



**ARCHITECTS SECTION
EXAMINING BOARD OF ARCHITECTS, LANDSCAPE ARCHITECTS,
PROFESSIONAL ENGINEERS, DESIGNERS AND LAND SURVEYORS
Room 121A, 1400 E. Washington Avenue, Madison
Contact: Brittany Lewin 608-266-2112
April 26, 2016**

The following agenda describes the issues that the Board plans to consider at the meeting. At the time of the meeting, items may be removed from the agenda. Please consult the meeting minutes for a description of the actions of the Board.

AGENDA

11:00 A.M.

OPEN SESSION – CALL TO ORDER – ROLL CALL

A. Adoption of Agenda (1-3)

B. Approval of Minutes

1. December 28, 2016(4)

C. Administrative Matters(5-8)

1. Election of Officers
2. Appointment of Liaisons and Delegated Authorities
3. Staff and Board Updates

D. NCARB Update – Discussion and Consideration(9)

1. Draft Resolutions
2. Intern Development Program

E. Legislation and Rule Matters – Discussion and Consideration(10)

1. Update on A-E 3, 4, 6, and 9 (CR15-040) Relating to Requirements for Entrance to Examinations
2. Update on Pending Legislation and Pending and Possible Rulemaking Projects

F. Examination Matters

1. Application Process
2. ARE 5.0 Update

G. Speaking Engagements, Travel, or Public Relations Requests

1. Travel Report – NCARB Regional Summit
2. AIA Wisconsin Convention
3. Additional Travel and Speaking Engagement Requests

H. Deliberation on Items Added After Preparation of Agenda:

1. Introductions, Announcements and Recognition
2. Election of Section Officers
3. Appointment of Section Liaisons
4. Administrative Matters
5. Education and Examination Matters
6. Credentialing Matters
7. Practice Matters
8. Legislative/Administrative Rule Matters
9. Liaison Reports
10. Informational Items
11. Disciplinary Matters
12. Presentations of Petitions for Summary Suspension
13. Petitions for Designation of Hearing Examiner
14. Presentation of Proposed Stipulations, Final Decisions and Orders
15. Presentation of Proposed Final Decision and Orders
16. Presentation of Interim Orders
17. Petitions for Re-Hearing
18. Petitions for Assessments
19. Petitions to Vacate Orders
20. Requests for Disciplinary Proceeding Presentations
21. Motions
22. Petitions
23. Appearances from Requests Received or Renewed
24. Speaking Engagement(s), Travel, or Public Relation Request(s)

I. Public Comments

CONVENE TO CLOSED SESSION to deliberate on cases following hearing (s. 19.85(1)(a), Stats.); to consider licensure or certification of individuals (s. 19.85(1)(b), Stats.); to consider closing disciplinary investigations with administrative warnings (ss. 19.85 (1)(b), and 440.205, Stats.); to consider individual histories or disciplinary data (s. 19.85 (1)(f), Stats.); and to confer with legal counsel (s. 19.85(1)(g), Stats.).

J. Application Reviews

1. **Reinstatement Requests**
 - a) Michael Carroll(**11-26**)
 - b) Richard Kiehl(**27-43**)
 - c) Clifford Bender(**44-67**)

K. Deliberation on Division of Legal Services and Compliance (DLSC)

1. **Case Closing**
 - a) 14 ARC 007(**68-71**)

L. Deliberation of Items Added After Preparation of the Agenda

1. Education and Examination Matters
2. Credentialing Matters
3. Application Reviews

4. Disciplinary Matters
5. Monitoring Matters
6. Professional Assistance Procedure (PAP) Matters
7. Petitions for Summary Suspensions
8. Petitions for Designation of Hearing Examiner
9. Proposed Stipulations, Final Decisions and Order
10. Administrative Warnings
11. Review of Administrative Warnings
12. Proposed Final Decision and Orders
13. Matters Relating to Costs/ Orders Fixing Costs
14. Case Closings
15. Proposed Interim Orders
16. Petitions for Assessments and Evaluations
17. Petitions to Vacate Orders
18. Remedial Education Cases
19. Motions
20. Petitions for Re-Hearing
21. Appearances from Requests Received or Renewed

M. Consulting with Legal Counsel

RECONVENE TO OPEN SESSION IMMEDIATELY FOLLOWING CLOSED SESSION

N. Vote on Items Considered or Deliberated Upon in Closed Session, if Voting is Appropriate

O. Open Session Items Noticed Above not Completed in the Initial Open Session

ADJOURNMENT

NEXT MEETING DATE OCTOBER 4, 2016

**ARCHITECT SECTION
JOINT EXAMINING BOARD OF ARCHITECTS, LANDSCAPE
ARCHITECTS PROFESSIONAL ENGINEERS, DESIGNERS AND LAND
SURVEYORS
TELECONFERENCE/VIRTUAL MEETING MINUTES
December 28, 2015**

PRESENT: Michael Eberle (*in person*,) James Gersich (*in person*,) Steven Wagner

EXCUSED: Matthew Fernholz

STAFF: Brittany Lewin, Executive Director; Nifty Lynn Dio, Bureau Assistant;
and other Department staff

CALL TO ORDER

Michael Eberle, Chair, called the meeting to order at 9:00 a.m. A quorum of three (3) members was confirmed.

ADOPTION OF AGENDA

MOTION: James Gersich moved, seconded by Steven Wagner, to adopt the agenda as published. Motion carried unanimously.

APPROVAL OF MINUTES

MOTION: James Gersich moved, seconded by Steven Wagner, to approve the minutes from October 7, 2015 as published. Motion carried unanimously.

NCARB EDUCATION STANDARDS – DISCUSSION AND CONSIDERATION

MOTION: James Gersich moved, seconded by Steven Wagner, the Section disagrees with the NCARB Education Standard as presented in the agenda packet and submits their comments to NCARB. Motion carried unanimously.

TRAVEL REQUEST – NCARB REGIONAL SUMMIT – MARCH 10-12, 2016 IN SAVANNAH, GA

MOTION: James Gersich moved, seconded by Steven Wagner, to designate Michael Eberle and Brittany Lewin to attend the NCARB Regional Summit on March 10-12, 2016 in Savannah, Georgia and to authorize travel. Motion carried unanimously.

ADJOURNMENT

MOTION: James Gersich moved, seconded by Steven Wagner, to adjourn the meeting. Motion carried unanimously.

The meeting adjourned at 10:07 a.m.

**State of Wisconsin
Department of Safety & Professional Services**

AGENDA REQUEST FORM

1) Name and Title of Person Submitting the Request: Nifty Lynn Dio, Bureau Assistant		2) Date When Request Submitted: 12/22/15 Items will be considered late if submitted after 12:00 p.m. on the deadline date which is 8 business days before the meeting									
3) Name of Board, Committee, Council, Sections: Architect Section											
4) Meeting Date: 4/26/16	5) Attachments: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	6) How should the item be titled on the agenda page? Administrative Updates 1. Election of Officers 2. Liaison Appointments and Delegated Authorities									
7) Place Item in: <input checked="" type="checkbox"/> Open Session <input type="checkbox"/> Closed Session	8) Is an appearance before the Board being scheduled? <input type="checkbox"/> Yes (Fill out Board Appearance Request) <input checked="" type="checkbox"/> No	9) Name of Case Advisor(s), if required: N/A									
10) Describe the issue and action that should be addressed: 1. Elect Officers for 2016 2. The Chair Appoints Liaisons 3. The Section should consider continuation or modification of previously delegated authorities											
11) Authorization <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%; border-bottom: 1px solid black;">Nifty Lynn Dio</td> <td style="width: 30%; border-bottom: 1px solid black; text-align: right;">12/22/15</td> </tr> <tr> <td style="border-bottom: 1px solid black;">Signature of person making this request</td> <td style="border-bottom: 1px solid black; text-align: right;">Date</td> </tr> <tr> <td style="border-bottom: 1px solid black;">Supervisor (if required)</td> <td style="border-bottom: 1px solid black; text-align: right;">Date</td> </tr> <tr> <td colspan="2" style="border-bottom: 1px solid black;">Executive Director signature (indicates approval to add post agenda deadline item to agenda) Date</td> </tr> </table>				Nifty Lynn Dio	12/22/15	Signature of person making this request	Date	Supervisor (if required)	Date	Executive Director signature (indicates approval to add post agenda deadline item to agenda) Date	
Nifty Lynn Dio	12/22/15										
Signature of person making this request	Date										
Supervisor (if required)	Date										
Executive Director signature (indicates approval to add post agenda deadline item to agenda) Date											
Directions for including supporting documents: 1. This form should be attached to any documents submitted to the agenda. 2. Post Agenda Deadline items must be authorized by a Supervisor and the Policy Development Executive Director. 3. If necessary, provide original documents needing Board Chairperson signature to the Bureau Assistant prior to the start of a meeting.											

Architect Section

2015 ELECTION RESULTS	
Section Chair	Michael Eberle
Vice Chair	Matthew Fernholz
Secretary	James Gersich

APPOINTMENT OF LIAISONS, ALTERNATES, AND DELEGATES

2015 ELECTION RESULTS	
A-E Rules Committee	Michael Eberle
Screening Panel	Matthew Fernholz, Steven Wagner, James Gersich
Credentialing and Continuing Education Liaison	Michael Eberle
DLSC Liaison	Steven Wagner

**State of Wisconsin
Department of Safety & Professional Services**

AGENDA REQUEST FORM

1) Name and Title of Person Submitting the Request: Kelley Sankbeil Monitoring Supervisor Division of Legal Services and Compliance		2) Date When Request Submitted: January 9, 2016 Items will be considered late if submitted after 4:30 p.m. and less than: <ul style="list-style-type: none"> ▪ 10 work days before the meeting for Medical Board ▪ 14 work days before the meeting for all others 													
3) Name of Board, Committee, Council, Sections: Architects Section															
4) Meeting Date: April 26, 2016	5) Attachments: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	6) How should the item be titled on the agenda page? Delegation of Authority to Monitoring Liaison and Department Monitor													
7) Place Item in: <input checked="" type="checkbox"/> Open Session <input type="checkbox"/> Closed Session <input type="checkbox"/> Both	8) Is an appearance before the Board being scheduled? <input type="checkbox"/> Yes (Fill out Board Appearance Request) <input checked="" type="checkbox"/> No	9) Name of Case Advisor(s), if required:													
10) Describe the issue and action that should be addressed: Delegated Authority Motion: <p style="text-align: center;"><i>“ _____ moved, seconded by _____ to adopt/reject the Roles and Authorities Delegated to the Monitoring Liaison and Department Monitor document as presented in today’s agenda packet.”</i></p>															
<table style="width: 100%; border: none;"> <tr> <td style="width: 10%; border: none;">11)</td> <td style="width: 60%; border: none; text-align: center;"> </td> <td style="width: 30%; border: none; text-align: center;"> Authorization January 9, 2016 </td> </tr> <tr> <td style="border: none;">Signature of person making this request</td> <td colspan="2" style="border: none; text-align: center;">Date</td> </tr> <tr> <td style="border: none;">Supervisor (if required)</td> <td colspan="2" style="border: none; text-align: center;">Date</td> </tr> <tr> <td colspan="3" style="border: none;">Executive Director signature (indicates approval to add post agenda deadline item to agenda) Date</td> </tr> </table>				11)		Authorization January 9, 2016	Signature of person making this request	Date		Supervisor (if required)	Date		Executive Director signature (indicates approval to add post agenda deadline item to agenda) Date		
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Roles and Authorities Delegated to the Monitoring Liaison and Department Monitor

The Monitoring Liaison (“Liaison”) is a Board/Section designee who works with department monitors to enforce Board/Section orders as explained below.

Current Authorities Delegated to the Monitoring Liaison

The Liaison may take the following actions on behalf of the Board/Section:

1. Grant a temporary reduction in random drug screen frequency upon Respondent’s request if he/she is unemployed and is otherwise compliant with Board/Section order. The temporary reduction will be in effect until Respondent secures employment in the profession. The Department Monitor (“Monitor”) will draft an order and sign on behalf of the Liaison.
2. Grant a stay of suspension if Respondent is eligible per the Board/Section order. The Monitor will draft an order and sign on behalf of the Liaison.
3. Remove the stay of suspension if there are repeated violations or a substantial violation of the Board/Section order. In conjunction with removal of any stay of suspension, the Liaison may prohibit Respondent from seeking reinstatement of the stay for a specified period of time. The Monitor will draft an order and sign on behalf of the Liaison.
4. Grant or deny approval when Respondent proposes continuing/remedial education courses, treatment providers, mentors, supervisors, change of employment, etc. unless the order specifically requires full-Board/Section approval.
5. Grant a maximum of one 90-day extension, if warranted and requested in writing by Respondent, to complete Board/Section-ordered continuing education.
6. Grant a maximum of one extension or payment plan for proceeding costs and/or forfeitures if warranted and requested in writing by Respondent.
7. Grant full reinstatement of licensure if Respondent has fully complied with all terms of the order without deviation. The Monitor will draft an order and obtain the signature or written authorization from the Liaison.
- 8. Grant or deny a request to appear before the Board/Section in closed session.**

Current Authorities Delegated to the Department Monitor

The Monitor may take the following actions on behalf of the Board/Section, draft an order and sign:

1. Grant full reinstatement of licensure if CE is the sole condition of the limitation and Respondent has submitted the required proof of completion for approved courses.
2. Suspend the license if Respondent has not completed Board/Section-ordered CE and/or paid costs and forfeitures within the time specified by the Board/Section order. The Monitor may remove the suspension and issue an order when proof completion and/or payment have been received.

**State of Wisconsin
Department of Safety & Professional Services**

AGENDA REQUEST FORM

1) Name and Title of Person Submitting the Request: Nifty Lynn Dio, Bureau Assistant On behalf of Brittany Lewin, Executive Director		2) Date When Request Submitted: 04/21/2016 Items will be considered late if submitted after 12:00 p.m. on the deadline date which is 8 business days before the meeting	
3) Name of Board, Committee, Council, Sections: Architect Section			
4) Meeting Date: 4/26/16	5) Attachments: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	6) How should the item be titled on the agenda page? NCARB Updates for Discussion	
7) Place Item in: <input checked="" type="checkbox"/> Open Session <input type="checkbox"/> Closed Session	8) Is an appearance before the Board being scheduled? <input type="checkbox"/> Yes (Fill out Board Appearance Request) <input checked="" type="checkbox"/> No	9) Name of Case Advisor(s), if required: N/A	
10) Describe the issue and action that should be addressed: Please review the following links for discussion ARE 5.0 Information Overhauled NCARB Intern Development Program Architectural Experience Program			
11) Authorization			
Nifty Lynn Dio		4/21/2016	
Signature of person making this request		Date	
Supervisor (if required)		Date	
Executive Director signature (indicates approval to add post agenda deadline item to agenda)		Date	
Directions for including supporting documents: 1. This form should be attached to any documents submitted to the agenda. 2. Post Agenda Deadline items must be authorized by a Supervisor and the Policy Development Executive Director. 3. If necessary, provide original documents needing Board Chairperson signature to the Bureau Assistant prior to the start of a meeting.			

**State of Wisconsin
Department of Safety & Professional Services**

AGENDA REQUEST FORM

1) Name and Title of Person Submitting the Request: Dale Kleven Administrative Rules Coordinator		2) Date When Request Submitted: 4/14/16 Items will be considered late if submitted after 12:00 p.m. on the deadline date: ▪ 8 business days before the meeting	
3) Name of Board, Committee, Council, Sections: Architect Section			
4) Meeting Date: 4/26/16	5) Attachments: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	6) How should the item be titled on the agenda page? Legislation and Rule Matters – Discussion and Consideration 1. Update on A-E 3, 4, 6, and 9 (CR 15-040) Relating to Requirements for Entrance to Examinations 2. Update on Pending Legislation and Pending and Possible Rulemaking Projects	
7) Place Item in: <input checked="" type="checkbox"/> Open Session <input type="checkbox"/> Closed Session <input type="checkbox"/> Both		8) Is an appearance before the Board being scheduled? <input type="checkbox"/> Yes (Fill out Board Appearance Request) <input checked="" type="checkbox"/> No	9) Name of Case Advisor(s), if required:
10) Describe the issue and action that should be addressed:			
11) Authorization			
<i>Dale Kleven</i>		<i>April 14, 2016</i>	
Signature of person making this request		Date	
Supervisor (if required)		Date	
Executive Director signature (indicates approval to add post agenda deadline item to agenda)		Date	
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