



**VIRTUAL/TELECONFERENCE
ARCHITECT SECTION
EXAMINING BOARD OF ARCHITECTS, LANDSCAPE ARCHITECTS,
PROFESSIONAL ENGINEERS, DESIGNERS, AND PROFESSIONAL LAND
SURVEYORS**

**Virtual, 4822 Madison Yards Way, Madison
Contact: Valerie Payne (608) 266-2112
November 30, 2020**

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

12:00 P.M.

OPEN SESSION – CALL TO ORDER – ROLL CALL

A. Adoption of Agenda (1-3)

B. Approval of Minutes of October 7, 2020 (4-9)

C. Introductions, Announcements and Recognition

D. Administrative Matters

- 1) Department, Staff and Board Updates
- 2) Board Member – Term Expiration Dates

E. Legislative and Policy Matters – Discussion and Consideration

F. Administrative Rule Matters – Discussion and Consideration

- 1) Pending or Possible Rulemaking Projects

G. Credentialing Matters – Discussion and Consideration

- 1) Licenses Granted Since Last Meeting **(10-12)**

H. Discussion and Consideration of Items Added After Preparation of Agenda:

- 1) Introductions, Announcements and Recognition
- 2) Administrative Matters
- 3) Election of Officers
- 4) Appointment of Liaisons and Alternates
- 5) Delegation of Authorities
- 6) Education and Examination Matters
- 7) Credentialing Matters
- 8) Practice Matters

- 9) Legislative and Policy Matters
- 10) Administrative Rule Matters
- 11) Liaison Reports
- 12) Board Liaison Training and Appointment of Mentors
- 13) Informational Items
- 14) Division of Legal Services and Compliance (DLSC) Matters
- 15) Presentations of Petitions for Summary Suspension
- 16) Petitions for Designation of Hearing Examiner
- 17) Presentation of Stipulations, Final Decisions and Orders
- 18) Presentation of Proposed Final Decisions and Orders
- 19) Presentation of Interim Orders
- 20) Petitions for Re-Hearing
- 21) Petitions for Assessments
- 22) Petitions to Vacate Orders
- 23) Requests for Disciplinary Proceeding Presentations
- 24) Motions
- 25) Petitions
- 26) Appearances from Requests Received or Renewed
- 27) Speaking Engagements, Travel, or Public Relation Requests, and Reports

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. Credentialing Matters

- 1) **Application Review**
 - a. Novus Architects, Inc. **(13-47)**

K. Deliberation on DLSC Matters

- 1) **Proposed Stipulations, Final Decisions and Orders**
 - a. 18 ARC 002 – Phillip C. Pecord **(48-54)**
 - b. 18 ARC 013 – Steve J. Shulfer, Bradley S. Koning, Sketchworks Architecture, LLC **(55-62)**
- 2) **Case Closings**
 - a. 18 ARC 006 – B.D.G. **(63-67)**

L. Deliberation on Matters Relating to Orders Fixing Costs

- 1) Paul C. Grimes (DHA Case Number SPS 18-0056/DLSC Case Number 17 ARC 019) **(68-85)**

M. Deliberation of Items Added After Preparation of the Agenda

- 1) Education and Examination Matters
- 2) Credentialing Matters
- 3) DLSC Matters
- 4) Monitoring Matters
- 5) Professional Assistance Procedure (PAP) Matters
- 6) Petitions for Summary Suspensions
- 7) Petitions for Designation of Hearing Examiner

- 8) Proposed Stipulations, Final Decisions and Order
- 9) Proposed Interim Orders
- 10) Administrative Warnings
- 11) Review of Administrative Warnings
- 12) Proposed Final Decisions and Orders
- 13) Matters Relating to Costs/Orders Fixing Costs
- 14) Case Closings
- 15) Board Liaison Training
- 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

N. Consulting with Legal Counsel

RECONVENE TO OPEN SESSION IMMEDIATELY FOLLOWING CLOSED SESSION

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

P. Open Session Items Noticed Above Not Completed in the Initial Open Session

ADJOURNMENT

NEXT MEETING: APRIL 19, 2021

MEETINGS AND HEARINGS ARE OPEN TO THE PUBLIC, AND MAY BE CANCELLED WITHOUT NOTICE.

Times listed for meeting items are approximate and depend on the length of discussion and voting. All meetings are held at 4822 Madison Yards Way, Madison, Wisconsin, unless otherwise noted. In order to confirm a meeting or to request a complete copy of the board's agenda, please call the listed contact person. The board may also consider materials or items filed after the transmission of this notice. Times listed for the commencement of disciplinary hearings may be changed by the examiner for the convenience of the parties. Requests for interpreter services for the deaf or hard of hearing, or other accommodations, are considered upon request by contacting the Affirmative Action Officer, 608-266-2112, or the Meeting Staff at 608-266-5439.

**VIRTUAL/TELECONFERENCE
ARCHITECT SECTION
EXAMINING BOARD OF ARCHITECTS, LANDSCAPE ARCHITECTS
PROFESSIONAL ENGINEERS, DESIGNERS AND
PROFESSIONAL LAND SURVEYORS
MEETING MINUTES
OCTOBER 7, 2020**

PRESENT: Gregory Douglas, James Gersich, Steven Wagner

STAFF: Valerie Payne, Executive Director; Jameson Whitney, Board Legal Counsel; Dale Kleven, Administrative Rules Coordinator; Megan Glaeser, Bureau Assistant; and other Department Staff

CALL TO ORDER

Steven Wagner, Chairperson, called the meeting to order at 9:00 a.m. A quorum was confirmed with three (3) members present.

ADOPTION OF AGENDA

MOTION: James Gersich moved, seconded by Gregory Douglas, to adopt the Agenda as published. Motion carried unanimously.

APPROVAL OF MINUTES OF DECEMBER 9, 2019

MOTION: James Gersich moved, seconded by Gregory Douglas, to approve the Minutes from December 9, 2019 as published. Motion carried unanimously.

INTRODUCTIONS, ANNOUNCEMENTS AND RECOGNITION

MOTION: James Gersich moved, seconded by Gregory Douglas, to recognize and thank Matthew Wolfert for his years of service to the Architect Section and the State of Wisconsin. Motion carried unanimously.

ADMINISTRATIVE MATTERS

Election of Officers

Chairperson

NOMINATION: James Gersich nominated Steven Wagner for the Office of Chairperson.

Valerie Payne, Executive Director, called for nominations three (3) times.

Steven Wagner was elected as Chairperson by unanimous voice vote.

Vice Chairperson

NOMINATION: James Gersich nominated Gregory Douglas for the Office of Vice Chairperson.

Valerie Payne, Executive Director, called for nominations three (3) times.

Gregory Douglas was elected as Vice Chairperson by unanimous voice vote.

Secretary

NOMINATION: Steven Wagner nominated James Gersich for the Office of Secretary.

Valerie Payne, Executive Director, called for nominations three (3) times.

James Gersich was elected as Secretary by unanimous voice vote.

ELECTION RESULTS	
Chairperson	Steven Wagner
Vice Chairperson	Gregory Douglas
Secretary	James Gersich

Appointment of Liaisons and Alternates

LIAISON APPOINTMENTS	
Credentialing and Continuing Education Liaison	Steven Wagner
Monitoring Liaison	Gregory Douglas
DLSC Liaison	Gregory Douglas
Legislative Liaison	Steven Wagner
Travel Liaison	Steven Wagner
Renewal Notice Liaison	James Gersich
A-E Joint Board Rules Committee	Steven Wagner
Screening Panel	Gregory Douglas, James Gersich <i>Alternate:</i> Steven Wagner

Delegation Motions

DLSC Screening Delegation

MOTION: James Gersich moved, seconded by Gregory Douglas, to delegate authority to the DLSC attorney to screen complaints when Section members are conflicted out. Motion carried unanimously.

Document Signature Delegations

MOTION: James Gersich moved, seconded by Gregory Douglas, to delegate authority to the Chairperson (or in absence of the Chairperson, the highest-ranking officer or longest serving board member in that succession) to sign documents on behalf of the Section in order to carry out its duties. Motion carried unanimously.

MOTION: James Gersich moved, seconded by Gregory Douglas, in order to carry out duties of the Section, the Chairperson (or in absence of the Chairperson, the highest-ranking officer or longest serving section member in that succession) has the ability to delegate signature authority for purposes of facilitating the completion of assignments during or between meetings. The members of the Section hereby delegate to the Executive Director or DPD Division Administrator, the authority to sign on behalf of a section member as necessary. Motion carried unanimously.

Delegated Authority for Urgent Matters

MOTION: James Gersich moved, seconded by Gregory Douglas, that in order to facilitate the completion of urgent matters between meetings, the Section delegates its authority to the Chairperson (or, in the absence of the Chairperson, the highest-ranking officer or longest serving section member in that succession), to appoint liaisons to the Department to act in urgent matters. Motion carried unanimously.

Delegation to Chief Legal Counsel Due to Loss of Quorum

MOTION: James Gersich moved, seconded by Gregory Douglas, to delegate the review and disposition of disciplinary cases to the Department's Chief Legal Counsel due to lack of/loss of quorum. Motion carried unanimously.

Monitoring Delegations

MOTION: James Gersich moved, seconded by Gregory Douglas, to adopt the "Roles and Authorities Delegated to the Monitoring Liaison and Department Monitor" as presented in the October 7, 2020 agenda materials on pages 9-11. Motion carried unanimously.

Credentialing Authority Delegations

Delegation of Authority to Credentialing Liaison

MOTION: James Gersich moved, seconded by Gregory Douglas, to delegate authority to the Credentialing Liaison(s) to serve as a liaison between DSPS and the Section and to act on behalf of the Section in regard to credentialing applications or questions presented to them. Motion carried unanimously.

Delegation of Authority to DSPS When Credentialing Criteria is Met

MOTION: James Gersich moved, seconded by Gregory Douglas, to delegate credentialing authority to DSPS to act upon applications that meet all credentialing statutory and regulatory requirements without Section or Section liaison review. Motion carried unanimously.

Delegated Authority for Application Denial Reviews

MOTION: James Gersich moved, seconded by Gregory Douglas, that the Department's Attorney Supervisors, DLSC Administrator, or their designee are authorized to serve as the Section's designee for purposes of reviewing and acting on requests for hearing as a result of a denial of a credential. Motion carried unanimously.

Voluntary Surrenders

MOTION: James Gersich moved, seconded by Gregory Douglas, to delegate authority to the assigned case advisor to accept or refuse a request for voluntary surrender pursuant to Wis. Stat. § 440.19 for a credential holder who has a pending complaint or disciplinary matter. Motion carried unanimously.

Education, Continuing Education and/or Examination Delegation(s)

MOTION: James Gersich moved, seconded by Gregory Douglas, to delegate authority to the Education, Continuing Education and/or Examination Liaison(s) to address all issues related to education, continuing education, and examinations. Motion carried unanimously.

Authorization for DSPS to Provide Section Member Contact Information to National Regulatory Related Bodies

MOTION: James Gersich moved, seconded by Gregory Douglas, to authorize DSPS staff to provide national regulatory related bodies with all section member contact information that DSPS retains on file. Motion carried unanimously.

Optional Renewal Notice Insert Delegation

MOTION: James Gersich moved, seconded by Gregory Douglas to designate the Chairperson (or, in the absence of the Chairperson, the highest-ranking officer or longest serving section member in that succession) to provide a brief statement or link relating to section-related business within the license renewal notice at the Section’s or Section designee’s request. Motion carried unanimously.

Legislative Liaison Delegation

MOTION: James Gersich moved, seconded by Gregory Douglas, to delegate authority to the Legislative Liaisons to speak on behalf of the Section regarding legislative matters. Motion carried unanimously.

Travel Delegation

MOTION: James Gersich moved, seconded by Gregory Douglas, to delegate authority to the Travel Liaison to approve any section member travel. Motion carried unanimously.

CLOSED SESSION

MOTION: James Gersich moved seconded by Gregory, 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.). Seven Wagner, Chairperson, read the language of the motion. The vote of each member was ascertained by voice vote. Roll Call Vote: Gregory Douglas-yes; James Gersich-yes; and Steven Wagner-yes. Motion carried unanimously.

The Section convened into Closed Session at 9:48 a.m.

DELIBERATION ON DLSC MATTERS

Proposed Stipulations, Final Decisions and Orders

18 ARC 011 – James W. Pankratz and Dream Architecture, LLC

MOTION: James Gersich moved, seconded by Gregory Douglas, to adopt the Findings of Fact, Conclusions of Law and Order in the matter of disciplinary proceedings against James W. Pankratz and Dream Architecture, LLC, DLSC Case Number 18 ARC 011. Motion carried unanimously.

18 ARC 012 – Tom W. Meiklejohn

MOTION: James Gersich moved, seconded by Gregory Douglas, to adopt the Findings of Fact, Conclusions of Law and Order in the matter of disciplinary proceedings against Tom W. Meiklejohn, DLSC Case Number 18 ARC 012. Motion carried unanimously.

Case Closings

18 ARC 008 – M.S.D.

MOTION: James Gersich moved, seconded by Gregory Douglas, to close DLSC Case Number 18 ARC 008, against M.S.D., for Prosecutorial Discretion (P1). Motion carried unanimously.

RECONVENE TO OPEN SESSION

MOTION: James Gersich moved, seconded by Gregory Douglas, to reconvene into Open Session. Motion carried unanimously.

The Section reconvened into Open Session at 10:03 a.m.

VOTING ON ITEMS CONSIDERED OR DELIBERATED IN CLOSED SESSION

MOTION: James Gersich moved, seconded by Gregory Douglas, to affirm all motions made and votes taken in Closed Session. Motion carried unanimously.

ADJOURNMENT

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

The meeting adjourned at 10:06 a.m.

AGENDA REQUEST FORM

1) Name and Title of Person Submitting the Request: Erin Doyle – LPPA – DPCP		2) Date When Request Submitted: 11/18/2020 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: 11/30/2020	5) Attachments: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	6) How should the item be titled on the agenda page? Licenses granted since last meeting 10/07/2020	
7) Place Item in: <input type="checkbox"/> Open Session <input checked="" 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:
10) Describe the issue and action that should be addressed: Licenses granted since last meeting 10/07/2020			
11) Signature of person making this request Erin Doyle		Authorization	Date 11/18/2020
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.			

Date of Meeting: November 30, 2020 Architect Licenses Issued Since October 7, 2020

<i>Architect. Name</i>	<i>License Number</i>	<i>Exam</i>	<i>Reciprocity</i>	<i>Reinstatement</i>
Patrick Murphy	13148-5		X	
Jashin Derby	13149-5		X	
Andrea Day	13150-5	X		
Steven Kismohr	13151-5	X		
Harry Caldwell	13152-5		X	
Sean Freitas	13153-5		X	
Ronald Schauwecker	13154-5		X	
Scott Beckman	13155-5		X	
Jared Ducote	13156-5		X	
Brittany Cain Miller	13157-5	X		
Jon Schaffhausen	13158-5	X		
Amy Conti	13159-5		X	
Todd Gaard	13160-5		X	
Michael Lutsch Jr.	13161-5		X	
James Kirschman	13162-5		X	
Jorge Barrero	13163-5	X		
Lindsey Shotwell	13164-5	X		
Mariah Meyer	13165-5		X	
Virgil Barrett	13166-5		X	
Chase Fjelstad	13167-5		X	
Robert Shemiot	13168-5		X	
Jeremey Wesener	13169-5	X		
Hadley Stolte	13170-5		X	
John Gorski	13171-5	X		
Connor Fischer	13172-5		X	
James Stapleton	13173-5		X	
Don Dacumos	13174-5		X	
Herbert Heiserman	13175-5		X	
Madeline Hartzell	13176-5		X	
Robert Budetti	13177-5		X	
Melissa Bogusch	13178-5		X	
Jeffery Doering	13179-5	X		
Anthony Guerra	13180-5	X		
Abby Linley	13181-5	X		
John Koury	13182-5		X	
Jeffrey Jennings	13183-5		X	
Justin Kraji	13184-5	X		
Kevin Dabrowski	13185-5	X		
Sara Lundgren	13186-5		X	
Megan Whitman	13187-5	X		
Jason Felda	13188-5	X		
Todd Schliemann	13189-5		X	
James Knittel	13190-5		X	
Marc Camens	13191-5		X	
Jason Long	13192-5		X	

Dina Griffin	13193-5		X	
Jonathan Young	13194-5	X		
Christopher Duescher	13195-5	X		
Frank Hindes	8696-5			X
Thomas Wasmoen	8737-5			X