



**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
December 14, 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 October 11, 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)**
 - 1) Pending and Possible Rulemaking Projects (7)
- H. National Council of Examiners for Engineering and Surveying (NCEES) Matters – Discussion and Consideration
- I. 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

J. 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.).

K. Deliberation on DLSC Matters

- 1) **Administrative Warnings**
 - a. 23 ENG 011 – U.E., LLC (8-9)
- 2) **Case Closings**
 - a. 22 ENG 004 – R.K. (10-13)
- 3) **Monitoring Matters (14-15)**
 - a. Conor Nelan, Professional Engineer – Requesting Full Licensure (16-30)
 - b. Todd Reyling, Professional Engineer – Requesting Full Licensure (31-61)

L. 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

M. Consulting with Legal Counsel

RECONVENE TO OPEN SESSION IMMEDIATELY FOLLOWING CLOSED SESSION

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

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

ADJOURNMENT

NEXT MEETING: JANUARY 10, 2024

 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.

**VIRTUAL/TELECONFERENCE
PROFESSIONAL ENGINEER SECTION
EXAMINING BOARD OF ARCHITECTS, LANDSCAPE ARCHITECTS, PROFESSIONAL
ENGINEERS, DESIGNERS, PROFESSIONAL LAND SURVEYORS AND REGISTERED
INTERIOR DESIGNERS
MEETING MINUTES
OCTOBER 11, 2023**

PRESENT: Kristine Cotharn, Steven Hook, Colleen Scholl

EXCUSED: Karl Linck

STAFF: Will Johnson, Executive Director; Joseph Ricker, Legal Counsel; Dialah Azam, Board Administration Specialist and other Department staff

CALL TO ORDER

Kristine Cotharn, Chairperson, called the meeting to order at 1:05 p.m. A quorum was confirmed with three (3) members present.

APPROVAL OF MINUTES OF JULY 27, 2023

MOTION: Steven Hook moved, seconded by Colleen Scholl, to approve the Minutes of July 27, 2023, as published. Motion carried unanimously.

ADOPTION OF AGENDA

MOTION: Colleen Scholl moved, seconded by Steven Hook, to adopt the Agenda as published. Motion carried unanimously.

CLOSED SESSION

MOTION: Colleen Scholl moved, seconded by Steven Hook, 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; Steven Hook-yes; and Colleen Scholl-yes. Motion carried unanimously.

The Section convened into Closed Session at 1:14 p.m.

DELIBERATION ON DLSC MATTERS

Proposed Stipulations, Final Decisions and Orders

22 ENG 026 – Mark F. Pronley & The Probst Group

MOTION: Steven Hook moved, seconded by Colleen Scholl, to adopt the Findings of Fact, Conclusions of Law and Order in the matter of disciplinary proceedings against Mark F. Pronley & The Probst Group, DLSC Case Number 22 ENG 026. Motion carried unanimously.

Case Closings

22 ENG 026 – C.L.

MOTION: Steven Hook moved, seconded by Colleen Scholl, to close DLSC Case Number 22 ENG 026 against C.L., for insufficient evidence. Motion carried unanimously.

22 ENG 024 – R.K.

MOTION: Steven Hook moved, seconded by Colleen Scholl, to close DLSC Case Number 22 ENG 024 against R.K., for insufficient evidence. Motion carried unanimously.

Administrative Warnings

22 ENG 004 – K.A.

MOTION: Steven Hook moved, seconded by Colleen Scholl, to issue an Administrative Warning in the matter of K.A., DLSC Case Number 22 ENG 004. Motion carried unanimously.

RECONVENE TO OPEN SESSION

MOTION: Colleen Scholl moved, seconded by Steven Hook, to reconvene in Open Session. Motion carried unanimously.

Open Session reconvened at 1:21 p.m.

VOTING ON ITEMS CONSIDERED OR DELIBERATED UPON IN CLOSED SESSION

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

ADJOURNMENT

MOTION: Steven Hook moved, seconded by Colleen Scholl, to adjourn the meeting. Motion carried unanimously.

The meeting adjourned at 1:22 p.m.

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

AGENDA REQUEST FORM

1) Name and title of person submitting the request: Jake Pelegrin – Administrative Rules Coordinator		2) Date when request submitted: December 4, 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: Professional Engineer Section of Architects, Landscape Architects, Professional Engineers, Designers, Professional Land Surveyors Examining Board, and Registered Interior Designers			
4) Meeting Date: December 14, 2023	5) Attachments: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	6) How should the item be titled on the agenda page? Administrative Rules Matters – Discussion and Consideration 1. Pending and 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? <i>(If yes, please complete Appearance Request for Non-DSPS Staff)</i> <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: 1. A-E Board rules chart			
11) Authorization			
<i>Jacob Pelegrin</i>		12/4/2023	
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 12/4/2023)**

Clearinghouse Rule Number	Scope #	Scope Expiration	Code Chapter Affected	Relating clause/ Summary	Current Stage	Next Step
	112-21	6/20/2024	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.	Drafting.	Board Approval of Preliminary Rule Draft.
	071-22	2/4/2025	A-E 8	Supervision. Clarification on definitions of supervision to ensure requirements are current with standards of practice.	Drafting.	Board Approval of Preliminary Rule Draft.
	038-23	12/5/2025	A-E 3	Architectural Registration. Clarification of Architectural Registration language and practices	Drafting.	Board Approval of Preliminary Rule Draft.
	028-23	11/1/2025	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.	Drafting.	Board Approval of Preliminary Rule Draft.
	101-23	05/20/2026	A-E 6	Education. Clarification of Land Surveyor education requirements.	Scope published on 11/20/2023. JCRAR directed the board to hold a preliminary public hearing on the scope.	Scope implementation.