



**VIRTUAL/TELECONFERENCE
CONVEYANCE SAFETY CODE COUNCIL
Virtual, 4822 Madison Yards Way, 2nd Floor, Madison
Contact: Will Johnson (608) 266-2112
January 14, 2025**

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

9:00 A.M.

OPEN SESSION – CALL TO ORDER – ROLL CALL

- A. Adoption of Agenda (1-3)**
- B. Approval of Minutes of October 11, 2019 (4-6)**
- C. Reminders: Conflicts of Interest, Scheduling Concerns**
- D. Introduction, Announcements, and Recognition**
 - 1) Introductions
 - a. Maiya Whelan – Owner/Manager of a Building Member (Succeeds: Macaluso)
 - 2) Recognitions
 - a. Jennie Macaluso – Owner/Manager of a Building Member (Resigned: 10/1/2024)
 - b. Kenneth Smith – Public Member (Resigned: 9/9/2024)
- E. Administrative Matters (7-10)**
 - 1) **Department, Staff and Board Updates**
 - 2) **2025 Meeting Dates (7)**
 - 3) **Annual Policy Review (8-9)**
 - 4) **Election of Officers (10)**
 - 5) Council Members
 - a. Broman, Scot
 - b. Ketelboeter, Steven
 - c. Misustin, Keith
 - d. Mueller, Ronald
 - e. Rausch, Brian
 - f. Rosenberg, Paul
 - g. Thurmer, Harold
 - h. Uy, Mark
 - i. Whelan, Maiya

F. Administrative Rule Matters – Discussion and Consideration

- 1) Rule Making Process Discussion
- 2) Pending or Possible Rulemaking Projects

G. 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

H. Public Comments

ADJOURNMENT

NEXT MEETING: FEBRUARY 25, 2025

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 any agenda item may be changed by the board for the

convenience of the parties. The person credentialed by the board has the right to demand that the meeting at which final action may be taken against the credential be held in open session. 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.

**CONVEYANCE SAFETY CODE COUNCIL
MEETING MINUTES
OCTOBER 11, 2019**

PRESENT: Steven Ketelboeter, Jennie Macaluso, Keith Misustin, Ronald Mueller, Brian Rausch, Paul Rosenberg, Kenneth Smith, Harold Thurmer

EXCUSED: Scot Bromann

STAFF: Dale Kleven, Administrative Rules Coordinator; Kimberly Wood, Program Assistant Supervisor-Adv.

Paul Rosenberg, Chairperson, called the meeting to order at 9:05 a.m. A quorum was confirmed with eight (8) members present.

ADOPTION OF AGENDA

MOTION: Kenneth Smith moved, seconded by Harold Thurmer , to adopt the agenda as amended. Motion carried unanimously.

APPROVAL OF MINUTES OF JUNE 10, 2019

MOTION: Kenneth Smith moved, seconded by Steven Ketelboeter, to approve the minutes of June 10, 2019 as published. Motion carried unanimously.

(Keith Misustin joined the meeting at 9:08 a.m.)

ADMINISTRATIVE MATTERS

Council, Staff and Department Updates

MOTION: moved, seconded by , to . Motion carried unanimously.

MOTION: moved, seconded by , to . Motion carried unanimously.

Administrative Rule Process

MOTION: moved, seconded by , to . Motion carried unanimously.

LEGISLATIVE AND ADMINISTRATIVE RULE MATTERS

Review of CR 19-118, SPS 305 and 308, Relating to the Wisconsin Conveyance Safety Code

MOTION: Ronald Mueller moved, seconded by Harold Thurmer, recommend that DSPS revise SPS 318.1011 (8) (c) 3. to change the stated time frame from 24 hours to 5 business days in order to resolve the conflict within 318.1011 (8) (a). Motion carried unanimously.

MOTION: Kenneth Smith moved, seconded by Steve Ketelboeter, to change 318.17086 (10) (a) to 318.17086 (11) (a) in SECTION 78 of the rule draft to correct an incorrect reference. Motion carried unanimously.

Review and Respond to Public Comments and Clearinghouse Report

MOTION: Kenneth Smith moved, seconded by Keith Misustin, to affirm that the Council has reviewed the comments provided by NEII and recommends that the Department take no action in response to the comments. Motion carried. *Abstained: Thurmer*

MOTION: Kenneth Smith moved, seconded by Keith Misustin, to affirm that the Council has reviewed the comments provided by Elevator Industry Work Preservation Fund and thank them for their comments. Motion carried unanimously.

MOTION: Kenneth Smith moved, seconded by Keith Misustin, to affirm that the Council has reviewed the comments provided by International Union of Elevator Constructors, Local 132, and thank them for their comments. Motion carried unanimously.

MOTION: moved, seconded by , to . Motion carried unanimously.

MOTION: moved, seconded by , to . Motion carried unanimously.

MOTION: moved, seconded by , to . Motion carried unanimously.

Legislation and Pending or Possible Rulemaking Projects

MOTION: moved, seconded by , to . Motion carried unanimously.

MOTION: moved, seconded by , to . Motion carried unanimously.

CONVEYANCE AND ELECTRICAL INSPECTIONS BEGINNING JANUARY 1, 2020

MOTION: moved, seconded by , to . Motion carried unanimously.

MOTION: moved, seconded by , to . Motion carried unanimously.

PUBLIC COMMENTS

MOTION: moved, seconded by , to . Motion carried unanimously.

ADJOURNMENT

MOTION: Ronald Mueller moved, seconded by Kenneth Smith, to adjourn the meeting. Motion carried unanimously.

The meeting adjourned at 10:51 a.m.

DRAFT

**CONVEYANCE SAFETY CODE COUNCIL
2025 Meeting Dates**

Meeting Date	Start time	Location	Agenda Item Deadline
Tuesday, January 14, 2025	9:00 AM	Virtual	1/2/25
Tuesday, February 25, 2025	9:00 AM	Virtual	2/13/25
Tuesday, April 15, 2025	9:00 AM	Virtual	4/3/25
Tuesday, May 27, 2025	9:00 AM	Virtual	5/15/25

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

AGENDA REQUEST FORM

1) Name and title of person submitting the request: Brenda Taylor, Board Services Supervisor		2) Date when request submitted: 12/1/2024	
3) Name of Board, Committee, Council, Sections: All Boards			
4) Meeting Date: First Meeting of 2025	5) Attachments: <input checked="" type="checkbox"/> Yes	6) How should the item be titled on the agenda page? Administrative Matters: Annual Policy Review	
7) Place Item in: <input checked="" type="checkbox"/> Open Session	8) Is an appearance before the Board being scheduled? <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: <p>Please be advised of the following Policy Items:</p> <ol style="list-style-type: none"> 1. In-Person and Virtual Meetings: Depending on the frequency of scheduled meetings, discussion topics, and member availability, DSPS may host one or more in-person meetings. Virtual connection options are available for all board meetings. 2. Attendance/Quorum: Thank you for your service and commitment to meeting attendance. If you cannot attend a meeting or have scheduling conflicts impacting your attendance, please let us know as soon as possible. A quorum is required for Boards, Sections, and Councils to meet pursuant to Open Meetings Law. Connect to / arrive at meetings 10 minutes before posted start time to allow for audio/connection testing, and timely Call to Order and Roll Call. Virtual meetings include viewable onscreen materials and A/V (speaker/microphone/video) connections. 3. Walking Quorum: Board/Section/Council members must not collectively discuss the body's business outside a properly noticed meeting. If several members of a body do so, they could be violating the open meetings law. 4. Mandatory Training: All Board Members must complete Public Records and Ethics Training, annually. Register to set up an account in the Cornerstone LearnCenter online portal or Log in to an existing account. 5. Agenda Deadlines: Please communicate agenda topics to your Executive Director before the agenda submission deadline at 12:00 p.m., eight business days before a meeting. (Attachment: Timeline of a Meeting) 6. Travel Voucher Submissions: Please submit all Mileage Reimbursement claims for in-person meetings to DSPS within 30 days of the close of each month in which expenses are incurred. 7. Lodging Accommodations/Hotel Cancellation Policy: Lodging accommodations are available to eligible members for in-person meetings. Standard eligibility: the member must leave home before 6:00 a.m. to attend an in-person meeting by the scheduled start time. <ol style="list-style-type: none"> a. If a member cannot attend a meeting, they must cancel their reservation with the hotel within the applicable cancellation timeframe. b. If a meeting is changed to occur remotely, is canceled, or rescheduled, DSPS staff will cancel or modify reservations as appropriate. 8. Inclement Weather Policy: In inclement weather, the DSPS may change a meeting from an in-person venue to a virtual/teleconference only. 			
11) Authorization		12/02/2024	
<p>Directions for including supporting documents:</p> <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 			

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 Board Administration Specialist 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 previous meeting Minutes
- Open Session Items
 - Public Hearings (relating to Administrative 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.

**CONVEYANCE SAFETY CODE COUNCIL
2019 Officers**

OFFICERS	
Chairperson	Paul Rosenberg
Vice Chair	Vacant
Secretary	Brian Rausch