



DESIGNERS SECTION
EXAMINING BOARD OF ARCHITECTS, LANDSCAPE ARCHITECTS,
PROFESSIONAL ENGINEERS, DESIGNERS, AND LAND SURVEYORS
Room 121A, 1400 E. Washington Avenue, Madison
Contact: Erin Karow 608-266-2112
October 30, 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

1:00 P.M.

OPEN SESSION – CALL TO ORDER – ROLL CALL

A. Adoption of Agenda (1-3)

B. Approval of Minutes - April 25, 2017 (4-8)

C. Administrative Matters

- 1) Staff Updates
- 2) Legislative Liaison Appointment

D. Legislative and Administrative Rule Matters (9)

- 1) Request for Scope Statement on A-E 5 Regarding Designer Permits
- 2) Update on Legislation and Pending or Possible Rulemaking Projects

E. 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

F. 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.)

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

H. Application Reviews (10-11)

- 1) Experience
 - a) Blanco, Kevin
 - b) Fendrick, Jeremiah
 - c) Otto, Brian
 - d) Ouimette, Keith
 - e) Pergolski, Rick
 - f) Pritchett, David
 - g) Ritchie, Anthony
 - h) Russell, Jonathon
 - i) Zimmerman, Matthew
 - j) Zinski, Frederick
- 2) Exams
 - a) Bechel, Ryan
 - b) Camlek, Brian
 - c) Dewilde, Andrew
 - d) Rues, Carlos
 - e) Stafford, Randall
 - f) Williams, Andrew
- 3) Re-Registration
 - a) Nietzel, Bill

I. 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

J. Consulting with Legal Counsel

RECONVENE TO OPEN SESSION IMMEDIATELY FOLLOWING CLOSED SESSION

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

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

ADJOURNMENT

NEXT MEETING DATE APRIL 24, 2018

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 1400 East Washington Avenue, 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, 608-266-2112.

**DESIGNERS SECTION
EXAMINING BOARD OF ARCHITECTS, LANDSCAPE ARCHITECTS,
PROFESSIONAL ENGINEERS, DESIGNERS AND LAND SURVEYORS
MEETING MINUTES
April 25, 2017**

PRESENT: Joseph Frasch, Michael Heberling, Ralf Kelm (*via GoToMeeting*)

EXCUSED: Thomas Gasperetti

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

CALL TO ORDER

Ralf Kelm, Secretary, called the meeting to order at 9:04 a.m. A quorum of three (3) members was confirmed.

ADOPTION OF AGENDA

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

APPROVAL OF MINUTES

MOTION: Joseph Frasch moved, seconded by Michael Heberling, to adopt the minutes of October 21, 2016 as published. Motion carried unanimously.

ADMINISTRATIVE MATTERS

Staff Updates

MOTION: Joseph Frasch moved, seconded by Michael Heberling, to thank Steven Tweed for his dedicated service to the Section, Board, and the State of Wisconsin. Motion carried unanimously.

ELECTION OF OFFICERS

SECTION CHAIR

NOMINATION: Joseph Frasch nominated Ralf Kelm for the Office of Section Chair.

Brittany Lewin called for nominations three (3) times.

Ralf Kelm was elected as Section Chair by unanimous consent.

VICE CHAIR

NOMINATION: Joseph Frasch nominated Michael Heberling for the Office of Vice Chair.

Brittany Lewin called for nominations three (3) times.

Michael Heberling was elected as Vice Chair by unanimous consent.

SECRETARY

NOMINATION: Michael Heberling nominated Joseph Frasch for the Office of Secretary.

Brittany Lewin called for nominations three (3) times.

Joseph Frasch was elected as Secretary by unanimous consent.

2017 ELECTION RESULTS	
Board Chair	Ralf Kelm
Vice Chair	Michael Heberling
Secretary	Joseph Frasch

LIAISON APPOINTMENTS

2017 LIAISON APPOINTMENTS	
Screening Panel	Michael Heberling
Credentialing Liaisons	Ralf Kelm
Monitoring Liaisons	Thomas Gasperetti
A-E Joint Board Rules Committee	Joseph Frasch

MOTION: Ralf Kelm moved, seconded by Michael Heberling, to affirm the Chair's appointment of liaisons for 2017. Motion carried unanimously.

DELEGATION MOTIONS

Delegated Authority for Urgent Matters

MOTION: Ralf Kelm moved, seconded by Joseph Frasch, 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: Ralf Kelm moved, seconded by Michael Heberling, 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: Ralf Kelm moved, seconded by Joseph Frasch, 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: Michael Heberling moved, seconded by Joseph Frasch, to delegate authority to the Credentialing Liaisons to make all credentialing decisions. Motion carried unanimously.

Monitoring Delegation

MOTION: Michael Heberling moved, seconded by Ralf Kelm, to adopt the 'Roles and Authorities Delegated to the Monitoring Liaison and Department Monitor' document as presented. Motion carried unanimously.

CLOSED SESSION

MOTION: Michael Heberling moved, seconded by Joseph Frasch, 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.). Ralf Kelm read the language of the motion. The vote of each member was ascertained by voice vote. Roll Call Vote: Joseph Frasch-yes; Michael Heberling-yes; Ralf Kelm-yes. Motion carried unanimously.

The Section convened to Closed Session at 9:22 a.m.

RECONVENE TO OPEN SESSION

MOTION: Ralf Kelm moved, seconded by Joseph Fresch, to reconvene in Open Session at 10:23 a.m. Motion carried unanimously.

REAFFIRM ALL VOTES MADE IN CLOSED SESSION

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

DELIBERATION ON DIVISION OF LEGAL SERVICES AND COMPLIANCE (DLSC) MATTERS

Administrative Warning

15 DSN 002

MOTION: Ralf Kelm moved, seconded by Michael Heberling, to issue an Administrative Warning in the matter of DLSC Case No. 15 DSN 002. Motion carried unanimously.

APPLICATION REVIEWS

Experience

MOTION: Ralf Kelm moved, seconded by Joseph Fresch, to grant the permit for the following applicants, once all requirements are met:

1. Bossenbroek, Mark
2. Emmer, Jesse
3. Fanello, Scott
4. Freeman, Cynthia
5. Glorioso, Joseph
6. Libardi Jr, Paul
7. Olson, Jonathan
8. Radmer, Robert
9. Zingler, Aaron

Motion carried unanimously.

Examination

MOTION: Ralf Kelm moved, seconded by Joseph Fresch, to authorize the following applicants to take the examination:

1. Blanco, Kevin
2. Erickson, Nicholas
3. Greenwold, Chad
4. Luedtke, Cody
5. Pritchett, David
6. Rahimikhameneh, Amin
7. Zimmerman, Matthew

Motion carried unanimously.

Reinstatement

MOTION: Ralf Kelm moved, seconded by Michael Heberling, to grant Designer of Engineering reinstatement to Chiquita Jeffery. Motion carried unanimously.

ADJOURNMENT

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

The Section meeting adjourned at 10:24 a.m.

AGENDA REQUEST FORM

1) Name and Title of Person Submitting the Request: Erin Karow, Executive Director on behalf of Joseph Frasch		2) Date When Request Submitted: 10/20/2017 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 of the A-E Joint Board															
4) Meeting Date: 10/31/2017	5) Attachments: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	6) How should the item be titled on the agenda page? Request for Scope Statement on A-E 5 Regarding Designer Permits													
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 (<u>Fill out Board Appearance Request</u>) <input checked="" type="checkbox"/> No	9) Name of Case Advisor(s), if required: None													
10) Describe the issue and action that should be addressed: Mr. Frasch would like to request that the Board evaluate A-E 5 for updated language.															
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 40%;">11) Signature of person making this request</td> <td style="width: 20%; text-align: center;">Authorization</td> <td style="width: 40%;">Date</td> </tr> <tr> <td><i>Erin Karow</i></td> <td></td> <td style="text-align: right;"><i>10/20/2017</i></td> </tr> <tr> <td>Supervisor (if required)</td> <td></td> <td style="text-align: right;">Date</td> </tr> <tr> <td colspan="2">Executive Director signature (indicates approval to add post agenda deadline item to agenda)</td> <td style="text-align: right;">Date</td> </tr> </table>				11) Signature of person making this request	Authorization	Date	<i>Erin Karow</i>		<i>10/20/2017</i>	Supervisor (if required)		Date	Executive Director signature (indicates approval to add post agenda deadline item to agenda)		Date
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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.															