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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: 10:33 A.M.

Held at

PENNSYLVANIA DEPARTMENT OF STATE

2525 North 7th Street

CoPA HUB, Eaton Conference Room

Harrisburg, Pennsylvania 17110

as well as

VIA MICROSOFT TEAMS

March 20, 2025

1 State Board of Landscape Architects
2 March 20, 2025

3
4
5 BOARD MEMBERS:

6
7 David Morgan, RLA, Professional Member
8 Arion R. Claggett, Acting Commissioner, Bureau
9 of Professional and Occupational Affairs
10 Dina Klavon, RLA, ASLA, Acting Chair, Professional
11 Member
12 Hayley Dull, Consumer Protection Agent, on behalf of
13 Brett W. Mauser, Office of Attorney General, Bureau
14 of Consumer Protection
15 Richard P. Rauso, RLA, Professional Member
16 Patrick A. West, RLA, ASLA, Professional Member
17 Frank Holgerson, Nurseryman
18

19
20 BUREAU PERSONNEL:

21
22 Ashley Goshert, Esquire, Board Counsel
23 Ashley Debra Keefer, Esquire, Office of General
24 Counsel, Department of State
25 Ray J. Michalowski, Esquire, Senior Board Prosecutor
26 Terrie Kocher, Board Administrator
27 Angela L. Solomon, Esquire, Board Prosecution
28 Marc Farrell, Esquire, Regulatory Counsel,
29 Office of Chief Counsel, Department of State
30 Carlton Smith, Esquire, Deputy Chief Counsel,
31 Prosecution Division
32 Deena Parmelee, Legal Office Administrator 1,
33 Department of State
34 Sarah Jansen, Licensing and Certification Evaluator,
35 Department of State
36 Preksha Patel, Legal Office Administrator 2, Office
37 of General Counsel
38

39
40 ALSO PRESENT:

41
42 Cicely Elliott, Executive Director, Pennsylvania -
43 Delaware Chapter, American Society of Landscape
44 Architects
45 Ted Mowatt, CAE, Vice President/Lobbyist, Wanner
46 Associates
47 Erin Badstuebner, Sargent's Court Reporting
48 Service, Inc.
49
50

1 ***

2 State Board of Landscape Architects

3 March 20, 2025

4 ***

5 [Pursuant to Section 708(a)(5) of the Sunshine Act,
6 at 9:30 a.m. the Board entered into Executive Session
7 with Ashley B. Goshert, Esquire, Board Counsel, for
8 the purpose of conducting quasi-judicial
9 deliberations on a number of matters that are
10 currently pending before the Board and to receive the
11 advice of counsel. The Board returned to open
12 session at 10:30 a.m.]

13 ***

14 The regularly scheduled meeting of the State
15 Board of Landscape Architects was held on Thursday,
16 March 20, 2025. Dina Klavon, RLA, ASLA, Acting
17 Chair, Professional Member, called the meeting to
18 order at 10:33 a.m.

19 Richard P. Rauso, RLA, Professional Member, was
20 not present during the commencement of the meeting.

21 ***

22 Roll Call of Board Members

23 [Terrie Kocher, Board Administrator, provided a roll
24 call of Board members. A quorum was present.]

25 ***

1 Introduction of Attendees

2 [Terrie Kocher, Board Administrator, also provided an
3 introduction of attendees.]

4 ***

5 [Ashley B. Goshert, Esquire, Board Counsel, reminded
6 everyone that the meeting was being recorded, and
7 voluntary participation constituted consent to be
8 recorded.]

9 ***

10 Approval of minutes of the November 7, 2024 meeting

11 ACTING CHAIR KLAVON:

12 The meeting minutes are from November 7,
13 2024. Has everyone had a chance to
14 review those?

15 Do we have a motion to approve?

16 ACTING COMMISSIONER CLAGGETT:

17 So moved.

18 MR. WEST:

19 Second.

20 MS. KOCHER:

21 David Morgan, abstain; Arion Claggett,
22 abstain; Dina Klavon, aye; Hayley Dull,
23 abstain; Richard Rauso; Frank Holgerson,
24 abstain; Patrick West, aye.

25 [The motion carried. David Morgan, Arion Claggett,

1 Hayley Dull, and Frank Holgerson abstained from
2 voting on the motion. Richard Rauso's vote was
3 inaudible.]

4 ***

5 Appointment - Annual Prosecution Report
6 [Carlton Smith, Esquire, Deputy Chief Counsel,
7 Prosecution Division, presented the Annual
8 Prosecution Report. He informed Board members that
9 their licensee population appears to be law-abiding
10 and compliant. He reported a little over 100 active
11 licensees for the State Board of Landscape
12 Architects. He noted 1 case was opened in 2024. He
13 reported 1 case is currently open and 3 were closed
14 in 2024. He informed Board members that the average
15 age to close a case is 279 days with the goal of
16 closing a case within one year.

17 Mr. Smith had no discipline to report for 2024.
18 He addressed cases without discipline, including
19 prosecution not warranted and warning letters. He
20 noted prosecution considers the seriousness of the
21 allegations, strength of the evidence, and discipline
22 history for warning letters.]

23 ***

24 Report of Board Prosecution
25 [Ray J. Michalowski, Esquire, Senior Board

1 Prosecutor, on behalf of Caroline Bailey, noted a few
2 open cases, including lapsed licenses, continuing
3 education, and claim of unlicensed practice.

4 Mr. Michalowski informed Board members that
5 Angela Solomon would be handling the hearing today
6 for Ms. Bailey.]

7 ***

8 Report of Regulatory Counsel - Final-Form Annex and
9 Preamble Regulation 16A-6121 (Licensure by
10 Endorsement/Act 41)
11 [Marc Farrell, Esquire, Regulatory Counsel, Office of
12 Chief Counsel, Department of State, addressed
13 16A-6121 regarding licensure by endorsement. He
14 stated the Board approved the package in 2023 in
15 proposed form, which was delivered to the Independent
16 Regulatory Review Commission (IRRC), Professional
17 Licensure Committees of the House and Senate, and
18 the Legislative Reference Bureau who published the
19 proposed rulemaking in the *Pennsylvania Bulletin* for
20 30 days of public comment.

21 Mr. Farrell noted the Board did not receive any
22 comments from the public, IRRC, or House or Senate
23 Professional Licensure Committees. He explained that
24 delivering the final rulemaking in the same exact
25 format as proposed would allow it to be deemed

1 approved status and does not need to go before the
2 Independent Regulatory Review Commission for a formal
3 vote.

4 Mr. Farrell referred to the preamble and annex
5 for final-form rulemaking, noting it will look very
6 similar to the proposed rulemaking and does require
7 the Board's official vote to proceed into the final
8 rulemaking stage.]

9 MR. FARRELL:

10 Could I have a motion to approve the
11 final-form annex and approve the final-
12 form preamble for final rulemaking 16A-
13 6121, the Licensure by Endorsement
14 package, and proceed to the final
15 rulemaking stage?

16 ACTING CHAIR KLAVON:

17 Is there a motion?

18 ACTING COMMISSIONER CLAGGETT:

19 So moved.

20 ACTING CHAIR KLAVON:

21 Do we have a second?

22 MR. MORGAN:

23 Second.

24 MS. KOCHER:

25 David Morgan, yes; Arion Claggett, aye;

1 We will first do the officer of
2 Chairperson of the Board.

3 Is there a nomination for Chair of
4 the State Board of Landscape Architects?

5 MR. WEST:

6 I nominate David Morgan for Chairman.

7 MR. RAUSO:

8 Second.

9 MS. GOSHERT:

10 Mr. Morgan, would you accept that
11 nomination?

12 MR. MORGAN:

13 I'll accept.

14 MS. GOSHERT:

15 Do we have any other nominations for
16 Chair? Hearing none.

17 Is there a motion to elect David
18 Morgan as Chair of the State Board of
19 Landscape Architects?

20 ACTING COMMISSIONER CLAGGETT:

21 So moved.

22 MR. WEST:

23 Second.

24 MS. KOCHER:

25 David Morgan, aye; Arion Claggett, aye;

1 Dina Klavon, aye; Hayley Dull, aye;
2 Richard Rauso; aye; Patrick West, aye;
3 Frank Holgerson, aye.

4 [The motion carried unanimously.]

5 ***

6 MS. GOSHERT:

7 The next position we would have would be
8 the Secretary.

9 Do we have any nominations for
10 Secretary of the Board?

11 MR. WEST:

12 I nominate Dina Klavon for Secretary of
13 the Board.

14 MR. MORGAN:

15 I'll second.

16 MS. GOSHERT:

17 Dina, would you accept the nomination?

18 MS. KLAVON:

19 Yes.

20 MS. GOSHERT:

21 Any other nominations for Secretary?

22 Hearing none.

23 Is there a motion to elect Dina
24 Klavon as Secretary of the State Board of
25 Landscape Architects?

1 ACTING COMMISSIONER CLAGGETT:

2 So moved.

3 MR. MORGAN:

4 I'll second.

5 MS. KOCHER:

6 David Morgan, aye; Arion Claggett, aye;

7 Dina Klavon, aye; Hayley Dull, aye;

8 Richard Rauso; aye; Patrick West, aye;

9 Frank Holgerson, aye.

10 [The motion carried unanimously.]

11 ***

12 Report of Board Administrator - CLARB Annual Meeting

13 September 18-20, 2025, Lexington, KY

14 [Terrie Kocher, Board Administrator, referred to the

15 discussion in Executive Session regarding attendance

16 at the Council of Landscape Architectural

17 Registration Boards (CLARB) Annual Meeting in

18 Lexington, KY, September 18-20, 2025. She reported

19 there is nobody available to attend the meeting at

20 this time, so there is no need to vote on that

21 matter.

22 Ms. Kocher announced renewal notices will soon

23 be released via email.]

24 ***

25 [A Formal Hearing was held from 10:56 a.m. until

1 11:54 a.m. in the Matter of the Application for
2 Licensure by Examination to Practice Landscape
3 Architecture of Jordan B. Warner, Case No. 25-61-
4 001991.]

5 ***

6 [Pursuant to Section 708(a)(5) of the Sunshine Act,
7 at 12:00 p.m. the Board entered into Executive
8 Session with Ashley B. Goshert, Esquire, Board
9 Counsel, for the purpose of conducting quasi-judicial
10 deliberations on a number of matters that are
11 currently pending before the Board and to receive the
12 advice of counsel. The Board returned to open
13 session at 12:20 p.m.]

14 ***

15 [Dina Klavon, RLA, ASLA, Acting Chair, Professional
16 Member, exited the meeting at 12:20 p.m.]

17 ***

18 MS. GOSHERT:

19 The Board around 12 p.m. did leave public
20 session and enter back into Executive
21 Session to receive advice of counsel and
22 to participate in quasi-judicial
23 deliberations.

24 Based on those deliberations, I
25 believe the Board would entertain a

1 motion to direct Board Counsel to issue a
2 Final Order consistent with discussion in
3 Executive Session as it relates to the
4 matter of Jordan Warner, Case No. 25-61-
5 001991.

6 Do we have a motion?

7 ACTING COMMISSIONER CLAGGETT:

8 So moved.

9 MS. GOSHERT:

10 Do we have a second?

11 MR. MORGAN:

12 Second.

13 MS. KOCHER:

14 David Morgan, aye; Arion Claggett, aye;
15 Dina Klavon; Hayley Dull, aye; Richard
16 Rauso; aye; Patrick West, nay; Frank
17 Holgerson, aye.

18 [The motion carried. Patrick West opposed the
19 motion.]

20 ***

21 Report of Board Counsel - Sunshine Act and Recusal
22 Presentation

23 [Ashley B. Goshert, Esquire, Board Counsel, noted the
24 Pennsylvania Sunshine Act and Recusal presentation
25 will be tabled until the next meeting due to time

1 restraints and Board members having to leave the
2 meeting. She encouraged Board members to review that
3 information before the next meeting.]

4 ***

5 Adjournment

6 MS. GOSHERT:

7 Motion to adjourn.

8 ACTING COMMISSIONER CLAGGETT:

9 So moved.

10 MS. GOSHERT:

11 We are adjourned.

12 ***

13 [There being no further business, the State Board of
14 Landscape Architects Meeting adjourned at 12:22 p.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.



Erin Badstuebner,
Minute Clerk
Sargent's Court Reporting
Service, Inc.

STATE BOARD OF LANDSCAPE ARCHITECTS
REFERENCE INDEX

March 20, 2025

	TIME	AGENDA
1		
2		
3		
4		
5		
6		
7		
8	9:30	Executive Session
9	10:30	Return to Open Session
10		
11	10:33	Official Call to Order
12		
13	10:34	Roll Call
14		
15	10:34	Introduction of Attendees
16		
17	10:35	Approval of Minutes
18		
19	10:39	Appointment - Annual Prosecution Report
20		
21	10:42	Report of Board Prosecution
22		
23	10:44	Report of Regulatory Counsel
24		
25	10:49	Report of Board Administrator
26		
27	10:56	Appointment - Hearing - Jordan B. Warner
28	11:54	
29		
30	12:00	Executive Session
31	12:20	Return to Open Session
32		
33	12:21	Report of Board Counsel
34		
35	12:22	Adjournment
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