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**TELECONFERENCE/VIRTUAL  
AUCTIONEER BOARD**  
**Virtual, 4822 Madison Yards Way, Madison**  
**Contact: Christian Albouras (608) 266-2112**  
**July 7, 2020**

*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 description of the actions of the Board.*

**AGENDA**

**9:30 A.M.**

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

- A. Adoption of Agenda (1-3)**
- B. Approval of Minutes of January 14, 2020 (4-8)**
- C. Administrative Matters – Discussion and Consideration**
  - 1) Department, Staff, and Board Updates
  - 2) Board Members – Term Expiration Date
- D. DSPS Matters – Discussion and Consideration**
  - 1) Process for Filing a Complaint
  - 2) Proposed Reciprocity Agreement with Ohio
- E. Discussion and Consideration of Items Added After Preparation of Agenda**
  - 1) Introductions, Announcements and Recognition
  - 2) Nominations, Elections, and Appointments
  - 3) Administrative Matters
  - 4) Election of Officers
  - 5) Appointment of Liaisons and Alternates
  - 6) Delegation of Authorities
  - 7) Education and Examination Matters
  - 8) Credentialing Matters
  - 9) Practice Matters
  - 10) Legislative and Policy Matters
  - 11) Administrative Rule Matters
  - 12) Liaison Reports
  - 13) Board Liaison Training and Appointment of Mentors
  - 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

F. 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.).**

G. Deliberation on Division of Legal Services and Compliance Matters

- 1) **Case Closings**
  - a. 18 AUC 009 – B.A.I. **(9-13)**
- 2) **Proposed Stipulations, Final Decisions, and Orders**
  - a. 18 AUC 007 – Norman D. Helmuth **(14-19)**
  - b. 18 AUC 007 – Robert N. Helmuth **(20-25)**
  - c. 18 AUC 008 – Arnold H. Lange **(26-31)**

H. Deliberation of Items Added After Preparation of the Agenda

- 1) Education and Examination Matters
- 2) Credentialing Matters
- 3) Monitoring Matters
- 4) Professional Assistance Procedure (PAP) Matters
- 5) Petitions for Summary Suspensions
- 6) Petitions for Designation of Hearing Examiner
- 7) Proposed Stipulations, Final Decisions and Orders
- 8) Proposed Interim Orders
- 9) Administrative Warnings
- 10) Review of Administrative Warnings
- 11) Proposed Final Decisions and Orders
- 12) Matters Relating to Costs/Orders Fixing Costs
- 13) Case Closings
- 14) Board Liaison Training
- 15) Petitions for Assessments and Evaluations
- 16) Petitions to Vacate Orders
- 17) Remedial Education Cases
- 18) Motions
- 19) Petitions for Re-Hearing
- 20) Appearances from Requests Received or Renewed

I. Consulting with Legal Counsel

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

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

**ADJOURNMENT**

**NEXT MEETING: SEPTEMBER 29, 2020**

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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 at 4822 Madison Yards Way, Madison, Wisconsin, unless otherwise noted. In order to confirm a meeting or to request a complete copy of the board's agenda, please call the listed contact person. 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. Interpreters for the hearing impaired provided upon request by contacting the Affirmative Action Officer at 608-266-2112 or the Meeting Staff at 608-266-5439.

**AUCTIONEER BOARD  
MEETING MINUTES  
JANUARY 14, 2020**

**PRESENT:** Heather Berlinski, Stanley Jones, Randy Stockwell, Jerry Thiel, Deana Zentner

**EXCUSED:** Bryce Hansen, Ronald Polacek

**STAFF:** Valerie Payne, Executive Director; Jameson Whitney, Board Legal Counsel; Brice McCluskey, Operations Program Associate; and other DSPS Staff

**CALL TO ORDER**

Jerry Thiel, Chairperson, called the meeting to order at 9:37 a.m. A quorum of five (5) members was confirmed.

**ADOPTION OF AGENDA**

**Amendments to the Agenda:**

**MOTION:** Stanley Jones moved, seconded by Randy Stockwell, to adopt the Agenda as published. Motion carried unanimously.

**APPROVAL OF MINUTES OF OCTOBER 8, 2019**

**Amendments to the Minutes:**

**MOTION:** Randy Stockwell moved, seconded by Heather Berlinski, to approve the Minutes of October 8, 2019 as published. Motion carried unanimously.

**ADMINISTRATIVE MATTERS**

**Department, Staff, and Board Updates**

**MOTION:** Randy Stockwell moved, seconded by Heather Berlinski, to recognize and thank James C. Wenzler for his years of dedicated service to the Board and State of Wisconsin. Motion carried unanimously.

**Election of Officers**

*Chairperson*

**NOMINATION:** Randy Stockwell nominated Jerry Thiel for the Office of Chairperson.

Valerie Payne, Executive Director, called for nominations three (3) times.

Jerry Thiel was elected as Chairperson by unanimous vote.

***Vice Chairperson***

**NOMINATION:** Jerry Thiel nominated Randy Stockwell for the Office of Vice Chairperson.

Valerie Payne, Executive Director, called for nominations three (3) times.

Randy Stockwell was elected as Vice Chairperson by unanimous vote.

***Secretary***

**NOMINATION:** Jerry Thiel nominated Heather Berlinski for the Office of Secretary.

Valerie Payne, Executive Director, called for nominations three (3) times.

Heather Berlinski was elected as Secretary by unanimous vote.

<b>2020 ELECTION RESULTS</b>	
<b>Chairperson</b>	Jerry Thiel
<b>Vice Chairperson</b>	Randy Stockwell
<b>Secretary</b>	Heather Berlinski

**Appointment of Liaisons and Alternates**

<b>2020 LIAISON APPOINTMENTS</b>	
<b>Credentialing Liaison(s)</b>	Jerry Thiel <i>Alternate: Randy Stockwell</i>
<b>Education and Exams Liaison(s)</b>	Heather Berlinski <i>Alternate: Stanley Jones</i>
<b>Monitoring Liaison(s)</b>	Jerry Thiel <i>Alternate: Randy Stockwell</i>
<b>Professional Assistance Procedure (PAP) Liaison(s)</b>	Jerry Thiel <i>Alternate: Stanley Jones</i>
<b>Legislative Liaison(s)</b>	Stanley Jones <i>Alternate: Randy Stockwell</i>
<b>Website Liaison(s)</b>	Heather Berlinski

	<i>Alternate:</i> Bryce Hansen
<b>Screening Panel Members</b>	Ronald Polacek, Randy Stockwell, Jerry Thiel <i>Alternate:</i> Heather Berlinski

**Delegation of Authorities Elections**

*Document Signature Delegations*

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

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

*Delegated Authority for Urgent Matters*

**MOTION:** Randy Stockwell moved, seconded by Deana Zentner, that in order to facilitate the completion of urgent matters between meetings, the Board delegates its authority to the Chairperson (or, in the absence of the Chairperson, the highest-ranking officer or longest serving board 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 of Loss of Quorum*

**MOTION:** Jerry Thiel moved, seconded by Randy Stockwell, to delegate the review of disciplinary cases to the Department’s Chief Legal Counsel due to lack of/loss of quorum. Motion carried unanimously.

*Monitoring Delegations*

**MOTION:** Stanley Jones moved, seconded by Randy Stockwell, to adopt the “Roles and Authorities Delegated to the Monitoring Liaison and Department Monitor” as presented in the January 14, 2020 agenda materials. Motion carried unanimously.

*Credentialing Authority Delegations*

**Delegation of Authority to Credentialing Liaison (Denial Decisions)**

**MOTION:** Stanley Jones moved, seconded by Randy Stockwell, to delegate authority to the Credentialing Liaison(s) to serve as a liaison between DSPS and the Board and to act on behalf of the Board in regard to credentialing applications or questions presented to them except that potential denial decisions shall be referred to the full Board for final determination. Motion carried unanimously.

**Delegation of Authority to DSPS When Credentialing Criteria is Met**

**MOTION:** Jerry Thiel moved, seconded by Heather Berlinski, to delegate credentialing authority to DSPS to act upon applications that meet all credentialing statutory and regulatory requirements without Board or Board liaison review. Motion carried unanimously.

***Delegated Authority for Application Denial Reviews***

**MOTION:** Randy Stockwell moved, seconded by Stanley Jones, that the Department's Attorney Supervisors, DLSC Administrator, or their designee are authorized to serve as the Board'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:** Jerry Thiel moved, seconded by Randy Stockwell, 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:** Stanley Jones moved, seconded by Heather Berlinski, to delegate authority to the Education and Exams Liaison(s) to serve as a liaison between DSPS and the Board and to act on behalf of the Board when making recommendations on education, continuing education and examinations. Motion carried unanimously.

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

**MOTION:** Deana Zentner moved, seconded by Randy Stockwell, to authorize DSPS staff to provide national regulatory related bodies with all board member contact information that DSPS retains on file. Motion carried unanimously.

***Optional Renewal Notice Insert Delegation***

**MOTION:** Stanley Jones moved, seconded by Heather Berlinski 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 Board's or Board designee's request. Motion carried unanimously.

***Legislative Liaison Delegation***

**MOTION:** Randy Stockwell moved, seconded by Heather Berlinski, to delegate authority to the Legislative Liaison(s) to speak on behalf of the Board regarding legislative matters. Motion carried unanimously.

### **ADJOURNMENT**

**MOTION:** Stanley Jones moved, seconded by Randy Stockwell, to adjourn the meeting. Motion carried unanimously.

The meeting adjourned at 10:45 a.m.

DRAFT