



**VIRTUAL/TELECONFERENCE MEETING
REGISTERED INTERIOR DESIGNER SECTION
EXAMINING BOARD OF ARCHITECTS, LANDSCAPE ARCHITECTS,
PROFESSIONAL ENGINEERS, DESIGNERS, PROFESSIONAL LAND SURVEYORS,
AND REGISTERED INTERIOR DESIGNERS
Virtual, 4822 Madison Yards Way, Madison
Contact: Will Johnson (608) 266-2112
April 18, 2023**

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

9:00 A.M.

OPEN SESSION – CALL TO ORDER – ROLL CALL

- A. Adoption of Agenda (1-2)**
- B. Approval of Minutes of January 10, 2023 (3-8)**
- C. Conflicts of Interest, Scheduling Concerns
- D. Introductions, Announcements and Recognition
- E. Administrative Matters – Discussion and Consideration**
 - 1. Department, Staff and Board Updates
 - 2. Section Members – Term Expiration Dates
 - a) Destree, Melissa M. – 7/1/2025
 - b) Phillips, Jennifer L. – 7/1/2024
 - c) Schade Stroik, Laura – 7/1/2024
 - d) Stroebel, Robin – 7/1/2026
 - e) Uselmann, Corissa D. – 7/1/2024
- F. Legislation and Policy Matters – Discussion and Consideration
- G. Administrative Rule Matters – Discussion and Consideration (9)**
 - 1. Scope Statement: A-E 1 to 15, Relating to Registered Interior Designers
 - 2. Discussion: Rulemaking Process for Permanent Rules
 - 3. Pending and Possible Rulemaking Projects **(10)**
- 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. Public Health Emergencies
11. Administrative Rule Matters
12. Liaison Reports
13. Board Liaison Training and Appointment of Mentors
14. Informational Items
15. Division of Legal Services and Compliance (DLSC) Matters
16. Presentations of Petitions for Summary Suspension
17. Petitions for Designation of Hearing Examiner
18. Presentation of Stipulations, Final Decisions and Orders
19. Presentation of Proposed Final Decisions and Orders
20. Presentation of Interim Orders
21. Petitions for Re-Hearing
22. Petitions for Assessments
23. Petitions to Vacate Orders
24. Requests for Disciplinary Proceeding Presentations
25. Motions
26. Petitions
27. Appearances from Requests Received or Renewed
28. Speaking Engagements, Travel, or Public Relation Requests, and Reports

I) Public Comments

ADJOURNMENT

NEXT MEETING: JUNE 20, 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, or reach the Meeting Staff by calling 608-267-7213.

**HYBRID (IN-PERSON/VIRTUAL) MEETING
REGISTERED INTERIOR DESIGNER SECTION
EXAMINING BOARD OF ARCHITECTS, LANDSCAPE ARCHITECTS, PROFESSIONAL
ENGINEERS, DESIGNERS, PROFESSIONAL LAND SURVEYORS AND REGISTERED
INTERIOR DESIGNERS
MEETING MINUTES
JANUARY 10, 2023**

PRESENT: Melissa Destree, Jennifer Phillips, Laura Schade Stroik (*via Zoom*), Robin Stroebel, Corissa Uselmann (*via Zoom*)

STAFF: Adam Barr, Executive Director; Whitney DeVoe, Acting Legal Counsel; Dana Denny, Administrative Rule Coordinator; Dialah Azam, Bureau Assistant; and other Department staff

CALL TO ORDER

Adam Barr, Executive Director, called the meeting to order at 9:03 a.m. A quorum was confirmed with five (5) members present.

ADOPTION OF AGENDA

MOTION: Melissa Destree moved, seconded by Jennifer Phillips, to adopt the Agenda as published. Motion carried unanimously.

ADMINISTRATIVE MATTERS

Election of Officers, Appointment of Liaison and Alternates, Delegation of Authorities

Election of Officers

Chairperson

NOMINATION: Melissa Destree nominated Robin Stroebel for the Office of Chairperson. Robin Stroebel accepted the nomination.

Adam Barr, Executive Director, called for nominations three (3) times.

Robin Stroebel was elected as Chairperson by unanimous voice vote.

Vice Chairperson

NOMINATION: Laura Schade Stroik nominated Melissa Destree for the Office of Vice Chairperson. Melissa Destree accepted the nomination.

Adam Barr, Executive Director, called for nominations three (3) times.

Melissa Destree was elected as Vice Chairperson by unanimous voice vote.

Secretary

NOMINATION: Robin Stroebel nominated Jennifer Phillips for the Office of Secretary. Jennifer Phillips accepted the nomination.

Adam Barr, Executive Director, called for nominations three (3) times.

Jennifer Phillips was elected as Secretary by unanimous voice vote.

ELECTION RESULTS	
Chairperson	Robin Stroebel
Vice Chairperson	Melissa Destree
Secretary	Jennifer Phillips

Appointment of Liaisons

LIAISON APPOINTMENTS	
Credentialing Liaison(s)	Laura Schade Stroik <i>Alternate: Robin Stroebel</i>
Education and Examination Liaison(s)	Laura Schade Stroik <i>Alternate: Jennifer Phillips</i>
Monitoring Liaison(s)	Laura Schade Stroik <i>Alternate: Jennifer Phillips</i>
Professional Assistance Procedure (PAP) Liaison(s)	Laura Schade Stroik <i>Alternate: Jennifer Phillips</i>
Legislative Liaison(s)	Melissa Destree <i>Alternate: Robin Stroebel</i>
Website Liaison(s)	Corissa Uselmann <i>Alternate: Melissa Destree</i>
Travel Authorization Liaison(s)	Robin Stroebel <i>Alternate: Jennifer Phillips</i>
A-E Rules Committee Designee (Professional Member) <i>(A-E Examining Board Appoints Public Members)</i>	Robin Stroebel <i>Alternate: Melissa Destree</i>
Screening Panel	Laura Schade Stroik, Corissa Uselmann <i>Alternate: Jennifer Phillips</i>

Delegation of Authorities

Document Signature Delegations

MOTION: Jennifer Phillips moved, seconded by Melissa Destree, 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: Laura Schade Stroik moved, seconded by Jennifer Phillips, 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: Corissa Uselmann moved, seconded by Laura Schade Stroik, 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: Melissa Destree moved, seconded by Jennifer Phillips, 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 one scheduled meeting. Motion carried unanimously.

Delegation to Chief Legal Counsel for Stipulated Resolutions

MOTION: Melissa Destree moved, seconded by Jennifer Phillips, to delegate to DSPPS Chief Legal Counsel the authority to act on behalf of the Board concerning stipulated resolutions providing for a surrender, suspension, or revocation of a credential, where the underlying merits involve serious and dangerous behavior, and where the signed stipulation is received between Board meetings. The Board further requests that CLC only act on such matters when the best interests of the Board, Department and the Public are best served by acting upon the stipulated resolution at the time the signed stipulation is received versus waiting for the next Board meeting. Motion carried unanimously.

Monitoring Delegations

Delegation of Authorities for Monitoring

MOTION: Laura Schade Stroik moved, seconded by Melissa Destree, to adopt the "Roles and Authorities Delegated for Monitoring" document as presented in the January 10, 2023 agenda materials on pages 10-12. Motion carried unanimously.

Delegation of Authorities for Legal Counsel to Sign Monitoring Orders

MOTION: Laura Schade Stroik moved, seconded by Corissa Uselmann, 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: Jennifer Phillips moved, seconded by Melissa Destree, to delegate authority to the Credentialing Liaison(s) to serve as a liaison between the Department and the Board 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, except that potential denial decisions shall be referred to the full Section for final determination. Motion carried unanimously.

Delegation of Authority to DSPS When Credentialing Criteria is Met

MOTION: Melissa Destree moved, seconded by Laura Schade Stroik, to delegate credentialing authority to the Department to act upon applications that meet all credentialing statutory and regulatory requirements without Section or Section liaison review. Motion carried unanimously.

Delegation of Authority for Predetermination Reviews

MOTION: Melissa Destree moved, seconded by Laura Schade Stroik, 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 of Authority for Conviction Reviews

MOTION: Melissa Destree moved, seconded by Jennifer Phillips, to delegate authority to the Department Attorneys to review and approve applications with convictions which are not substantially related to the practice of interior design. Motion carried unanimously.

Delegation of Authority for Reciprocity Reviews

MOTION: Melissa Destree moved, seconded by Laura Schade Stroik, to delegate authority to the Department Attorneys to review and approve reciprocity applications in which the out of state license requirements are of a standard not lower than required by the Section. Motion carried unanimously.

Delegated Authority for Application Denial Reviews

MOTION: Jennifer Phillips moved, seconded by Robin Stroebel, 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.

Delegation of Authority for Military Reciprocity Reviews

MOTION: Robin Stroebel moved, seconded by Laura Schade Stroik, to delegate authority to the Department Attorneys to review and approve military reciprocity applications in which the individual meets the requirements of Wis. Stat. § 440.09. Motion carried unanimously.

Delegation to DSPS When Applicant's Discipline History Has Been Previously Reviewed

MOTION: Melissa Destree moved, seconded by Jennifer Phillips, to delegate authority to Department staff to approve applications where Applicant's prior discipline has been approved for a previous interior design credential and there is no new discipline. Motion carried unanimously.

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

MOTION: Melissa Destree moved, seconded by Laura Schade Stroik, to delegate authority to Department staff to approve applications where criminal background checks have been approved for a previous credential and there is no new conviction record. Motion carried unanimously.

Voluntary Surrenders

MOTION: Melissa Destree moved, seconded by Jennifer Phillips, 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 and Examination Liaison(s) Delegation

MOTION: Robin Stroebel moved, seconded by Corissa Uselmann, 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 Department to Provide Section Member Contact Information to National Regulatory Related Bodies

MOTION: Laura Schade Stroik moved, seconded by Melissa Destree, 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.

Legislative Liaison Delegation

MOTION: Melissa Destree moved, seconded by Jennifer Phillips, to delegate authority to the Legislative Liaisons to speak on behalf of the Section regarding legislative matters. Motion carried unanimously.

Optional Renewal Notice Insert Delegation

MOTION: Jennifer Phillips moved, seconded by Laura Schade Stroik, 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.

Website Liaison(s) Delegation

MOTION: Laura Schade Stroik moved, seconded by Melissa Destree, to authorize to 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.

Travel Authorization Liaison Delegation

MOTION: Melissa Destree moved, seconded by Laura Schade Stroik, 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.

ADMINISTRATIVE RULE MATTERS

Scope Statement: A-E 1 to 15, Relating to Registered Interior Designers

MOTION: Jennifer Phillips moved, seconded by Melissa Destree, to delegate authority to Robin Stroebel to approve the Scope Statement revising A-E 1-15, relating to Registered Interior Designers, for submission to the Department of Administration and Governor's Office and for publication. Additionally, the Section authorizes the Chairperson to approve the Scope Statement for implementation no less than 10 days after publication. If the Section is directed to hold a preliminary public hearing on the Scope Statement, the Chairperson is authorized to approve the required notice of hearing. Motion carried unanimously.

MOTION: Jennifer Phillips moved, seconded by Laura Schade Stroik, to designate Robin Stroebel to serve as liaison to DSPS staff for drafting rule revising A-E 1-15, relating to Registered Interior Designers once it has been approved and implemented. Motion carried unanimously.

Laura Schade Stroik excused at 10:35 a.m.

Laura Schade Stroik arrived at 10:55 a.m.

ADJOURNMENT

MOTION: Destree moved, seconded by Schade Stroik, to adjourn the meeting. Motion carried unanimously.

The meeting adjourned at 11:36 a.m.

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

AGENDA REQUEST FORM

1) Name and title of person submitting the request: Dana Denny		2) Date when request submitted: 4/6/2023 <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: Registered Interior Designer Section			
4) Meeting Date: 4/18/2023	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. Scope Statement: A-E 1 to 15, relating to Registered Interior Designers 2. Discussion: Rulemaking Process for permanent rules 3. 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 required: N/A	
10) Describe the issue and action that should be addressed: Attachments: • Scope Statement A-E 1 to 15 • A-E Rules Project Chart Copies of current Board Rule Projects Can be Viewed Here: https://dsps.wi.gov/Pages/RulesStatutes/PendingRules.aspx			
11) Authorization			
<i>Dana Denny</i>		4/06/23	
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.			

**Architects, Landscape Architects, Professional Engineers, Designers, Professional Land Surveyors, and Registered Interior Designers
Rule Projects (updated 3/13/23)**

Clearinghouse Rule Number	Scope #	Scope Expiration	Code Chapter Affected	Relating clause/ Summary	Current Stage	Next Step
	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.	Scope withdrawn.	
	112-21	6/20/24	A-E 2, 7, and 8	Sealing and Stamping of Documents. Clarification on definitions of seal and stamps, requirements for electronic signatures, and clean up redundant words or sentences.	Currently drafting rule.	Posted for EIA comments, submitted to the Clearinghouse, and scheduled for a public hearing.
	071-22		A-E 8	Direct Supervision. Clarification on definitions of supervision to ensure requirements are current with standards of practice.	Currently drafting rule.	Posted for EIA comments, submitted to the Clearinghouse, and scheduled for a public hearing.
	Not Yet Assigned		A-E 3	Architectural Registration. Clarification of Architectural Registration language and practices	Currently drafting scope.	Moved to A-E Rules Committee for approval.
			A-E 1 to 15	Registered Interior Designers. The objective of the proposed rules is to implement the statutory changes from 2021 Wisconsin Act 195 to allow for the licensure, discipline, and practice of Registered Interior Designers.	Section has approved scope.	Moved to A-E Rules Committee for approval.

Architects, Landscape Architects, Professional Engineers, Designers, Professional Land Surveyors, and Registered Interior Designers