



LANDSCAPE ARCHITECT SECTION MEETING
Room 121A, 1400 E Washington Avenue, Madison
Contact: Brittany Lewin (608) 266-2112
September 18, 2014

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

9:30 A.M.

OPEN SESSION – CALL TO ORDER – ROLL CALL

A. Adoption of Agenda (1-3)

B. Approval of Minutes of March 11, 2014 (4-8)

C. APPEARANCES – Secretary Dave Ross and Assistant Deputy Secretary Tom Engels – Department Updates and Q and A

D. Administrative Matters

E. Legislative and Rules Matters

- 1) Update on A-E 2.02 Regarding Electronic Signatures **(9)**
- 2) Update on A-E 3, 4, 6 and 9 Regarding Entrance to Exams **(10)**

F. Speaking Engagement(s), Travel or Public Relation Request(s)

- 1) Council of Landscape Architectural Registration Boards (CLARB) Ballots **(11-16)**

G. 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) Practice Matters
- 10) Legislation/Administrative Rule Matters
- 11) Liaison Report(s)

- 12) Informational Item(s)
- 13) Speaking Engagement(s), Travel, or Public Relation Request(s)

H. Public Comments

CONVENE TO CLOSED SESSION 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.).

I. Application Review(s) (17)

- 1) J.C. **(18)**
- 2) E.S. **(18)**

J. Education and Examination Matters

- 1) Request(s) for CE Waiver Due to Retirement **(19)**
 - a) A.E.B. **(20-22)**
 - b) G.K. **(23-24)**
- 2) Request(s) for CE Waiver Due to Hardship **(25)**
 - a) B.F.W. **(26)**

K. Division of Legal Services and Compliance Matters

- 1) Case Status Report

L. Deliberation of Items Received After Printing of the Agenda

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

M. Consulting with Legal Counsel

RECONVENE TO OPEN SESSION IMMEDIATELY FOLLOWING CLOSED SESSION

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

ADJOURNMENT

**LANDSCAPE ARCHITECT SECTION
JOINT BOARD OF ARCHITECTS, DESIGNERS, ENGINEERS,
LAND SURVEYORS AND LANDSCAPE ARCHITECTS
MEETING MINUTES
March 11, 2014**

PRESENT: Rosheen Styczinski, Michael Kinney (via GoTo Meeting), Andrew Albright

ABSENT: Bernie Abrahamson

STAFF: Brittany Lewin, Executive Director; Matthew Guidry, Bureau Assistant

CALL TO ORDER

Rosheen Styczinski, Chair, called the meeting to order at 9:36 a.m. A quorum of three (3) was confirmed.

ADOPTION OF AGENDA

MOTION: Andrew Albright moved, seconded by Michael Kinney, to adopt the agenda as published. Motion carried unanimously.

APPROVAL OF MINUTES

MOTION: Michael Kinney moved, seconded by Andrew Albright, to approve the minutes of the September 26, 2013 meeting. Motion carried unanimously.

ELECTION OF OFFICERS

CHAIR

NOMINATION: Andrew Albright nominated Rosheen Styczinski for the Office of Chair.

Executive Director Brittany Lewin called for nominations three (3) times.

Rosheen Styczinski was elected as Chair.

VICE CHAIR

NOMINATION: Rosheen Styczinski nominated Michael Kinney for the Office of Vice Chair.

Executive Director Brittany Lewin called for nominations three (3) times.

Michael Kinney was elected as Vice Chair.

SECRETARY

NOMINATION: Rosheen Styczinski nominated Andrew Albright for the Office of Secretary.

Executive Director Brittany Lewin called for nominations three (3) times.

Andrew Albright was elected as Secretary.

MOTION: Andrew Albright moved, seconded by Rosheen Styczinski, to acknowledge the following 2014 Officer Election Results. Motion carried unanimously.

2014 OFFICER ELECTION RESULTS	
Board Chair	Rosheen Styczinski
Vice Chair	Michael Kinney
Secretary	Andrew Albright

*Rosheen Styczinski assumes the role of Chair of the meeting.
Michael Kinney assumes the role of Vice Chair of the meeting.
Andrew Albright assumes the role of Secretary of the meeting.*

APPOINTMENTS

2014 LIAISON APPOINTMENTS	
DLSC Liaison (PAP and Monitoring)	Andrew Albright, Rosheen Styczinski
Credentialing Liaison	Michael Kinney (Alternate: Rosheen Styczinski)

MOTION: Rosheen Styczinski moved, seconded by Andrew Albright, to acknowledge the appointments made by the chair as the 2014 Liaisons. Motion carried unanimously.

DELEGATION OF AUTHORITY

MOTION: Andrew Albright moved, seconded by Rosheen Styczinski, that the Section delegates authority to the Chair 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 to the Section's Executive Director for purposes of facilitating the completion of assignments during or between meetings. Motion carried unanimously.

MOTION: Rosheen Styczinski moved, seconded by Andrew Albright, 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 Board in accordance with the law. Motion carried unanimously.

MOTION: Andrew Albright moved, seconded by Rosheen Styczinski, to adopt the "Roles and Authorities Delegated to the Monitoring Liaison and Department Monitor" document. Motion carried unanimously.

MOTION: Rosheen Styczinski moved, seconded by Andrew Albright, to delegate authority to the Credentialing Liaison(s) to address all issues related to credentialing matters. Motion carried unanimously.

MOTION: Andrew Albright moved, seconded by Michael Kinney, to appoint Rosheen Styczinski as the Section's representative for the Council of Landscape Architectural Registration Boards (CLARB) and other speaking engagements. Motion carried unanimously.

LEGISLATIVE AND ADMINISTRATIVE RULE MATTERS

MOTION: Andrew Albright moved, seconded by Rosheen Styczinski, to request DSPS staff draft a Scope Statement for A-E 9 relating to examination requirements as a result of 2013 Wisconsin Act 114. Motion carried unanimously.

CLOSED SESSION

MOTION: Andrew Albright moved seconded by Michael Kinney, to convene to closed session to deliberate on cases following hearing § 19.85 (1) (a), Stats; consider closing disciplinary investigations with administrative warning § 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.). Rosheen Styczinski read the language of the motion. The vote of each member was ascertained by voice vote. Roll Call Vote: Rosheen Styczinski - yes, Michael Kinney - yes, and Andrew Albright – yes. Motion carried unanimously.

The Board convened into Closed Session at 10:14 a.m.

RECONVENE TO OPEN SESSION

MOTION: Andrew Albright moved, seconded by Rosheen Styczinski, to reconvene to Open Session. Motion carried unanimously.

The Board reconvened into Open Session at 10:47 a.m.

VOTE ON ITEMS DELIBERATED UPON IN CLOSED SESSION

MOTION: Rosheen Styczinski moved, seconded by Andrew Albright, to reaffirm all motions made in closed session. Motion carried unanimously.

APPLICATION MATTERS

MOTION: Rosheen Styczinski moved, seconded by Andrew Albright, to designate the Credentialing Liaison to make the final decision to allow C.W. to sit for the examination. Verification of two (2) years work experience is required prior to the examination date. Motion carried unanimously.

MOTION: Andrew Albright moved, seconded by Rosheen Styczinski, to approve A.S. to take the LARE exam. Motion carried unanimously.

MOTION: Andrew Albright moved, seconded by Rosheen Styczinski, to approve D.B. to take the LARE exam. Motion carried unanimously.

CASE CLOSINGS

13LSA002

MOTION: Michael Kinney moved, seconded by Rosheen Styczinski, to close DLSC case number 13LSA002, against G.A., for prosecutorial discretion (P2). Motion carried unanimously.

ADJOURNMENT

MOTION: Andrew Albright moved, seconded by Michael Kinney, to adjourn the meeting. Motion carried unanimously.

The meeting adjourned at 10:48 a.m.

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

AGENDA REQUEST FORM

1) Name and Title of Person Submitting the Request: Shawn Leatherwood, Admin. Rules Coordinator		2) Date When Request Submitted: September 10, 2014 <small>Items will be considered late if submitted after 12:00 p.m. and less than: ▪ 8 work days before the meeting</small>													
3) Name of Board, Committee, Council, Sections: Architects, Landscape Architects, Professional Engineers, Designers and Land Surveyors Examining Board, Landscape Architect Section															
4) Meeting Date: September 18, 2014	5) Attachments: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	6) How should the item be titled on the agenda page? Update on A-E 2.02 regarding Electronic Signatures													
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 checked="" type="checkbox"/> No	9) Name of Case Advisor(s), if required: N/S													
10) Describe the issue and action that should be addressed: The final draft of A-E 2.02 relating to electronic signatures was filed with the Legislature on August 1, 2014. It will be assigned to a committee in January.															
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 40%; border-bottom: 1px solid black;"> 11) Signature of person making this request Shawn Leatherwood </td> <td style="width: 20%; text-align: center; border-bottom: 1px solid black;"> Authorization </td> <td style="width: 40%; border-bottom: 1px solid black;"> Date September 10, 2014 </td> </tr> <tr> <td style="border-bottom: 1px solid black;"> Supervisor (if required) </td> <td></td> <td style="border-bottom: 1px solid black;"> Date </td> </tr> <tr> <td colspan="3" style="border-bottom: 1px solid black;"> Bureau Director signature (indicates approval to add post agenda deadline item to agenda) </td> </tr> <tr> <td colspan="3"> Date </td> </tr> </table>				11) Signature of person making this request Shawn Leatherwood	Authorization	Date September 10, 2014	Supervisor (if required)		Date	Bureau Director signature (indicates approval to add post agenda deadline item to agenda)			Date		
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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.															

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

AGENDA REQUEST FORM

1) Name and Title of Person Submitting the Request: Shawn Leatherwood, Admin. Rules Coordinator		2) Date When Request Submitted: September 10, 2014 <small>Items will be considered late if submitted after 12:00 p.m. and less than: ▪ 8 work days before the meeting</small>	
3) Name of Board, Committee, Council, Sections: Architects, Landscape Architects, Professional Engineers, Designers and Land Surveyors Examining Board, Landscape Architect Section			
4) Meeting Date: September 18, 2014	5) Attachments: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	6) How should the item be titled on the agenda page? Update on A-E 3, 4, 6, and 9 regarding Entrance to exams	
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 checked="" type="checkbox"/> No	9) Name of Case Advisor(s), if required: N/S	
10) Describe the issue and action that should be addressed: A-E 3, 4, 6, and 9 regarding entrance to exams is now in drafting phase.			
11) Signature of person making this request Shawn Leatherwood		Authorization	Date September 10, 2014
Supervisor (if required)			Date
Bureau Director signature (indicates approval to add post agenda deadline item to agenda)			
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.			

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

AGENDA REQUEST FORM

1) Name and Title of Person Submitting the Request: Karen Rude-Evans, Bureau Assistant, On Behalf of Executive Director Brittany Lewin		2) Date When Request Submitted: 9/10/2014 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: Landscape Architect Section			
4) Meeting Date: September 18, 2014	5) Attachments: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	6) How should the item be titled on the agenda page? Speaking Engagement(s), Travel or Public Relation Request(s): Council of Landscape Architectural Registration Boards	
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: The Section may appoint a member to cast the official ballot for the Section.			
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.			

To view this email as a web page, go [here](#).



COUNCIL OF LANDSCAPE ARCHITECTURAL REGISTRATION BOARDS

Ballots Due This Month for the 2015 Board of Directors Election



One of your rights as a CLARB member is electing leadership, and you can vote even if you won't be attending the Annual Meeting. Friday, September 19 is the deadline to return ballots and credentials letters to CLARB via email. Otherwise, ballots and credentials letters may be turned in at the Annual Meeting by Noon on Thursday, September 25.

Here is the final slate of candidates.

[Jerany Jackson](#) - President

[Randy Weatherly](#) - President-Elect

[Karen Cesare](#) - Vice President

[Christopher Hoffman](#) - Vice President

[Phil Meyer](#) - Secretary

[Vaughn Rinner](#) - Secretary

[John Tarkany](#) - Secretary

[How to Vote](#)

The election will occur at the CLARB Annual Meeting in September. **[Boards may vote by returning a completed ballot and credentials letter](#)** via email to [Veronica Meadows](#) by Friday, **September 19** OR by returning a completed ballot and credentials letter onsite at the Annual Meeting by **Noon on Thursday, September 25**.

[Learn More](#)

[Visit the CLARB website](#) to learn more about the positions up for election, the candidates and CLARB's elections processes. If you have questions, please contact [Veronica Meadows](#) or [Dennis Bryers](#), Chair of the Committee on Nominations, which oversees elections.

This email was sent to: brittany.lewin@wisconsin.gov

This email was sent by: Council of Landscape Architectural Registration Boards
1840 Michael Faraday Drive, Suite 200 Reston, VA 20190 USA

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COUNCIL OF LANDSCAPE ARCHITECTURAL
REGISTRATION BOARDS

Thursday, September 11, 2014

Dear Brittany,

Due to unforeseen circumstances, John Tarkany has withdrawn from the election for CLARB Secretary.

Member Boards that have already cast a vote for him will have an opportunity to re-vote via a separate communication.

Member Boards that have not yet voted: please [download a revised ballot](#) and return via email to Veronica Meadows by Friday, September 19 or in person at the Annual Meeting by 12:00 p.m. on Thursday, September 25.

Please feel free to [contact me](#) with any questions.

Sincerely,

Dennis E. Bryers, FASLA, PLA
Committee on Nominations Chair
CLARB Immediate Past President

This email was sent to: brittany.lewin@wisconsin.gov

This email was sent by: Council of Landscape Architectural
Registration Boards
1840 Michael Faraday Drive, Suite 200 Reston, VA 20190 USA



1840 Michael Faraday Drive
Suite 200
Reston, Virginia
20190

571.432.0332
www.clarb.org

July 1, 2014

TO: CLARB Member Board Executives

FROM: Veronica Meadows
CLARB Director of Member Engagement

RE: Letter of Delegate Credentials for
CLARB 2014 Annual Meeting
September 24-27, 2014 in Reston, Virginia

IMPORTANT: The credentials letter may be filled out by a Member Board Executive or Member Board Member and should designate the Member Board Member(s) who is/are eligible to cast your Board's ballot. Only a Member Board Member may cast ballots and only one ballot per Member Board may be cast.

Article VI, Section 3 of the Council Bylaws state the following:

“Each member board is entitled to be represented at meetings of the Council by one or more official delegates of that board. The delegate must be a member of the member board. A letter of credential from the delegate's board shall identify a delegate attending the Annual Meeting or any Special Meeting of the Council. As many delegates as are able to attend may represent a member board, but only one vote may be cast on each motion for each member board by its delegates.”

You have three options for returning your Board's ballot to CLARB:

- Mail – Mail your Board's ballot and credentials letter so that they are received in the CLARB office by **Friday, September 19, 2014**.
- Email – Email your Board's ballot and credentials letter to Veronica Meadows by **Friday, September 19, 2014**.
- In-person – Turn in your Board's ballot and credentials letter at the registration table at the 2014 CLARB Annual Meeting in Reston, Virginia **no later than Noon on Thursday, September 25, 2014**.

If you have any questions about any of these procedures, please let me know.

VM/

Attachment: Sample credentials letter for reproduction on Board letterhead

DATE: _____

TO: CLARB Board of Directors

FROM: _____
(Member Board)

RE: Letter of Delegate Credentials for 2014 CLARB Annual Meeting

In accordance with Article VI, Section 3 of the Bylaws of the Council of Landscape Architectural Registration Boards, the CLARB Member Board indicated above has designated the following member(s) as its delegate(s) to the CLARB Annual Meeting in Reston, Virginia September 24-27, 2014.

We understand that delegates are eligible to vote on behalf of the Member Board on all business matters, and that only one ballot per Board may be cast regardless of the number of delegates present.

NAME	POSITION
_____	_____
_____	_____
_____	_____

In addition to the above, the following representatives will be in attendance (staff, legal counsel, etc.):

Signed by: _____
Name

Title



2014-2015 CLARB Board of Directors Election Ballot

MEMBER BOARD: _____

COMPLETED BY: _____

(Please note: this ballot must be completed by a Member Board Member who has been designated on the credentials letter as being authorized to cast the Board's ballot. Member Board Executives and staff are not eligible to complete this ballot.)

The 2013-2014 Committee on Nominations has put forth a slate of candidates for the 2014-2015 CLARB Board of Directors. Each Member Board may vote for one candidate per office. Please check the appropriate boxes.

President

Jerany Jackson

Vice President

Karen Cesare

Christopher Hoffman

President-Elect

Randy Weatherly

Secretary

Phil Meyer

Vaughn Rinner

John Tarkany

Only one ballot may be submitted per Member Board and each ballot must be accompanied by a credentials letter.

You have three options for returning your Board's ballot to CLARB:

- **Mail** – Mail your Board's ballot and credentials letter so that they are received in the CLARB office by **Friday, September 19, 2014.**
- **Email** – Email your Board's ballot and credentials letter to **Veronica Meadows** by **Friday, September 19, 2014.**
- **In-person** – Turn in your Board's ballot and credentials letter at the registration table at the 2014 CLARB Annual Meeting in Reston, Virginia **no later than Noon on Thursday, September 25, 2014.**