

MINUTES
SC Board of Landscape Architectural Examiners Board Meeting
10:00 a.m., February 4, 2015
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 §30-4-80 of the South Carolina Freedom of Information Act.

Introduction of Board Members and Others

Board members present included: J. Parks McLeod, PLA, Chairman; John A. Tarkany, PLA, Vice-Chairman; Laura G. Dukes, PLA; Christopher S. Thompson, PLA; Barrett Anderson, PLA; Jean Catalano, Public Member; and T. Scott Bolser, Public Member.

Staff members present included: Lenora Addison-Miles, Administrator; Molly Price, Administrator; Sherri F. Moorer, Program Assistant; Donnell Jennings, Esq., Office of Advice Counsel; and Sharon Wolfe, Office of Investigations and Enforcement.

Others present included: Gary Collins, Douglas Church, and Natalie Garrett (Creel Court Reporting).

Approval of Minutes

Mr. McLeod asked for proposed changes to the minutes of the October 15, 2014, meeting. There were none.

MOTION: To approve the minutes of the October 15, 2014, meeting. Dukes/Tarkany/approved.

Approval of Agenda

Mr. McLeod asked for proposed changes to the agenda for the February 4, 2015, meeting. There were none.

Staff Reports

1. Ms. Wolfe said there are no active cases and no complaints in the Office of Investigations and Enforcement. The Board had a total of two closed cases and two "do not open" cases, for a total of four complaints for the period of January 1, 2014 – December 31, 2014.
2. Ms. Wolfe said the Investigative Review Committee met on January 27, 2015. The report was included in the meeting handouts.

MOTION: To approve the January 27, 2015, Investigative Review Committee Report. Catalano/Dukes/approved.

3. Mrs. Addison-Miles said there are no cases in the Office of Disciplinary Counsel.

4. Mrs. Addison-Miles said that statutory changes have resulted in changes to Board groupings within the agency. The Board of Landscape Architectural Examiners has separated from the Board of Architectural Examiners and the Board of Registration for Professional Engineers and Surveyors, and has grouped with the Board of Environmental Certification and the Board of Registration for Foresters. She introduced Molly Price as the new administrator for the Board. Licensure statistics, renewal statistics, and financial information were provided in the meeting packets. There are currently 27 active exam candidates, 163 active Certificates of Authorization, and 620 individuals licensed through the Board of Landscape Architectural Examiners. A list of individuals licensed October 11, 2014 – January 30, 2015, were included in the meeting packets. 592 licenses were renewed during the period of November 1, 2014 – January 30, 2015 and second notices were mailed to 195 licensees and firms on January 28, 2014. The Board had a cash balance of \$235,572.84 as of December 31, 2014.
5. Mr. Jennings spoke to the Board about the Media Policy and Rules of Engagement Regarding Lobbying that was provided in the meeting packets. He reminded the Board of the importance of uniformity and consistency in the messages the Board relays to the media and the public. He also reminded the Board that they cannot recommend statutory changes. Their statute only allows them to promulgate regulations.

Application Hearing

1. Gary Ellis Collins appeared before the Board for an application hearing to approve his experience to sit for the Landscape Architect Registration Examination (LARE) in South Carolina. Mr. Anderson recused himself from the hearing. Mr. Thompson stated that he has a former business relationship with the applicant; however, it will not affect his determination in the hearing. This matter was recorded by a court reporter in order to produce a verbatim transcript, should one be necessary.

MOTION: To enter Executive Session for legal advice. Dukes/Tarkany/approved.

MOTION: To exit Executive Session. Catalano/Tarkany/approved.

Mr. McLeod stated that no votes were taken during executive session.

MOTION: To allow Mr. Collins to sit for the exam. The Board has granted experience credit as follows:

- Two weeks for an internship at Seamon, Whiteside and Associates prior to entering Clemson University (not documented on CLARB Council Record).
- One week of experience for each year of self employment prior to entering Clemson University, for a total of 24 weeks (not documented on CLARB Council Record).
- 28 weeks under Barret Anderson for the period of September 3, 2012 – May 24, 2013.
- 13 weeks under Gerald VanderMey for the period of May 27, 2013 – August 12, 2013.
- 11 weeks under Gerald VanderMey for the period of May 19, 2014 – August 15, 2014.

This gives Mr. Collins a total of 95 weeks of qualifying credit toward licensure. Upon completing the LARE, he will need to verify his employment for August 2014 – April 2015, plus an additional nine weeks of experience after April 2015 to qualify for licensure.

Unfinished Business

1. Mrs. Price said that the Continuing Education Review Form will be formatted as an Adobe fillable-format form for use during audits. She suggested that the Board audit five percent of licensees that renew their licenses. Upon receipt of all documentation, it will be posted to the secure website and assignment of reviews will be made to each Board member. They can discuss issues with the audits at the July 22, 2015, Board meeting.

MOTION: To enter Executive Session for legal advice. Tarkany/Catalano/approved.

MOTION: To exit Executive Session. Catalano/Tarkany/approved.

Mr. McLeod stated that no votes were taken during executive session.

MOTION: For the Board chairman to work with staff to establish a policy for continuing education regarding reviews, audits, and procedures. Tarkany/Anderson/approved.

Mrs. Addison-Miles left the meeting at 12:00 p.m.

New Business

MOTION: To enter executive session for legal advice. The Board requested that Molly Price and Sherri Moorer remain during executive session. Anderson/Catalano/approved.

MOTION: To exit executive session. Tarkany/Thompson/approved.

Mr. McLeod said that no votes were taken during executive session.

1. Mr. Douglas Church appeared before the Board to present a request for a hardship exemption on the continuing education requirement. This matter was recorded by a court reporter in order to produce a verbatim transcript, should one be necessary.

MOTION: To deny the request for a hardship exemption and allow Mr. Church until the close of the late renewal period to obtain the required continuing education for his license renewal.
Tarkany/Catalano/approved.

2. Mrs. Moorer asked the Board for travel authorization for the CLARB Annual Meeting, to be held in New Orleans, Louisiana, on September 16-18, 2015.

MOTION: To approve travel for two Board members and two staff members for the CLARB Annual Meeting. Catalano/Dukes/approved.

Mrs. Dukes asked about travel authorization for meetings of the American Society of Landscape Architects (ASLA). Mrs. Price will check on this.

3. 2015 Election of Officers.

MOTION: To nominate J. Parks McLeod as Chairman. Tarkany/Dukes/approved.

MOTION: To nominate John Tarkany as Vice-Chairman. Catalano/Dukes/approved.

4. Mr. McLeod reminded the Board members to file the Statement of Economic Interest with the SC Ethics Commission.
5. Mr. Tarkany welcomed Jean Catalano and T. Scott Bolser to the Board as public members.

Notice of Next Meeting

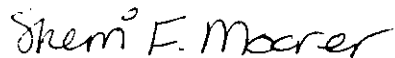
The next meeting of the SC Board of Landscape Architectural Examiners will be held on Wednesday, May 20, 2015, at 10 a.m. at the SC Department of Labor, Licensing and Regulation, Synergy Business Park, Kingstree Building, 110 Centerview Drive, Room 202-02, Columbia, SC.

There being no further business:

MOTION: To adjourn. Tarkany/Anderson/approved.

The meeting adjourned at 1:14 p.m.

Respectfully Submitted,



Sherri F. Moorer, Program Assistant