



**VIRTUAL/TELECONFERENCE MEETING
REGISTERED INTERIOR DESIGNER 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
June 18, 2024**

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 (1-2)**
- B. Approval of Minutes of March 19, 2024 (3-5)**
- C. Conflicts of Interest, Scheduling Concerns
- D. Introductions, Announcements and Recognition
- E. Administrative Matters – Discussion and Consideration**
 - 1. Department, Staff and Board Updates
 - 2. Appointment of Liaisons and Alternates, Delegation of Authorities
 - 3. Section Members – Term Expiration Dates
 - a) Delaney, Jennifer L. – 7/1/2024
 - b) Destree, Melissa M. – 7/1/2025
 - c) Schade Stroik, Laura – 7/1/2024
 - d) Stroebel, Robin – 7/1/2026
 - e) Uselmann, Corissa D. – 7/1/2024
- F. Administrative Rule Matters – Discussion and Consideration (6-7)**
 - 1. Update on Interior Design rule progress (6)
 - 2. Pending and Possible Rulemaking Projects (7)
- G. Legislation and Policy Matters – Discussion and Consideration
- H. 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. Public Health Emergencies
11. Administrative Rule Matters
12. Liaison Reports
13. Board Liaison Training and Appointment of Mentors
14. Informational Items
15. Division of Legal Services and Compliance (DLSC) Matters
16. Presentations of Petitions for Summary Suspension
17. Petitions for Designation of Hearing Examiner
18. Presentation of Stipulations, Final Decisions and Orders
19. Presentation of Proposed Final Decisions 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 Engagements, Travel, or Public Relation Requests, and Reports

I. Public Comments

ADJOURNMENT

NEXT MEETING: AUGUST 20, 2024

 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.

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 EXAMINING BOARD OF ARCHITECTS, LANDSCAPE ARCHITECTS, PROFESSIONAL
 ENGINEERS, DESIGNERS, PROFESSIONAL LAND SURVEYORS AND REGISTERED
 INTERIOR DESIGNERS
 MEETING MINUTES
 MARCH 19, 2024**

PRESENT: Melissa Destree, Jennifer Phillips, Laura Schade Stroik, Robin Stroebel, Corissa Uselmann

STAFF: Will Johnson, Executive Director; Whitney DeVoe, Acting Legal Counsel; Nilajah Hardin, Acting Administrative Rule Coordinator; Dialah Azam, Board Administration Specialist; and other Department staff

CALL TO ORDER

Robin Stroebel, Chairperson, called the meeting to order at 9:02 a.m. A quorum was confirmed with five (5) members present.

ADOPTION OF AGENDA

MOTION: Laura Schade Stroik moved, seconded by Melissa Destree, to adopt the Agenda as published. Motion carried unanimously.

APPROVAL OF MINUTES OF FEBRUARY 6, 2024

MOTION: Corissa Uselmann moved, seconded by Laura Schade Stroik, to approve the Minutes from February 6, 2024, as published. Motion carried unanimously.

ADMINISTRATIVE MATTERS

Appointment of Liaisons and Alternates, Delegation of Authorities

LIAISON APPOINTMENTS	
Credentialing Liaison(s)	Laura Schade Stroik <i>Alternate: Robin Stroebel</i>
Education and Examination Liaison(s)	Laura Schade Stroik <i>Alternate: Jennifer Phillips</i>
Monitoring Liaison(s)	Laura Schade Stroik <i>Alternate: Jennifer Phillips</i>
Professional Assistance Procedure (PAP) Liaison(s)	Laura Schade Stroik <i>Alternate: Jennifer Phillips</i>
Legislative Liaison(s)	Melissa Destree <i>Alternate: Robin Stroebel</i>

Website Liaison(s)	Corissa Uselmann <i>Alternate: Melissa Destree</i>
Travel Authorization Liaison(s)	Robin Stroebel <i>Alternate: Jennifer Phillips</i>
A-E Rules Committee Designee (Professional Member) <i>(A-E Examining Board Appoints Public Members)</i>	Robin Stroebel <i>Alternate: Melissa Destree</i>
Screening Panel	Laura Schade Stroik, Corissa Uselmann <i>Alternate: Jennifer Phillips</i>

Delegation of Authorities

Review and Approval of 2023 Delegations

MOTION: Robin Stroebel moved, seconded by Laura Schade Stroik, to reaffirm all delegation motions from 2023 as reflected in the agenda materials. Motion carried unanimously.

Document Signature Delegations

MOTION: Laura Schade Stroik moved, seconded by Corissa Uselmann, 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, Board Counsel or DPD Division Administrator, the authority to sign on behalf of a section member as necessary. Motion carried unanimously.

Monitoring Delegations

Delegation to Monitoring Liaison

MOTION: Robin Stroebel moved, seconded by Laura Schade Stroik, 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.

Delegation to Department Monitor

MOTION: Laura Schade Stroik moved, seconded by Jennifer Phillips, to adopt the delegations to the Department Monitor listed in the “Roles and Authorities

Delegated for Monitoring” document as presented in the March 19, 2024 agenda materials on pages 14-16. Motion carried unanimously.

Credentialing Authority Delegations

Delegation to Department Attorneys to Approve Duplicate Legal Issue

MOTION: Robin Stroebel moved, seconded by Melissa Destree, to delegate authority to Department Attorneys to approve a legal matter in connection with a renewal application when that same/similar matter was already addressed by the Section and there are no new legal issues. Motion carried unanimously.

Voluntary Surrenders

MOTION: Laura Schade Stroik moved, seconded by Corissa Uselmann, 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.

ADJOURNMENT

MOTION: Laura Schade Stroik moved, seconded by Jennifer Phillips, to adjourn the meeting. Motion carried unanimously.

The meeting adjourned at 9:42 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: 6/6/24 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: Interior Designers Section			
4) Meeting Date: 6/18/24	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. Update on Interior Design rule progress 2. 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: -A-E Rules Chart			
11) <i>Jake Pelegrin</i>		Authorization	
Signature of person making this request		6/6/24 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.	Clearinghouse Report received from the Legislature, public hearing set for next meeting of A-E Rules Committee.	Hold public hearing and discuss Clearinghouse comments.
	038-23	12/5/2025	A-E 3	Architect Registration. Clarification of Architect Registration language and practices	Rule discontinued; we withdrew the scope statement.	
CR 24-001	028-23	11/1/2025	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.	The Legislature's jurisdiction over the Final Rule Draft ends on approximately 6/15/2024.	If the Legislature approves the Final Rule Draft, we can do the Adoption Order at the next A-E Rules Committee.
	101-23	05/20/2026	A-E 6	Education. Clarification of Land Surveyor education requirements.	Rule drafting.	Board approval of Preliminary Rule Draft.