



STATE OF WISCONSIN

Department of Safety and Professional Services
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Governor Scott Walker Secretary Dave Ross

**DESIGNERS SECTION
EXAMINING BOARD OF ARCHITECTS, LANDSCAPE ARCHITECTS,
PROFESSIONAL ENGINEERS, DESIGNERS, AND LAND SURVEYORS**

Room 121A, 1400 E. Washington Avenue, Madison

Contact: Angela Hellenbrand (608) 261-5406

October 8, 2013

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

9:00 a.m.

OPEN SESSION – CALL TO ORDER – ROLL CALL

- A. Adoption of Agenda (1-4)**
- B. Approval of Minutes – October 9, 2012 and April 23, 2013 (5-8)**
- C. Administrative Matters**
 - 1) Election of Officers, Liaison Appointments and Screening Panel Appointments
 - 2) Explanation of Executive Order 50 **(9-10)**
 - 3) Explanation of Executive Order 61 **(11-12)**
 - 4) Appointment Process **(13-14)**
 - 5) Paperless Initiative **(15-18)**
- D. Legislative/Administrative Rule Matters – Discussion and Consideration**
 - 1) Discussion of proposal to revise A-E 5.06 and related review of Stat. 145.20 **(19-20)**

- E. Items Added After Preparation of Agenda
 - 1) Introductions, Announcements and Recognition
 - 2) Presentations of Petition(s) for Summary Suspension
 - 3) Presentation of Proposed Stipulation(s), Final Decision(s) and Order(s)
 - 4) Presentation of Final Decisions
 - 5) Disciplinary Matters
 - 6) Executive Director Matters
 - 7) Education and Examination Matters
 - 8) Credentialing Matters
 - 9) Class 1 Hearing(s)
 - 10) Practice Matters
 - 11) Legislation/Administrative Rule Matters
 - 12) Liaison Report(s)
 - 13) Informational Item(s)
 - 14) Speaking Engagement(s), Travel or Public Relation Request(s)

F. Public Comments

CONVENE TO CLOSED SESSION to deliberate on cases following hearing (s. 19.85(1)(a), Stats.; consider licensure or certification of individuals (s. 19.85(1)(a), Stats.); to consider closing disciplinary investigation with administrative warning (s. 19.85(1)(b), Stats. 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.)

G. DLSC Matters – Discussion and Consideration

H. Application Review – Discussion and Consideration

- I. Deliberation of Items Received After Preparation of Agenda
 - 1) Disciplinary Matters
 - 2) Education and Examination Matters
 - 3) Credentialing Matters
 - 4) Class 1 Hearings
 - 5) Monitoring Matters
 - 6) Professional Assistance Procedure (PAP) Matters
 - 7) Petition(s) for Summary Suspension
 - 8) Petition(s) for Extension of Time
 - 9) Proposed Stipulations, Final Decisions and Orders
 - 10) Administrative Warnings
 - 11) Proposed Decisions
 - 12) Matters Relating to Costs
 - 13) Petitions for Rehearing
 - 14) Formal Complaints
 - 15) Case Closings
 - 16) Appearances from Requests Received or Renewed

J. Consulting with Legal Counsel

RECONVENE TO OPEN SESSION IMMEDIATELY FOLLOWING CLOSED SESSION

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

ADJOURNMENT

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**DESIGNER SECTION
EXAMINING BOARD OF ARCHITECTS, LANDSCAPE ARCHITECTS,
PROFESSIONAL ENGINEERS, DESIGNERS AND LAND SURVEYORS
MEETING MINUTES
OCTOBER 9, 2012**

PRESENT: Tom Gasperetti, James Mickowski, and Steven Tweed

NOT PRESENT: Mark Cook

STAFF: Berni Mattsson, Executive Director; David Carlson, Bureau Assistant;
Jeanette Lytle, Division of Legal Services Compliance.

James Mickowski, Board Chair, called the meeting to order at 8:38 a.m. A quorum of 3 members was confirmed.

ADOPTION OF AGENDA

MOTION: Tom Gasperetti moved, seconded by Steven Tweed, to adopt the agenda as amended, adding a red-folder attachment to Item F. Motion carried unanimously.

APPROVAL OF MINUTES

MOTION: Steven Tweed moved, seconded by Tom Gasperetti, to approve the minutes of April 17, 2012 as published. Motion carried unanimously.

UPDATE AND DISCUSSION OF LRB DRAFT 11-0257/2

MOTION: James Mickowski moved, seconded by Tom Gasperetti, to authorize the Chair to develop a notice to be sent to professional organizations requesting support of LRB Draft 11-02567/2 and to include contact information for Jim Mickowski, Steven Tweed and Thomas Gasperetti as part of correspondence sent to organizations. Motion carried unanimously.

CLOSED SESSION

MOTION: Jim Mickowski moved, seconded by Tom Gasperetti, to convene to closed session to deliberate on cases following hearing (s. 19.85(1) (a), Stats.; consider closing disciplinary investigation with administrative warning (s. 19.85(1)(b), Stats. 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.). Roll Call Vote: Steven Tweed - yes; Tom Gasperetti - yes; Jim Mickowski - yes. Motion carried unanimously.

Open session recessed at 9:15 a.m.

RECONVENE TO OPEN SESSION

MOTION: Steven Tweed moved, seconded by Tom Gasperetti, to reconvene in open session at 9:49 a.m. Motion carried unanimously.

VOTING ON ITEMS CONSIDERED/DELIBERATED IN CLOSED SESSION

APPLICATION MATTERS

Permit as a Designer of Engineering Systems

1. By Experience Provision – ss. 443.07(1)(b), Stats.

- a. Approved
 - 1) Flanders, Kathleen
 - 2) Schoen, Kevin J.
 - 3) Schwartz, Michael H.
 - 4) Theis, Troy J.
- b. Intent to Deny
 - 1) Fanelti, Eric J.

2. Exams Eligibility

- a. Approved
 - 1) Barlament, Brandon
 - 2) Bauer, Adam T.
 - 3) Block, Nathan J.
 - 4) Carvalho, Frederick
 - 5) Demmin, David A.
 - 6) Schulfer, Nicholas R.
- b. Intent to Deny
 - 1) Hanson, Craig M.

MOTION: Steven Tweed moved, seconded by Tom Gasperetti, to act upon the applications reviewed for today's meeting as noted in the application files. Motion carried unanimously.

ADJOURNMENT

MOTION: Tom Gasperetti moved, seconded by Steven Tweed, to adjourn the meeting at 9:55 a.m. Motion carried unanimously.

**DESIGNERS SECTION
EXAMINING BOARD OF ARCHITECTS, LANDSCAPE ARCHITECTS,
PROFESSIONAL ENGINEERS, DESIGNERS AND LAND SURVEYORS
MEETING MINUTES
April 23, 2013**

PRESENT: Thomas Gasperetti (by phone), James Mickowski, and Steven Tweed

NOT PRESENT: Mark Cook

STAFF: Tom Wightman, Executive Director; Angela Hellenbrand, Executive Director; David Carlson, Communications Specialist

James Mickowski, Board Chair, called the meeting to order at 9:44 a.m. A quorum of 3 members was confirmed.

ADOPTION OF AGENDA

AMENDMENT:

- All items except A and I will be carried over to next meeting.

MOTION: Steven Tweed moved, seconded by James Mickowski, to adopt the agenda as amended. Motion carried unanimously.

MOTION: Steven Tweed, moved, seconded by James Mickowski, to delegate authority for application review and approval or denial to Steven Tweed and James Mickowski. Motion carried unanimously.

ADJOURNMENT

MOTION: James Mickowski moved, seconded by Thomas Gasperetti, to adjourn the meeting at 9:49 a.m. Motion carried unanimously.

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

AGENDA REQUEST FORM

1) Name and Title of Person Submitting the Request: Joshua Archiquette		2) Date When Request Submitted: 10/3/2013 <small>Items will be considered late if submitted after 4:30 p.m. and less than 8 work days before the meeting.</small>	
3) Name of Board, Committee, Council, Sections: Designers Section – AE Joint Board			
4) Meeting Date: 10/8/2013	5) Attachments: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	6) How should the item be titled on the agenda page? Administrative Matters Explanation of EO 50	
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 type="checkbox"/> No	9) Name of Case Advisor(s), if required:	
10) Describe the issue and action that should be addressed: Explanation of EO 50			
11) Authorization			
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.			

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

AGENDA REQUEST FORM

1) Name and Title of Person Submitting the Request: Joshua Archiquette		2) Date When Request Submitted: 10/3/2013 <small>Items will be considered late if submitted after 4:30 p.m. and less than 8 work days before the meeting.</small>	
3) Name of Board, Committee, Council, Sections: Designers Section – AE Joint Board			
4) Meeting Date: 10/8/2013	5) Attachments: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	6) How should the item be titled on the agenda page? Administrative Matters Explanation of EO 61	
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 type="checkbox"/> No	9) Name of Case Advisor(s), if required:	
10) Describe the issue and action that should be addressed: Explanation of EO 61			
11) Authorization			
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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**State of Wisconsin
Department of Safety & Professional Services**

AGENDA REQUEST FORM

1) Name and Title of Person Submitting the Request: Angela Hellenbrand Executive Director		2) Date When Request Submitted: 1 October 2013 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: Designer Section – AE Joint Examining Board			
4) Meeting Date: 8 October 2013	5) Attachments: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	6) How should the item be titled on the agenda page? Executive Director Matters -Appointments Process	
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? If yes, who is appearing? <input type="checkbox"/> Yes by _____ (name) <input type="checkbox"/> No	9) Name of Case Advisor(s), if required:	
10) Describe the issue and action that should be addressed: http://walker.wi.gov/governor-office/apply-to-serve/boards-commissions			
11) Authorization			
Signature of person making this request		Date	
Supervisor (if required)		Date	
Bureau 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 Board Services Bureau Director. 3. If necessary, Provide original documents needing Board Chairperson signature to the Bureau Assistant prior to the start of a meeting.			

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

AGENDA REQUEST FORM

1) Name and Title of Person Submitting the Request: Dave Carlson		2) Date When Request Submitted: 4/1/13	
		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: Designers Section			
4) Meeting Date: 4/23/13	5) Attachments: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	6) How should the item be titled on the agenda page? Paperless Initiative	
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 type="checkbox"/> No	9) Name of Case Advisor(s), if required:	
10) Describe the issue and action that should be addressed: <p style="margin-left: 40px;">Brief presentation of how Designers Section Members can sign up for SharePoint access as a part of the paperless initiative, as well as instructions for using DSPS laptops.</p>			
11) Authorization			
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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How to register for a username/password on <http://register.wisconsin.gov> .

In order to access the Board SharePoint site, Board Members must obtain a State of WI/DOA username/password from this site <http://register.wisconsin.gov> . Once registered, Board Members will be provided a DOA credential under the Wisconsin External (wiext) domain. This account is intended to provide users with access to multiple State of Wisconsin web applications, including the DSPS SharePoint site.

To Begin, use the 'Self Registration' link

DOA/Wisconsin Logon Management System - Windows Internet Explorer provided by State of Wisconsin

http://register.wisconsin.gov/AccountManagement/

wisconsin.gov home state agencies subject directory

Wisconsin Department of Administration

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Main Menu | Help | FAQ

DOA/Wisconsin Logon Management System

The DOA/Wisconsin Logon Management System allows authorized individuals to access many DOA Internet applications using a single ID and password. When access to information or services is restricted to protect your privacy or the privacy of others, you will be asked to provide your DOA/Wisconsin Logon and password. Your DOA/Wisconsin Logon and password verifies your identity so that we can provide you with access to your information and services and prevent access by unauthorized individuals.

User Acceptance Agreement

Please note that only certain types of information will be stored in your user profile, as described in the [User Acceptance Agreement](#). Your user profile will never contain records such as driving history, tax information, unemployment compensation, vehicle registrations or prison records.

Sign Up for your DOA/Wisconsin Logon

[Self Registration](#) (Request a DOA/Wisconsin Logon and Password.)

Self Registration allows you to create **your personal** DOA/Wisconsin Logon. This is your key to doing secure business with DOA over the Internet.

Change / Update Your Information

[Profile Management](#) allows you to change your account information, e-mail address and other information.

Change Your Password

[Password Management](#) allows you to change your password.

Forgot Your Logon ID or Password?

[Logon ID/Password Recovery](#) allows you to recover a forgotten DOA/Wisconsin Logon and/or Password.

Updated February 6, 2009
DET - Bureau of Business Applications Services
Content Contact: [BRAS/BA](#)

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Customer ID Menu

- Self Registration
- Profile Management
- Password Management
- Forgot your account information?
- User Acceptance Agreement

Not sure if you already have DOA/State of WI account?

Use the 'Forgot Your Logon ID or Password' link to check

After accepting the user agreement, complete the 'Account Creation' form.

Indicate 'SharePoint' under the section entitled, 'Systems You Will Access'

Account Creation

* Indicates Required Field

Profile Information

First Name *

Middle Initial

Last Name *

Suffix

E-Mail *

Use this format 6085551234

Phone ext.

Mailing Address

Street Address

City

State/Province

Zip Code -

Systems You Will Access

Use your mouse to highlight the system that you want to access.

Systems *

*

Account Information

Your Logon ID must be between 5-20 characters and **CAN** be a combination of letters and numbers. Your Logon ID must not contain spaces or special characters.

Logon ID *

Your Password must be 7-20 characters long and **MUST** contain a combination of letters and either numbers or special characters (except the @ ? / signs). Passwords are case sensitive. Your Password cannot contain the Logon ID.

[Password Tip](#)

Password *

Re-enter Password *

Logon ID/Password Recovery

Enter a question and answer for use if you forget your DOA/Wisconsin Logon ID or Password. Your Secret Question and Secret Answer cannot contain your password. [Secret Question and Answer Tip](#)

Secret Question *

Secret Answer *

Verification

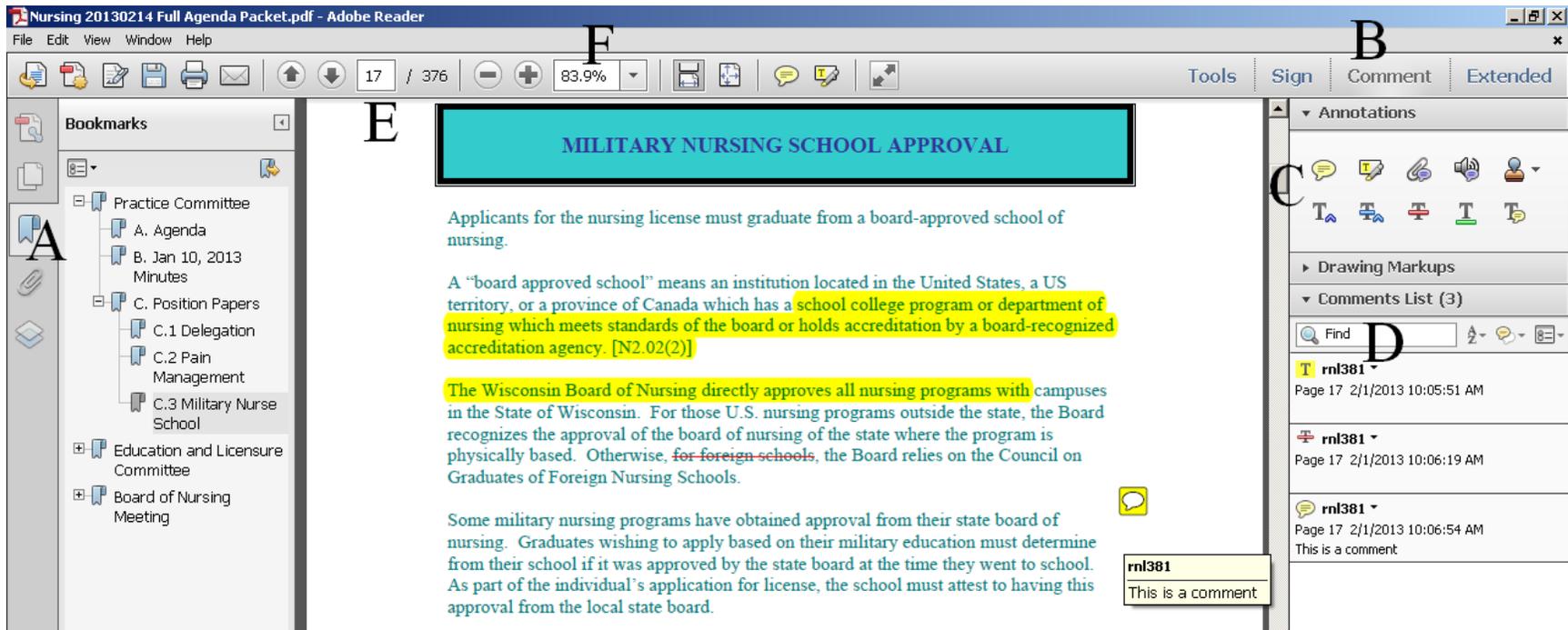
This step helps prevent automated registrations. If you cannot see the number below [click here](#).

80542 Please enter the number as it is shown in the box to the left. *

Please use a login ID of your first initial followed by your middle initial followed by your last name, as in the example to the left.

Remember your logon ID, as you will need to provide that to DSPS staff in order for you to receive proper access rights.

Once you have been granted permission to access the Board's website, you should receive an automated 'Welcome to SharePoint' email with a link to the site.



Above is an example of an agenda packet page, with some features you can access through Adobe Reader.

A: Bookmarks – When the Bureau Assistant creates the Agenda Packet, it is possible to place in bookmarks for quick reference during meetings. You can expand and minimize categories to better enable you to jump from section to section of your agenda here.

B: Comment – On specially designated .pdf files, it is possible for Adobe Reader to be given comment privileges. This allows a Board member to make comments on documents, as well as edit, highlight, or insert text in suitable files. Please note, if the file is a scanned copy, it is likely that the highlight and text editing features will not be usable. The comment feature will still work in such an issue.

C: Annotations & Drawing Markups – These are the different options you can use to mark up your document for your reference. If you mouse over an option, it will give a brief description of what it can do for you. Feel free to experiment and find out what works best for you!

D: Comments List – Quickly jump between your comments by selecting them in this list. Never again will you miss out on a note during a discussion with this handy tool.

E: Page List – No more rifling through papers in order to track down that page someone mentioned! With this handy bar, you can simply type in the page you are looking for, hit enter, and Adobe Reader will take you directly to the page.

F: Zoom – Having trouble reading something? You can zoom in and out on a document with this bar. The plus and minus signs to the left can be used to make quick adjustments as well.

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

AGENDA REQUEST FORM

1) Name and Title of Person Submitting the Request: Tom Wightman		2) Date When Request Submitted: 4/18/13	
		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: Designers Section			
4) Meeting Date: 4/23/13	5) Attachments: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	6) How should the item be titled on the agenda page? Discussion of Proposal to Revise A-E 5.06 and Related Review of Stat 145.20	
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 type="checkbox"/> No	9) Name of Case Advisor(s), if required:	
10) Describe the issue and action that should be addressed:			
11) Authorization			
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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