



**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
August 20, 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 June 18, 2024 (3)**
- C. Conflicts of Interest, Scheduling Concerns
- D. Introductions, Announcements and Recognition**
 - 1) Recognition: Laura J. Schade Stroik, Interior Designer (Resigned: 7/1/2024)
 - 2) Introduction: Genevieve Szeklinski, Interior Designer (Succeeds: Schade Stroik)
- 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. Stroebel, Robin – 7/1/2026
 - d. Szeklinski, Genevieve – 7/1/2028
 - e. Uselmann, Corissa D. – 7/1/2024
- F. Administrative Rule Matters – Discussion and Consideration (4-5)**
 - 1) Update and discussion on Interior Design rule progress
 - 2) Pending and Possible Rulemaking Projects (5)
- 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: OCTOBER 1, 2024

Board Member Training: November 15

 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
JUNE 18, 2024**

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

STAFF: Will Johnson, Executive Director; Renee Parton, Acting Legal Counsel; Sofia Anderson, Administrative Rule Coordinator; Ashley Sarnosky, Board Administration Specialist; and other Department staff

CALL TO ORDER

Robin Stroebel, Chairperson, called the meeting to order at 9:01 a.m. A quorum was confirmed with five (5) members present.

ADOPTION OF AGENDA

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

APPROVAL OF MINUTES OF MARCH 19, 2024

MOTION: Laura Schade Stroik moved, seconded by Jennifer Phillips, to approve the Minutes from March 19, 2024, as published. Motion carried unanimously.

ADJOURNMENT

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

The meeting adjourned at 9:13 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: 8/7/24 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: 8/20/24 | 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/discussion on Interior Design rule 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 | | | | | | | | | | | | | | | |
| <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%; border-bottom: 1px solid black;">11) <i>Jake Pelegrin</i></td> <td style="width: 40%; border-bottom: 1px solid black; text-align: center;">Authorization</td> <td style="width: 30%; border-bottom: 1px solid black; text-align: right;">8/7/24</td> </tr> <tr> <td style="border-bottom: 1px solid black;">Signature of person making this request</td> <td style="border-bottom: 1px solid black;"></td> <td style="border-bottom: 1px solid black; text-align: right;">Date</td> </tr> <tr> <td style="border-bottom: 1px solid black;">Supervisor (if required)</td> <td style="border-bottom: 1px solid black;"></td> <td style="border-bottom: 1px solid black; text-align: right;">Date</td> </tr> <tr> <td colspan="2" style="border-bottom: 1px solid black;">Executive Director signature (indicates approval to add post agenda deadline item to agenda)</td> <td style="border-bottom: 1px solid black; text-align: right;">Date</td> </tr> </table> | | | | 11) <i>Jake Pelegrin</i> | Authorization | 8/7/24 | 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) <i>Jake Pelegrin</i> | Authorization | 8/7/24 | | | | | | | | | | | | | |
| 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. |
| | 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. | Rule effective 8/1/2024. | Rule effective 8/1/2024. |
| | 101-23 | 05/20/2026 | A-E 6 | Education. Clarification of Land Surveyor education requirements. | Rule drafting. | Board approval of Preliminary Rule Draft. |