



**VIRTUAL/TELECONFERENCE
LANDSCAPE ARCHITECT SECTION
Virtual, 4822 Madison Yards Way, Madison
Contact: Will Johnson (608) 266-2112
August 15, 2023**

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 (1-3)

B. Approval of Minutes of February 28, 2023 (4-9)

C. Reminders: Conflicts of Interest, Scheduling Concerns

D. Introductions, Announcements and Recognition

E. Administrative Matters – Discussion and Consideration

- 1) Department, Staff, and Board Updates
- 2) Board Member – Term Expiration Dates
 - a. Arneson, Ken – 7/1/2018
 - b. Kelly, Shawn T. – 7/1/2027
 - c. Sina, Christopher M. – 7/1/2025
 - d. Styczinski, Rosheen M. – 7/1/2013

F. Legislative and Policy Matters – Discussion and Consideration

G. Administrative Rule Matters – Discussion and Consideration (10)

- 1) Pending and Possible Rulemaking Projects (11-12)

H. Speaking Engagements, Travel, or Public Relation Requests

- 1) Consider Attendance: 2023 Council on Landscape Architect Registration Boards (CLARB) Annual Meeting in Henderson, NV – September 20-22, 2023
- 2) Travel Report: CLARB Mid-Year Update – 2023 | Rosheen Styczinski

I. Discussion and Consideration of Items Added After Preparation of Agenda

- 1) Introductions, Announcements and Recognition
- 2) Nominations, Elections, and Appointments
- 3) Administrative Matters

- 4) Election of Officers
- 5) Appointment of Liaisons and Alternates
- 6) Delegation of Authorities
- 7) Education and Examination Matters
- 8) Credentialing Matters
- 9) Practice Matters
- 10) Legislative and 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 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

L. Consulting with Legal Counsel

RECONVENE TO OPEN SESSION IMMEDIATELY FOLLOWING CLOSED SESSION

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

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

ADJOURNMENT

NEXT MEETING: 2024 (TO BE DETERMINED)

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 disciplinary hearings may be changed by the examiner for the convenience of the parties. 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
LANDSCAPE ARCHITECT SECTION
MEETING MINUTES
FEBRUARY 28, 2023**

PRESENT: Shawn Kelly, Christopher Sina, Rosheen Styczinski

EXCUSED: Ken Arneson

STAFF: Renee Parton, Acting Executive Director; Joseph Ricker, Legal Counsel; Dana Denny, Administrative Rules Coordinator; Dialah Azam, Bureau Assistant; and other Department staff

CALL TO ORDER

Rosheen Styczinski, Chairperson, called the meeting to order at 9:11 a.m. A quorum was confirmed with three (3) members present.

ADOPTION OF AGENDA

MOTION: Christopher Sina moved, seconded by Shawn Kelly, to adopt the Agenda as published. Motion carried unanimously.

APPROVAL OF MINUTES OF AUGUST 16, 2022

MOTION: Christopher Sina moved, seconded by Rosheen Styczinski, to approve the Minutes of August 16, 2022 as published. Motion carried unanimously.

ADMINISTRATIVE MATTERS

Election of Officers

Slate of Officers

NOMINATION: Shawn Kelly nominated the 2022 slate of officers to continue in 2023. All officers accepted their nominations.

Renee Parton, Executive Director, called for nominations three (3) times.

All in favor

The Slate of Officers was elected by unanimous voice vote.

ELECTION RESULTS	
Chairperson	Rosheen Styczinski
Vice Chairperson	Kenneth Arneson

Secretary	Christopher Sina
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Appointment of Liaisons

LIAISON APPOINTMENTS	
Credentialing Liaison(s)	Christopher Sina <i>Alternate: Shawn Kelly</i>
Education and Examination Liaison(s)	Shawn Kelly <i>Alternate: Christopher Sina</i>
Monitoring Liaison(s)	Kenneth Arneson <i>Alternate: Rosheen Styczinski</i>
Professional Assistance Procedure (PAP) Liaison(s)	Kenneth Arneson <i>Alternate: Rosheen Styczinski</i>
Legislative Liaison(s)	Rosheen Styczinski <i>Alternate: Christopher Sina</i>
Travel Authorization Liaison(s)	Rosheen Styczinski <i>Alternate: Christopher Sina</i>
A-E Rules Committee Designee (Professional Member)	Christopher Sina
Screening Panel	Rosheen Styczinski <i>Alternate: Christopher Sina</i>

Delegation of Authorities

Document Signature Delegations

MOTION: Shawn Kelly moved, seconded by Christopher Sina, to delegate authority to the Chairperson (or in absence of the Chairperson, the highest-ranking officer or longest serving section member in that succession) to sign documents on behalf of the Section in order to carry out its duties. Motion carried unanimously.

MOTION: Christopher Sina moved, seconded by Rosheen Styczinski, in order to carry out duties of the Section, the Chairperson (or in absence of the Chairperson, the highest-ranking officer or longest serving section member in that succession) has the ability to delegate signature authority for purposes of facilitating the completion of assignments during or between meetings. The members of the Section hereby delegate to the Executive Director or DPD Division Administrator, the authority to sign on behalf of a section member as necessary. Motion carried unanimously.

Delegated Authority for Urgent Matters

MOTION: Shawn Kelly moved, seconded by Christopher Sina, that in order to facilitate the completion of urgent matters between meetings, the Section delegates its authority to the Chairperson (or, in the absence of the Chairperson, the highest-ranking officer or longest serving section member in that succession), to appoint liaisons to the Department to act in urgent matters. Motion carried unanimously.

Delegation to Chief Legal Counsel Due to Loss of Quorum

MOTION: Christopher Sina moved, seconded by Rosheen Styczinski, to delegate the review and authority to act on disciplinary cases to the Department's Chief Legal Counsel due to lack of/loss of quorum after one meeting. Motion carried unanimously.

Delegation to Chief Legal Counsel for Stipulated Resolutions

MOTION: Rosheen Styczinski moved, seconded by Shawn Kelly, to delegate to DSPS Chief Legal Counsel the authority to act on behalf of the Board concerning stipulated resolutions providing for a surrender, suspension, or revocation of a credential, where the underlying merits involve serious and dangerous behavior, and where the signed stipulation is received between Board meetings. The Board further requests that CLC only act on such matters when the best interests of the Board, Department and the Public are best served by acting upon the stipulated resolution at the time the signed stipulation is received versus waiting for the next Board meeting. Motion carried unanimously.

Monitoring Delegations

Delegation of Authorities for Monitoring

MOTION: Rosheen Styczinski moved, seconded by Christopher Sina, to adopt the "Roles and Authorities Delegated for Monitoring" document as presented in the February 28, 2023 agenda materials on pages 15-17. Motion carried unanimously.

Delegation of Authorities for Legal Counsel to Sign Monitoring Orders

MOTION: Shawn Kelly moved, seconded by Christopher Sina, to delegate to Legal Counsel the authority to sign Monitoring orders that result from Section meetings on behalf of the Section Chairperson. Motion carried unanimously.

Credentialing Authority Delegations

Delegation of Authority to Credentialing Liaison

MOTION: Rosheen Styczinski moved, seconded by Christopher Sina, to delegate authority to the Credentialing Liaison(s) to serve as a liaison between the Department and the Section and to act on behalf of the Section in regard to credentialing applications or questions presented to them, including the signing of documents related to applications. Motion carried unanimously.

Delegation of Authority for Predetermination Reviews

MOTION: Rosheen Styczinski moved, seconded by Christopher Sina, to delegate authority to the Department Attorneys to make decisions regarding predetermination applications pursuant to Wis. Stat. § 111.335(4)(f). Motion carried unanimously.

Delegation of Authority for Conviction Reviews

MOTION: Shawn Kelly moved, seconded by Christopher Sina, to delegate authority to the Department Attorneys to review and approve applications with convictions which are not substantially related to the practice of landscape architecture. Motion carried unanimously.

Delegation of Authority for Reciprocity Reviews

MOTION: Shawn Kelly moved, seconded by Rosheen Styczinski, to delegate authority to the Department Attorneys to review and approve reciprocity applications in which the out of state license requirements are of a standard not lower than required by the Section. Motion carried unanimously.

Delegated Authority for Application Denial Reviews

MOTION: Rosheen Styczinski moved, seconded by Christopher Sina, to delegate authority to the Department's Attorney Supervisors to serve as the Section's designee for purposes of reviewing and acting on requests for hearing as a result of a denial of a credential. Motion carried unanimously.

Voluntary Surrenders

MOTION: Rosheen Styczinski moved, seconded by Shawn Kelly, to delegate authority to the assigned case advisor to accept or refuse a request for voluntary surrender pursuant to Wis. Stat. § 440.19 for a credential holder who has a pending complaint or disciplinary matter. Motion carried unanimously.

MOTION: Rosheen Styczinski moved, seconded by Christopher Sina, to delegate authority to the Department to accept the voluntary surrender of a credential when there is no pending complaint or disciplinary matter with the Department pursuant to Wis. Stat. § 440.19. Motion carried unanimously.

Education and Examination Liaison(s) Delegation

MOTION: Shawn Kelly moved, seconded by Christopher Sina, to delegate authority to the Education and Examination Liaison(s) to address all issues related to continuing education. Motion carried unanimously.

Authorization for DSPS to Provide Section Member Contact Information to National Regulatory Related Bodies

MOTION: Rosheen Styczinski moved, seconded by Christopher Sina, to authorize the Department staff to provide national regulatory related bodies with all section member contact information that the Department retains on file. Motion carried unanimously.

Optional Renewal Notice Insert Delegation

MOTION: Rosheen Styczinski moved, seconded by Christopher Sina, to designate the Chairperson (or, in the absence of the Chairperson, the highest-ranking officer or longest serving board member in that succession) to provide a brief statement or link relating to board-related business within the license renewal notice at the Section's or Section designee's request. Motion carried unanimously.

Legislative Liaison Delegation

MOTION: Christopher Sina moved, seconded by Shawn Kelly, to delegate authority to the Legislative Liaison to speak on behalf of the Section regarding legislative matters. Motion carried unanimously.

Travel Authorization Liaison Delegation

MOTION: Christopher Sina moved, seconded by Rosheen Styczinski, to delegate authority to the Travel Authorization Liaison to approve any section member travel to and/or participation in events germane to the section, and to designate representatives from the Section to speak and/or act on the Section's behalf at such events. Motion carried unanimously.

SPEAKING ENGAGEMENTS, TRAVEL, OR PUBLIC RELATIONS REQUESTS

Consider Attendance: CLARB Mid-Year Update – 2023

MOTION: Rosheen Styczinski moved, seconded by Christopher Sina, to designate Rosheen Styczinski, as the Board's delegate, to attend the 2023 CLARB Mid-Year Update. Motion carried unanimously.

ADJOURNMENT


MOTION: Christopher Sina moved, seconded by Shawn Kelly, to adjourn the meeting. Motion carried unanimously.

The meeting adjourned at 10:55 a.m.

DRAFT

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

AGENDA REQUEST FORM

1) Name and title of person submitting the request: Dana Denny, Administrative Rules Coordinator		2) Date when request submitted: 7/25/2023 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: 8/15/23	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 Projects a. Rule Project Chart	
7) Place Item in: <input checked="" type="checkbox"/> Open Session <input type="checkbox"/> Closed Session	8) Is an appearance before the Board being scheduled? (If yes, please complete Appearance Request for Non-DSPS Staff) <input type="checkbox"/> Yes <Appearance Name(s)> <input checked="" type="checkbox"/> No	9) Name of Case Advisor(s), if applicable: N/A	
10) Describe the issue and action that should be addressed: Attachments: 1. Joint A-E Rules Project Chart (Board Rule projects can be Viewed Here if Needed: https://dsps.wi.gov/Pages/RulesStatutes/PendingRules.aspx)			
11) Authorization <div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="text-align: center;">  <hr/> Signature of person making this request </div> <div style="text-align: right;"> 7/25/23 <hr/> Date </div> </div> <div style="display: flex; justify-content: space-between; align-items: flex-end; margin-top: 10px;"> <div style="width: 60%;"> <hr/> Supervisor (Only required for post agenda deadline items) </div> <div style="width: 35%;"> <hr/> Date </div> </div> <div style="display: flex; justify-content: space-between; align-items: flex-end; margin-top: 10px;"> <div style="width: 60%;"> <hr/> Executive Director signature (Indicates approval for post agenda deadline items) </div> <div style="width: 35%;"> <hr/> Date </div> </div>			
Directions for including supporting documents: 1. This form should be saved with any other documents submitted to the Agenda Items folders. 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
Rule Projects (updated 7/18/23)**

Clearinghouse Rule Number	Scope #	Scope Expiration	Code Chapter Affected	Relating clause/ Summary	Current Stage	Next Step
	112-24	6/20/2024	A-E 4 and 13	Engineer in training credential. Provide more clarity as to the required education and review acceptable credentialing agencies for continuing education.	Scope withdrawn.	
	112-21	6/20/24	A-E 2, 7, and 8	Sealing and Stamping of Documents. Clarification on definitions of seal and stamps, requirements for electronic signatures, and clean up redundant words or sentences.	Drafting.	Board Review and Posting for EIA Comments and Submission to Clearinghouse.
	071-22	2/4/25	A-E 8	Supervision. Clarification on definitions of supervision to ensure requirements are current with standards of practice.	Drafting.	Board Review and Posting for EIA Comments and Submission to Clearinghouse.
	038-23	12/5/25	A-E 3	Architectural Registration. Clarification of Architectural Registration language and practices	Scope Statement approved for implementation at Rules Cte Meeting.	Drafting.
	028-23	11/1/25	A-E 1 to 15	Registered Interior Designers. The objective of the proposed rules is to implement the statutory changes from 2021 Wisconsin Act 195 to allow for the licensure, discipline, and practice of Registered Interior Designers.	Scope Statement approved for implementation at Rules Cte Meeting.	Drafting.

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

Clearinghouse Rule Number	Scope #	Scope Expiration	Code Chapter Affected	Relating clause/ Summary	Current Stage	Next Step
			A-E 6 and 10	<p>Education Requirements. Clarification of required education for applicants of professional land surveyor credential and review of acceptable CE credentialing agencies for fully licensed land surveyors.</p>	Scope requested.	Scope Implementation.