

MINUTES
SC Board of Landscape Architectural Examiners Board Meeting
July 19, 2017 at 9:00 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 9:06 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; Edward A. Kinney, PLA; Barret Anderson, PLA, Jean Catalano, Public Member, and T. Scott Bolser, Public Member.

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

Others present included: Veronica Meadows, CLARB; Andrew Cheatham, PLA, SCASLA; Amanda Lynne Cordelli; Steven Powell, PE; and Roderick Fitzgerald (Creel Court Reporting).

Approval of Minutes

Mr. McLeod asked for proposed changes to the minutes of the May 3, 2017, meeting.

MOTION: To approve the minutes of the May 3, 2017, meeting. Catalano/Kinney/approved.

Staff Reports

1. Mrs. Price said there are currently 612 individual landscape architects, 170 firms, and 34 exam candidates actively licensed. A list of staff level licenses issued since May 1, 2017, were included in the meeting handouts.
2. Mrs. Price said the Board had a cash balance of \$233,347.11 as of May 31, 2017.
3. Ms. Wolfe said the Office of Investigations and Enforcement had closed one "do not open" case in 2017.
4. Mrs. Price said there is no Investigative Review Committee report.
5. Mrs. Price said there is no report from the Office of Disciplinary Council.
6. Mrs. Price said the next CLARB In-The-Know Webcast will be held on July 25, 2017, at 3 p.m. The Region 3 meeting will be held on August 30, 2017, at 1.p.m. Information on both of these webinars will be sent to Board members as they become available.
7. Mrs. Price said the next Board meeting is scheduled for October 18, 2017.

8. Mrs. Price said the CLARB Annual Meeting will be held in Boise, Idaho, on September 14-16, 2017. The Board will vote on items for consideration as a later agenda item.
9. Mrs. Price said 2018 Board meeting dates have been scheduled as follows. All meetings will be held at the SC Department of Labor, Licensing and Regulation, Synergy Business Park, Kingstree Building, 110 Centerview Drive, Room 204, and will begin at 10 a.m.
 - February 7, 2018
 - May 2, 2018
 - July 18, 2018
 - October 3, 2018

Application Hearing

1. Amanda Lynne Cordelli appeared before the Board for an application hearing to approve experience to sit for the Landscape Architect Registration Examination. Steven Powell, PE, served as a witness for Ms. Cordelli. This matter was recorded by a court reporter in order to produce a verbatim transcript, if necessary.

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

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

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

MOTION: That Amanda Lynne Cordelli meets the qualifications and should be allowed to take the licensing exam. Tarkany/Kinney/approved.

MOTION: To move the Friction Analysis to New Business, Section 3. Catalano/Tarkany/approved.

New Business

1. Continuing Education Audits.

MOTION: For a ten minute break. Tarkany/Kinney/approved.

Break began at 10:24 a.m. and ended at 10:45 a.m.

The Board reviewed continuing education documentation provided by 22 individuals randomly selected for audit based on responses to the 2017 license renewals. The Board identified the following deficiencies:

- Everett Harbeson has sufficient hours, but the courses on Designing Rooms for Acoustics and Low-Rise Machine Room-Less Elevators do not apply to landscape architecture. This should be addressed in his notification letter.
- James Brian Franklin submitted 12 hours of self directed study. Eight (8) hours were allowed, resulting in a 4 hour deficiency in structured activities.

- Brian Hodges needs to submit documentation of 11 hours of continuing education activities, and to obtain nine (9) additional hours.
- Jay Henson needs to provide additional information about Gibson as a continuing education provider. Once provided the Board will determine if his hours are sufficient.
- Thomas Hicks needs to resubmit his documents to match with the items documented on the continuing education form. Also, some information was provided in Spanish and needs to be translated to English.
- Richard McMackin submitted 19.5 hours of activities. He needs to provide additional documentation for his presentations to XL Group Insurance and OC Catlin. It also appears that documentation for six hours at the 2015 Chicago ASLA conference are undocumented. The Board requested that Mr. McMackin resubmit his materials. Mr. Kinney will review this audit when the corrected documents arrive.

MOTION: To accept this review and approve those not discussed. Kinney/Tarkany/approved.

- 2. Review Items for CLARB Annual Meeting.** The Board reviewed the slate of candidates and the proposed modifications to the Model Law and Model Regulations.

MOTION: To allow John Tarkany to vote on behalf of the Board at the CLARB Annual Meeting. Dukes/Catalano/approved.

- 3. Regulatory Review Pursuant to Executive Order 2017-09.** Mrs. Coleman discussed the regulatory review during a break in the Friction Analysis presentation. The Board reviewed the SC Code of Regulations, Chapter 76. They identified the following items for review:
 - Chapter 76-6 (Continuing Education). The Board wants to revisit this regulation for potential change in the future. There is potential confusion regarding the requirements and additional areas that need clarification.
 - Chapter 76-9 (Code of Ethics). The Board would like to revisit this section and discuss due to changing demographics and current ethical dilemmas.

MOTION: To approve the 2017 Regulatory Report pursuant to 2017-09. The Board intends to discuss and potentially amend 76-6 and 76-9. Sections 1; 2; 3; 4; 5; 7; and 8 will not be changed. Anderson/Catalano/approved.

Friction Analysis

1. Veronica Meadows with the Council of Landscape Architect Registration Boards (CLARB) and Mrs. Moorer gave a presentation to the Board on analyzing their administrative procedures for potential "friction" that might be considered a detriment to the Board. The Board identified the following potential issues:
 - Provisional accreditation of MLA program at Clemson University.
 - Pre-approval of exam candidates/experience requirement prior to licensure.
 - Determination of when experience should occur.

- Opportunity for additional Board guidance to increase staff-level approval.
- Licensees avoid renewal penalties by waiting for reapplication vs. reinstatement.
- Clarification needed to reduce confusion about continuing education requirements.
- Potential cost burden for sole proprietors (Certificate of Authorization fees).
- Costs associated with licensure.
- Conveying information to prevent confusion.

Executive Session

MOTION: To go into executive session for legal advice. Mrs. Price and Mrs. Moorer remain.
Tarkany/Kinney/approved.

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

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

Public Comments

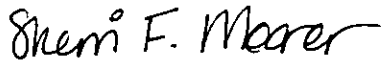
1. Mr. McLeod called a special telephone conference call on July 26, 2017, at 10 a.m.

There being no further business:

MOTION: To adjourn. Tarkany/Anderson/approved.

The meeting adjourned at 3:47 p.m.

Respectfully Submitted,



Sherri F. Moorer, Program Assistant