

MINUTES
SC Board of Landscape Architectural Examiners Board Meeting
February 7, 2018 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 10:02 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 present included: J. Parks McLeod, PLA, Chairman; John A. Tarkany, PLA, Vice-Chairman; Barret D. Anderson, PLA; Laura G. Dukes, PLA; Edward A. Kinney, PLA; and T. Scott Bolser, Public Member.

MOTION: To excuse Jean Catalano from the meeting, due to a schedule conflict. Anderson/Tarkany/approved.

Staff members present included: Hardwick Stuart, Esq., Office of Advice Counsel; Molly Price, Administrator; Sharon Wolfe, Office of Investigations and Enforcement; and Sherri Moorer, Program Assistant.

Others present included: Andrew Cheatham, SCASLA; and Derek Williams (Creel Court Reporting).

Approval of Minutes

Mr. McLeod asked for proposed changes to the minutes of the October 18, 2017, meeting.

MOTION: To approve the minutes of the October 18, 2017, meeting. Tarkany/Anderson/approved.

Board Chairman's Remarks

1. **Administrator's Report.** Mrs. Price gave the Administrator's Report:
 - Currently the Board has 642 individual landscape architects, 175 firms, and 37 exam candidates actively licensed. A list of staff level licenses issued since October 16, 2017, is included in the meeting handouts.
 - The Board had a cash balance of \$165,792.70, as of December 31, 2017.
 - Information on the SC Uniform Electronic Transactions Act is included in the meeting packets. Mrs. Moorer received a request from Missy Sutton at CLARB on how our

jurisdiction handles electronic seals for a CLARB member who is participating in a technology panel. She forwarded this information to Missy for their use in the panel.

- The CLARB Region III meeting is scheduled for February 27, 2018; at 10:30 a.m.
 - CLARB is doing a five part web series on Evolving CLARB Leadership. The first part was on January 17. The remaining parts will be at 3 p.m. on February 15, March 29, April 25, and May 16. The schedule is also posted on the CLARB website at <https://www.clarb.org/access-member-board-resources/meetings-events/in-the-know-series>.
 - The CLARB Annual Meeting will be held in Toronto, Ontario on September 27-29, 2018. Attendees will need a current passport to travel to this meeting.
 - The next Board meeting is scheduled for May 2, 2018.
 - Mrs. Price reminded the Board members to file the Statement of Economic Interest by noon on March 30, 2018.
2. **Office of Investigations and Enforcement Report.** Mrs. Wolfe said there was one active investigation, three “do not open” cases, and one case pending Board action for January 1 – December 31, 2017. Three “do not open” cases were closed in 2017, and there is one active investigation in the Office of Investigations and Enforcement. Once case has been received, and no cases have been closed January 1-30, 2018.

3. Investigative Review Committee Report.

MOTION: To approve the October 11, 2017, IRC report. Dukes/Anderson/approved

New Business

1. Travel Authorization for CLARB/NCARB New Board Member Orientation.

MOTION: To approve Jean Catalano to attend the CLARB/NCARB New Board Member Orientation in Washington, D.C., on February 8-10, 2018. Anderson/Kinney/approved.

2. Travel Authorization for 2018 CLARB Annual Meeting.

MOTION: To approve two Board members and one staff member to attend the CLARB Annual Meeting in Toronto on September 27-29, 2018. Dukes/Kinney/approved.

3. **Review of FAQ Document for Pamphlet and Website.** Mrs. Moorer included proposed verbiage for this document, and asked the Board to review it. Andrew Cheatham said SCASLA can work on this with the Board to develop this document.

Unfinished Business

1. **Review of Proposed Changes to CLARB Governance.** Mrs. Price provided the Board with the proposed changes to the governance structure that was approved by the CLARB Board of Directors. The membership will vote on these changes at the CLARB Annual meeting. Mr. Kinney said it's important to follow this issue, and to participate in the In-The-Know webinar series so the Board can make an informed vote at the annual meeting. Mr. McLeod requested that this item remain on future agendas to discuss new information and updates.
2. **Additional Board Guidance to Increase Staff-Level Approval.** Mr. Stuart said the SC Code of Laws, Chapter 40-1-50(F) indicates "a board may elect to delegate to the department the authority to issue an authorization to practice to an applicant whose proof of qualifications falls within established guidelines set by the Board." The Board established parameters to approve applications for licensure in 2010 – 2011; however, they would like to establish a process to expedite review of applications that fall outside the scope of these parameters. Their concern is the burden on applicants to explain simple matters regarding their education and/or experience that could be approved at the staff level with the guidance of a single Board member.

MOTION: Delegate to staff the authority to approve a candidate's application with regard to education and/or experience where further clarity is required in consultation with an appointed Board member and appoint an alternate Board member in cases of conflict of interest. Kinney/Tarkany/approved

MOTION: To appoint Mr. Kinney with Mr. Anderson as a second. Dukes/Tarkany/approved.

Mr. Stuart said that applicants can be offered the option of attending an application hearing by conference call with a notary present to swear them in, if an application hearing is necessary.

3. Review of Pre-Approval Requirements for Examination Candidates.

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

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

Mr. McLeod stated that no votes were taken in Executive Session.

MOTION: To discontinue the pre-approval process for exam qualification.
Anderson/Tarkany/approved.

Public Comments

Mr. Cheatham said there is no report from SCASLA. They are putting together site tours to invite legislators and officials to see landscape architectural projects. He also said the discussed pamphlet would be a helpful tool on these site visits and he would be happy to take that idea back to SCASLA.

Notice of Next Meeting

Mr. McLeod said the next meeting of the SC Board of Landscape Architectural Examiners will be held on May 2, 2018, at 10 a.m.

There being no further business:

MOTION: To adjourn. Dukes/Kinney/approved.

The meeting adjourned at 11:56 a.m.

Respectfully Submitted,

Handwritten signature of Sherri F. Moorer in cursive script.

Sherri F. Moorer, Program Assistant