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**VIRTUAL/TELECONFERENCE 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: Will Johnson (608) 266-2112  
July 27, 2023**

*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**

**8:30 A.M.**

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

- A. Adoption of Agenda (1-3)**
- B. Approval of Minutes of April 12, 2023 (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. – 7/1/2027
- F. Legislative and Policy Matters – Discussion and Consideration
- G. Administrative Rule Matters – Discussion and Consideration (6-7)**
  - 1) Military Reciprocity and 4-Year Renewal Process (6)
  - 2) Pending or Possible Rulemaking Projects (7)
- H. Wisconsin and Surrounding States Standards for Engineer License – Discussion and Consideration**
- I. National Council of Examiners for Engineering and Surveying (NCEES) Matters – Discussion and Consideration

- 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. Credentialing Matters (8-40)**

- 1) **Application Reviews**
  - a. Paul Tikalsky– Reciprocity Review, Professional Engineer Applicant (8-17)
  - b. Patrick Roach –Engineer-in-Training Applicant (18-40)

**M. Deliberation on DLSC Matters**

- 1) **Proposed Stipulations, Final Decisions and Orders (41-59)**
  - a. 22 ENG 024 – Judith A. Neu (41-47)
  - b. 22 ENG 025 – Kimley-Horn & Associates (48-53)
  - c. 23 ENG 003 – Tomas A. Toro-Santos (54-59)
- 2) **Administrative Warnings (60-65)**
  - a. 22 ENG 009 – O.A.Y. (60-62)
  - b. 22 ENG 022 – R.J.R. (63-65)
- 3) **Monitoring (66-80)**
  - a. Larry Anderson, Professional Engineer – Requesting Full Licensure (68-80)

N. 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

O. Consulting with Legal Counsel

**RECONVENE TO OPEN SESSION IMMEDIATELY FOLLOWING CLOSED SESSION**

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

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

**ADJOURNMENT**

**NEXT MEETING: OCTOBER 11, 2023**

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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, or reach the Meeting Staff by calling 608-267-7213.

**HYBRID (IN-PERSON/VIRTUAL)  
PROFESSIONAL ENGINEER SECTION  
EXAMINING BOARD OF ARCHITECTS, LANDSCAPE ARCHITECTS, PROFESSIONAL  
ENGINEERS, DESIGNERS, PROFESSIONAL LAND SURVEYORS AND REGISTERED  
INTERIOR DESIGNERS  
MEETING MINUTES  
APRIL 12, 2023**

**PRESENT:** Steven Hook, Karl Linck, Colleen Scholl

**EXCUSED:** Kristine Cotharn

**STAFF:** Will Johnson, Executive Director; Joseph Ricker, Legal Counsel; Dana Denny, Administrative Rule Coordinator; Dialah Azam, Bureau Assistant; and other Department staff

**CALL TO ORDER**

Steven Hook, Vice Chairperson, called the meeting to order at 1:01 p.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 16, 2023**

**MOTION:** Karl Linck moved, seconded by Colleen Scholl, to approve the Minutes of February 16, 2023 as published. 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.). Steven Hook, Vice Chairperson, read the language of the motion. The vote of each member was ascertained by voice vote. Roll Call Vote: Steven Hook-yes; Karl Linck-yes; and Colleen Scholl-yes. Motion carried unanimously.

The Section convened into Closed Session at 2:06 p.m.

**CREDENTIALING MATTERS**

**Application Reviews**

*Armando Diaz – Professional Engineer Applicant*

**MOTION:** Colleen Scholl moved, seconded by Karl Linck, to issue an intent to deny, and a three-option letter, the Professional Engineer application of Armando Diaz.  
**Reason for Denial:** A-E 4.026 (1) (d) and 443.09 (4). Motion carried unanimously.

### **DELIBERATION ON DLSC MATTERS**

#### **Proposed Stipulations, Final Decisions and Orders**

##### ***22 ENG 019 – S.H.C., D.J.D., B.P.N., D.3.E.***

**MOTION:** Colleen Scholl moved, seconded by Karl Linck, to adopt the Findings of Fact, Conclusions of Law and Order in the matter of disciplinary proceedings against S.H.C., D.J.D., B.P.N., D.3.E., DLSC Case Number 22 ENG 019. Motion carried unanimously.

### **RECONVENE TO OPEN SESSION**

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

Open Session reconvened at 2:21 p.m.

### **VOTING ON ITEMS CONSIDERED OR DELIBERATED UPON IN CLOSED SESSION**

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

The meeting adjourned at 2:25 p.m.

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

**AGENDA REQUEST FORM**

|  |   |   |         |
|--|---|---|---------|
| 1) Name and title of person submitting the request:<br>Dana Denny, Administrative Rules Coordinator  |   | 2) Date when request submitted:<br>7/17/2023<br>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:<br>Professional Engineer Section   |   |   |         |
| 4) Meeting Date:<br>7/27/23  | 5) Attachments:<br><input checked="" type="checkbox"/> Yes<br><input type="checkbox"/> No   | 6) How should the item be titled on the agenda page?<br>Administrative Rule Matters – Discussion and Consideration<br>1. Military Reciprocity and 4-Year Renewal Process<br>2. Pending or Possible Rulemaking Projects<br>a. Rule Project Chart |         |
| 7) Place Item in:<br><input checked="" type="checkbox"/> Open Session<br><input type="checkbox"/> Closed Session   | 8) Is an appearance before the Board being scheduled? <i>(If yes, please complete <a href="#">Appearance Request</a> for Non-DSPS Staff)</i><br><br><input type="checkbox"/> Yes <Appearance Name(s)><br><input checked="" type="checkbox"/> No | 9) Name of Case Advisor(s), if applicable:<br>N/A   |         |
| 10) Describe the issue and action that should be addressed:<br><br><b>Attachments:</b><br>1. Joint A-E Rules Project Chart<br><br>(Board Rule projects can be Viewed Here if Needed: <a href="https://dsps.wi.gov/Pages/RulesStatutes/PendingRules.aspx">https://dsps.wi.gov/Pages/RulesStatutes/PendingRules.aspx</a> )   |   |   |         |
| 11) <b>Authorization</b>   |   |   |         |
|   |   |   | 7/17/23 |
| 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    |
| <b>Directions for including supporting documents:</b><br>1. This form should be saved with any other documents submitted to the <a href="#">Agenda Items</a> folders.<br>2. Post Agenda Deadline items must be authorized by a Supervisor and the Policy Development Executive Director.<br>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 7/18/23)**

| <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>   |
|----------------------------------|----------------|-------------------------|------------------------------|--|---|--|
|                                  | 112-24         | 6/20/2024               | A-E 4 and 13                 | <b>Engineer in training credential.</b> 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              | <b>Sealing and Stamping of Documents.</b> Clarification on definitions of seal and stamps, requirements for electronic signatures, and clean up redundant words or sentences.  | Drafting.   | Board Review and Posting for EIA Comments and Submission to Clearinghouse. |
|                                  | 071-22         | 2/4/25                  | A-E 8                        | <b>Supervision.</b> Clarification on definitions of supervision to ensure requirements are current with standards of practice.   | Drafting.   | Board Review and Posting for EIA Comments and Submission to Clearinghouse. |
|                                  | 038-23         | 12/5/25                 | A-E 3                        | <b>Architectural Registration.</b> Clarification of Architectural Registration language and practices  | Scope Statement approved for implementation at Rules Cte Meeting. | Drafting.  |
|                                  | 028-23         | 11/1/25                 | A-E 1 to 15                  | <b>Registered Interior Designers.</b> 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. | Scope Statement approved for implementation at Rules Cte Meeting. | Drafting.  |