



**VIRTUAL/TELECONFERENCE
PROFESSIONAL GEOLOGIST SECTION
EXAMINING BOARD OF PROFESSIONAL GEOLOGISTS,
HYDROLOGISTS, AND SOIL SCIENTISTS
Virtual, 4822 Madison Yards Way, Madison
Contact: Brad Wojciechowski (608) 266-2112
August 10, 2022**

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

11:00 A.M.

(OR IMMEDIATELY FOLLOWING THE GHSS EXAMINING BOARD MEETING)

OPEN SESSION – CALL TO ORDER – ROLL CALL

- A. Adoption of Agenda (1-3)**
- B. Approval of Minutes of February 2, 2022 (4-9)**
- C. Introductions, Announcements and Recognition**
 - 1) Introduction: Prosper Gbolo, Geologist Member (Succeeds: William Mode)
- D. Reminders: Conflicts of Interest, Scheduling Concerns**
- E. Administrative Matters**
 - 1) Department, Staff and Section Updates
 - 2) Annual Policy Review
 - 3) Election of Officers, Appointment of Liaisons and Alternates, Delegation of Authorities
 - 4) Board Members – Term Expiration Dates:
 - a. Gbolo, Prosper – 7/1/2025
 - b. Halminiak, Brenda S. – 7/1/2012
 - c. Nobile, Trevor W. – 7/1/2024
 - d. Williams, Stephanie – 7/1/2017
- F. Board Chair Meetings and Options for Addressing Department Resources – Discussion and Consideration**
- G. Legislative and Policy Matters – Discussion and Consideration**
- H. Administrative Rule Matters – Discussion and Consideration (10)**
 - 1) Pending or Possible Rulemaking Projects

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

- 1) Consider Attendance: Association of State Boards of Geology (ASBOG) Annual Business Meeting in Wilmington, NC on October 25, 2022

J. Association of State Boards of Geology (ASBOG) Matters – Discussion and Consideration

K. Deliberation on 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

L. 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.).

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: TBD (2023)

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://dsps.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 GEOLOGIST SECTION
EXAMINING BOARD OF PROFESSIONAL GEOLOGISTS, HYDROLOGISTS, AND
SOIL SCIENTISTS
MEETING MINUTES
FEBRUARY 2, 2022**

PRESENT: Brenda Halminiak, Trevor Nobile, Stephanie Williams

STAFF: Brad Wojciechowski, Executive Director; Jon Derenne, Legal Counsel; Kimberly Wood, Program Assistant Supervisor-Adv., Katlin Schwartz, Bureau Assistant; Megan Glaeser, Bureau Assistant; and other Department staff.

CALL TO ORDER

Brenda Halminiak, Vice Chairperson, called the meeting to order at 11:02 a.m. A quorum was confirmed with three (3) members present.

ADOPTION OF AGENDA

MOTION: Stephanie Williams moved, seconded by Trevor Nobile, to adopt the Agenda as published. Motion carried unanimously.

APPROVAL OF MINUTES

February 17, 2021

MOTION: Stephanie Williams moved, seconded by Brenda Halminiak, to approve the Minutes of February 17, 2021 as published. Motion carried unanimously.

August 11, 2021

MOTION: Stephanie Williams moved, seconded by Trevor Nobile, to approve the Minutes of August 11, 2021 as published. Motion carried unanimously.

INTRODUCTIONS, ANNOUNCEMENTS AND RECOGNITION

MOTION: Brenda Halminiak moved, seconded by Stephanie Williams, to recognize and thank William Mode for his service to the Professional Geologist Section, the GHSS Examining Board, and the State of Wisconsin. Motion carried unanimously.

ADMINISTRATIVE MATTERS

Election of Officers

Chairperson

NOMINATION: Brenda Halminiak nominated herself for the Office of Chairperson.

Brad Wojciechowski, Executive Director, called for nominations three (3) times.

Brenda Halminiak was elected as Chairperson by unanimous voice vote.

Vice Chairperson

NOMINATION: Brenda Halminiak nominated Trevor Nobile for the Office of Vice Chairperson. Trevor Nobile accepted the nomination.

Brad Wojciechowski, Executive Director, called for nominations three (3) times.

Trevor Nobile was elected as Vice Chairperson by unanimous voice vote.

Secretary

NOMINATION: Brenda Halminiak nominated Stephanie Williams for the Office of Secretary. Stephanie Williams accepted the nomination.

Brad Wojciechowski, Executive Director, called for nominations three (3) times.

Stephanie Williams was elected as Secretary by unanimous voice vote.

ELECTION RESULTS	
Chairperson	Brenda Halminiak
Vice Chairperson	Trevor Nobile
Secretary	Stephanie Williams

Appointment of Liaisons

LIAISON APPOINTMENTS	
Credentialing Liaison(s)	Trevor Nobile <i>Alternate:</i> Brenda Halminiak
Monitoring Liaison(s)	Brenda Halminiak
Professional Assistance Procedure (PAP) Liaison(s)	Stephanie Williams

Education and Examinations Liaison(s)	Brenda Halminiak
Legislative Liaison(s)	Trevor Nobile
Travel Authorization Liaison(s)	Brenda Halminiak
Website Liaison(s)	Trevor Nobile
Screening Panel	Brenda Halminiak, Stephanie Williams

Delegation of Authorities

Document Signature Delegations

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

MOTION: Brenda Halminiak moved, seconded by Stephanie Williams, 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: Brenda Halminiak moved, seconded by Trevor Nobile, 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: Brenda Halminiak moved, seconded by Trevor Nobile, to delegate the review and authority to act on disciplinary cases to the Department's Chief

Legal Counsel due to lack of/loss of quorum after two consecutive meetings. Motion carried unanimously.

Monitoring Delegations

Delegation of Authorities for Monitoring

MOTION: Brenda Halminiak moved, seconded by Stephanie Williams, to adopt the “Roles and Authorities Delegated for Monitoring” document as presented in the February 2, 2022 agenda materials on pages 21-22. Motion carried unanimously.

Delegation of Authorities for Legal Counsel to Sign Monitoring Orders

MOTION: Brenda Halminiak moved, seconded by Trevor Nobile, to delegate to Legal Counsel the authority to sign Monitoring orders that result from Section meetings on behalf of the Section Chairperson. Motion carried unanimously.

Credentialing Authority Delegations

Delegation of Authority to Credentialing Liaison

MOTION: Brenda Halminiak moved, seconded by Trevor Nobile, to delegate authority to the Credentialing Liaison(s) to serve as a liaison between the Department and the Section and to act on behalf of the Section in regard to credentialing applications or questions presented to them, including the signing of documents related to applications. Motion carried unanimously.

Delegation of Authority for Predetermination Reviews

MOTION: Brenda Halminiak moved, seconded by Stephanie Williams, to delegate authority to the Department Attorneys to make decisions regarding predetermination applications pursuant to Wis. Stat. § 111.335(4)(f). Motion carried unanimously.

Delegation to DSPS When Applicant’s Conviction History Has Been Previously Reviewed

MOTION: Brenda Halminiak moved, seconded by Stephanie Williams, to delegate authority to Department staff to approve Firm, Partnership or Corporation Certificate of Authorization applications in which the identified licensed Professional Geologists in responsible charge of the firm, partnership or corporation have previously been approved for a Professional Geologist credential or renewal after criminal background check and there has been

no criminal activity since the previous license/renewal approval. Motion carried unanimously.

Delegated Authority for Application Denial Reviews

MOTION: Brenda Halminiak moved, seconded by Trevor Nobile, to delegate authority to the Department's Attorney Supervisors 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: Brenda Halminiak moved, seconded by Stephanie Williams, 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.

Screening Decision Delegation

MOTION: Brenda Halminiak moved, seconded by Trevor Nobile, to authorize DSPS to contact the Chairperson (or, in the absence of the Chairperson, the highest-ranking officer or longest serving section member in that succession) when enforcement action is needed, and to authorize the Chairperson (their designee or, in the absence of the Chairperson, the highest-ranking officer or longest serving section member in that succession) to request that a screening panel be convened. Motion carried unanimously.

Education and Examination Liaison(s) Delegation

MOTION: Brenda Halminiak moved, seconded by Trevor Nobile, to delegate authority to the Education and Examination Liaison(s) to address all issues related to education and examinations. Motion carried unanimously.

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

MOTION: Brenda Halminiak moved, seconded by Stephanie Williams, to authorize the Department staff to provide national regulatory related bodies with all section member contact information that the Department retains on file. Motion carried unanimously.

Optional Renewal Notice Insert Delegation

MOTION: Brenda Halminiak moved, seconded by Trevor Nobile, to designate the Chairperson (or, in the absence of the Chairperson, the highest-ranking

officer or longest serving board member in that succession) to provide a brief statement or link relating to board-related business within the license renewal notice at the Section's or Section designee's request. Motion carried unanimously.

Legislative Liaison Delegation

MOTION: Brenda Halminiak moved, seconded by Stephanie Williams, to delegate authority to the Legislative Liaisons to speak on behalf of the Section regarding legislative matters. Motion carried unanimously.

Travel Authorization Liaison Delegation

MOTION: Brenda Halminiak moved, seconded by Stephanie Williams, to delegate authority to the Travel Authorization Liaison to approve any section member travel to and/or participation in events germane to the Section, and to designate representatives from the Section to speak and/or act on the Section's behalf at such events. Motion carried unanimously.

Website Liaison(s) Delegation

MOTION: Brenda Halminiak moved, seconded by Trevor Nobile, to authorize the Website Liaison(s) to act on behalf of the Section in working with Department staff to identify and execute website updates. Motion carried unanimously.

ASSOCIATION OF STATE BOARDS OF GEOLOGY (ASBOG) MATTERS

MOTION: Brenda Halminiak moved, seconded by Trevor Nobile, to submit Brenda Halminiak as a volunteer to serve on the 2022 ASBOG Nominations Committee. Motion carried unanimously.

ADJOURNMENT

MOTION: Stephanie Williams moved, seconded by Trevor Nobile, to adjourn the meeting. Motion carried unanimously.

The meeting adjourned at 12:33 p.m.

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

AGENDA REQUEST FORM

1) Name and title of person submitting the request: Dana Denny, Administrative Rules Coordinator		2) Date when request submitted: 7/29/2022 <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>	
3) Name of Board, Committee, Council, Sections: Professional Geologist Section			
4) Meeting Date: 8/10/2022	5) Attachments: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	6) How should the item be titled on the agenda page? Administrative Rule Matters - Discussion and Consideration 1. Pending or Possible Rulemaking Projects	
7) Place Item in: <input checked="" type="checkbox"/> Open Session <input type="checkbox"/> Closed Session	8) Is an appearance before the Board being scheduled? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	9) Name of Case Advisor(s), if applicable: N/A	
10) Describe the issue and action that should be addressed: Pending and Possible Rulemaking Projects			
11) Authorization			
<i>Dana Denny</i>		7/29/2022	
Signature of person making this request		Date	
Supervisor (Only required for post agenda deadline items)		Date	
Executive Director signature (Indicates approval for post agenda deadline items)		Date	
Directions for including supporting documents: 1. This form should be saved with any other documents submitted to the Agenda Items folders. 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.			