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**DESIGNERS 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 27, 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**

**1:00 P.M.**

**OPEN SESSION – CALL TO ORDER – ROLL CALL**

**A. Adoption of Agenda (1-3)**

**B. Approval of Minutes- November 24, 2014 (4-6)**

**C. Administrative Matters**

- 1) Staff Updates)

**D. Election of Officers (7-8)**

**E. Appointment of Liaisons and Delegation of Authority(9-10)**

**F. Items Added After Preparation of Agenda:**

- 1) Introductions, Announcements and Recognition
- 2) Election of Section Officers
- 3) Appointment of Section Liaisons and Delegated Authorities
- 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 Engagements, Travel, or Public Relation Requests

G. Public Comments

**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.)**

**H. Application Reviews (11-12)**

- 1) Experience
  - a) Arbeiter, David L.
  - b) Holt, Justin B.
  - c) Jablonski, Jeffrey
  - d) Soldner, Gwenn
  - e) Geurts, Adam L.
  - f) Van Grinsven, Gerald
  - g) Serum, Dennis
- 2) Exams
  - a) Weiss, Bruce S.
  - b) Demmin, David
  - c) Zingler, Aaron M.

I. Deliberation of Items Received After Printing of the Agenda

- 1) Education and Examination Matters
- 2) Credentialing Matters
- 3) Monitoring Matters
- 4) Professional Assistance Procedure (PAP) Matters
- 5) Petitions for Summary Suspensions
- 6) Petitions for Designation of Hearing Examiner
- 7) Proposed Stipulations, Final Decisions and Orders
- 8) Administrative Warnings
- 9) Proposed Final Decisions and Orders
- 10) Matters Relating to Costs/Orders Fixing Costs
- 11) Case Closings
- 12) Proposed Interim Orders
- 13) Petitions for Assessments and Evaluations
- 14) Petitions to Vacate Orders
- 15) Remedial Education Cases
- 16) Motions

- 17) Petitions for Rehearing
- 18) 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

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

**ADJOURNMENT**

**NEXT MEETING DATE OCTOBER 5, 2016**

**DESIGNERS SECTION  
EXAMINING BOARD OF ARCHITECTS, LANDSCAPE ARCHITECTS,  
PROFESSIONAL ENGINEERS, DESIGNERS AND LAND SURVEYORS  
MEETING MINUTES  
November 24, 2014**

**PRESENT:** Mark Cook, Thomas Gasperetti (*via GoToMeeting*), Steven Tweed

**STAFF:** Brittany Lewin, Executive Director; Taylor Thompson, Bureau Assistant

**CALL TO ORDER**

Steven Tweed, Section Chair, called the meeting to order at 12:01 p.m. A quorum of three (3) members was confirmed.

**ADOPTION OF AGENDA**

**MOTION:** Thomas Gasperetti moved, seconded by Mark Cook, to adopt the agenda as published. Motion carried unanimously.

**APPROVAL OF MINUTES**

**Corrections:**

- Correct Tom Gasperetti's name in Delegation Motions and correct James and Thomas's names in Application Reviews motion.

**MOTION:** Thomas Gasperetti moved, seconded by Mark Cook, to adopt the minutes of April 22, 2014 as corrected. Motion carried unanimously.

**CLOSED SESSION**

**MOTION:** Thomas Gasperetti moved, seconded by Mark Cook, to 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.). Steven Tweed read the language of the motion. The vote of each member was ascertained by voice vote. Roll Call Vote: Mark Cook-yes; Thomas Gasperetti-yes; Steven Tweed-yes. Motion carried unanimously.

Open Session recessed at 12:06 p.m.

## RECONVENE TO OPEN SESSION

**MOTION:** Mark Cook moved, seconded by Steven Tweed, to reconvene in Open Session at 1:30 p.m. Motion carried unanimously.

## REAFFIRM ALL VOTES MADE IN CLOSED SESSION

**MOTION:** Mark Cook moved, seconded by Thomas Gasperetti, to affirm all Motions made and Votes taken in Closed Session. Motion carried unanimously.

## APPLICATION REVIEWS

**MOTION:** Mark Cook moved, seconded by Thomas Gasperetti, to approve the following applicants for permit by experience:

- a. Bortz, Timothy S.
- b. Clark, Steven L.
- c. Demers, Scott A.
- d. Grant, Cynthia A.
- e. Herda, Joseph M.
- f. Huber, Gregory R.
- g. Krueger, Kyle L.
- h. Merkel, Donald
- i. Mulder, Craig R.
- j. Reince, Neal M.
- k. Roberts, Ryan L.
- l. Sevcik, Chad M.
- m. Walla, Robert
- n. Zomer, Douglas R.

Motion carried unanimously.

**MOTION:** Mark Cook moved, seconded by Thomas Gasperetti, to deny the application of I.J.J. for Designer of Engineering Systems Permit by experience. **Reason for Denial:** Does not meet the experience requirements found in §443.07 (1)(b) needed for a permit as an Electrical Designer, in that his only documented experience is in low-voltage and communication systems. Motion carried unanimously.

**MOTION:** Mark Cook moved, seconded by Thomas Gasperetti, to authorize the following applicants to take the examination:

- a. Braaten, Michael L.
- b. Greenweller, Kevin
- c. Rippenburg, Shane

Motion carried unanimously.

## **ADJOURNMENT**

**MOTION:** Thomas Gasperetti moved, seconded by Mark Cook, to adjourn the meeting.  
Motion carried unanimously.

The Section meeting adjourned at 1:31 p.m.

DRAFT

2014 ELECTION RESULTS	
<b>Designer Section Chair</b>	<b>Steven Tweed (2014)</b>
<b>Vice Chair</b>	<b>vacant</b>
<b>Secretary</b>	<b>vacant</b>

2014 LIAISON APPOINTMENTS	
<b>Screening Panel</b>	<b>Steven Tweed (2014)</b>
<b>Credentialing Liaisons</b>	<b>Steven Tweed (2014)</b>

POSSIBLE LIAISON APPOINTMENTS	
<b>Professional Assistance Procedure (PAP) Liaison</b>	Alternate - [redacted]
<b>Administrative Rules Liaison</b>	Alternate - [redacted]
<b>Legislative Liaison</b>	Alternate - [redacted]
<b>Office of Education and Examinations Liaison</b>	Alternate - [redacted]
<b>Continuing Education Liaison</b>	Alternate - [redacted]
<b>Website Liaison</b>	Alternate - [redacted]
<b>Travel Liaison</b>	Alternate - [redacted]

### DELEGATION MOTIONS

#### *Document Signature Delegation*

**MOTION:** Thomas Gasperetti moved, seconded by James Mickowski, that the Section delegates authority to the Chair (or order of succession) to sign documents on behalf of the Section. In order to carry out duties of the Section, the Chair has the ability to delegate this signature authority for purposes of facilitating the completion of assignments during or between meetings. The Chair delegates the authority to the Executive Director to sign the name of the Chair (or order of succession) on documents as necessary. Motion carried unanimously.

#### *Delegated Authority for Urgent Matters*

**MOTION:** Thomas Gasperetti moved, seconded by James Mickowski, that, in order to facilitate the completion of assignments between meetings, the Section delegates its authority by order of succession to the Chair, highest ranking officer, or longest serving member of the Section, to appoint liaisons to the Department where knowledge or experience in the profession is required to carry out the duties of the Section in accordance with the law. Motion carried unanimously.

*Credentialing Authority Delegations*

**MOTION:** Steven Tweed moved, seconded by Thomas Gasperetti, to recognize the Chair as the Credentialing Liaison and delegate authority to the Credentialing Liaison to address all issues related to credentialing matters. Motion carried unanimously.

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

**AGENDA REQUEST FORM**

1) Name and Title of Person Submitting the Request:  <b>Kelley Sankbeil</b>  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"> <li>▪ 10 work days before the meeting for Medical Board</li> <li>▪ 14 work days before the meeting for all others</li> </ul>	
3) Name of Board, Committee, Council, Sections: Designers Section			
4) Meeting Date:  April 27, 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 ( <a href="#">Fill out Board Appearance Request</a> ) <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:  <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>			
11)  Authorization <span style="float: right;">January 9, 2016</span>			
Signature of person making this request		Date	
Supervisor (if required)		Date	
Executive Director signature (indicates approval to add post agenda deadline item to agenda) <span style="float: right;">Date</span>			
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.			

## **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.