



---

**TELECONFERENCE/VIRTUAL MEETING  
PROFESSIONAL ENGINEER SECTION  
EXAMINING BOARD OF ARCHITECTS, LANDSCAPE ARCHITECTS,  
PROFESSIONAL ENGINEERS, DESIGNERS, PROFESSIONAL LAND SURVEYORS  
AND REGISTERED INTERIOR DESIGNERS  
Virtual, 4822 Madison Yards Way, Madison  
Contact: Adam Barr (608) 266-2112  
October 12, 2022**

*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 record of the actions of the Board.*

**AGENDA**

**1:00 P.M.**

**(OR IMMEDIATELY FOLLOWING THE A-E EXAMINING BOARD MEETING)**

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

- A. Adoption of Agenda (1-3)**
- B. Approval of Minutes of July 28, 2022 (4-5)**
- C. Reminders: Conflicts of Interest, Scheduling Concerns
- D. Introductions, Announcements and Recognition
- E. Administrative Matters**
  - 1) Department, Staff and Section Updates
  - 2) Section Members – Term Expiration Dates
    - a. Cotharn, Kristine A. – 7/1/2021
    - b. Hook, Steven J. – 7/1/2014
    - c. Linck, Karl L. – 7/1/2025
    - d. Scholl, Colleen M. – 7/1/2023
- F. Board Chair Meeting and Options to Address Department Resources – Discussion and Consideration**
- G. Legislative and Policy Matters – Discussion and Consideration**
  - 1) Wisconsin Statutes § 443.14(4)(a) and (b)
- H. Administrative Rule Matters – Discussion and Consideration (6)**
  - 1) Pending or Possible Rulemaking Projects (7)

**I. Speaking Engagements, Travel, or Public Relation Requests, and Reports – Discussion and Consideration**

- 1) Travel Report: National Council of Examiners for Engineers and Surveying (NCEES) Annual Meeting on August 23-26, 2022 in Carlsbad, CA - Colleen Scholl

**J. 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

**K. 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.).**

**L. Deliberation on DLSC Matters**

- 1) **Administrative Warnings**
  - a. 18 ENG 016 – T.D.Z. **(8-10)**

**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 Orders
- 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: DECEMBER 1, 2022**

\*\*\*\*\*  
 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 virtually unless otherwise indicated. In-person meetings are typically conducted at 4822 Madison Yards Way, Madison, Wisconsin, unless an alternative location is listed on the meeting notice. In order to confirm a meeting or to request a complete copy of the board's agenda, please visit the Department website at <https://dps.wi.gov>. 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 interpreters for the hard of hearing, or other accommodations, are considered upon request by contacting the Affirmative Action Officer at 608-266-2112, or the Meeting Staff at 608-266-5439.

**VIRTUAL/TELECONFERENCE  
PROFESSIONAL ENGINEER SECTION  
OF THE EXAMINING BOARD OF ARCHITECTS, LANDSCAPE ARCHITECTS,  
PROFESSIONAL ENGINEERS, DESIGNERS AND PROFESSIONAL LAND SURVEYORS  
MEETING MINUTES  
JULY 28, 2022**

**PRESENT:** Kristine Cotharn, Karl Linck, Colleen Scholl

**EXCUSED:** Steven Hook

**STAFF:** Adam Barr, Executive Director; Joseph Ricker, Legal Counsel; Dana Denny, Administrative Rule Coordinator; Kimberly Wood, Program Assistant Supervisor-Adv.; and other Department staff

**CALL TO ORDER**

Kristine Cotharn, Chairperson, called the meeting to order at 8:33 a.m. A quorum was confirmed with three (3) members present.

**ADOPTION OF AGENDA**

**MOTION:** Colleen Scholl moved, seconded by Karl Linck, to adopt the Agenda as published. Motion carried unanimously.

**APPROVAL OF MINUTES OF FEBRUARY 24, 2022**

**MOTION:** Karl Linck moved, seconded by Colleen Scholl, to approve the Minutes of February 24, 2022 as published. Motion carried unanimously.

**LEGISLATIVE AND POLICY MATTERS**

**Wisconsin Statutes § 443.14(4)(a) and (b)**

**MOTION:** Karl Linck moved, seconded by Colleen Scholl, to request that the Legislature consider revising dated and unclear language in § 443.14(4) (a) and (b), Wis. Stat., to improve clarity. Motion carried unanimously.

**CLOSED SESSION**

**MOTION:** Colleen Scholl moved, seconded by Karl Linck, 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.). Kristine Cotharn, Chairperson, read the language of the motion. The vote of each member was ascertained by voice vote. Roll Call Vote: Kristine Cotharn-yes; Karl Linck-yes; and Colleen Scholl-yes. Motion carried unanimously.

The Section convened into Closed Session at 9:10 a.m.

## DELIBERATION ON DIVISION OF LEGAL SERVICES AND COMPLIANCE MATTERS

### Administrative Warnings

**MOTION:** Colleen Scholl moved, seconded by Kris Cotharn, to issue an Administrative Warning in the following DLSC Cases:

1. 18 ENG 011 – T.J.K.
2. 21 ENG 001 – K.M.F.

Motion carried unanimously.

### Case Closings

**MOTION:** Kris Cotharn moved, seconded by Colleen Scholl, to close the following DLSC Cases for the reasons outlined below:

1. 21 ENG 011 – J.H. – Prosecutorial Discretion (P5)
2. 21 ENG 015 – J.S. – No Violation

Motion carried unanimously.

### **RECONVENE TO OPEN SESSION**

**MOTION:** Karl Linck moved, seconded by Colleen Scholl, to reconvene in Open Session. Motion carried unanimously.

Open Session reconvened at 9:21 a.m.

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

**MOTION:** Colleen Scholl moved, seconded by Karl Linck, to affirm all motions made and votes taken in closed session. Motion carried unanimously.

*(Be advised that any recusals or abstentions reflected in the closed session motions stand for the purposes of the affirmation vote.)*

### **ADJOURNMENT**

**MOTION:** Kris Cotharn moved, seconded by Colleen Scholl, to adjourn the meeting. Motion carried unanimously.

The meeting adjourned at 9:22 a.m.

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

**AGENDA REQUEST FORM**

<b>1) Name and title of person submitting the request:</b> Dana Denny		<b>2) Date when request submitted:</b> 09/29/2022 <small>Items will be considered late if submitted after 12:00 p.m. on the deadline date which is 8 business days before the meeting</small>	
<b>3) Name of Board, Committee, Council, Sections:</b> Prof. Engineer Section			
<b>4) Meeting Date:</b> 10/11/2022	<b>5) Attachments:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>6) How should the item be titled on the agenda page?</b> Administrative Rule Matters – Discussion and Consideration 1. Pending or Possible Rulemaking Projects	
<b>7) Place Item in:</b> <input checked="" type="checkbox"/> Open Session <input type="checkbox"/> Closed Session	<b>8) Is an appearance before the Board being scheduled?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<b>9) Name of Case Advisor(s), if required:</b> N/A	
<b>10) Describe the issue and action that should be addressed:</b>  Attachment: • Rule Projects Chart  Copies of current Board Rule Projects Can be Viewed Here: <a href="https://dsps.wi.gov/Pages/RulesStatutes/PendingRules.aspx">https://dsps.wi.gov/Pages/RulesStatutes/PendingRules.aspx</a>			
<b>11) Authorization</b>			
Dana Denny		09/29/22	
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			
<b>Directions for including supporting documents:</b> 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.			

**Architects, Land Architects, Professional Engineers, Designers, Professional Land Surveyors, and Registered Interior Designers  
Rule Projects (updated 09/29/22)**

<b>Clearinghouse Rule Number</b>	<b>Scope #</b>	<b>Scope Expiration</b>	<b>Code Chapter Affected</b>	<b>Relating clause/ Summary</b>	<b>Current Stage</b>	<b>Next Step</b>
21-020	080-19	2/19/2022	A-E 2	General requirements and procedures. Amendments to ensure requirements are current with standards of practice and consistent with Statutes. Update to ensure compliance with 2017 Act 108.	Adoption Order to be presented at 10/12/22 A-E Board Meeting.	After Legislative Review is over, if there are no objections, we may adopt the rule.
21-019	082-19	2/19/2022	A-E 8	Professional Conduct Update to ensure compliance with 2017 Act 108.	Adoption Order to be presented at 10/12/22 A-E Board Meeting.	After Legislative Review is over, if there are no objections, we may adopt the rule.
	112-24	6/20/2024	A-E 4 and 13	Engineer in training credential. Provide more clarity as to the required education and review acceptable credentialing agencies for continuing education.	Currently drafting.	Board Approval of Preliminary Rule Draft
	112-21	6/20/24	A-E 2, 7, and 8	Clarification on definitions of seal and stamps, requirements for electronic signatures, and clean up redundant words or sentences.	Preliminary Rule Draft reviewed at 10/11/22 A-E Rules Meeting.	Posting for EIA Comment and Submission to Clearinghouse and Public Hearing.
	Not Yet Assigned		A-E 8	Clarification on definitions of supervision to ensure requirements are current with standards of practice.	Preliminary Rule Draft reviewed at 10/11/22 A-E Rules Meeting.	Posting for EIA Comment and Submission to Clearinghouse and Public Hearing.