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COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF STATE
BUREAU OF PROFESSIONAL AND OCCUPATIONAL AFFAIRS

F I N A L M I N U T E S

MEETING OF:

STATE BOARD OF LANDSCAPE ARCHITECTS

TIME: 9:31 A.M.

Board Room C
One Penn Center
2601 North Third Street
Harrisburg, Pennsylvania 17110

March 15, 2018

1 State Board of Landscape Architects
2 March 15, 2018

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5 BOARD MEMBERS:
6

7 David Morgan, Professional Member, Chairman
8 Ian J. Harlow, Commissioner of Professional and
9 Occupational Affairs - Absent
10 Patrick A. West, Professional Member
11 Dina Klavon, Professional Member - Absent
12 Edward J. Rak, Public Member
13 Richard P. Rauso, Professional Member, Secretary
14 Brett W. Mauser, Consumer Protection Agent
15
16

17
18 BUREAU PERSONNEL:
19

20 Ariel O'Malley, Esquire, Board Counsel
21 Robert B. Armour, Esquire, Board Prosecution Liaison
22 Terrie Kocher, Board Administrator
23
24 Janelle Hawthorne, Intern, PA Department of State,
25 Counsel Division
26
27 Peter Speaks, Deputy Secretary for Regulatory Programs
28 Kimberly A. Mattis, Director, Bureau of Finance and
29 Operations
30 Kimberly Adams, Chief of Division of Fiscal
31 Management, Bureau of Finance and Operations
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2 State Board of Landscape Architects

3 March 15, 2018

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5 The regularly scheduled meeting of the State
6 Board of Landscape Architects was held on Thursday,
7 March 15, 2018. David Morgan, Professional Member,
8 Chairman, called the meeting to order at 9:31 a.m.

9 ***

10 Introduction of Board Members

11 [Chairman Morgan requested the introduction of Board
12 Members.]

13 ***

14 Approval of Minutes of the November 16, 2017 meeting

15 CHAIRMAN MORGAN:

16 Approval of the November 16, 2017
17 minutes. Has everyone had a chance to
18 review it; and if so, do we have a motion
19 to approve?

20 MR. RAUSO:

21 I'll make the motion to approve.

22 CHAIRMAN MORGAN:

23 Second?

24 MR. WEST:

25 Second.

1

2 CHAIRMAN MORGAN:

3 Okay, seconded. All in favor? Any
4 opposed?

5 [The motion carried unanimously.]

6

7 Report of Board Counsel

8 [Ariel O'Malley, Esquire, Board Counsel, provided a
9 brief summary of her professional background.

10 Ms. O'Malley noted the Bureau of Professional and
11 Occupational Affairs Recusal Guidelines and the
12 Sunshine Act for the Board's annual review. She also
13 referred to Senate Bill 354 as now Act 6 of 2018.

14 Ms. O'Malley discussed provision changes
15 regarding criminal convictions and reciprocal
16 disciplinary actions. She also discussed the
17 expungement provision and immediate automatic
18 suspension provision.

19 Mr. Armour explained immediate temporary
20 suspension (ITS) as a means to assure public safety.

21 Ms. O'Malley explained the use of a Probable
22 Cause Screening Committee to handle these types of
23 case.

24 Ms. O'Malley recommended that the Board form a
25 Probable Cause Committee, and Mr. West volunteered for

1 the position.

2 Ms. O'Malley noted correspondence for discussion
3 in Executive Session.]

4 ***

5 Report of Prosecutorial Division

6 [Robert B. Armour, Esquire, Board Prosecution Liaison,
7 provided a brief description of his position.

8 Mr. Armour reviewed Board cases from 2014 to the
9 present.]

10 ***

11 Report of Board Chairman

12 [Chairman Morgan was looking forward to a good year.]

13 ***

14 Report of Commissioner

15 [Terri Kocher, Board Administrator, referred to the
16 Pennsylvania Licensing System Memorandum for the
17 Board's review.]

18 ***

19 Report of Board Administrator

20 [Terrie Kocher, Board Administrator, noted a
21 reactivation application regarding continuing
22 education for review in Executive Session.

23 Ms. Kocher informed the Board of the 2018 Council
24 of Landscape Architectural Registration Boards (CLARB)
25 Meeting September 27-29, 2018, in Toronto in Ontario,

1 Canada.]

2

3 MR. RAUSO:

4

I'd like to nominate David Morgan to be
5 the State Board representative to the
6 CLARB Meeting in Toronto.

7

MR. WEST:

8

I'll second.

9

CHAIRMAN MORGAN:

10

All in favor? Any opposed?

11

[The motion carried unanimously.]

12

13

Report of Board Administrator (Continued)

14

2018 Security Awareness Training

15

[Ms. Kocher mentioned the Security Awareness Training
16 following the Board meeting.]

17

18

Budget Review Presentation

19

[Kimberly Adams, Chief of Division of Fiscal

20

Management, Bureau of Finance and Operations, and

21

Kimberly A. Mattis, Director, Bureau of Finance and

22

Operations, introduced themselves.

23

Ms. Mattis provided information on the Board's

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licensee population. Ms. Mattis noted a slight

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decrease over the past few years with 969 licensees in

1 Fiscal Year 2017-2018.

2 Ms. Mattis referred to the Board's revenue by
3 source. She noted a biennial total for Fiscal Year
4 2015-2016 and Fiscal Year 2016-2017. She attributed
5 98 percent of the revenue to renewals and
6 applications.

7 Ms. Mattis explained that expenses are incurred
8 in direct charges, timesheet-based charges, and
9 license population charges.

10 Ms. Mattis provided a breakdown of expenses
11 between administrative and legal costs. She noted the
12 expenses for Fiscal Year 2015-2016 and Fiscal Year
13 2016-2017 with a budgeted amount for the current
14 fiscal year and expenses as of March 9, 2018.

15 Ms. Mattis reviewed revenue and expenses for the
16 end of Fiscal Year 2017-2018. Ms. Mattis explained
17 with no fee increase since 2010, the balance will
18 start to decrease in Fiscal Year 2020-2021, which will
19 not cover expenses.

20 Ms. Mattis offered to return with options, such
21 as possibly adjustments in application and renewal
22 fees in May 2021.

23 Chairman Morgan questioned the enactment of the
24 two fees. Ms. Mattis explained the regulatory
25 process. Ms. Kocher added that the renewal fee

1 increase in 2010 went from \$125 to \$194.

2 Ms. Mattis discussed Board member expenses for
3 Fiscal Year 2017-2018. She attributed the bulk of the
4 Board expenses to the CLARB memberships. Ms. Mattis
5 stated that the budget was kept the same for Fiscal
6 Year 2018-2019.]

7 ***

8 Board Information

9 [Terrie Kocher, Board Administrator, noted the
10 Department of Banking and Securities - Elder Financial
11 Abuse information for the Board's review.]

12 ***

13 [Pursuant to Section 708(a)(5) of the Sunshine Act, at
14 9:58 a.m. the Board entered into Executive Session
15 with Ariel O'Malley, Esquire, Board Counsel, for the
16 purpose of consulting with counsel regarding the
17 Reactivation Application/Continuing Education of John
18 Rudmann. The Board returned to open session at 10:15
19 a.m.]

20 ***

21 Miscellaneous

22 [Chairman Morgan noted June 21, August 16, and
23 November 15 as the remaining 2018 meeting dates.]

24 ***

25 [Ariel O'Malley, Esquire, Board Counsel, updated the

1 Board on seal regulations, noting a struggle with
2 moving the package forward. Mr. Blackburn proposed an
3 abridged version of the regulation, solely dealing
4 with the seal and the signature portion, which would
5 be much smaller.

6 Ms. O'Malley informed the Board that Mr.
7 Blackburn was hopeful to have a draft of the amended
8 version completed for the next meeting.

9 Ms. Kocher mentioned a regulatory package that
10 covered general revisions. Ms. O'Malley will provided
11 information on the package at the next meeting.]

12 ***

13 CHAIRMAN MORGAN:

14 Could I have a motion to adjourn the
15 meeting?

16 MR. RAK:

17 I so move.

18 MR. WEST:

19 Second.

20 CHAIRMAN MORGAN:

21 We have a motion and a second. All in
22 favor? Meeting adjourned. Thank you
23 everyone.

24 [The motion carried unanimously.]

25 ***

1 [There being no further business, the State Board of
2 Landscape Architects Meeting adjourned at 10:18 a.m.]

3 ***

4
5 CERTIFICATE

6
7 I hereby certify that the foregoing summary
8 minutes of the State Board of Landscape Architects
9 meeting, was reduced to writing by me or under my
10 supervision, and that the minutes accurately summarize
11 the substance of the State Board of Landscape
12 Architects meeting.

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16 Adam Beck,

17 Minute Clerk

18 Sargent's Court Reporting
19 Service, Inc.

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STATE BOARD OF LANDSCAPE ARCHITECTS
REFERENCE INDEX
March 15, 2018

	TIME	AGENDA
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2		
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6		
7	9:31	Official Call to Order
8		
9	9:31	Introduction of Board Members
10		
11	9:32	Approval of Minutes
12		
13	9:33	Report of Board Counsel
14		
15	9:38	Report of Prosecutorial Division
16		
17	9:41	Report of Board Administrator
18		
19	9:44	Appointment - Budget Review Presentation
20		
21	9:57	Board Information
22		
23	9:58	Executive Session
24	10:15	Return to Open Session
25		
26	10:15	Miscellaneous/Discussion
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28	10:18	Adjournment
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