

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26

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: 9:33 A.M.

PENNSYLVANIA DEPARTMENT OF STATE
Board Room C
2601 North Third Street
Harrisburg, Pennsylvania 17109

March 28, 2019

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46
47
48
49
50

State Board of Landscape Architects
March 28, 2019

BOARD MEMBERS:

- David B. Morgan, Professional Member, Chairman
- Absent
- Kalonji Johnson, Acting Commissioner of Professional and Occupational Affairs
- Dina Klavon, Professional Member, Secretary
- Acting Chair
- Patrick A. West, Professional Member
- Edward J. Rak, Public Member
- Absent
- Richard P. Rauso, Professional Member
- Brett W. Mauser, Consumer Protection Agent

BUREAU PERSONNEL:

- C. William Fritz, II, Esquire, Board Counsel
- Robert Armour, Esquire, Board Prosecution Liaison
- Terrie Koucher, Board Administrator
- Marc Farrell, Deputy Policy Director, Department of State Office of Policy
- Kimberly Adams, Chief of Fiscal Management, Bureau of Finance and Operations
- Trip Tran, Fiscal Department, Department of State

1 ***

2 State Board of Landscape Architects

3 March 28, 2019

4 ***

5 The regularly scheduled meeting of the State Board
6 of Landscape Architects was held on Sunday, March 28,
7 2019. Dina Klavon, Professional Member, Secretary and
8 Acting Chair, officially called the meeting to order
9 at 9:33 a.m. Roll call was taken.

10 ***

11 Budget Bureau of Finance and Operations

12 [Kimberly Adams, Chief of Fiscal Management, presented
13 the budget packet. She provided information on the
14 Licensee population. She noted an increase of five
15 since 2014 and that the Licensee population is steady.

16 Ms. Adams presented the revenue breakdown. She
17 noted that biennially 96.5 percent of revenue came
18 from renewals and applications.

19 Ms. Adams provided a breakdown of Board expenses.
20 She explained the categories of expenses. Ms. Adams
21 noted that the current budget was adequate.

22 She compared expenses and revenues. Ms. Adams
23 noted the Board had higher revenues than expenses as
24 well as a stable licensee account. She stated that
25 that no changes needed to be made to the 2018-2019

1 Fiscal Year budget.

2 Ms. Adams presented Board member expenses. She
3 noted that the budget for the 2018-2019 Fiscal Year
4 was sufficient and will remain the same for the 2019-
5 2020 Fiscal Year. She explained that any excess
6 amount between expenses and the budgeted amount will
7 stay in the restricted account for the Board's use.

8 Ms. Adams provided an expenditure chart for Board
9 review.]

10 ***

11 Approval of Minutes of November 29, 2018 meeting.

12 MS. KLAVON:

13 Do I have a motion?

14 MR. WEST:

15 Motion

16 MR. RAUSO:

17 Second.

18 MS. KLAVON:

19 All in favor? So approved.

20 [The motion carried unanimously.]

21 ***

22 Report of Board Counsel - No Report

23 ***

24 Report of Board Chairman - No Report

25 ***

1 Report of Commissioner's Office

2 [Kalonji Johnson, Commissioner of Professional and
3 Occupational Affairs, introduced himself to the Board.
4 Mr. Johnson also introduced Marc Farrell, Deputy
5 Policy Director, Department of State Office of Policy,
6 who will be working with the Department to fill the
7 Board's vacancies.]

8 ***

9 Report of Board Administrator

10 [Terri Kocher, Board Administrator, noted a Landscape
11 Architect Reactivation Application to be discussed in
12 Executive Session.

13 Ms. Kocher updated the Board regarding renewals.
14 She noted that testing was scheduled to be done as the
15 Landscape Architects will be renewing using the new
16 PALS system for the first time.]

17 ***

18 Report of Prosecutorial Division

19 [Robert Armour, Esquire, Board Prosecution Liaison
20 noted that the office was currently handling five open
21 cases. Ms. Klavon asked whether the cases would be
22 brought to the Board or resolved by the Prosecutorial
23 Division. Mr. Armour explained that can vary
24 depending on the nature of the case. He noted the
25 cases may be in any stage of investigation.]

1 ***

2 [Pursuant to Section 708(a)(5) of the Sunshine Act, at
3 9:49 a.m. the Board entered into Executive Session
4 with C. William Fritz, II, Esquire, for the purpose of
5 conducting quasi-judicial deliberations. The Board
6 returned to open session at 10:10 a.m.]

7 ***

8 MOTIONS

9 MR. FRITZ:

10 The Board met in Executive Session and
11 conducted quasi-judicial deliberations on
12 the following matters: The Board would
13 entertain a motion to approve the
14 Landscape Architect Examination
15 Application for Thomas McIntyre.

16 MR. WEST:

17 So moved.

18 MR. MAUSER:

19 Second.

20 MS. KLAVON:

21 All in favor?

22 [The motion carried unanimously.]

23 ***

24 MR. FRITZ:

25 The Board would entertain a motion to

1 provisionally deny the Landscape
2 Architect Reactivation Application for
3 Peter Trowbridge.

4 MR. RAUSO:

5 So moved.

6 MR. WEST:

7 Second.

8 MS. KLAVON:

9 All approved? All in favor? Any
10 opposed? Okay.

11 [The motion carried unanimously.]

12 ***

13 Adjournment

14 MS. KLAVON:

15 Motion to adjourn?

16 MR. RAUSO:

17 So moved.

18 MR. WEST:

19 Second.

20 [The motion carried unanimously.]

21 ***

22 [There being no further business, the State Board of
23 Landscape Architects Meeting adjourned at 10:11 a.m.]

24 ***

25

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26

CERTIFICATE

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



Amber Garbinski,
Minute Clerk
Sargent's Court Reporting
Service, Inc.

STATE BOARD OF LANDSCAPE ARCHITECTS
REFERENCE INDEX
March 28, 2019

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46
47
48
49
50

TIME	AGENDA
9:33	Official Call to Order
9:33	Audience Members Introduced
9:42	Adoption of Minutes
9:46	Report of Prosecutorial Division
9:42	Report of Commissioner
9:45	Report of Board Administrators
9:49	Executive Session
10:10	Motions
10:11	Adjournment