



DESIGNERS SECTION
EXAMINING BOARD OF ARCHITECTS, LANDSCAPE ARCHITECTS,
PROFESSIONAL ENGINEERS, DESIGNERS, AND LAND SURVEYORS
Room 121A, 1400 E. Washington Avenue, Madison
Contact: Brittany Lewin 608-266-2112
April 25, 2017

The following agenda describes the issues that the Section 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 Section.

AGENDA

9:00 A.M.

OPEN SESSION – CALL TO ORDER – ROLL CALL

A. Adoption of Agenda (1-2)

B. Approval of Minutes- October 21, 2016 (3-5)

C. Administrative Matters (6-11)

- 1) Board and Staff Updates
- 2) **Election of Officers**
- 3) **Liaison Appointments and Delegated Authorities**
- 4) Section Member Introductions

D. Items Added After Preparation of Agenda:

- 1) Introductions, Announcements and Recognition
- 2) Election of Section Officers
- 3) Appointment of Section Liaisons and Delegated Authorities
- 4) Administrative Matters
- 5) Education and Examination Matters
- 6) Credentialing Matters
- 7) Practice Matters
- 8) Legislative/Administrative Rule Matters
- 9) Informational Items
- 10) Disciplinary Matters
- 11) Presentation of Proposed Stipulations, Final Decisions and Orders
- 12) Presentation of Proposed Final Decision and Orders
- 13) Speaking Engagements, Travel, or Public Relation Requests

E. Public Comments

CONVENE TO CLOSED SESSION to deliberate on cases following hearing (s. 19.85(1)(a), Stats.; consider closing disciplinary investigation with administrative warning (s. 19.85(1)(b), Stats. 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.)

F. Deliberation on Division of Legal Services and Compliance (DLSC) Matters

1) Administrative Warning

- a) 15 DSN 002 **(12-13)**

G. Application Reviews

H. Deliberation of Items Received After Printing of the Agenda

- 1) Education and Examination Matters
- 2) Credentialing Matters
- 3) Monitoring Matters
- 4) Proposed Stipulations, Final Decisions and Orders
- 5) Administrative Warnings
- 6) Case Closings

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

K. Open Session Items Noticed Above not Completed in the Initial Open Session

ADJOURNMENT

NEXT MEETING DATE OCTOBER 3, 2017

**DESIGNERS SECTION
EXAMINING BOARD OF ARCHITECTS, LANDSCAPE ARCHITECTS,
PROFESSIONAL ENGINEERS, DESIGNERS AND LAND SURVEYORS
MEETING MINUTES
October 21, 2016**

PRESENT: Michael Heberling, Thomas Gasperetti, Steven Tweed

EXCUSED: Ralf Kelm

STAFF: Brittany Lewin, Executive Director; Nifty Lynn Dio, Bureau Assistant, and other Department staff

CALL TO ORDER

Steven Tweed, Section Chair, called the meeting to order at 9:03 a.m. A quorum of three (3) members was confirmed.

ADOPTION OF AGENDA

MOTION: Thomas Gasperetti moved, seconded by Michael Heberling, to adopt the agenda as published. Motion carried unanimously.

APPROVAL OF MINUTES

MOTION: Thomas Gasperetti moved, seconded by Michael Heberling, to adopt the minutes of April 27, 2016 as published. Motion carried unanimously.

ADMINISTRATIVE MATTERS

Staff Updates

MOTION: Michael Heberling moved, seconded by Thomas Gasperetti, to thank Steven Tweed for his many years of dedicated service to the A-E Joint Board, Designer Section, and the State of Wisconsin. Motion carried unanimously.

CLOSED SESSION

MOTION: Michael Heberling moved, seconded by Thomas Gasperetti, 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 Tweed read the language of the motion. The vote of each member was ascertained by voice vote. Roll Call Vote: Michael Heberling-yes; Thomas Gasperetti-yes; Steven Tweed-yes. Motion carried unanimously.

Open Session recessed at 9:08 a.m.

RECONVENE TO OPEN SESSION

MOTION: Thomas Gasperetti moved, seconded by Michael Heberling, to reconvene in Open Session at 11:04 a.m. Motion carried unanimously.

REAFFIRM ALL VOTES MADE IN CLOSED SESSION

MOTION: Thomas Gasperetti moved, seconded by Michael Heberling, to affirm all Motions made and Votes taken in Closed Session. Motion carried unanimously.

APPLICATION REVIEWS

MOTION: Thomas Gasperetti moved, seconded by Michael Heberling, to table the application of Dustin Sewell pending receipt of additional information. Motion carried unanimously.

MOTION: Thomas Gasperetti moved, seconded by Michael Heberling, to grant the permit for the following applicants:

1. Beres, Scott
2. Bresnehan, Mark
3. Burkette, Blair
4. Cain, Alan
5. Haslbeck, Darren
6. Lemke, Dwight
7. Lex, Neal
8. Leitz, Randy
9. Luedke, Michael
10. McNiesh, David
11. Medina, Mario
12. Miller, James
13. Pautz, Scott
14. Pfeiffer, Matthew
15. Schilz, Dustin
16. Stockland, David
17. Williams, Daniel

Motion carried unanimously.

MOTION: Michael Heberling moved, seconded by Thomas Gasperetti, to authorize the following applicants to take the examination:

1. Lescher, Shaun
2. Liegler, Joashua

Motion carried unanimously.

ADJOURNMENT

MOTION: Thomas Gasperetti moved, seconded by Michael Heberling, to adjourn the meeting. Motion carried unanimously.

The Section meeting adjourned at 11:05 a.m.

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

AGENDA REQUEST FORM

1) Name and Title of Person Submitting the Request: Nifty Lynn Dio, Bureau Assistant		2) Date When Request Submitted: 12/29/2016 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: Designer Section																									
4) Meeting Date: April 25, 2017	5) Attachments: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	6) How should the item be titled on the agenda page? Administrative Updates 1. Election of Officers 2. Liaison Appointments and Delegated 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 (Fill out Board Appearance Request) <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: <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr style="background-color: #cccccc;"> <th colspan="2" style="text-align: center;">2016 ELECTION RESULTS</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Section Chair</td> <td style="text-align: center;">Steven Tweed</td> </tr> <tr> <td style="text-align: center;">Vice Chair</td> <td style="text-align: center;">Mark Cook</td> </tr> <tr> <td style="text-align: center;">Secretary</td> <td style="text-align: center;">Ralf Kelm</td> </tr> <tr style="background-color: #cccccc;"> <th colspan="2" style="text-align: center;">2016 LIAISON APPOINTMENTS</th> </tr> <tr> <td style="text-align: center;">Screening Panel</td> <td style="text-align: center;">Steven Tweed</td> </tr> <tr> <td style="text-align: center;">Credentialing Liaisons</td> <td style="text-align: center;">Steven Tweed Alternate – Mark Cook</td> </tr> <tr> <td style="text-align: center;">Monitoring Liaisons</td> <td style="text-align: center;">Thomas Gasperetti</td> </tr> <tr> <td style="text-align: center;">Legislative Liaison</td> <td style="text-align: center;">Steven Tweed</td> </tr> <tr style="background-color: #cccccc;"> <th colspan="2" style="text-align: center;">2016 COMMITTEE MEMBER APPOINTMENTS</th> </tr> <tr> <td style="text-align: center;">A-E Joint Board Rules Committee</td> <td style="text-align: center;">Steven Tweed</td> </tr> </tbody> </table>				2016 ELECTION RESULTS		Section Chair	Steven Tweed	Vice Chair	Mark Cook	Secretary	Ralf Kelm	2016 LIAISON APPOINTMENTS		Screening Panel	Steven Tweed	Credentialing Liaisons	Steven Tweed Alternate – Mark Cook	Monitoring Liaisons	Thomas Gasperetti	Legislative Liaison	Steven Tweed	2016 COMMITTEE MEMBER APPOINTMENTS		A-E Joint Board Rules Committee	Steven Tweed
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ELECTION OF OFFICERS

2016 ELECTION RESULTS	
Section Chair	Steven Tweed
Vice Chair	Mark Cook
Secretary	Ralf Kelm

LIAISON APPOINTMENTS

2016 LIAISON APPOINTMENTS	
Screening Panel	Steven Tweed
Credentialing Liaisons	Steven Tweed Alternate – Mark Cook
Monitoring Liaisons	Thomas Gasperetti
Legislative Liaison	Steven Tweed
2016 COMMITTEE MEMBER APPOINTMENTS	
A-E Joint Board Rules Committee	Steven Tweed

MOTION: Mark Cook moved, seconded by Steven Tweed, to affirm the Chair’s appointment of liaisons for 2016. Motion carried unanimously.

DELEGATION MOTIONS

Delegated Authority for Urgent Matters

MOTION: Mark Cook moved, seconded by Steven Tweed, that, in order to facilitate the completion of assignments between meetings, the Section delegates its authority by order of succession to the Chair, highest ranking officer, or

longest serving member of the Section, to appoint liaisons to the Department to act in urgent matters, make appointments to vacant liaison, panel and committee positions, and to act when knowledge or experience in the profession is required to carry out the duties of the Section in accordance with the law. Motion carried unanimously.

Delegated Authority for Application Denial Reviews

MOTION: Mark Cook moved, seconded by Ralf Kelm, that the Section counsel or another department attorney is formally authorized to serve as the Board's designee for purposes of Wis. Admin Code § SPS 1.08(1). Motion carried unanimously.

Document Signature Delegation

MOTION: Mark Cook moved, seconded by Steven Tweed, to delegate authority to the Chair or chief presiding officer, or longest serving member of the Section, by order of succession, to sign documents on behalf of the Section. In order to carry out duties of the Section, the Chair, chief presiding officer, or longest serving member of the Section, has the ability to delegate this signature authority for purposes of facilitating the completion of assignments during or between meetings. The Chair, chief presiding officer, or longest serving member of the Section delegates the authority to Executive Director or designee to sign the name of any Section member on documents as necessary and appropriate. Motion carried unanimously.

Credentialing Authority Delegations




MOTION: Mark Cook moved, seconded by Steven Tweed, to delegate authority to the Credentialing Liaison to make all credentialing decisions. Motion carried unanimously.

Monitoring Delegation

MOTION: Steven Tweed moved, seconded by Mark Cook, to affirm the Chair's appointment of Thomas Gasperetti as the Monitoring Liaison, to adopt the 'Roles and Authorities Delegated to the Monitoring Liaison and Department Monitor; document as presented. Motion carried unanimously.

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

AGENDA REQUEST FORM

1) Name and Title of Person Submitting the Request: Kelley Sankbeil Monitoring Supervisor Division of Legal Services and Compliance		2) Date When Request Submitted: January 21, 2017 Items will be considered late if submitted after 4:30 p.m. and less than: <ul style="list-style-type: none"> ▪ 10 work days before the meeting for Medical Board ▪ 14 work days before the meeting for all others 													
3) Name of Board, Committee, Council, Sections: Designers Section															
4) Meeting Date: April 25, 2017	5) Attachments: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	6) How should the item be titled on the agenda page? Delegation of Authority to Monitoring Liaison and Department Monitor													
7) Place Item in: <input checked="" type="checkbox"/> Open Session <input type="checkbox"/> Closed Session <input type="checkbox"/> Both	8) Is an appearance before the Board being scheduled? <input type="checkbox"/> Yes (Fill out Board Appearance Request) <input checked="" type="checkbox"/> No	9) Name of Case Advisor(s), if required:													
10) Describe the issue and action that should be addressed: Delegated Authority Motion: <i>“ _____ moved, seconded by _____ to adopt/reject the Roles and Authorities Delegated to the Monitoring Liaison and Department Monitor document as presented in today’s agenda packet.”</i>															
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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.															

Roles and Authorities Delegated to the Monitoring Liaison and Department Monitor

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

Current 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/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 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 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 the signature or written authorization from the Liaison.
8. Grant or deny a request to appear before the Board/Section in closed session.
9. Dentistry only – delegated authority to the monitoring liaison to approve or deny a request from a respondent.

Current 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 CE 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 CE 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 completion and/or payment have been received.

2017 Proposed Delegated Authorities

Proposed Authorities Delegated to the Monitoring Liaison

1. 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.
2. 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.
 - a. Year 1: 49 screens (including 1 hair test, if required by original order)
 - b. Year 2: 36 screens (plus 1 hair test, if required by original order)
 - c. Year 3: 28 screens plus 1 hair test
 - d. Year 4: 28 screens plus 1 hair test
 - e. Year 5: 14 screens plus 1 hair test

Proposed Authorities Delegated to the Department Monitor

1. 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.*