Wisconsin Department of Safety and Professional Services
Division of Policy Development
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Scott Walker, Governor
Laura Gutiérrez, Secretary

LANDSCAPE ARCHITECT SECTION MEETING
121A, 1400 E Washington Avenue, Madison
Contact: Brittany Lewin (608) 266-2112
March 7, 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)

B. Approval of Minutes of September 14, 2016 (2-3)

C. Administrative Updates (4-10)
1) Election of Officers
2) Liaison Appointments and Delegated Authorities
3) Staff Updates

D. Board Training Review – Public Records and Ethics and Lobbying – Discussion and Consideration (11-16)

E. Legislative and Administrative Rule Matters – Discussion and Consideration
1) Update on Pending and Possible Rulemaking Projects

F. Speaking Engagements, Travel, or Public Relations Requests

G. Council of Landscape Architectural Registration Boards (CLARB) Update

H. Deliberation on Items Added After Preparation of Agenda:
1) Introductions, Announcements and Recognition
2) Administrative Matters
3) Education and Examination Matters
4) Credentialing Matters
5) Speaking Engagement(s), Travel, or Public Relation Request(s)

I. Public Comments

ADJOURNMENT

NEXT MEETING DATE SEPTEMBER 5, 2017

LANDSCAPE ARCHITECT SECTION
OF THE EXAMINING BOARD OF ARCHITECTS, LANDSCAPE ARCHITECTS, PROFESSIONAL ENGINEERS, DESIGNERS AND PROFESSIONAL LAND SURVEYORS
MEETING MINUTES
September 14, 2016

PRESENT: Andrew Albright, Kenneth Arneson *(via GoToMeeting,)* Tim Garland, Rosheen Styczinski

EXCUSED: Michael Kinney

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

CALL TO ORDER

Rosheen Styczinski, Chair, called the meeting to order at 9:02 a.m. A quorum of four (4) was confirmed.

ADOPTION OF AGENDA

MOTION: Andrew Albright moved, seconded by Tim Garland, to adopt the agenda as published. Motion carried unanimously.

APPROVAL OF MINUTES OF MARCH 1, 2016

MOTION: Tim Garland moved, seconded by Andrew Albright, to approve the minutes of the March 1, 2016 meeting as published. Motion carried unanimously.

CLOSED SESSION

MOTION: Andrew Albright moved seconded by Tim Garland, 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.). Rosheen Styczinski read the language of the motion. The vote of each member was ascertained by voice vote. Roll Call Vote: Andrew Albright-yes; Kenneth Arneson-yes; Tim Garland-yes; and Rosheen Styczinski-yes. Motion carried unanimously.

The Board convened into Closed Session at 9:19 a.m.

RECONVENE TO OPEN SESSION

MOTION: Andrew Albright moved, seconded by Tim Garland, to reconvene to Open Session. Motion carried unanimously.

The Board reconvened into Open Session at 9:58 a.m.

VOTE ON ITEMS CONSIDERED OR DELIBERATED UPON IN CLOSED SESSION

MOTION: Tim Garland moved, seconded by Kenneth Arneson, to affirm all votes taken in closed session. Motion carried unanimously.

DRAFT

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

Proposed Stipulations, Final Decisions and Orders

15 LSA 004 – William J. McCarley

MOTION: Tim Garland moved, seconded by Andrew Albright, to adopt the Findings of Fact, Conclusions of Law and Order in the matter of disciplinary proceedings against William J. McCarley, DLSC case number 15 LSA 004. Motion carried unanimously.

CREDENTIALING MATTERS

Application Reviews

MOTION: Andrew Albright moved, seconded by Tim Garland, to approve the application for the Landscape Architect Registration to the individuals below, once all requirements are met.

1. Bradlee M. Bertram
2. Steven Kehl
3. Nicole B. Schneider

Motion carried unanimously.

ADJOURNMENT

MOTION: Tim Garland moved, seconded by Andrew Albright, to adjourn the meeting. Motion carried unanimously.

The meeting adjourned at 10:00 a.m.

DRAFT

State of Wisconsin
Department of Safety & Professional Services

AGENDA REQUEST FORM

1) Name and Title of Person Submitting the Request:	2) Date When Request Submitted:
Nifty Lynn Dio, Bureau Assistant	12/30/2016 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:

Landscape Architect Section

4) Meeting Date:	5) Attachments:	6) How should the item be titled on the agenda page?
03/07/2017	☒ Yes ☐ No	Administrative Updates 1. Election of Officers 2. Liaison Appointments and Delegated Authorities

7) Place Item in:	8) Is an appearance before the Board being scheduled?	9) Name of Case Advisor(s), if required:
☒ Open Session ☐ Closed Session	☐ Yes (Fill out Board Appearance Request) ☒ No	N/A

10) Describe the issue and action that should be addressed:

2016 ELECTION RESULTS	
Board Chair	Rosheen Styczinski
Vice Chair	Andrew Albright
Secretary	Michael Kinney

2016 LIAISON APPOINTMENTS	
Credentialing Liaisons	Andrew Albright Alternate – Rosheen Styczinski
Professional Assistance Procedure (PAP) and Monitoring Liaison	Andrew Albright Alternate – Rosheen Styczinski
Administrative Rules Liaison	Rosheen Styczinski
Continuing Education Liaison	Andrew Albright Alternate – Rosheen Styczinski

11) Authorization

Nifty Lynn Dio **12/30/2016**

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

Revised 2/2015

State of Wisconsin
Department of Safety & Professional Services

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.

2016 ELECTION RESULTS	
Board Chair	Rosheen Styczinski
Vice Chair	Andrew Albright
Secretary	Michael Kinney

LIAISON APPOINTMENTS

2016 LIAISON APPOINTMENTS	
Credentialing Liaisons	Andrew Albright Alternate - Rosheen,
Professional Assistance Procedure (PAP) and Monitoring Liaison	Andrew Albright Alternate – Rosheen Styczinski
Administrative Rules Liaison	Rosheen Styczinski
Continuing Education Liaison	Andrew Albright Alternate – Rosheen Styczinski

MOTION: Michael Kinney moved, seconded by Rosheen Styczinski, to affirm the Chair's appointment of liaisons for 2016. Motion carried unanimously.

DELEGATION MOTIONS

Delegated Authority for Urgent Matters

MOTION: Michael Kinney moved, seconded by Andrew Albright, 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: Michael Kinney moved, seconded by Andrew Albright, 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: Michael Kinney moved, seconded by Andrew Albright, 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 Kinney moved, seconded by Andrew Albright, to delegate authority to the Credentialing Liaisons to make all credentialing decisions. Motion carried unanimously.

Monitoring Delegation

MOTION: Michael Kinney moved, seconded by Rosheen Styczinski, to affirm the Chair's appointment of Andrew Albright as the Monitoring Liaison, and Rosheen Styczinski as the alternate, to adopt the 'Roles and Authorities Delegated to the Monitoring Liaison and Department Monitor; document as presented. Motion carried unanimously.

Continuing Education Liaison

MOTION: Andrew Albright moved, seconded by Rosheen Styczinski, to delegate authority to the Continuing Education Liaisons to address all issues related to continuing education. Motion carried unanimously.

Signature Delegation

MOTION: Michael Kinney moved, seconded by Andrew Albright, to grant the Executive Director authority to sign the Stipulations on behalf of the Section. Motion carried unanimously.

State of Wisconsin
Department of Safety & Professional Services

AGENDA REQUEST FORM

1) Name and Title of Person Submitting the Request:	2) Date When Request Submitted:
Kelley Sankbeil Monitoring Supervisor Division of Legal Services and Compliance	January 21, 2017 **Items will be considered late if submitted after 4:30 p.m. and less than:** ▪ **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:
Landscape Architects Section

4) Meeting Date:	5) Attachments:	6) How should the item be titled on the agenda page?
March 7, 2017	☒ **Yes** ☐ **No**	Delegation of Authority to Monitoring Liaison and Department Monitor

7) Place Item in:	8) Is an appearance before the Board being scheduled?	9) Name of Case Advisor(s), if required:
☒ **Open Session** ☐ **Closed Session** ☐ **Both**	☐ **Yes (Fill out Board Appearance Request)** ☒ **No**	

10) Describe the issue and action that should be addressed:

Delegated Authority Motion:

"_____ 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."

11) **Authorization**

January 21, 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.**
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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.*

State of Wisconsin
Department of Safety & Professional Services

AGENDA REQUEST FORM

1) Name and Title of Person Submitting the Request:	2) Date When Request Submitted:
Brittany Lewin, Executive Director	03/01/2017
	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:

All Boards, Committees, Councils and Sections

4) Meeting Date:	5) Attachments:	6) How should the item be titled on the agenda page?
03/07/2017	☒ Yes ☐ No	Board Training Review – Public Records and Ethics and Lobbying – Discussion and Consideration

7) Place Item in:	8) Is an appearance before the Board being scheduled?	9) Name of Case Advisor(s), if required:
☒ Open Session ☐ Closed Session	☐ Yes ☒ No	N/A

10) Describe the issue and action that should be addressed:

Please review the materials previously emailed, and included herein, in preparation for discussion at the meeting.

1) Public Records and Ethics and Lobbying Training
   i. Email from 3/1/17
   ii. Wisconsin Public Records Law Basics
   iii. DSPS Public Records Information
   iv. Ethics and Lobbying Law One Pager

11) Authorization

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:

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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.

Wood, Kimberly - DSPS

From: Wood, Kimberly - DSPS
Sent: Wednesday, March 01, 2017 3:27 PM
To: Boullion, James - DSPS
Cc: Lewin, Brittany - DSPS; Ryan, Thomas - DSPS; Williams, Dan - DSPS; Zadrazil, Chad J - DSPS
Subject: Completion Reminder: Public Records and Ethics and Lobbying Training
Attachments: WisconsinPublicRecordsLawBasics_PPT.pdf; Ethics and Lobbying Law One Pager.pdf; DSPS Public Records Information.pdf

DSPS Board, Council or Committee member,

For those of you that have not already done so, this is a reminder to review the training materials we sent you a few weeks ago regarding what you need to know about Wisconsin's ethics and lobbying laws and how to handle public records. You will have a chance to raise any questions and discuss these topics at your next board, council or committee meeting.

We have also included an additional document called "DSPS Public Records Information.pdf" that identifies who you should talk to at DSPS about public records questions. ***Some people had difficulty opening the public records training file, therefore we have also attached a PDF version of the training called "WisconsinPublicRecordsLawBasics_PPT.pdf".***

Hello,

Below you will find information about two requirements recently communicated to state agencies.

All Board, Council, Section and Committee members are required to receive training in two separate areas: 1) Public Records, and; 2) Ethics and Lobbying. **These required trainings must be completed at your earliest opportunity. Please complete the web-based public records training and review the attached ethics and lobbying guidance document by March 1st.** At your next meeting, you will have the opportunity to discuss the public records training and we will review the ethics and lobby law training.

Background information and instructions for both trainings is included below.

1) <u>Public Records</u>

On March 11, 2016, the Governor issued Executive Order #189 reaffirming the importance of transparency in state government. Specifically, the Governor asked agencies to implement best practices to promote the public's access to the records of their government under Wisconsin's Public Records Law. The Governor also directed each state agency to provide public records resources and training for all employees and members of all boards, councils, commissions and committees attached to the agency.

This training has been developed and is available online at the following web link:
http://dsps.wi.gov/Documents/Board%20Services/Other%20Resources/RecordsTraining/Wisconsin_Public_Records_Law_Basics.pdf
*Please note that this link will require Adobe Flash Player which may not be available for your hand held device. *If you are unable to open the training, you may view the attached PDF titled "WisconsinPublicRecordsLawBasics_PPT" instead.*

If you have difficulty in accessing this information please contact Kimberly Wood at Kimberly.Wood@wisconsin.gov and she will assist you.

2) Ethics and Lobbying

Recently the Wisconsin Ethics Commission withdrew a formal opinion that had created a pathway for agency officials to remove themselves from the prohibitions of the lobbying law. A number of questions were received in response to the action by the Ethics Commission.

A guidance document is attached in an effort to clarify the current status of the law. The attachment is a one-page overview of specific provisions in the state ethics and lobbying laws that apply to persons appointed by Governor Walker throughout state government.

While the ethics law provisions apply to all appointees of the Governor, the lobbying law only applies to members of boards, councils, or commissions and committees that are involved with rule writing.

If you have any questions, please feel free to reach out to your Executive Director or the Wisconsin Ethics Commission at any time.

Thank you,

Jim Boullion
Administrator, Division of Policy Development
Department of Safety and Professional Services
james.boullion@wisconsin.gov
Phone: (608) 266-8419

What Is a Public Record?

Anything paper or electronic with information about government business, with a few exceptions

Public records can be paper or electronic.

Examples of electronic public records:
- Emails
- Videos
- Audio files
- Database content
- Instant messages

Record Location

The location of the record does not matter!

Emails, text messages, or files about government business on your personal device are public records. You must keep them and turn them over upon request.

Public Records Responsibility 3

When you have a public record, understand how to properly retain it.

- If it **is** a public record, follow your agency's record retention schedule.
- Check with your agency's records officer(s) or records coordinator(s) to learn:
  - How long to keep records.
  - Where to send records when time expires.
- Before you get rid of a record, make sure there are no pending records requests, audits, or lawsuits that require you to hold on to it.

Key Points

Key points to remember:
- Don't delete emails or any other records unless you know that you don't need to keep them.
- Organize hard copy documents so you know where to find them if a member of the public requests them.
- Know how long you are required to keep your records and what to do with them when that time is up.

Key Points, Continued

- Keep all your emails in a place where someone can search them when requests come in.
- Manage your own emails. Don't rely on disaster recovery backup systems. If you run out of storage in your mailbox, ask your agency's help desk for assistance with .pst files or similar solutions.
- Text messages on your personal cell phone are public records if they pertain to government business.
- Emails in your personal email are public records if they pertain to government business.

Public Records Responsibility 4

Recognize a public records request and handle the request appropriately.

A public records request:
- Is any request for government records.
- Does not require magic words or precise format.
- Can be submitted by email, by letter, by phone, in person, or by any other method.
- Can be written or verbal.
- Does not need to identify the requestor or the purpose of the request.

Department of Safety and Professional Services

Agency Specific Public Records Information

February 24, 2017

The purpose of this memo is to provide information on public records requests that is specific to the Department of Safety and Professional Services (DSPS).

DSPS receives public record requests in a number of ways. Most public record requests are received via US mail or by email. DSPS has a public records mailbox accessible from the DSPS website. In addition, the DSPS website contains a public records notice which sets out the procedure for making a request and information about fees. Here is the link to the public records notice: http://dsps.wi.gov/other-services/open-records-notice-and-requests

Records requests should always be considered a priority. If you are an employee of DSPS and you receive a request you should immediately notify your supervisor or a record custodian. Any records that may be covered by the request should be preserved. If you are a member of a board or council and you receive a request you should immediately notify your primary contact at DSPS, normally the executive director of your board or council. Again, any records that may be covered by the request should be preserved. The record request should be forwarded to the supervisor, custodian or executive director within one business day.

Deputy record custodians process the requests. The custodians will work in conjunction with the DSPS public information officer on requests involving media or legislative issues. The custodians will also work with the employees or board/council members if there is a need to search emails or other records in possession of the employee or board/council member. The goal is for the custodian to provide a response as soon as practicable. For this reason, cooperation with the custodians is essential.

The agency record custodian is Michael Berndt.
The following lists reflect deputy record custodians for each agency division:

DLSC
Meena Balasubramanian
Beth Cramton
Zach Hendrickson
Terri Rees

DPCP
Kris Hendrickson

DMS/Office of Sec.
Michael Berndt
Alicia Bork

DPD
Shawn Leatherwood

DIS/Field Offices
Peggy Thran

Public records are retained for periods of time set out in Record Destruction Authorizations, commonly called RDAs, or as required by the General Record Schedules. If you have questions about how long some record is supposed to be retained, please talk with you supervisor. Record officers update the agency RDAs and are familiar with the General Record Schedules. The agency record officers are Michael Berndt and Peggy Thran.

The guidance below provides a summary of the prohibitions on solicitation and acceptance of items of value under Wisconsin law. This guidance does not provide a comprehensive overview of the regulations that apply to state officials. For further information, please consult the Wisconsin Ethics Commission (http://ethics.wi.gov/content/resources) and Chapters 13 and 19 of the Wisconsin Statutes.

Lobbying law. Chapter 13, Wisconsin Statutes.

General Rule: Members of state agencies, boards, commissions, or councils that have rulemaking authority cannot **solicit** or **accept** anything of pecuniary value from a lobbyist or lobbying principal, even if they offer to pay for it. (§13.62, §13.625, 80 OAG 205). [Involvement in rulemaking is defined very broadly; you are likely considered to be involved in rulemaking just by virtue of the fact that you are appointed to a board, commission or council with rulemaking authority. §13.62(3)]. *Note that the Wisconsin Ethics Commission recently withdrew a formal opinion that allowed agency officials to remove themselves from the prohibitions of the lobbying law by refraining from engaging in rulemaking activities.*

Applies to members of boards with rule-making authority ("agency officials"). [Defined in §13.62(3)].

Exceptions:

- If the thing provided by a principal (not an individual lobbyist) is available to the general public on the same terms and conditions and is available to anyone who wants it and who meets the criteria for eligibility. [§13.625(2); 80 OAG 205]. For example, a member of the State Bar could attend a generally advertised continuing legal education conference put on by the State Bar (a lobbying principal) so long as it was available to anyone who wished to attend and met the criteria for eligibility, such as membership in the State Bar.
    - The criteria for eligibility must be:
        - Established and readily identifiable; and
        - Drawn without the purpose or effect of giving a preference to or conferring an advantage upon you.
    - There must be no offer or notice of availability directed to you that gives you an advantage.
- The lobbyist or principal is your employer and the thing provided does not exceed what the employer customarily provides to all employees (e.g., a paycheck). [§13.625(6r)]. *(Note that one's status as a lobbyist does not prevent service as an agency official.)*
- The expense is provided as a benefit to the state, such as meals, transportation or lodging in connection with an event related to your state duties, which the state would otherwise pay. [§13.625(7); §19.56(3)(a)].
- Informational or educational materials. [§13.625(6t)].
- The lobbyist is a relative or resides in the same household [§13.625(6)].

*All lobbyists and lobbying principals are required to register here: https://lobbying.wi.gov/Home/Welcome.

Ethics Law. Chapter 19, Wisconsin Statutes.

General Rule: No state public official may use his or her public position or office to obtain financial gain or anything of substantial value for the private benefit of himself or herself or his or her immediate family, or for an organization with which he or she is associated. [§19.45(2); §19.42(2)].

Applies to individuals appointed by the governor, and other positions defined in Wis. Stat. 19.42(13).

Exceptions: (*Note that these exceptions are to the ethics code only. They are not exceptions to prohibitions under the lobbying code*.)

- The thing offered is unrelated to your state position (e.g. a family member or long-time friend).
- The expense is provided as a benefit to the state, such as meals, transportation or lodging in connection with an event related to your state duties which the state would otherwise pay. [§19.56(3)(a)].

IF YOU HAVE ANY DOUBT IF SOMETHING IS PERMITTED,
ASK YOUR LEGAL OFFICE OR THE ETHICS COMMISSION