

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: 10:35 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**

November 7, 2024

State Board of Landscape Architects  
November 7, 2024

BOARD MEMBERS:

Sparkle Thompson, Administrative Officer 2, on behalf  
of Arion R. Claggett, Acting Commissioner, Bureau  
of Professional and Occupational Affairs  
Dina Klavon, RLA, Chair, Professional Member  
Brett W. Mauser, Office of Attorney General, Bureau  
of Consumer Protection  
Richard P. Rauso, RLA, Professional Member  
Patrick A. West, RLA, Secretary, Professional Member  
Frank Holgerson, Nurseryman - Absent  
David Morgan, Professional Member - Absent

BUREAU PERSONNEL:

Ashley Goshert, Esquire, Board Counsel  
Michael Merten, Esquire, Board Counsel  
Caroline A. Bailey, Esquire, Board Prosecutor  
Terrie Kocher, Board Administrator  
Andrew LaFratte, MPA, Deputy Policy Director,  
Department of State  
Amanda Richards, Fiscal Supervisor, Bureau of Finance  
and Procurement, Department of State  
Jennifer Papula, Fiscal Management Specialist 4,  
Bureau of Finance and Procurement, Department of  
State  
Marcedes Newby, Fiscal Management Specialist 1,  
Bureau of Finance and Procurement, Department of  
State

ALSO PRESENT:

Ted Mowatt, CAE, Vice President/Lobbyist & Executive  
Director, Wanner Associates  
Jennifer Smeltz, Republican Executive Director,  
Senate Consumer Protection & Professional Licensure  
Committee  
Allison Walker, Sargent's Court Reporting Service,  
Inc.

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State Board of Landscape Architects

November 7, 2024

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

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The regularly scheduled meeting of the State Board of Landscape Architects was held on Thursday, November 7, 2024. Dina Klavon, RLA, Chair, Professional Member, called the meeting to order at 10:35 a.m.

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Roll Call of Board Members

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

\*\*\*

Introduction of Attendees

[Terrie Kocher, Board Administrator, also provided an

1 introduction of attendees.]

2 \*\*\*

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

7 Ms. Goshert also noted the Board entered into  
8 Executive Session with counsel for the purpose of  
9 conducting quasi-judicial deliberations and to  
10 receive the advice of counsel.]

11 \*\*\*

12 Approval of minutes of the March 28, 2024 meeting

13 CHAIR KLAVON:

14 Our first agenda item is approval of the  
15 meeting minutes from March 28, 2024. Do  
16 I have a motion to approve?

17 MR. WEST:

18 I make a motion to approve.

19 MR. RAUSO:

20 Second.

21 MS. KOCHER:

22 Sparkle Thompson, abstain; Brett Mauser,  
23 aye; Richard Rauso, aye; Patrick West,  
24 aye; Dina Klavon, aye.

25 [The motion carried unanimously.]

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Appointment - Bureau of Finance and Operations

Annual Budget Presentation

[Amanda Richards, Fiscal Supervisor, Bureau of Finance and Procurement, Department of State, presented the Fiscal Year 2024-25 Annual Financial Report. She referred to the licensee population over the last seven years for landscape architects. She noted the prior fiscal year biennial renewal cycle averaged 969 licenses with the current biennial cycle at 967 and reported an increase in licenses from FY21-22.

Ms. Richards mentioned that the last time the Board approved a fee increase was in 2010 to change their license renewal to \$194.

Ms. Richards addressed revenue on a biennial basis and reported FY22 to be higher than FY23 because their renewal fell in May of 2023, noting the combined biennial total. She noted 98.7% of that revenue came from renewals and applications. She also noted the Board receives revenue from other categories but is not a consistent form of revenue.

Chair Klavon requested information regarding letters of good standing and certifications.

Ms. Richards explained that it is revenue

1 collected for requests from licensees and certificate  
2 holders for letters of good standing and  
3 certifications. She noted there are certifications  
4 used by licensees or certificate holders to send to  
5 other jurisdictions to verify the holder of the  
6 licensee or certificate is in good standing with the  
7 Commonwealth of Pennsylvania.

8 Ms. Richards addressed expenses, which can hit  
9 the Board through direct cost, timesheet-based  
10 charges, and charges based on license population.  
11 She noted the two main categories used for expenses  
12 are administrative costs and legal costs. She  
13 referred to expenses for FY22-23 and FY23-24, noting  
14 the total expenses for that biennial period. She  
15 referred to the current period and budget for FY24  
16 and proposed budget for FY25. She noted expenses as  
17 of the date the report was prepared.

18 Ms. Richards stated the Board's expenses and  
19 budget are going to increase due to the new  
20 Pennsylvania Licensing System (PALS) starting in  
21 FY24, along with a new legal information technology  
22 (IT) system and their legal office moving to a new  
23 location.

24 Ms. Richards addressed expenses and revenue,  
25 noting the balance in their restricted account. She

1 reported that Board's biennial revenue for the prior  
2 renewal period and expenses.

3 Ms. Richards informed Board members that expenses  
4 are starting to exceed revenue, noting the Board will  
5 be down in FY30-31 and FY31-32. She recommended a  
6 fee increase and offered to present a fee increase  
7 package in the spring.]

8 \*\*\*

9 Report of Board Prosecution - No Report

10 \*\*\*

11 Report of Board Counsel - Application

12 MS. GOSHERT:

13 We have one Application on today's agenda  
14 at agenda item 3. I believe, based on  
15 Executive Session deliberation, the Board  
16 would entertain a motion to deny the  
17 Landscape Architect Examination  
18 Application of Jordan Warner.

19 MR. WEST:

20 I would like to make a motion to deny the  
21 Examination Application from Jordan  
22 Warner.

23 MR. RAUSO:

24 Second.

25 MS. KOCHER:

1 Sparkle Thompson, aye; Dina Klavon, aye;  
2 Brett Mauser, aye; Richard Rauso, aye;  
3 Patrick West, aye.

4 [The motion carried unanimously.]

5 \*\*\*

6 Report of Regulatory Counsel - Regulations

7 [Marc Farrell, Esquire, Regulatory Counsel, Office of  
8 Chief Counsel, Department of State, provided a  
9 Regulatory Status Report for the Board's review. He  
10 reported three open regulatory matters. He noted  
11 progress regarding the licensure by endorsement Act  
12 41 regulations at 16A-6121.

13 Mr. Farrell noted 16A-6121 received approval from  
14 the Governor's Office and Attorney General's Office  
15 and was sent to the Independent Regulatory Review  
16 Commission (IRRC) and published for comment. He  
17 reported the Board did not receive any comments from  
18 the public or IRRC. He explained that the next step  
19 is to convert the proposed rulemaking into final  
20 rulemaking and return it to IRRC for a vote sometime  
21 in the spring.

22 Mr. Farrell referred 16A-6111 regarding the  
23 general revisions package but did not have anything  
24 available for formal review. He noted the next step  
25 would be to provide a formal document and the annex

1 with the proposed changes for the Board's review and  
2 discussion on March 20.

3 Mr. Farrell had nothing to report for 16A-6120  
4 regarding the schedule of civil penalties. He noted  
5 the focus is getting Act 41 across IRRC's finish line  
6 and to provide the Board with the annex for their  
7 review by the spring meeting.]

8 \*\*\*

9 Report of Acting Commissioner - No Report

10 \*\*\*

11 Report of Board Chair - No Report

12 \*\*\*

13 Miscellaneous

14 [Patrick A. West, Secretary, Professional Member,  
15 announced Mr. Rauso is leaving the Board after almost  
16 10 years and thanked him for his service.

17 Chair Klavon also thanked Mr. Rauso for his  
18 service.]

19 \*\*\*

20 Report of Board Administrator - 2026 and 2027 Meeting  
21 Dates

22 CHAIR KLAVON:

23 Do I have a motion to approve the 2026  
24 and 2027 meeting dates?

25 MR. WEST:

1                   So moved.

2 CHAIR KLAVON:

3                   Second?

4 MR. RAUSO:

5                   Second.

6 MS. KOCHER:

7                   Sparkle Thompson, aye; Dina Klavon, aye;

8                   Brett Mauser, aye; Richard Rauso, aye;

9                   Patrick West, aye.

10 [The motion carried unanimously. The 2026 meeting  
11 dates are March 19, June 18, August 20, and November  
12 5. The 2027 meeting dates are March 18, June 17,  
13 August 19, and November 18.]

14   \*\*\*

15 Report of Board Administrator - Election of Officers

16 MS. GOSHERT:

17                   Is there a nomination for Chairperson of  
18                   the State Board of Landscape Architects?

19 CHAIR KLAVON:

20                   I nominate Dave Morgan as Chair.

21 MS. GOSHERT:

22                   Do we have a second for that nomination?

23 MR. RAUSO:

24                   Second.

25 MS. GOSHERT:

1 Any other nomination for Chairman?

2 Hearing none.

3 Is there a motion to elect David  
4 Morgan as Chairman of the State Board of  
5 Landscape Architects?

6 MR. WEST:

7 I make a motion to elect David Morgan as  
8 Chairman of the State Board of Landscape  
9 Architects.

10 MS. GOSHERT:

11 Do we have a second?

12 CHAIR KLAVON:

13 I second.

14 MS. KOCHER:

15 Sparkle Thompson, aye; Dina Klavon, aye;  
16 Brett Mauser, aye; Richard Rauso, aye;  
17 Patrick West, aye.

18 [The motion carried unanimously]

19 \*\*\*

20 MS. GOSHERT:

21 Is there a nomination for Secretary of  
22 the State Board of Landscape Architects?

23 MR. WEST:

24 I make a motion to elect Dina Klavon as  
25 Secretary of the State Board of Landscape

1 Architects.

2 MR. RAUSO:

3 Second.

4 MS. GOSHERT:

5 Any other nomination? Hearing none. Is  
6 there a motion to elect Dina Klavon as  
7 Secretary of the State Board of Landscape  
8 Architects?

9 MR. RAUSO:

10 I make a motion to elect Dina Klavon as  
11 Secretary of the State Board of Landscape  
12 Architects.

13 MS. GOSHERT:

14 Do we have a second?

15 MR. WEST:

16 I second.

17 MS. KOCHER:

18 Sparkle Thompson, aye; Dina Klavon, aye;  
19 Brett Mauser, aye; Richard Rauso, aye;  
20 Patrick West, aye.

21 [The motion carried unanimously]

22 \*\*\*

23 Adjournment

24 CHAIR KLAVON:

25 I make a motion to adjourn the meeting of

1 November 7, 2024.

2 MR. MAUSER:

3 I make that motion to adjourn.

4 \*\*\*

5 [There being no further business, the State Board of  
6 Landscape Architects Meeting adjourned at 11:03 a.m.]

7 \*\*\*

8  
9 CERTIFICATE

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

17  
18  
19 

20 Allison Walker,

21 Minute Clerk

22 Sargent's Court Reporting  
23 Service, Inc.  
24  
25  
26

STATE BOARD OF LANDSCAPE ARCHITECTS  
REFERENCE INDEX

November 7, 2024

TIME	AGENDA
9:30	Executive Session
10:30	Return to Open Session
10:35	Official Call to Order
10:35	Roll Call
10:35	Introduction of Attendees
10:39	Approval of Minutes
10:40	Appointment - Bureau of Finance and Procurement Annual Budget Presentation
10:51	Report of Board Counsel
10:52	Report of Regulatory Counsel
10:56	Miscellaneous
10:58	Report of Board Administrator
11:03	Adjournment