



**TELECONFERENCE/VIRTUAL
PROFESSIONAL LAND SURVEYOR SECTION
Room N206, 4822 Madison Yards Way, Madison
Contact: Christian Albouras (608) 266-2112
April 2, 2020**

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

9:00 A.M.

OPEN SESSION – CALL TO ORDER – ROLL CALL

- A. Adoption of Agenda (1-3)**
- B. Approval of Minutes of January 9, 2020 (4-7)**
- C. Administrative Matters**
 - 1. Department, Staff and Board Updates
 - 2. Board Members – Term Expiration Dates
- D. Legislative and Policy Matters – Discussion and Consideration**
- E. Administrative Rule Matters – Discussion and Consideration**
 - 1. Status Update on CR 19-153 and CR 20-009 (8)
 - 2. Pending and Possible Rulemaking Projects
- F. Deliberation on Items Added After Preparation of Agenda:**
 - 1. Introductions, Announcements and Recognition
 - 2. Election of Officers
 - 3. Appointment of Liaison(s)
 - 4. Delegation of Authorities
 - 5. Administrative Matters
 - 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. Disciplinary 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 Stipulations and Interim Orders
19. Presentation of Proposed Final Decision and Orders
20. Presentation of Interim Orders
21. Petitions for Re-Hearing
22. Petitions for Assessments
23. Petitions to Vacate Orders
24. Requests for Disciplinary Proceeding Presentations
25. Motions
26. Petitions
27. Appearances from Requests Received or Renewed
28. Speaking Engagement(s), Travel, or Public Relation Request(s)

G. 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.).

H. Division of Legal Service and Compliance (DLSC) Matters

1. Stipulations, Final Decisions and Orders

- a. 18 LSR 003 – Matthew T. Mokanyk (**9-15**)

I. Deliberation of Items Added After Preparation of the Agenda

1. Education and Examination Matters
2. Disciplinary Matters
3. Monitoring Matters
4. Professional Assistance Procedure (PAP) Matters
5. Petitions for Summary Suspensions
6. Petitions for Designation of Hearing Examiner
7. Stipulations, Final Decisions and Order
8. Stipulations and Interim Orders
9. Administrative Warnings
10. Review of Administrative Warnings
11. Proposed Final Decision and Orders
12. Matters Relating to Costs/Orders Fixing Costs
13. Case Closings
14. Board Liaison Training
15. Proposed Interim Orders
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 MEETING DATE: JULY 9, 2020

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 LAND SURVEYORS SECTION
EXAMINING BOARD OF ARCHITECTS, LANDSCAPE ARCHITECTS,
PROFESSIONAL ENGINEERS, DESIGNERS AND PROFESSIONAL LAND
SURVEYORS
January 9, 2020**

PRESENT: Bruce Bowden, Daniel Fedderly, Christina Martin, Dennis Myers

STAFF: Valerie Payne, Executive Director; Colleen Meloy, Legal Counsel; Jameson Whitney, Legal Counsel; Jon Derenne, Administrative Rules Coordinator; Megan Glaeser, Bureau Assistant; and other Department Staff

CALL TO ORDER

Bruce Bowden, Chairperson, called the meeting to order at 9:00 a.m. A quorum was confirmed with four (4) members present.

ADOPTION OF AGENDA

MOTION: Dennis Myers moved, seconded by Daniel Fedderly, to adopt the agenda as published. Motion carried unanimously.

APPROVAL OF MINUTES OF NOVEMBER 14, 2019

MOTION: Daniel Fedderly moved, seconded by Dennis Myers, to approve the minutes of November 14, 2019 as published. Motion carried unanimously.

ADMINISTRATIVE UPDATES

Election of Officers

Chairperson

NOMINATION: Dennis Myers nominated Bruce Bowden for the Office of Chairperson.

Valerie Payne, Executive Director, called for nominations three (3) times.

Bruce Bowden was elected as Chairperson by unanimous voice vote.

Vice Chairperson

NOMINATION: Dennis Myers nominated Daniel Fedderly for the Office of Vice Chairperson.

Valerie Payne, Executive Director, called for nominations three (3) times.

Daniel Fedderly was elected as Vice Chairperson by unanimous voice vote.

Secretary

NOMINATION: Bruce Bowden nominated Dennis Myers for the Office of Secretary.

Valerie Payne, Executive Director, called for nominations three (3) times.

Dennis Myers was elected as Secretary by unanimous voice vote.

| ELECTION RESULTS | |
|-------------------------|-----------------|
| Chairperson | Bruce Bowden |
| Vice Chairperson | Daniel Fedderly |
| Secretary | Dennis Myers |

Appointment of Liaisons and Alternates

| LIAISON APPOINTMENTS | |
|---|------------------|
| Credentialing Liaison | Bruce Bowden |
| Continuing Education Liaison | Bruce Bowden |
| Monitoring and Professional Assistance Procedure (PAP) Liaison | Daniel Fedderly |
| Travel Liaison | Bruce Bowden |
| Administrative Rules Liaison | Christina Martin |

Delegation Motions

Document Signature Delegations

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

MOTION: Dennis Myers moved, seconded by Christina Martin, 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: Dennis Myers moved, seconded by Christina Martin, 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.

Monitoring Delegations

MOTION: Dennis Myers moved, seconded by Christina Martin, to adopt the “Roles and Authorities Delegated to the Monitoring Liaison and Department Monitor” as presented in the January 9, 2020 agenda materials. Motion carried. Opposed: 1

Credentialing Authority Delegations

Delegation of Authority to Credentialing Liaison (Denial Decisions)

MOTION: Bruce Bowden moved, seconded by Dennis Myers, to delegate authority to the Credentialing Liaison(s) to serve as a liaison between DSPS and the Section and to act on behalf of the Section in regard to credentialing applications or questions presented to them except that potential denial decisions shall be referred to the full Section for final determination. Motion carried unanimously.

Delegated Authority for Application Denial Reviews

MOTION: Daniel Fedderly moved, seconded by Christina Martin, that the Department’s Attorney Supervisors, DLSC Administrator, or their designee are authorized 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: Dennis Myers moved, seconded by Daniel Fedderly, to rescind the delegated 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.

Education, Continuing Education and/or Examination Delegation(s)

MOTION: Dennis Myers moved, seconded by Christina Martin, to delegate authority to the Education, Continuing Education and/or Examination Liaison(s) to address all issues related to education, continuing education, and examinations. Motion carried unanimously.

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

MOTION: Christina Martin moved, seconded by Dennis Myers, to authorize DSPS staff to provide national regulatory related bodies with all Section member

contact information that DSPS retains on file. Motion carried unanimously.

Optional Renewal Notice Insert Delegation

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

Travel Delegation

MOTION: Dennis Myers moved, seconded by Daniel Fedderly, to delegate authority to the Travel Liaison to approve any Section member travel. Motion carried unanimously.

ADMINISTRATIVE RULE MATTERS

Preliminary Rule Draft for A-E 6, Relating to Professional Land Surveyor Licensure

MOTION: Bruce Bowden moved, seconded by Christina Martin, to authorize the Vice Chairperson to approve the preliminary rule draft of A-E 6, relating to professional land surveyor licensure, for posting of economic impact comments and submission to the Clearinghouse. Motion carried unanimously.

ADJOURNMENT

MOTION: Dennis Myers moved, seconded by Christina Martin, to adjourn the meeting. Motion carried unanimously.

The meeting adjourned at 11:05 a.m.

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

AGENDA REQUEST FORM

| | | | |
|--|---|--|--|
| 1) Name and title of person submitting the request: Jon Derenne, Administrative Rules Coordinator | | 2) Date when request submitted: March 19, 2020 <small>Items will be considered late if submitted after 12:00 p.m. on the deadline date which is 8 business days before the meeting</small> | |
| 3) Name of Board, Committee, Council, Sections: Professional Land Surveyor Section | | | |
| 4) Meeting Date: April 2, 2020 | 5) Attachments: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | 6) How should the item be titled on the agenda page? 1. Status update on CR 19-153 and CR 20-009. 2. Pending and possible administrative rule projects. | |
| 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: |
| 10) Describe the issue and action that should be addressed: | | | |
| 11) Authorization | | | |
| <i>Jon Derenne</i> | | 3/19/2020 | |
| 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. | | | |