



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

**Room N206, 4822 Madison Yards Way, Madison
Contact: Christian Albouras (608) 266-2112
August 29, 2019**

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 record of the actions of the Section.

AGENDA

8:30 A.M.

OPEN SESSION – CALL TO ORDER – ROLL CALL

A. Adoption of Agenda (1-3)

B. Approval of Minutes of July 18, 2018 (4-6)

C. Administrative Matters

1. Department, Staff and Board Updates
2. Board Members – Term Expiration Dates

D. Legislative and Administrative Rule Matters – Discussion and Consideration

1. Legislation and Pending and Possible Rulemaking Projects

E. 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 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 Proposed Final Decision and Orders

18. Presentation of Interim Orders
19. Petitions for Re-Hearing
20. Petitions for Assessments
21. Petitions to Vacate Orders
22. Requests for Disciplinary Proceeding Presentations
23. Motions
24. Petitions
25. Appearances from Requests Received or Renewed
26. 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), 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. Credentialing Matters

- a. Application Reviews

H. Deliberation on DLSC Matters

1. **Administrative Warnings**
 - a. 18 ENG 009 – U.R. **(7-8)**
2. **Stipulations, Final Decisions and Orders**
 - a. 18 ENG 004 – Dilip M. Khatri **(9-16)**
3. **Case Closing(s)**
 - a. 18 ENG 010 – R.J.R. **(17-20)**

I. Deliberation of Items Added After Preparation 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. Proposed Stipulations, Final Decisions and Order
9. Proposed Interim Orders
10. Administrative Warnings
11. Review of Administrative Warnings
12. Proposed Final Decisions 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

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 DATE: OCTOBER 9, 2019

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, 608-266-2112.

**PROFESSIONAL ENGINEER SECTION
OF THE EXAMINING BOARD OF ARCHITECTS, LANDSCAPE ARCHITECTS,
PROFESSIONAL ENGINEERS, DESIGNERS AND PROFESSIONAL LAND SURVEYORS
MEETING MINUTES
July 18, 2019**

PRESENT: Steven Hook, Karl Linck, Colleen Scholl

EXCUSED: Kristine Cotharn

STAFF: Debra Sybell, Executive Director; Helen Leong, Administrative Rule Coordinator; Brice McCluskey, Operations Program Associate; and other Department staff

CALL TO ORDER

Stephen Hook, Vice Chairperson, called the meeting to order at 8:37 a.m. A quorum of three (3) members was confirmed.

ADOPTION OF AGENDA

Amendments to the Agenda:

- Open Session: **CORRECT** the following items as outlined below:
 - “B. Approval of Minutes of March 14, 201~~9~~⁸”
- Open Session: Under item “D. Introductions Announcements and Recognition” **ADD:**
 - “2. Election of Officers”
 - “3. Appointment of Liaisons and Alternates”
- Open Session: **REMOVE** item “F. Investigating Education Equivalency for Unaccredited Schools”

MOTION: Karl Linck moved, seconded by Colleen Scholl, to adopt the Agenda as amended. Motion carried unanimously.

APPROVAL OF MINUTES OF MARCH 14, 2019

Amendments to the Minutes:

MOTION: Karl Linck moved, seconded by Colleen Scholl, to approve the Minutes of March 14, 2019 as published. Motion carried unanimously.

INTRODUCTIONS, ANNOUNCEMENTS, AND RECOGNITION

Departing Member – Mark Mayer, Professional Engineer Member (Resigned):

MOTION: Colleen Scholl moved, seconded by Karl Linck, to recognize and thank Mark Mayer for his 8 years of dedicated service to the Board and State of Wisconsin. Motion carried unanimously.

ADMINISTRATIVE MATTERS

Election of Officers

Chairperson

NOMINATION: Karl Linck nominated Kristine Cotharn for the Office of Chairperson.

Debra Sybell, Executive Director, called for nominations three (3) times.

Kristine Cotharn was elected as Chairperson by unanimous voice vote.

Secretary

NOMINATION: Steven Hook nominated Karl Linck for the Office of Secretary.

Debra Sybell, Executive Director, called for nominations three (3) times.

Karl Linck was elected as Secretary by unanimous voice vote.

ELECTION RESULTS	
Chairperson	Kristine Cotharn
Vice Chairperson	Steven Hook
Secretary	Karl Linck

Appointment of Liaisons

2019 LIAISON APPOINTMENTS	
Credentialing Liaisons	Steven Hook
Continuing Education Liaison	Karl Linck, Kristine Cotharn
Monitoring and Professional Assistance Procedure (PAP) Liaison	Kristine Cotharn
Legislative Liaison	Karl Linck
Travel Liaison	Colleen Scholl
Rules Committee	Steven Hook
Screening Panel	Colleen Scholl, Kristine Cotharn

CLOSED SESSION

MOTION: Colleen Scholl moved, seconded by Karl Linck, 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.). The Vice Chairperson read the language of the motion. The vote of each member was

ascertained by voice vote. Roll Call Vote: Steven Hook-yes; Karl Linck-yes; Colleen Scholl-yes. Motion carried unanimously.

The Section convened into Closed Session at 10:10 a.m.

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

Stipulations, Final Decisions and Orders

18 ENG 012 – Mingqiao Zhu

MOTION: Karl Linck moved, seconded by Colleen Scholl, to adopt the Findings of Fact, Conclusions of Law and Order in the matter of disciplinary proceedings against Mingqiao Zhu, DLSC Case Number 18 ENG 012. Motion carried unanimously.

RECONVENE TO OPEN SESSION

MOTION: Colleen Scholl moved, seconded by Karl Linck, to reconvene in Open Session. Motion carried unanimously.

Open Session reconvened at 10:25 a.m.

**VOTING ON ITEMS CONSIDERED OR DELIBERATED UPON IN CLOSED SESSION, IF
VOTING IS APPROPRIATE**

MOTION: Colleen Scholl moved, seconded by Karl Linck, 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.)

ADJOURNMENT

MOTION: Karl Linck moved, seconded by Colleen Scholl, to adjourn the meeting. Motion carried unanimously.

The meeting adjourned at 10:26 a.m.