



**TELECONFERENCE/VIRTUAL MEETING
PROFESSIONAL ENGINEER SECTION
EXAMINING BOARD OF ARCHITECTS, LANDSCAPE ARCHITECTS,
PROFESSIONAL ENGINEERS, DESIGNERS, PROFESSIONAL LAND SURVEYORS
AND REGISTERED INTERIOR DESIGNERS
Virtual, 4822 Madison Yards Way, Madison
Contact: Will Johnson (608) 266-2112
December 4, 2024**

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 2, 2024 (4-6)**
- C. Reminders: Conflicts of Interest, Scheduling Concerns
- D. Introductions, Announcements and Recognition
- E. Administrative Matters**
 - 1) Department, Staff and Section Updates
 - 2) Section Members – Term Expiration Dates
 - a. Cotharn, Kristine A. – 7/1/2021
 - b. Hook, Steven J. – 7/1/2014
 - c. Linck, Karl L. – 7/1/2025
 - d. Scholl, Colleen M. – 7/1/2027
- F. Legislative and Policy Matters – Discussion and Consideration
- G. Administrative Rule Matters – Discussion and Consideration (7-8)**
 - 1) Pending and Possible Rulemaking Projects
- H. National Council of Examiners for Engineering and Surveying (NCEES) Matters – Discussion and Consideration
- I. 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) Administrative Rule Matters
- 11) Liaison Reports
- 12) Board Liaison Training and Appointment of Mentors
- 13) Informational Items
- 14) Division of Legal Services and Compliance (DLSC) Matters
- 15) Presentations of Petitions for Summary Suspension
- 16) Petitions for Designation of Hearing Examiner
- 17) Presentation of Stipulations, Final Decisions and Orders
- 18) Presentation of Proposed Final Decisions 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 Engagements, Travel, or Public Relation Requests, and Reports

J. 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), 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.).

K. Deliberation on DLSC Matters

- 1) **Administrative Warnings**
 - a. 23 ENG 008 – J.C.T. **(9-10)**
 - b. 24 ENG 006 – B.M.A., J.P.K., P.E.I. **(11-13)**
 - c. 24 ENG 0051 – N.B., M.T.S. **(14-18)**
- 2) **Case Closings**
 - a. 24 ENG 0037 – H.C.I., C.A.H., R.J.R. **(19-22)**
 - b. 24 ENG 0056 – H.J.D. **(23-25)**

L. 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 Orders
- 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

M. Consulting with Legal Counsel

RECONVENE TO OPEN SESSION IMMEDIATELY FOLLOWING CLOSED SESSION

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

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

ADJOURNMENT

NEXT MEETING: MARCH 19, 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://dsps.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 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.

**VIRTUAL/TELECONFERENCE
PROFESSIONAL ENGINEER SECTION
EXAMINING BOARD OF ARCHITECTS, LANDSCAPE ARCHITECTS, PROFESSIONAL
ENGINEERS, DESIGNERS, PROFESSIONAL LAND SURVEYORS AND REGISTERED
INTERIOR DESIGNERS
MEETING MINUTES
OCTOBER 2, 2024**

PRESENT: Steven Hook, Karl Linck, Colleen Scholl

STAFF: Will Johnson, Executive Director; Joseph Ricker, Legal Counsel; Jake Pelegrin, Administrative Rule Coordinator; Dialah Azam, Board Administration Specialist and other Department staff

CALL TO ORDER

Karl Linck, Chairperson, called the meeting to order at 9:05 a.m. A quorum was confirmed with three (3) members present.

ADOPTION OF AGENDA

MOTION: Steven Hook moved, seconded by Colleen Scholl, to adopt the Agenda as published. Motion carried unanimously.

APPROVAL OF MINUTES OF APRIL 10, 2024

MOTION: Colleen Scholl moved, seconded by Steven Hook, to approve the Minutes of April 10, 2024, as published. Motion carried unanimously.

ADMINISTRATIVE MATTERS

Delegation of Authorities

MOTION: Steven Hook moved, seconded by Colleen Scholl, to delegate authority to the Monitoring Liaison(s) to make any determination on Orders under monitoring and to refer to the Full Section any matter the Monitoring Liaison deems appropriate. Motion carried unanimously.

MOTION: Colleen Scholl moved, seconded by Steven Hook, to delegate authority to the Department Monitor as outlined below:

1. to grant reinstatement of licensure if education and/or costs are the sole condition of the order and the credential holder has submitted the required proof of completion for approved courses and paid the costs.
2. to suspend the license if the credential holder has not completed Section ordered education and/or paid costs and forfeitures within the time specified by the Section order. The Department Monitor may remove the suspension and issue an order when proof of completion and/or payment has been received.
3. to suspend the license (or remove stay of suspension) if a credential holder fails to enroll and participate in an Approved Program for drug and alcohol testing within 30 days of the order, or if credential holder ceases

participation in the Approved Program without Section approval. This delegated authority only pertains to respondents who must comply with drug and/or alcohol testing requirements.

4. to grant or deny approval when a credential holder proposes treatment providers, mentors, and supervisors unless the Order specifically requires full-Section or Section designee approval.
5. to grant a maximum of one 90-day extension, if warranted and requested in writing by a credential holder, to complete Section ordered continuing, disciplinary, or remedial education.
6. to grant a maximum of one 90-day extension or payment plan for proceeding costs and/or forfeitures if warranted and requested in writing by a credential holder.
7. to grant a maximum of one 90-day extension, if warranted and requested in writing by a credential holder, to complete a Section ordered evaluation or exam.

Motion carried unanimously.

CLOSED SESSION

MOTION: Colleen Scholl moved, seconded by Steven Hook, 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.). Karl Linck, Chairperson, read the language of the motion. The vote of each member was ascertained by voice vote. Roll Call Vote: Steven Hook-yes; and Karl Linck-yes; and Colleen Scholl-yes. Motion carried unanimously.

The Section convened into Closed Session at 9:35 a.m.

DELIBERATION ON DLSC MATTERS

Administrative Warnings

22 ENG 015 – R.S.R.

MOTION: Steven Hook moved, seconded by Colleen Scholl, to issue an Administrative Warning in the matter of R.S.R., DLSC Case Number 22 ENG 015. Motion carried unanimously.

Case Closings

23 ENG 021 – P.J.H.T. & N.

MOTION: Steven Hook moved, seconded by Colleen Scholl, to close DLSC Case Number 23 ENG 021, against P.J.H.T. & N., for Insufficient Evidence. Motion carried unanimously.

24 ENG 0007 – E.E., M.A.Z., J.D.

MOTION: Steven Hook moved, seconded by Colleen Scholl, to delegate to DSPS Chief Legal Counsel the Section’s authority to preside over and resolve the matter concerning disciplinary proceedings against E.E., M.A.Z., J.D., DLSC Case Number 24 ENG 0007. Motion carried unanimously.

CREDENTIALING MATTERS

Application Reviews

A.A. – Professional Engineer Applicant (IA 378459)

MOTION: Colleen Scholl moved, seconded by Steven Hook, to approve the requested waiver of experience requirement under s. A-E 4.03(1g)(c) for A.A., - Professional Engineer Application IA 378459. Motion carried unanimously.

D.M. – Professional Engineer Applicant (IA 403561)

MOTION: Steven Hook moved, seconded by Colleen Scholl, to deny the requested waiver of experience requirement under s. A-E 4.03(1g)(c) for D.M., - Professional Engineer Application IA 403561 Motion carried unanimously.

RECONVENE TO OPEN SESSION

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

Open Session reconvened at 10:08 a.m.

VOTING ON ITEMS CONSIDERED OR DELIBERATED UPON IN CLOSED SESSION

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

The meeting adjourned at 10:09 a.m.

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

AGENDA REQUEST FORM

1) Name and title of person submitting the request: Jake Pelegrin Administrative Rules Coordinator		2) Date when request submitted: 11/21/24 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: Engineers Section																		
4) Meeting Date: 12/04/24	5) Attachments: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	6) How should the item be titled on the agenda page? Administrative Rule Matters – Discussion and Consideration 1. Pending or possible rulemaking items																
7) Place Item in: <input checked="" type="checkbox"/> Open Session <input type="checkbox"/> Closed Session	8) Is an appearance before the Board being scheduled? <i>(If yes, please complete Appearance Request for Non-DSPS Staff)</i> <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: Attachments: -AE Rules Chart																		
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%;">11)</td> <td style="width: 60%; text-align: center;">Authorization</td> <td style="width: 30%;"></td> </tr> <tr> <td></td> <td style="text-align: center;"><i>Jake Pelegrin</i></td> <td style="text-align: right;">11/21/24</td> </tr> <tr> <td colspan="2" style="border-top: 1px solid black;">Signature of person making this request</td> <td style="border-top: 1px solid black; text-align: right;">Date</td> </tr> <tr> <td colspan="2" style="border-top: 1px solid black;">Supervisor (if required)</td> <td style="border-top: 1px solid black; text-align: right;">Date</td> </tr> <tr> <td colspan="2" style="border-top: 1px solid black;">Executive Director signature (indicates approval to add post agenda deadline item to agenda)</td> <td style="border-top: 1px solid black; text-align: right;">Date</td> </tr> </table>				11)	Authorization			<i>Jake Pelegrin</i>	11/21/24	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
11)	Authorization																	
	<i>Jake Pelegrin</i>	11/21/24																
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.																		

Architects, Landscape Architects, Professional Engineers, Designers, Professional Land Surveyors, and Registered Interior Designers

Clearinghouse Rule Number	Scope #	Scope Expiration	Code Chapter	Relating clause/ Summary	Current Stage	Next Step
CR 24-028	112-21	6/20/2024	A-E 2, 7, and 8	Sealing and Signing of Documents. Clarification on definitions of seal and stamps, requirements for electronic signatures, and clean up redundant words or sentences.	The Final Rule Draft has been submitted to the Legislature.	The Legislature will take up the rule draft at the beginning of 2025.
CR 24-044	071-22	2/22/2025	A-E 8	Supervision. Clarification on definitions of supervision to ensure requirements are current with standards of practice.	The Final Rule Draft has been submitted to the Legislature.	The Legislature will take up the rule draft at the beginning of 2025.
	101-23	05/20/2026	A-E 6	Education. Clarification of Land Surveyor education requirements.	The section has tentatively decided the current code is adequate and they don't desire any actual code changes for this project.	The section will decide on any other next steps desired.