



**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
December 9, 2025**

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 September 16, 2025 (3-4)**
- C. Conflicts of Interest, Scheduling Concerns
- D. Introductions, Announcements and Recognition
- E. Administrative Matters – Discussion and Consideration**
 - 1) Department, Staff and Board Updates
 - 2) Section Members – Term Expiration Dates
 - a. Delaney, Jennifer L. – 7/1/2028
 - b. Destree, Melissa M. – 7/1/2025
 - c. Stroebel, Robin – 7/1/2026
 - d. Szeklinski, Genevieve – 7/1/2028
- F. Administrative Rule Matters – Discussion and Consideration (5-8)**
 - 1) Discussion of Rule Drafting for A-E 2, 3, 4, 5, 8, and 14 Relating to Certificates of Authorization **(6-7)**
 - 2) Pending and Possible Rulemaking Projects **(8)**
- 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: MARCH 26, 2026

 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 any agenda item may be changed by the board for the convenience of the parties. The person credentialed by the board has the right to demand that meeting at which final action may be taken against the credential be held in open session. 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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REGISTERED INTERIOR DESIGNER SECTION
EXAMINING BOARD OF ARCHITECTS, LANDSCAPE ARCHITECTS,
PROFESSIONAL ENGINEERS, DESIGNERS, PROFESSIONAL LAND SURVEYORS
AND REGISTERED INTERIOR DESIGNERS
MEETING MINUTES
SEPTEMBER 16, 2025**

PRESENT: Melissa Destree, Robin Stroebel, Genevieve Szeklinski

ABSENT: Jennifer Delaney

STAFF: Will Johnson, Executive Director; Joseph Ricker, Legal Counsel; Jacob Pelegrin, Administrative Rule Coordinator; Ashley Sarnosky, Board Administration Specialist; and other Department staff

CALL TO ORDER

Genevieve Szeklinski, Chairperson, called the meeting to order at 9:00 a.m. A quorum was confirmed with three (3) members present.

ADOPTION OF AGENDA

MOTION: Robin Stroebel moved, seconded by Melissa Destree, to adopt the Agenda as published. Motion carried unanimously.

APPROVAL OF MINUTES OF JUNE 17, 2025

MOTION: Melissa Destree moved, seconded by Robin Stroebel, to approve the Minutes from June 17, 2025, as published. Motion carried unanimously.

INTRODUCTIONS, ANNOUNCEMENTS AND RECOGNITION

Recognition: Corissa Uselmann, Public Member (Resigned: 7/15/2025, Member since 9/2022)

MOTION: Melissa Destree moved, seconded by Genevieve Szeklinski, to recognize and thank Corissa Uselmann for their years of dedicated service to the Board and State of Wisconsin. Motion carried unanimously.

SCOPE OF PRACTICE – DISCUSSION AND CONSIDERATION

MOTION: Melissa Destree moved, seconded by Genevieve Szeklinski, to recommend that DSPS update the administrative code to include Wisconsin Registered Interior Designers to perform Responsible Supervision of Construction under Wis. Admin. Code ss. SPS 361.20 and SPS 361.40. Motion carried unanimously.

ADJOURNMENT

MOTION: Robin Stroebel moved, seconded by Genevieve Szeklinski, to adjourn the meeting. Motion carried unanimously.

The meeting adjourned at 9:56 a.m.

DRAFT

**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: 11/26/25 <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: Interior Designers Section													
4) Meeting Date: 12/9/25	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. Discussion of A-E 2, 3, 4, 5, 8, and 14 relating to Certificates of Authorization 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: -Clearinghouse Report -AE Rules Chart													
<table style="width: 100%; border: none;"> <tr> <td style="width: 40%; border: none;">11)</td> <td style="width: 60%; border: none; text-align: right;">Authorization</td> </tr> <tr> <td style="border: none;"><i>Jake Pelegrin</i></td> <td style="border: none; text-align: right;">11/26/25</td> </tr> </table> <hr/> <table style="width: 100%; border: none;"> <tr> <td style="width: 60%; border: none;">Signature of person making this request</td> <td style="width: 40%; border: none; text-align: right;">Date</td> </tr> </table> <hr/> <table style="width: 100%; border: none;"> <tr> <td style="width: 60%; border: none;">Supervisor (if required)</td> <td style="width: 40%; border: none; text-align: right;">Date</td> </tr> </table> <hr/> <table style="width: 100%; border: none;"> <tr> <td style="width: 60%; border: none;">Executive Director signature (indicates approval to add post agenda deadline item to agenda)</td> <td style="width: 40%; border: none; text-align: right;">Date</td> </tr> </table>				11)	Authorization	<i>Jake Pelegrin</i>	11/26/25	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
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<i>Jake Pelegrin</i>	11/26/25												
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.													



Wisconsin Legislative Council

RULES CLEARINGHOUSE

Scott Grosz
Clearinghouse Director

Margit Kelley
Clearinghouse Assistant Director

Anne Sappenfield
Legislative Council Director

CLEARINGHOUSE REPORT TO AGENCY

[THIS REPORT HAS BEEN PREPARED PURSUANT TO S. 227.15, STATS. THIS IS A REPORT ON A RULE AS ORIGINALLY PROPOSED BY THE AGENCY; THE REPORT MAY NOT REFLECT THE FINAL CONTENT OF THE RULE IN FINAL DRAFT FORM AS IT WILL BE SUBMITTED TO THE LEGISLATURE. THIS REPORT CONSTITUTES A REVIEW OF, BUT NOT APPROVAL OR DISAPPROVAL OF, THE SUBSTANTIVE CONTENT AND TECHNICAL ACCURACY OF THE RULE.]

CLEARINGHOUSE RULE **25-082**

AN ORDER to create A-E 2.03 (5), relating to certificates of authorization.

Submitted by **EXAMINING BOARD OF ARCHITECTS, LANDSCAPE
ARCHITECTS, PROFESSIONAL ENGINEERS, DESIGNERS, AND
PROFESSIONAL LAND SURVEYORS**

10-31-2025 RECEIVED BY LEGISLATIVE COUNCIL.

11-17-2025 REPORT SENT TO AGENCY.

MSK:AG

LEGISLATIVE COUNCIL RULES CLEARINGHOUSE REPORT

This rule has been reviewed by the Rules Clearinghouse. Based on that review, comments are reported as noted below:

1. STATUTORY AUTHORITY [s. 227.15 (2) (a)]

Comment Attached YES ☐ NO ☒

2. FORM, STYLE AND PLACEMENT IN ADMINISTRATIVE CODE [s. 227.15 (2) (c)]

Comment Attached YES ☐ NO ☒

3. CONFLICT WITH OR DUPLICATION OF EXISTING RULES [s. 227.15 (2) (d)]

Comment Attached YES ☐ NO ☒

4. ADEQUACY OF REFERENCES TO RELATED STATUTES, RULES AND FORMS
[s. 227.15 (2) (e)]

Comment Attached YES ☐ NO ☒

5. CLARITY, GRAMMAR, PUNCTUATION AND USE OF PLAIN LANGUAGE [s. 227.15 (2) (f)]

Comment Attached YES ☐ NO ☒

6. POTENTIAL CONFLICTS WITH, AND COMPARABILITY TO, RELATED FEDERAL
REGULATIONS [s. 227.15 (2) (g)]

Comment Attached YES ☐ NO ☒

7. COMPLIANCE WITH PERMIT ACTION DEADLINE REQUIREMENTS [s. 227.15 (2) (h)]

Comment Attached YES ☐ NO ☒

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
25-082	029-25	11/5/2027	A-E 2, 3, 4, 5, 8, and 14	Certificates of Authorization. Clarifying and adding detail to the statutory requirements for certificates of authorization.	Clearinghouse Report received, there were no Clearinghouse comments.	Hold public hearing and discuss public comments.
			A-E 6	Examination Requirements. Considering updating Land Surveyor examination requirements.	Governor's review of scope statement.	Publish scope in Administrative Register and hold preliminary public hearing if needed.
			A-E 3 and 12	Architects Continuing Education. Considering adding required subject matter to architects' continuing education.	Drafting scope statement.	Presentation of the scope statement to the section, rules committee, and full board.