



**PROFESSIONAL ENGINEERS SECTION
EXAMINING BOARD OF ARCHITECTS, LANDSCAPE ARCHITECTS,
PROFESSIONAL ENGINEERS, DESIGNERS, AND PROFESSIONAL LAND SURVEYORS
Room 121C, 1400 East Washington Avenue, Madison
Contact: Brittany Lewin (608) 266-2112
April 22, 2015**

The following agenda describes the issues that the Section 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 record of the actions of the Section.

AGENDA

9:30 A.M.

OR UPON ADJOURNMENT OF THE A-E JOINT BOARD

OPEN SESSION – CALL TO ORDER – ROLL CALL

- A) Adoption of Agenda**
- B) Approval of Minutes – January 15, 2015 (3-6)**
- C) Administrative Updates**
 - 1. Staff Updates
- D) Speaking Engagements, Travel or Public Relations Requests**
 - 1. WSPE Discovery Conference May 27-28, 2015
 - 2. NCEES 2015 Board Presidents Assembly Travel Report
- E) Items Added After Preparation of Agenda:**
 - 1) Introductions, Announcements and Recognition
 - 2) Administrative Updates
 - 3) Education and Examination Matters
 - 4) Credentialing Matters
 - 5) Practice Matters
 - 6) Legislation/Administrative Rule Matters
 - 7) Informational Items
 - 8) Disciplinary Matters
 - 9) Presentations of Petitions for Summary Suspension
 - 10) Presentation of Proposed Stipulations, Final Decisions and Orders
 - 11) Presentation of Proposed Decisions
 - 12) Petitions for Re-Hearing
 - 13) Petitions for Assessments
 - 14) Petitions to Vacate Orders
 - 15) Speaking Engagement(s), Travel, or Public Relation Request(s)

F) Public Comments

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

G) Credentialing Matters

1. Application Review **(7-75)**

K) Deliberation of Items Added After Preparation of the Agenda

- 1) Disciplinary Matters
- 2) Monitoring Matters
- 3) Professional Assistance Procedure (PAP) Matters
- 4) Petitions for Summary Suspensions
- 5) Proposed Stipulations, Final Decisions and Order
- 6) Administrative Warnings
- 7) Proposed Decisions
- 8) Matters Relating to Costs
- 9) Case Closings
- 10) Petitions to Vacate Orders
- 11) Motions
- 12) Petitions for Re-Hearing
- 13) Appearances from Requests Received or Renewed

L) Consulting with Legal Counsel

RECONVENE TO OPEN SESSION IMMEDIATELY FOLLOWING CLOSED SESSION

M) Vote on Items Considered or Deliberated Upon in Closed Session, if Voting is Appropriate

ADJOURNMENT

**PROFESSIONAL ENGINEER SECTION
OF THE EXAMINING BOARD OF ARCHITECTS, LANDSCAPE ARCHITECTS,
PROFESSIONAL ENGINEERS, DESIGNERS AND PROFESSIONAL LAND SURVEYORS
MEETING MINUTES
JANUARY 15, 2015**

PRESENT: Kristine Cotharn, Joseph Eberle, Steven Hook and Mark Mayer

STAFF: Brittany Lewin, Executive Director; Kimberly Wood, Bureau Assistant

CALL TO ORDER

Joseph Eberle, Chair, called the meeting to order at 8:31 a.m. A quorum of four (4) members was confirmed.

ADOPTION OF AGENDA

Amendments to the Agenda:

- Item E2: ADD – Open Session: Consider Designation of Member to Speak at the Wisconsin Society of Professional Engineers (WSPE) Discovery Conference on May 27 and 28, 2015
- Item E3: ADD – Open Session: NCEES 2015 Board Presidents Assembly – February 6-8, 2015 – Atlanta, GA

MOTION: Steven Hook moved, seconded by Mark Mayer, to adopt the agenda as amended. Motion carried unanimously.

APPROVAL OF MINUTES – OCTOBER 8, 2014

MOTION: Steven Hook moved, seconded by Kristine Cotharn, to approve the minutes of October 8, 2014 as published. Motion carried unanimously.

ADMINISTRATIVE UPDATES

Election of Board Officers

SECTION CHAIR

NOMINATION: Steven Hook nominated Joseph Eberle for the Office of Section Chair.

Brittany Lewin called for nominations three (3) times.

Joseph Eberle was elected as Chair by unanimous consent.

VICE CHAIR

NOMINATION: Mark Mayer nominated Steven Hook for the Office of Vice Chair.

Joseph Eberle called for nominations three (3) times.

Steven Hook was elected as Vice Chair by unanimous consent.

SECRETARY

NOMINATION: Steven Hook nominated Mark Mayer for the Office of Secretary.

Joseph Eberle called for nominations three (3) times.

Mark Mayer was elected as Secretary by unanimous consent.

2015 ELECTION RESULTS	
Section Chair	Joseph Eberle
Vice Chair	Steven Hook
Secretary	Mark Mayer

Appointment of Liaisons and Delegated Authorities

2015 Board Member Liaisons	
Continuing Education Liaison	Mark Mayer, Kristine Cotharn
Rules Committee	Steven Hook, Joseph Eberle
Screening Panel	Kristine Cotharn, Mark Mayer
Credentialing Liaison	Joseph Eberle
Monitoring/ Professional Assistance Procedure (PAP) Liaison	Steven Hook

MOTION: Kristine Cotharn moved, seconded by Steven Hook, to amend Item 5 under “Current Authorities Delegated to the Monitoring Liaison” in the “Roles and Authorities Delegated to the Monitoring Liaison and Department Monitor” document such that “of one” is inserted between “maximum” and “90-day.” Motion carried unanimously.

MOTION: Steven Hook moved, seconded by Mark Mayer, to adopt the “Roles and Authorities Delegated to the Monitoring Liaison and Department Monitor” document in today’s agenda packet, as amended. Motion carried unanimously.

MOTION: Kristine Cotharn moved, seconded by Steven Hook, 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.

MOTION: Steven Hook moved, seconded by Mark Mayer, 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.

LEGISLATION/ADMINISTRATIVE RULE MATTERS

165-A-E 3, 4, 6, 9 Entrance to Exams

MOTION: Steven Hook moved, seconded by Mark Mayer, to forward the draft of A-E 3, 4, 6 and 9 Entrance to Exams, back to the A-E Joint Board for further review and consideration. Motion carried unanimously.

SPEAKING ENGAGEMENTS, TRAVEL OR PUBLIC RELATIONS REQUESTS

Consider Designation of Member to Speak at the Wisconsin Society of Professional Engineers (WSPE) Discovery Conference on May 27 and 28, 2015

MOTION: Mark Mayer moved, seconded by Steven Hook, to designate Joseph Eberle to speak on the Board's behalf at the WSPE Discovery Conference on May 27 and 28, 2015 regarding an update on the Engineering Section activities. Motion carried unanimously.

NCEES 2015 Board Presidents Assembly – February 6-8, 2015 – Atlanta, GA

MOTION: Steven Hook moved, seconded by Kristine Cotharn, to designate Joseph Eberle to attend the NCEES 2015 Board Presidents Assembly – February 6-8, 2015 – Atlanta, GA, on the Section's behalf. Motion carried unanimously.

MOTION: Joseph Eberle moved, seconded by Mark Mayer, to request that Brittany Lewin attend the NCEES 2015 Board Presidents Assembly – February 6-8, 2015 – Atlanta, GA. Motion carried unanimously.

CLOSED SESSION

MOTION: Mark Mayer moved, seconded by Steven Hook, 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.). Joseph Eberle read the language of the motion. The vote of each member was ascertained by voice vote. Roll Call Vote: Kristine Cotharn-yes; Joseph Eberle-yes; Steven Hook-yes; Mark Mayer-yes. Motion carried unanimously.

The Section convened into closed session at 9:21 a.m.

RECONVENE TO OPEN SESSION

MOTION: Steven Hook moved, seconded by Mark Mayer, to reconvene in open session. Motion carried unanimously.

Open session reconvened at 10:21 a.m.

VOTING ON ITEMS CONSIDERED OR DELIBERATED UPON IN CLOSED SESSION, IF VOTING IS APPROPRIATE

MOTION: Steven Hook moved, seconded by Mark Mayer, to reaffirm all votes made in closed session. Motion carried unanimously.

APPLICATION REVIEWS

Conviction Review

MOTION: Mark Mayer moved, seconded by Kristine Cotharn, to approve the Professional Engineer application of James E. Lane, once all requirements are met. Motion carried unanimously.

Reinstatement

Lange, Delayne

MOTION: Steven Hook moved, seconded by Mark Mayer, to grant the reinstatement of the Professional Engineer registration of Delayne Lange, once all requirements are met. Motion carried unanimously.

Certificate of Authorization (COA)

MOTION: Mark Mayer moved, seconded by Kristine Cotharn, to approve the application for Certificate of Authorization (COA) for The Robins & Morton Group, once all requirements are met. Motion carried unanimously.

PROPOSED FINAL DECISION AND ORDER IN THE MATTER OF THE APPLICATION FOR A CERTIFICATE OF REGISTRATION FOR MICHAEL N. PARK, RESPONDENT (DHA CASE SPS-14-0046) (DLSC CASE 14 ENG 005)

MOTION: Kristine Cotharn moved, seconded by Mark Mayer, to adopt the Findings of Fact, Conclusions of Law, and Proposed Decision and Order in the matter of the application for a certificate of registration for Michael N. Park, Respondent (DHA case SPS-14-0046)(DLSC case 14 ENG 005). Motion carried.

(Steven Hook recused himself for deliberation, and voting in the matter concerning Michael N. Park, Respondent (DHA case SPS-14-0046)(DLSC case 14 ENG 005.)

ADJOURNMENT

MOTION: Steven Hook moved, seconded by Kristine Cotharn, to adjourn the meeting. Motion carried unanimously.

The meeting adjourned at 10:37 a.m.