



**HYBRID (IN-PERSON/VIRTUAL)
EXAMINING BOARD OF PROFESSIONAL GEOLOGISTS,
HYDROLOGISTS, AND SOIL SCIENTISTS
Room N208, 4822 Madison Yards Way, 2nd Floor, Madison
Contact: Brad Wojciechowski (608) 266-2112
February 1, 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. Be advised that board members may attend meetings designated as "Hybrid" in-person or virtually.

AGENDA

10:30 A.M.

**(OR IMMEDIATELY FOLLOWING THE PROFESSIONAL HYDROLOGIST
SECTION MEETING)**

OPEN SESSION – CALL TO ORDER – ROLL CALL

A. Adoption of Agenda (1-3)

B. Approval of Minutes of August 19, 2014 (4-8)

C. Introductions, Announcements and Recognition

- 1) Introductions:
 - a. Prosper Gbolo, Geologist Member (Succeeds: William Mode)
 - b. Ann Hirekatur, Hydrologist Member (Succeeds: Richard Beilfuss)
 - c. Trevor W. Nobile, Geologist Member (Succeeds: James Robertson)
 - d. John Small, Public Member-Hydrologist Section (Succeeds: Ruth G. Johnson)
- 2) Recognition:
 - a. William Mode, Geologist Member (Resigned: 11/14/2021)
 - b. James Robertson, Geologist Member (Resigned: 7/1/2015)
 - c. Richard Beilfuss, Hydrologist Member (Resigned: 7/30/2021)
 - d. Ruth G. Johnson, Public Member-Hydrologist Section (Resigned: 8/13/2018)

D. Reminders: Conflicts of Interest, Scheduling Concerns

E. Administrative Matters

- 1) Department, Staff and Board Updates
- 2) 2023 Meeting Dates **(9)**
- 3) Annual Policy Review **(10-13)**
- 4) Election of Officers, Appointment of Liaisons and Alternates, Delegation of Authorities **(14-20)**
- 5) Board Members – Term Expiration Dates:

- a. Gbolo, Prosper – 7/1/2025
- b. Halminiak, Brenda S. – 7/1/2012
- c. Hirekatur, Ann – 7/1/2024
- d. Hunt, Randall – 7/1/2012
- e. Nobile, Trevor W. – 7/1/2024
- f. Small, John – 7/1/2026
- g. 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 (21)

- 1) Discussion: Scope Statement GHSS 1 and 2, Relating to Professional Development
- 2) Pending or Possible Rulemaking Projects

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

J. 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) 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) Motions
- 17) Petitions
- 18) Appearances from Requests Received or Renewed
- 19) Speaking Engagements, Travel, or Public Relation Requests, and Reports

K. Public Comments

ADJOURNMENT

NEXT MEETING: AUGUST 9, 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

**EXAMINING BOARD OF PROFESSIONAL GEOLOGISTS,
HYDROLOGISTS AND SOIL SCIENTISTS
MINUTES
AUGUST 19, 2014**

PRESENT: Richard Beilfuss, Kenneth Bradbury, Brenda Halminiak, Ruth G. Johnson, William Mode, James Robertson, Stephanie Williams

EXCUSED: Randall Hunt

STAFF: Dan Williams, Executive Director; Jelena Gagula, Bureau Assistant; and Sharon Henes – Rules Coordinator

CALL TO ORDER

William Mode called the meeting to order at 9:10 a.m. A quorum of seven (7) members was present.

ADOPTION OF AGENDA

MOTION: Ruth G. Johnson moved, seconded by Brenda Halminiak, to approve the agenda as published. Motion carried unanimously.

APPROVAL OF MINUTES OF SEPTEMBER 18, 2013

MOTION: Kenneth Bradbury moved, seconded by James Robertson, to approve the Minutes of September 18, 2013 as published. Motion carried unanimously.

LEGISLATION AND ADMINISTRATIVE RULE MATTERS

MOTION: Brenda Halminiak moved, seconded by Kenneth Bradbury, to approve the Scope Statement GHSS 1, 6 Relating to Continuing Education for submission to the Governor's Office and publication and to authorize the Chair to approve the scope for implementation no less than 10 days after publication. Motion carried unanimously.

MOTION: James Robertson moved, seconded by Ruth G. Johnson, to designate Brenda Halminiak and Kenneth Bradbury to work with DSPS Staff in the drafting of GHSS 1, 6 Relating to Continuing Education. Motion carried unanimously.

MOTION: Brenda Halminiak moved, seconded by Kenneth Bradbury, to approve the Scope Statement GHSS 1-4 Relating to Licensure, Exams and Renewal for submission to the Governor’s Office and publication and to authorize the Chair to approve the scope for implementation no less than 10 days after publication. Motion carried unanimously.

MOTION: Richard Beilfuss moved, seconded by Ruth G. Johnson, to designate Brenda Halminiak and Kenneth Bradbury to work with DSPS Staff in the drafting of GHSS 1-4 Relating to Licensure, Exams and Renewal. Motion carried unanimously.

JOINT BOARD ELECTION OF OFFICERS

SLATE OF OFFICERS

NOMINATION: James Robertson nominated the 2013 slate of officers to continue in 2014. Nomination carried by unanimous consent.

Executive Director Dan Williams called for other nominations three (3) times.

William Mode was elected as Board Chair, Brenda Halminiak was elected as Vice Chair, and Randall Hunt was elected as Secretary.

2014 ELECTION RESULTS	
Board Chair	William Mode
Vice Chair	Brenda Halminiak
Secretary	Randall Hunt

2014 Credentialing Liaisons	
Geologists	William Mode Alternate: James Robertson
Hydrologists	Kenneth Bradbury
Soil Scientists	William Mode (<i>Interim until such time when a Soil Scientist member is appointed</i>)

MOTION: Brenda Halminiak moved, seconded by Ruth G. Johnson, to authorize DSPS to contact the Chair of the appropriate GHSS Section when enforcement action is needed, and to authorize the Chair or his/her delegate to make decisions on behalf of the Section in all screening matters. Motion carried unanimously.

MOTION: Brenda Halminiak moved, seconded by Richard Beilfuss, to delegate authority to the Credentialing Liaison(s) to address all issues related to credentialing matters. Motion carried unanimously.

MOTION: Brenda Halminiak moved, seconded by Kenneth Bradbury, that the Board delegates authority to the Chair to sign documents on behalf of the Board. In order to carry out duties of the Board, the Chair has the ability to delegate this signature authority to the Board's Executive Director for purposes of facilitating the completion of assignments during or between meetings. Motion carried unanimously.

MOTION: Ruth G. Johnson moved, seconded by Richard Beilfuss, in order to facilitate the completion of assignments between meetings, the Board delegates its authority by order of succession to the Chair, highest ranking officer, or longest serving member of the Board, to appoint liaisons to the Department where knowledge or experience in the profession is required to carry out the duties of the Board in accordance with the law. Motion carried unanimously.

GEOLOGY SECTION ELECTION OF OFFICERS

SLATE OF OFFICERS

NOMINATION: James Robertson nominated the 2013 Geology slate of officers to continue in 2014. Nomination carried by unanimous consent.

Executive Director Dan Williams called for other nominations three (3) times.

William Mode was elected as Section Chair, and Brenda Halminiak was elected as Vice Chair.

SECRETARY

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

Executive Director Dan Williams called for nominations three (3) times.

Stephanie Williams was elected as Secretary.

MOTION: Brenda Halminiak moved, seconded by James Robertson, to acknowledge the following 2014 Geology Officer Election Results and the appointments of liaisons as noted. Motion carried unanimously.

2014 GEOLOGY OFFICER ELECTION RESULTS	
Section Chair	William Mode
Vice Chair	Brenda Halminiak
Secretary	Stephanie Williams

HYDROLOGY SECTION ELECTION OF OFFICERS

CHAIR

NOMINATION: Ruth G. Johnson nominated Kenneth Bradbury for the Office of Section Chair.

Executive Director Dan Williams called for nominations three (3) times.

Kenneth Bradbury was elected as Section Chair.

VICE CHAIR

NOMINATION: Ruth G. Johnson nominated Randall Hunt for the Office of Vice Chair.

Executive Director Dan Williams called for nominations three (3) times.

Randall Hunt was elected as Vice Chair.

SECRETARY

NOMINATION: Kenneth Bradbury nominated Richard Beilfuss for the Office of Secretary.

Executive Director Dan Williams called for nominations three (3) times.

Richard Beilfuss was elected as Secretary.

MOTION: Richard Beilfuss moved, seconded by Ruth G. Johnson, to acknowledge the following 2014 Hydrology Officer Election Results and the appointments of liaisons as noted. Motion carried unanimously.

2014 HYDROLOGY OFFICER ELECTION RESULTS	
Section Chair	Kenneth Bradbury
Vice Chair	Randall Hunt
Secretary	Richard Beilfuss

SPEAKING ENGAGEMENT(S), TRAVEL, OR PUBLIC RELATIONS REQUEST(S)

MOTION: Stephanie Williams moved, seconded by James Robertson, to delegate Brenda Halminiak to represent the Board at the ASBOG 2014 Annual Meeting on November 10-15, 2014 in Indianapolis, Indiana. Motion carried unanimously.

ADJOURNMENT

MOTION: Ruth G. Johnson moved, seconded by Kenneth Bradbury, to adjourn the meeting.
Motion carried unanimously.

Meeting adjourned at 10:12 a.m.

DRAFT

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

AGENDA REQUEST FORM

1) Name and title of person submitting the request: Dialah Azam, Bureau Assistant		2) Date when request submitted: 12/14/2022 <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: GHSS Examining Board			
4) Meeting Date: 2/1/2023	5) Attachments: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	6) How should the item be titled on the agenda page? 2023 Meeting Dates	
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: The Board will review and potentially make a motion to approve the follow 2023 meeting dates: a. Wednesday, February 1, 2023 – In-Person b. Wednesday, August 9, 2023 – Virtual			
11) Authorization			
<i>Dialah Azam</i>		12/14/2022	
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.			

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

AGENDA REQUEST FORM

1) Name and title of person submitting the request: Katlin Schwartz, Bureau Assistant on behalf of Division of Policy Development Executive Directors		2) Date when request submitted: 12/14/2022 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: All Boards			
4) Meeting Date: First Meeting of 2023	5) Attachments: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	6) How should the item be titled on the agenda page? Annual Policy Review	
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: Please be advised of the following Annual Policy Review items: <ol style="list-style-type: none"> 1. In-Person Meeting Policy: Depending on the frequency of Board meetings, a Board may be allowed a certain number of in-person meetings. <ul style="list-style-type: none"> • 4-5 Meetings per year = 1 in-person opportunity • 6-8 Meetings per year = 2 in-person opportunities • 12 Meetings per year = 4 in-person opportunities 2. Attendance/Quorum: Thank you for your service and for your commitment to meeting attendance. If you cannot attend a meeting or if you have scheduling conflicts impacting your attendance, please let us know ASAP. Timely notification is appreciated as quorum is required for our Boards, Sections and Councils to meet pursuant to Open Meetings Law. 3. Walking Quorum: Board/Section/Council members must not collectively discuss the body's business outside of a properly noticed meeting. Should several members of a body do so, the members could be violating the open meetings law. 4. Mandatory Training: All Board Members must complete their annual Public Records and Ethics Trainings, if not complete, the training will be done at the next meeting. 5. Agenda Deadlines: Please communicate agenda topics to your Executive Director before the agenda submission deadline which is at 12:00 pm, 8 business days prior to a meeting. (Attachment: Timeline of a Meeting) 6. Travel Voucher and Per Diem Submissions: Please submit all Per Diem and Reimbursement claims to DSPS within 30 days of the close of each month in which expenses are incurred. (Attachments: Per Diem Example, Travel Voucher Example) 7. Lodging Accommodations/Hotel Cancellation Policy: Lodging accommodations are available to eligible members. Standard eligibility: member must leave home before 6:00 a.m. to attend a meeting by the scheduled start time. <ul style="list-style-type: none"> • If a member cannot attend a meeting it is their responsibility to cancel their reservation within the applicable cancellation timeframe. If a meeting is changed to occur remotely or is cancelled or rescheduled DSPS staff will cancel or modify reservations as appropriate. 8. Inclement Weather Policy: In the event of inclement weather the agency may change a meeting from an in-person venue to one that is executive remotely. 			
11) Katlin Schwartz Signature of person making this request		Authorization 12/14/2022 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: <ol style="list-style-type: none"> 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. 			

Timeline of a Meeting

8 business days prior to the meeting: All agenda materials are due to the Department by 12:00 pm, 8 business days prior to the meeting date.

7 business days prior to the meeting: The draft agenda page is due to the Executive Director. The Executive Director transmits to the Chair for review and approval.

5 business days prior to the meeting: The approved agenda is returned to the Bureau Assistant for agenda packet production and compilation.

4 business days prior to the meeting: Agenda packets are posted on the DSPS Board SharePoint site and on the Department website.

Agenda Item Examples:

- Approval of the Agenda and Minutes (from the last meeting)
- Open Session Items
 - Public Hearings (on Admin Rules)
 - Administrative Matters
 - Legislation and Policy Matters
 - Administrative Rules Matters
 - Credentialing Matters
 - Education and Exam Issues
 - Public Agenda Requests
 - Current Issues Affecting the Profession
 - Public Comments
- Closed Session items
 - Deliberations on Proposed Disciplinary Actions
 - Stipulations
 - Administrative Warnings
 - Case Closings
 - Monitoring Matters
 - Professional Assistance Procedure (PAP) Issues
 - Proposed Final Decisions and Orders
 - Orders Fixing Costs/Matters Relating to Costs
 - Credentialing Matters
 - Education and Exam Issues

Thursday of the Week Prior to the Meeting: Agendas are published for public notice on the Public Notices and Meeting Minutes website: publicmeetings.wi.gov.

1 business day after the Meeting: "Action" lists are distributed by staff detailing board actions on closed session business.

5 business days after the Meeting: "To Do" lists are distributed to staff to ensure that board decisions are acted on and/or implemented within the appropriate divisions in the Department. Minutes approved by the board are published on the the Public Notices and Meeting Minutes website: publicmeetings.wi.gov.

Department of Safety and Professional Services

PER DIEM REPORT

INSTRUCTIONS: Claimant records board-related activities by entering the date of an activity, the duration of time spent in that activity, the relevant purpose code (see purpose code descriptions below), where the activity is conducted, and the type of activity performed. Only one (1) \$25.00 per diem payment can be issued on any given calendar day.

Purpose Codes:

- A. Official meetings including video/teleconference calls** (automatic day of per diem): i.e., board, committee, board training or screening panels; **Hearings**, i.e., Senate Confirmation, legislative, disciplinary or informal settlement conferences; **Examinations and Test Development Sessions**, i.e., test administration, test review or analysis events, national testing events, tour of test facilities, etc.)
- B. Other** (One (1) per diem will be issued for every five (5) hours spent in category B, per calendar month): i.e., review of disciplinary cases, consultation on cases, review of meeting materials, board liaison work e.g., contacts regarding Monitoring, Professional Assistance Procedure, Credentialing, Education and Examinations

NAME OF EXAMINING BOARD OR COUNCIL			BOARD OR COUNCIL MEMBER'S NAME	
EXAMPLE EXAMINING BOARD			MARY SUNSHINE	
Activity Date	Duration of Activity	Purpose Code	Where Performed	Activity
MM/DD/YY	Hours/Minutes	A or B	City/Location (Home, Work, DSPS)	Describe Activity Performed (see purpose codes)
12/2/20	2 hrs	B	Pleasant Prairie/Home	Review of screening panel materials
12/3/20	2 hr / 30 mins	B	Pleasant Prairie/Home	Review of screening panel materials
12/10/20	1 hr	A	Pleasant Prairie/Home	Screening Panel Meeting - Teleconference
12/12/20	1 hr / 30 mins	B	Pleasant Prairie/Home	Case consultation
12/13/20	1 hr	B	Pleasant Prairie/Home	Liaison: Application Review
12/16/20	6 hrs	A	Madison/DSPS	Board Member Training
				<p>The 5-hour rule applies to "B" code activities. Add the 'B' codes within the calendar month and then divide by five (5) hours to calculate your per diem payment. In this case the total is seven (7) hours which equals one (1) day of per diem.</p> <p>Each 'A' code is an automatic day of per diem regardless of time spent in that activity. Ms. Sunshine is eligible for two (2) additional days of payment.</p> <p>Department staff completes the fields titled "Total Days Claimed".</p>
CLAIMANT'S CERTIFICATION			Comments:	
The undersigned certifies, in accordance with § 16.53, Wis. Stats., that this account for per diem, is just and correct; and that this claim is for service necessarily incurred in the performance of duties required by the State, as authorized by law.				
<i>Mary Sunshine</i>		1/4/2021		
Claimant's Signature	Date	Supervisor	Date	

EMPL ID: 100012345-0

To be completed by Department staff: **TOTAL DAYS CLAIMED: 3 @ \$25.00 = 75.00**

Travel Voucher

Staple Receipts Face Up On Backside

For Agency Use Only

Safety & Professional Services					Emp ID 100012345 Z Address 2424 Happy Road City Pleasant Prairie State WI Zip-Code 53158							
Department/ Division		<u>Example Examining Board</u>										
State Officer/Employee Name		<u>Mary Sunshine</u>										
Mo/Yr		From/To:										
FY	FUND	BUSINESS UNIT	DEPART	APPR CLASS	OBJECT	PROJECT		BALANCE SHEET ACCT	REPORTING CATEGORY	PROJECT NUMBER	AMOUNT	
2021	10000	16500	1651300200	12100	7340000	16500P1<BRD ID>					DEBIT	CREDIT
				12800		16500P2<TRD ID>						
				22100								
										TOTALS		

Official Business		Travel Points		HDQS-TIME		Personal Vehicle	Lodging	Meals, including tips			Other Allowable Expenses		Total Allowable Expenses	
Date	Purpose of Trip	From	To	Depart	Return	Miles		Morning	Noon	Evening	Item	Amount	Taxable	Non-Taxable
Use	Board Meeting	Home base	Madison	Report times you left		Miles	P-card	\$8.00	\$10.00	\$20.00			Report	Report
separate		Madison	Home base	and returned home if		must be		Maximum in-state amounts					meal cost	meal cost
lines for	You must identify			meals are claimed		split.	Enter			or			here if there	here if there
each leg	the purpose of					Cannot	"P-card"	\$10.00	\$15.00	\$25.00			is NO	IS an
of your	your trip.					place	when hotel	Maximum out-of-state amounts					overnight	overnight
trip.						roundtrip	is provided						stay.	stay.
						total on	by DSPS	Must leave	Must leave	Must return				
						one line.		home	home	home after				
								before	before	7:00 p.m.				
								6:00 a.m.	10:30 a.m.					
									and return					
									home after					
									2:30 p.m.					
	LEGEND:	Staff can fill in these areas.												
		Board Member MUST fill in these areas												
						Sub-Totals								

*Item billed directly to the state agency

	Mileage Costs		
	Miles at 0.510 cents/mile	Totals	
		Total Expenditure	
		Less Travel Advance	
		Net Amount Due	

Claimant's Statement § 16.53 Wisconsin Statutes

I declare, under penalties, that all claimed travel expenses are true and correct and are in conformity with Wisconsin statute 16.53 and related agreements. This claim represents reasonable and actual expenses necessarily incurred by me personally in the performance of official duties and no portion was previously reimbursed to me by the State or any other source.

I certify that all expenses on this voucher conform to statutory, departmental or applicable collective bargaining provisions, and were necessary in the official performance of duties required by the State Expenditures are determined to be reasonable and proper, and that sufficient funds are available to pay this claim.

Date _____ **Claimant's Signature** _____

I certify that this travel claim is reasonable, proper, and in conformity with applicable statutes, travel schedule amounts, and/or collective bargaining agreements.

Agency Head or Authorized Representative

Date _____ **Supervisor's Signature** _____

Audited in accordance with S. 16.53 Wisconsin Statutes and allowed by the provisions of chapter 20.

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

AGENDA REQUEST FORM

1) Name and title of person submitting the request: Dialah Azam, Bureau Assistant		2) Date when request submitted: 12/14/2022 <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: GHSS Examining Board			
4) Meeting Date: 2/1/2023	5) Attachments: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	6) How should the item be titled on the agenda page? Administrative Matters <ul style="list-style-type: none"> • Election of Officers, Appointment of Liaisons and Alternates, Delegation of Authorities 	
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: <ol style="list-style-type: none"> 1) The Board, Council or Section should conduct Election Officers: Chairperson, Vice Chairperson & Secretary 2) The newly elected Chairperson should review and appoint/reappoint Liaisons and Alternates as appropriate 3) The Board should review and then consider its existing delegated authorities including any modification of these delegations and any proposals for additional delegations. 			
11) Authorization <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 60%;"> <i>Dialah Azam</i> Signature of person making this request </div> <div style="width: 35%; text-align: right;"> 12/14/2022 Date </div> </div> <hr/> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 60%;"> Supervisor (Only required for post agenda deadline items) </div> <div style="width: 35%; text-align: right;"> Date </div> </div> <hr/> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 60%;"> Executive Director signature (Indicates approval for post agenda deadline items) </div> <div style="width: 35%; text-align: right;"> Date </div> </div>			
Directions for including supporting documents: <ol style="list-style-type: none"> 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. 			

**GHSS EXAMINING BOARD
ELECTIONS AND DELEGATIONS**

Election of Officers

2014 ELECTION RESULTS	
Chairperson	William Mode
Vice Chairperson	Brenda Halminiak
Secretary	Randall Hunt

Delegation of Authorities

MOTION: ~~Brenda Halminiak moved, seconded by Ruth G. Johnson, to authorize DSPS to contact the Chair of the appropriate GHSS Section when enforcement action is needed, and to authorize the Chair or his/her delegate to make decisions on behalf of the Section in all screening matters. Motion carried unanimously.~~

MOTION: ~~Brenda Halminiak moved, seconded by Richard Beilfuss, to delegate authority to the Credentialing Liaison(s) to address all issues related to credentialing matters. Motion carried unanimously.~~

MOTION: Brenda Halminiak moved, seconded by Kenneth Bradbury, that the Board delegates authority to the Chair to sign documents on behalf of the Board. In order to carry out duties of the Board, the Chair has the ability to delegate this signature authority to the Board's Executive Director for purposes of facilitating the completion of assignments during or between meetings. Motion carried unanimously.

MOTION: Ruth G. Johnson moved, seconded by Richard Beilfuss, in order to facilitate the completion of assignments between meetings, the Board delegates its authority by order of succession to the Chair, highest ranking officer, or longest serving member of the Board, to appoint liaisons to the Department where knowledge or experience in the profession is required to carry out the duties of the Board in accordance with the law. Motion carried unanimously.

Soil Science

Document Signature Delegations

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

MOTION: moved, seconded by , in order to carry out duties of the **Board/Section/Council**, the Chairperson (or in absence of the Chairperson, the highest-ranking officer or longest serving **board/section/council** 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 **Board/Section/Council** hereby delegate to the Executive Director or DPD Division Administrator, the authority to sign on behalf of a **board/section/council** member as necessary. Motion **carried unanimously**.

Delegated Authority for Urgent Matters

MOTION: moved, seconded by , that in order to facilitate the completion of urgent matters between meetings, the **Board/Section/Council** delegates its authority to the Chairperson (or, in the absence of the Chairperson, the highest-ranking officer or longest serving **board/section/council** member in that succession), to appoint liaisons to the Department to act in urgent matters. Motion **carried unanimously**.

*Authorization for DSPS to Provide **Board/Section/Council** Member Contact Information to National Regulatory Related Bodies*

MOTION: moved, seconded by , to authorize the Department staff to provide national regulatory related bodies with all **board/section/council** member contact information that the Department retains on file. Motion **carried unanimously**.

*Legislative Liaison Delegation **Check for associated committee***

MOTION: moved, seconded by , to delegate authority to the Legislative Liaisons to speak on behalf of the **Board/Section/Council** regarding legislative matters. Motion **carried unanimously**.

*Travel **Authorization** Liaison Delegation **Check for associated liaison***

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

Website Liaison(s) Delegation ***Check for associated liaison***

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

Roles and Authorities Delegated for Monitoring

The Monitoring Liaison (“Liaison”) is a Board/Section designee who works with department monitors (“Monitor”) to enforce Board/Section orders as explained below.

Authorities Delegated to the Monitoring Liaison

The Liaison may take the following actions on behalf of the Board/Section:

1. Grant a temporary reduction in random drug screen frequency upon Respondent’s request if he/she is unemployed and is otherwise compliant with Board/Section order. The temporary reduction will be in effect until Respondent secures employment in the profession. The Department Monitor (“Monitor”) will draft an order and sign on behalf of the Liaison.
2. Grant a stay of suspension if Respondent is eligible per the Board/Section order. The Monitor will draft an order and sign on behalf of the Liaison.
3. Remove the stay of suspension if there are repeated violations or a substantial violation of the Board/Section order. In conjunction with removal of any stay of suspension, the Liaison may prohibit Respondent from seeking reinstatement of the stay for a specified period of time. The Monitor will draft an order and sign on behalf of the Liaison.
4. Grant or deny approval when Respondent proposes continuing/disciplinary/remedial education courses, treatment providers, mentors, supervisors, change of employment, etc. unless the order specifically requires full-Board/Section approval.
- ~~5. Grant a maximum of one 90-day extension, if warranted and requested in writing by Respondent, to complete Board/Section ordered continuing/disciplinary/remedial education.~~
- ~~6. Grant a maximum of one extension or payment plan for proceeding costs and/or forfeitures if warranted and requested in writing by Respondent.~~
- ~~7. Grant a maximum of one extension, if warranted and requested in writing by Respondent, to complete a Board/Section ordered evaluation or exam.~~
5. Grant full reinstatement of licensure if Respondent has fully complied with all terms of the order without deviation. The Monitor will draft an order and obtain written authorization from the Liaison to sign on their behalf.
6. Grant or deny a request to appear before the Board/Section in closed session.
7. The Liaison may determine whether Respondent’s petition is eligible for consideration by the full Board/Section.
8. *(Except Pharmacy and Medical)* Accept Respondent’s written request to surrender credential. If accepted by the Liaison, Monitor will consult with Board Counsel to determine if a stipulation is necessary. If a stipulation is not necessary, Monitor will draft an order and sign on behalf of the Liaison. If denied by the Liaison, the request to surrender credential will go to the full Board for review.

9. Grant Respondent's petition for a reduction in drug screens per the standard schedule, below. If approved, Monitor will draft an order and sign on behalf of the Liaison. Orders that do not start at 49 screens will still follow the same standard schedule.
 - a. Initial: 49 screens (including 1 hair test, if required by original order)
 - b. 1st Reduction: 36 screens (plus 1 hair test, if required by original order)
 - c. 2nd Reduction: 28 screens plus 1 hair test
 - d. 3rd Reduction: 14 screens plus 1 hair test
10. (*Dentistry only*) Ability to approve or deny all requests from a respondent.

~~11. The Liaison may approve or deny Respondent's request to be excused from drug and alcohol testing for work, travel, etc.~~

Authorities Delegated to the Department Monitor

The Monitor may take the following actions on behalf of the Board/Section, draft an order and sign:

1. Grant full reinstatement of licensure if education is the sole condition of the limitation and Respondent has submitted the required proof of completion for approved courses.
2. Suspend the license if Respondent has not completed Board/Section-ordered education and/or paid costs and forfeitures within the time specified by the Board/Section order. The Monitor may remove the suspension and issue an order when proof of completion and/or payment have been received.
3. Suspend the license (or remove stay of suspension) if Respondent fails to enroll and participate in an Approved Program for drug and alcohol testing within 30 days of the order, or if Respondent ceases participation in the Approved Program without Board approval. This delegated authority only pertains to respondents who must comply with drug and/or alcohol testing requirements.
4. Grant or deny approval when Respondent proposes treatment providers [, mentors, supervisors, etc.] unless the Order specifically requires full-Board/Section or Board designee approval.
5. Grant a maximum of one 90-day extension, if warranted and requested in writing by Respondent, to complete Board/Section-ordered continuing/disciplinary/remedial education.
6. Grant a maximum of one 90-day extension or payment plan for proceeding costs and/or forfeitures if warranted and requested in writing by Respondent.
7. Grant a maximum of one 90-day extension, if warranted and requested in writing by Respondent, to complete a Board/Section-ordered evaluation or exam.

Authorities Delegated to Board Legal Counsel

Board Legal Counsel may take the following actions on behalf of the Board/Section:

1. Sign Monitoring orders that result from Board/Section meetings on behalf of the Board/Section Chair.

Updated 12/13/2021

2022 Roles & Authorities

**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: 1/23/2023 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: GHSS Examining Board			
4) Meeting Date: 02/01/2023	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. Discussion: Scope Statement GHSS 1 and 2, relating to Professional Development 2. 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? <i>(If yes, please complete Appearance Request for Non-DSPS Staff)</i> <input type="checkbox"/> Yes <Appearance Name(s)> <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 or Possible Rulemaking Projects - Rule Making Project Chart			
11) Authorization			
<i>Dana Denny</i>		01/23/2023	
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.			