(2)(d)** – delete the proposed red line text that reads “licensee is allocated two (2) hours of course preparation for each one (1) hour of instruction” with text that reads “licensees are allowed a maximum of three (3) hours for teaching” and retain “per reporting period” text.

MOTION: To proposed regulations with requested changes.
Kinney/Dukes/approved

Mrs. Dunkin said a draft with the proposed changes would be sent to the Board members for final review by blind copy. They should respond directly to staff with any recommended corrections. The final draft will publish in the State Register, which will open a one-month comment period. Once this period ends and all comments are addressed, it will be finalized and included in the 2023 legislative package.

- 2. Discussion on CE Broker.** Mrs. Dunkin said the agency would like to allow the Boards to decide if CE Broker is mandatory for licensees. Deb Carter gave a virtual presentation to the Board at the February 2, 2022, meeting to describe the services they provide to assist with continuing education documentation, tracking, and audits.

MOTION: That CE Broker is not mandatory.
Kinney/Catalano/approved

- 3. Continuing Education Handout Review.** Mrs. Dunkin presented the continuing education handout to the Board with corrections implemented as requested at the April 27, 2022, meeting. The Board reviewed the handout and suggested that staff post it to the website with a disclaimer that this document applies to the current reporting period of February 1, 2021 – January 31, 2023.

MOTION: To approve the continuing education guidelines with changes as recommended by the Board.
Kinney/Cheatham/approved

New Business

- 1. Travel Authorization for ASLA Conference on Landscape Architecture.** Mrs. Dunkin said Mrs. Catalano would be officially presented her Honorary ASLA Membership award at the ASLA Conference on Landscape Architecture in San Francisco, California, on November 10, 2022. Travel to this conference will be provided as part of the awards package, and will be at no cost to the Board.

MOTION: To approve Mrs. Catalano’s travel to the ASLA Conference on Landscape Architecture in November.
Catalano/Kinney/approved

- 2. CLARB Leadership Elections.** Mrs. Moorer said the Board needs to decide the South Carolina vote for the CLARB Leadership Elections. She will send the credentials letter and ballot to CLARB.

MOTION: To vote for Joe Steffes and Mark Taylor for the CLARB Leadership Advisory Council.
Kinney/Catalano/approved

- 3. Licensure Trends.** Mrs. Dunkin said a report of licensure trends since July 2010 were provided in the meeting handouts. Individual licensure has been consistent, and the Certificate of Authorization licensure has shown steady growth. The Board requested that they be provided with an annual report for licensure.

- 4. 2023 Meeting Dates.** Mrs. Dunkin said proposed meeting dates for 2023 are on February 1, May 3, August 2, and November 1. All meetings will be held in-person at the SC Department of Labor, Licensing and Regulation, Synergy Business Park, Kingstree Building, 110 Centerview Drive, Conference Room 204, Columbia, SC, and will begin at 10 a.m.

MOTION: To accept the proposed meeting dates.
Kinney/Catalano/approved

Public Comments

There were no public comments.

Notice of Next Meeting

The next meeting of the SC Board of Landscape Architectural Examiners will be held on November 2, 2022, at the SC Department of Labor, Licensing and Regulation, Synergy Business Park, Kingstree Building, 110 Centerview Drive, Conference Room 204, Columbia, SC, and will begin at 10 a.m.

Adjournment

MOTION: To Adjourn.
Catalano/Dukes/approved

There being no further business, the meeting adjourned at 11:54 a.m.

Respectfully Submitted,

Sherri Moorner

Sherri Moorner, Program Assistant