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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  
VIA VIDEOCONFERENCE**

TIME: 10:31 A.M.

March 18, 2021

State Board of Landscape Architects  
March 18, 2021

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BOARD MEMBERS:

David B. Morgan, RLA, Chairman, Professional Member  
Theodore Stauffer, Executive Secretary, Bureau of  
Professional and Occupational Affairs, on behalf of  
K. Kalonji Johnson, Commissioner, Bureau of  
Professional and Occupational Affairs  
Dina Klavon, RLA, Secretary, Professional Member  
Patrick A. West, Professional Member  
Edward J. Rak, Public Member  
Richard P. Rauso, RLA, Professional Member  
Brett W. Mauser, Office of Attorney General, Bureau of  
Consumer Protection

BUREAU PERSONNEL:

C. William Fritz II, Esquire, Board Counsel  
Carolyn A. DeLaurentis, Deputy Chief Counsel,  
Prosecution Division  
Tiffany A. Raker, Esquire, Board Prosecution Liaison  
Terrie Kocher, Board Administrator  
Kimberly Adams, Chief of Fiscal Management, Bureau of  
Finance and Operations, Department of State  
Michelle Witmer, Bureau of Finance and Operations

1 \*\*\*

2 State Board of Landscape Architects

3 March 18, 2021

4 \*\*\*

5 [Pursuant to Section 708(a)(5) of the Sunshine Act, at  
6 9:00 a.m. the Board entered into executive session  
7 with C. William Fritz II, Esquire, Board Counsel, for  
8 the purpose of conducting quasi-judicial deliberations  
9 on matters pending before the Board and to receive the  
10 advice of Counsel. The Board returned to open session  
11 at 10:30 a.m.]

12 \*\*\*

13 The regularly scheduled meeting of the State  
14 Board of Landscape Architects was held on Thursday,  
15 March 18, 2021. David B. Morgan, RLA, Chairman,  
16 Professional Member, called the meeting to order at  
17 10:31 a.m.

18 \*\*\*

19 Roll Call

20 [A roll call of Board members was taken by Chairman  
21 Morgan. He noted one public member vacancy and one  
22 nurseryman vacancy.]

23 \*\*\*

24 [Theodore Stauffer, Executive Secretary, Bureau of  
25 Professional and Occupational Affairs, reminded

1 everyone that the meeting was being recorded, and  
2 those who remained on the line were giving their  
3 consent to be recorded.]

4 \*\*\*

5 Approval of minutes of the November 23, 2020 meeting

6 CHAIRMAN MORGAN:

7 I will call for approval of the minutes  
8 from the November 23, 2020 meeting.

9 Do I have a motion and a second on  
10 that?

11 MR. WEST:

12 I make a motion to accept the minutes.

13 MS. KLAVON:

14 I Second.

15 CHAIRMAN MORGAN:

16 Pat West made a motion. Dina Klavon  
17 seconded. All in favor, signify by  
18 saying aye. Any opposed? The minutes  
19 are approved.

20 [The motion carried unanimously.]

21 \*\*\*

22 Appointment - Bureau of Finance and Operations Annual  
23 Budget Presentation

24 [Michelle Witmer, Bureau of Finance and Operations,  
25 Department of State, addressed licensee population

1 from a revenue standpoint. She noted 1,009 licenses  
2 when the report was created with an increase of 3  
3 licensees this morning, giving a total of 1,012  
4 licensees. She noted a decrease of 26 licensees from  
5 2014 to 2016 but an increase of 51 licensees 2016 to  
6 2018.

7 Ms. Witmer addressed revenue by category, noting  
8 the biennial total. She stated 98% of revenue was  
9 coming from renewals and applications.

10 Ms. Witmer provided a categorical breakdown of  
11 expenses. She noted expenses were incurred through  
12 direct cost, timesheet-based cost, and licensee-based  
13 fees. She reported a budget for FY 2020-2021 and  
14 expenses as of March 1, 2021. She noted the current  
15 expenses had increased. She stated the current budget  
16 should be adequate and would not need any changes.

17 Ms. Witmer reviewed revenues and expenses for FY  
18 2020-2021, noting the balance. She referred to the  
19 projected total for FY 2023-2024 and mentioned a small  
20 decrease in the remaining budget going forward. She  
21 noted a meeting is scheduled for June 17, 2021 to meet  
22 with the Board again to discuss considering a fee  
23 increase package.

24 Ms. Witmer reviewed Board member expenses, noting  
25 a breakdown of expenses by expense type. She referred

1 to actual expenses for FY 2018-2019 and FY 2019-2020  
2 with the FY 2020-2021 budget and expenses as of March  
3 1, 2021. She reported that the current budget figure  
4 to be carried over to FY 2021-2022. She stated any  
5 excess revenue goes back into the Board's restricted  
6 account for the Board's use.

7 Chairman Morgan questioned whether the slight  
8 decrease every other year was due to biennial  
9 registration.

10 Kimberly Adams, Chief of Fiscal Management,  
11 Bureau of Finance and Operations, Department of State,  
12 mentioned she will be returning to the Board on June  
13 17, 2021 at 10:35 to discuss the expenses being  
14 slightly over the revenue to avoid too low of a  
15 balance.

16 Mr. Rauso questioned whether the figures were  
17 based on registration numbers being relatively flat.  
18 Ms. Adams stated the figures were based on the current  
19 rate and whether the registration continues at the  
20 same rate. She mentioned the fee increase process  
21 takes time and believed now is the time for  
22 discussion. She also noted the last fee increase was  
23 in 2010.]

24 \*\*\*

25 Report of Board Counsel

1 [C. William Fritz II, Esquire, Board Counsel, noted  
2 two disciplinary matters opened at this time that will  
3 be addressed by prosecution today and one application  
4 matter.

5 Mr. Fritz informed the Board that the Act 48  
6 citation civil penalty regulation was with Regulatory  
7 Counsel. He continues to work on the electronic seal  
8 and signature regulation and was doing his best to  
9 complete it as soon as possible but could not provide  
10 a timeline. He mentioned the Act 41 regulation is  
11 almost identical to architects and engineers. He will  
12 copy and send the architects and landscape architects  
13 regulation once the engineer regulation is approved in  
14 its final-form regulation.]

15 \*\*\*

16 Report of Board Prosecution

17 [Tiffany A. Raker, Esquire, Board Prosecution Liaison,  
18 presented the Consent Agreements for Case No. 19-61-  
19 006838 and Case No. 18-61-010724.]

20 MR. FRITZ:

21 The Board would entertain a motion to  
22 approve the Consent Agreement at Case No.  
23 19-61-006838.

24 MR. RAUSO:

25 I move to approve.

1 MR. WEST:

2 Second.

3 CHAIRMAN MORGAN:

4 Patrick West seconded the motion. All in  
5 favor, please signify by saying aye. Any  
6 opposed? Hearing none. The motion is  
7 approved.

8 [The motion carried unanimously. The Respondent's  
9 name is Sarah Rene Leeper.]

10 \*\*\*

11 MR. FRITZ:

12 The Board would entertain a motion to  
13 approve the Consent Agreement at Case No.  
14 18-61-010724.

15 MR. WEST:

16 I'll make the motion.

17 CHAIRMAN MORGAN:

18 Patrick West made a motion. Do we have a  
19 second?

20 MS. KLAVON:

21 Second.

22 CHAIRMAN MORGAN:

23 Dina Klavon seconded the motion. All in  
24 favor of approving this case, please  
25 respond by saying aye. Any opposed?





1 11:12 a.m. in the Matter of the Appeal of the  
2 Provisional Denial of the Application for Licensure of  
3 Sara Zewde, Case No. 20-61-014862.]

4 \*\*\*

5 Appointment - Carolyn A. DeLaurentis, Esquire, Deputy  
6 Chief Counsel, Prosecution Division Presentation  
7 [Carolyn A. DeLaurentis, Esquire, Deputy Chief  
8 Counsel, Prosecution Division, provided highlights of  
9 the prosecution division's work during the past year.  
10 She commended staff for their hard work to make  
11 telework successful. She noted all decisions were  
12 made thoughtfully and with the safety of all in mind.

13 Ms. DeLaurentis stated Board prosecutors have  
14 made every effort to monitor the restrictions,  
15 waivers, policies, and new procedures specific to the  
16 practice in each profession regarding challenges  
17 imposed on licensees by the COVID-19 pandemic.

18 Ms. DeLaurentis noted the Pennsylvania Licensing  
19 System (PALS) to be a lifeline. She stated the Bureau  
20 of Enforcement and Investigation (BEI) worked closely  
21 with prosecution to continue investigations and figure  
22 out the best methods during statewide shutdowns and  
23 stay-at-home orders. She also noted the Professional  
24 Compliance Office continued opening cases and  
25 processing files, and legal assistants have been

1 working a hybrid schedule to ensure mailings and  
2 filings are completed.

3 Ms. DeLaurentis commented that the Board, Board  
4 staff, and counsel all have adapted to virtual Board  
5 meetings and prosecution will continue to work with  
6 everyone to ensure efficient and effective  
7 presentation and resolution of cases. She mentioned  
8 2020 was a year filled with challenges, but the  
9 prosecution division led by the incredible senior  
10 staff rose to the challenge and will continue to do so  
11 in 2021.

12 Ms. DeLaurentis informed the Board that 16 cases  
13 were opened in 2020 and 8 in 2019 with 10 cases closed  
14 in 2020 for the Board of Landscape Architects. She  
15 noted 8 open cases as of January 1, 2021.

16 Ms. DeLaurentis addressed enforcement actions  
17 with 0 cases that resulted in discipline in 2020 for  
18 the Board of Landscape Architects. She reported 4  
19 warning letters in 2020 and 3 in 2019.

20 Chairman Morgan noted his appreciation for the  
21 prosecution division's efforts. He supported issuing  
22 warning letters. He noted that licensees generally  
23 speaking follow the rules. He admired the Board and  
24 staff for its support and participation.

25 Ms. DeLaurentis discussed 2020 overall

1 prosecution as a whole. She noted 44 immediate  
2 temporary suspensions in 2020 and 67 in 2019. She  
3 mentioned 0 of the 1,223 opened COVID-19 cases are for  
4 the Board of Landscape Architects. She reported the  
5 total number of open cases as of January 1, 2021 is  
6 12,250, and the total number of cases opened overall  
7 in 2020 is 13,394, which is down from 2019 at 16,295.  
8 She noted 13,274 cases were closed in 2020. She  
9 thanked Timothy Smith for his assistance in providing  
10 information for 2020.

11 Ms. DeLaurentis noted most general COVID  
12 complaints involved violations of the Governor's  
13 Orders, Secretary of Health Orders, Centers for  
14 Disease Control and Prevention (CDC) guidelines, or  
15 Board-specific information.

16 Mr. Rauso requested information regarding the  
17 process of deciding virtual meetings versus in-person  
18 meetings.

19 Mr. Stauffer stated the decision comes from the  
20 Governor's Office, and the Commissioner's Office will  
21 make the decisions on how to implement in-house  
22 operations once approval is received.

23 Chairman Morgan thanked Ms. DeLaurentis for her  
24 report and the staff who assisted.]

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1 Report of Commissioner - No Report

2 \*\*\*

3 Report of Board Administrator

4 [Terrie Kocher, Board Administrator, noted the  
5 anticipated release of the landscape architect renewal  
6 notice is March 26, 2021, for the May 31, 2021  
7 expiration date. She reminded everyone that renewal  
8 notices will be received via email for those who have  
9 an email address on file and a paper renewal notice  
10 for those who do not.

11 Mr. Rauso offered to put a reminder notice in  
12 ASLA's weekly ePLAN regarding renewals and updating  
13 email addresses.]

14 \*\*\*

15 Miscellaneous

16 [David B. Morgan, RLA, Chairman, Professional Member,  
17 noted the remaining 2021 meeting dates.]

18 \*\*\*

19 [Pursuant to Section 708(a)(5) of the Sunshine Act, at  
20 11:31 a.m. the Board entered into executive session  
21 with C. William Fritz II, Esquire, Board Counsel, for  
22 the purpose of conducting quasi-judicial deliberations  
23 on matters pending before the Board and to receive the  
24 advice of Counsel. The Board returned to open session  
25 at 11:47 a.m.]

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2 MR. FRITZ:

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The Board met in executive session and conducted quasi-judicial deliberations on the following matter: The Board would entertain a motion based upon the testimony and exhibits presented during the hearing. The Board would entertain a motion to approve the application as submitted by Sara Zewde.

11 MR. WEST:

12

So moved.

13 CHAIRMAN MORGAN:

14

15

Pat West made the motion. Do we have a second?

16 MR. RAUSO:

17

Second.

18 CHAIRMAN MORGAN:

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Richard Rauso seconded. All in favor, please vote by stating aye. Any opposed?  
Hearing none.

22 [The motion carried unanimously.]

23

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24 Adjournment

25 CHAIRMAN MORGAN:

1 Do we have a motion to adjourn?

2 MR. RAK:

3 I make a motion we adjourn.

4 CHAIRMAN MORGAN:

5 Ed Rak makes a motion to adjourn. Do we  
6 have a second?

7 MR. MAUSER:

8 Second.

9 CHAIRMAN MORGAN:

10 Brett Mauser seconds the motion. All in  
11 favor, please state by saying aye. Any  
12 opposed? Meeting adjourned.

13 [The motion carried unanimously.]

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15 [There being no further business, the State Board of  
16 Landscape Architects Meeting adjourned at 11:50 a.m.]

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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.



Derek Richmond,  
Minute Clerk  
Sargent's Court Reporting  
Service, Inc.



STATE BOARD OF LANDSCAPE ARCHITECTS  
REFERENCE INDEX

March 18, 2021

	TIME	AGENDA
1		
2		
3		
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6		
7		
8	9:00	Executive Session
9	10:30	Return to Open Session
10		
11	10:31	Official Call to Order
12		
13	10:33	Roll Call
14		
15	10:34	Approval of Minutes
16		
17	10:35	Appointment - Bureau of Finance and
18		Operations Annual Budget Presentation
19		
20	10:37	Report of Board Counsel
21		
22	10:45	Report of Prosecution
23		
24	10:53	Report of Board Chairman
25		
26	10:57	Formal Hearing - Sara Zewde
27	11:12	
28		
29	11:13	Appointment - Carolyn A. DeLaurentis,
30		Esquire, Deputy Chief Counsel,
31		Prosecution Division Presentation
32		
33	11:27	Report of Board Administrator
34		
35	11:30	Miscellaneous
36		
37	11:31	Executive Session
38	11:47	Return to Open Session
39		
40	11:50	Adjournment
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