



**DESIGNER SECTION
EXAMINING BOARD OF ARCHITECTS, LANDSCAPE ARCHITECTS,
PROFESSIONAL ENGINEERS, DESIGNERS, AND PROFESSIONAL LAND
SURVEYORS**

Room 121A, 1400 E. Washington Avenue, Madison

Contact: Erin Karow 608-266-2112

April 24, 2018

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

11:00 A.M.

OPEN SESSION – CALL TO ORDER – ROLL CALL

A. Adoption of Agenda (1-3)

B. Approval of Minutes- October 30, 2017 (4-6)

C. Administrative Matters – Discussion and Consideration (7-9)

1. Staff Updates
2. Department Updates
3. Election of Officers
4. Appointment of Liaisons and Alternates
5. Delegation of Authorities

D. Legislative/Administrative Rule Matters – Discussion and Consideration

1. Update on Legislation and Pending or Possible Rulemaking Projects

E. Items Added After Preparation of Agenda:

1. Introductions, Announcements and Recognition
2. Election of Officers
3. Appointment of Liaison(s) and Alternates
4. Delegation of Authorities
5. Administrative Matters
6. Education and Examination Matters
7. Credentialing Matters
8. Practice Matters
9. Legislative/Administrative Rule Matters
10. Liaison Reports
11. Board Liaison Training and Appointment of Mentors

12. Informational Items
13. Division of Legal Services and Compliance (DLSC) Matters
14. Presentations of Petitions for Summary Suspension
15. Petitions for Designation of Hearing Examiner
16. Presentation of Stipulations, Final Decisions and Orders
17. Presentation of Stipulations and Interim Orders
18. Presentation of Proposed Final Decision 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 Engagement(s), Travel, or Public Relation Request(s)

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. Application Reviews – Discussion and Consideration (10-11)

H. Deliberation of Items Received After Printing of the Agenda

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

21. 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

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

ADJOURNMENT

NEXT MEETING DATE: SEPTEMBER 25, 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
October 30, 2017**

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

EXCUSED: Thomas Gasperetti

STAFF: Erin Karow, Executive Director; Laura Smith, Bureau Assistant, and other Department staff

CALL TO ORDER

Ralf Kelm, Section Chair, called the meeting to order at 1:04 p.m. A quorum of three (3) members was confirmed.

ADOPTION OF AGENDA

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

APPROVAL OF MINUTES

MOTION: Ralf Kelm moved, seconded by Michael Heberling, to adopt the minutes of April 25, 2017 as published. Motion carried unanimously.

ADMINISTRATIVE MATTERS

Legislative Liaison Appointment

MOTION: Joseph Frasch moved, seconded by Michael Heberling, that the Section delegates authority to Ralf Kelm to speak on behalf of the Designers Section to the Occupational License Study and the Occupational License Review Council regarding the legislatively mandated reports. Motion carried unanimously.

LEGISLATIVE AND ADMINISTRATIVE RULE MATTERS

Scope Statement for A-E 5 Regarding Designer Permits

MOTION: Ralf Kelm moved, seconded by Joseph Frasch, to request that DSPS staff draft a scope statement for A-E 5 relating to designer permits, and to authorize Joseph Frasch to approve the scope for submission to the A-E Joint Board Rules Committee. Motion carried unanimously.

CLOSED SESSION

MOTION: Ralf Kelm moved, seconded by Michael Heberling, 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 1:40 p.m.

RECONVENE TO OPEN SESSION

MOTION: Michael Heberling moved, seconded by Joseph Frasch, to reconvene in Open Session at 2:34 p.m. Motion carried unanimously.

REAFFIRM ALL VOTES MADE IN CLOSED SESSION

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

(Be advised that any recusals or abstentions reflected in the closed session motions stand for the purposes of the affirmation vote.)

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

APPLICATION REVIEWS

Experience

MOTION: Ralf Kelm moved, seconded by Joseph Frasch, to approve the following applicants for licensure by experience:

1. Blanco, Kevin
2. Fendrick, Jeremiah
3. Otto, Brian
4. Ouimette, Keith
5. Pergolski, David
6. Pritchett, David
7. Russell, Jonathon
8. Zinski, Frederick

Motion carried unanimously.

MOTION: Ralf Kelm moved, seconded by Michael Heberling, to deny the Application of Anthony Ritchie. REASON FOR DENIAL: failure to demonstrate a specific record of 12 years of experience in the field of electrical systems design. The Section has determined that you have only submitted 7 years of applicable experience and 2 years of experience for your bachelor's degree. Wis. Stat. § 443.07 and Wis. Admin. Code § A-E 5.03. Motion carried unanimously.

MOTION: Michael Heberling moved, seconded by Ralf Kelm, to table the Designer of Engineering Systems Permit application for licensure by experience of Matthew Zimmerman. Motion carried unanimously.

(Joseph Frasch abstained from voting in the matter of Matthew Zimmerman.)

Examination

MOTION: Michael Heberling moved, seconded by Ralf Kelm, to authorize the following applicants to take the examination:

1. Bechel, Ryan
2. Camlek, Brian
3. Dewilde, Andrew
4. Rues, Carlos
5. Stafford, Randall
6. Williams, Andrew

Motion carried unanimously.

Re-Registration

MOTION: Ralf Kelm moved, seconded by Michael Heberling, to table the application for Designer of Engineering reregistration of Bill Nietzel. Motion carried unanimously.

(Joseph Frasch abstained from voting in the matter of Bill Nietzel.)

ADJOURNMENT

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

The Section meeting adjourned at 2:36 p.m.

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

AGENDA REQUEST FORM

1) Name and Title of Person Submitting the Request: Laura Smith, Bureau Assistant, on behalf of Erin Karow, Executive Director		2) Date When Request Submitted: 11/24/17 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: Designers Section			
4) Meeting Date: 4/24/2018	5) Attachments: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	6) How should the item be titled on the agenda page? Administrative Matters/Updates 1) Election of Officers 2) Appointment of Liaisons and Alternates 3) 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 required: N/A	
10) Describe the issue and action that should be addressed: 1) The Section should conduct Election of its Officers for 2018 2) The new Chairperson should review and appoint/reappoint Liaisons and Alternates as appropriate 3) The Section should review and then consider continuation or modification of previously delegated authorities			
11) Authorization			
<i>Laura Smith</i>		11/24/2017	
Signature of person making this request		Date	
Supervisor (if required)		Date	
Executive Director signature (indicates approval to add post agenda deadline item to agenda)		Date	
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.			

DESIGNER 2017 ELECTION RESULTS

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

LIAISON APPOINTMENTS

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

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 Frasc, 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 Frasc, 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.