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**TELECONFERENCE/VIRTUAL  
UNIFORM DWELLING CODE COUNCIL  
Virtual, 4822 Madison Yards Way, Madison  
Contact: Brad Wojciechowski (608) 266-2112  
May 28, 2026**

*The following agenda describes the issues that the Council 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 Council.*

**AGENDA**

**9:00 A.M.**

**OPEN SESSION – CALL TO ORDER – ROLL CALL**

- A. **Adoption of Agenda (1-3)**
- B. **Approval of Minutes of June 27, 2025 (4)**
- C. Reminders: Conflicts of Interest, Scheduling Concerns
- D. **Introductions, Announcements and Recognition**
  - 1) Introductions
    - a. Brenda Egli, Building Labor Representative (Succeeds: Kobb)
  - 2) Recognitions
    - a. Scott Kobb, Building Labor Representative (Resigned: 10/23/2025)
- E. **Administrative Matters – Discussion and Consideration**
  - 1) Department, Staff and Council Updates
  - 2) **2026 Meeting Dates (5)**
  - 3) **Annual Policy Review (6-8)**
  - 4) **Election of Officers (9)**
  - 5) Council Members
    - a. Brunner, Donald
    - b. Degnan, Abe
    - c. Egli, Brenda
    - d. Etrheim, Mark A.
    - e. Hawkins, Meghan M.
    - f. Juarez, Brian
    - g. McIntosh, Dawn
    - h. Ruetten, Kirk
    - i. Satula, W. Scott
    - j. Wald, Daniel
    - k. Weber, Christina L.
    - l. Wert, Brian E.
  - 6) Advisory Council Role and Overview

- F. **Administrative Rules Matters – Discussion and Consideration (10)**
  - 1) Discussion of Rule Drafting for SPS 320 to 325, Update to the Uniform Dwelling Code
  - 2) Pending or Possible Rulemaking Projects
- G. Legislative 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) Legislative and Policy Matters
  - 9) Administrative Rule Matters
  - 10) Council Liaison Training and Appointment of Mentors
  - 11) Informational Items
  - 12) Division of Legal Services and Compliance (DLSC) Matters
  - 13) Motions
  - 14) Petitions
  - 15) Appearances from Requests Received or Renewed

**I. Public Comments**

**CONVENE TO CLOSED SESSION to consider licensure or certification of individuals (s. 19.85(1)(b), 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.).**

- J. Deliberation of Items Added After Preparation of the Agenda
  - 1) Education and Examination Matters
  - 2) Credentialing Matters
  - 3) DLSC Matters
  - 4) Council Liaison Training
  - 5) Motions
  - 6) Appearances from Requests Received or Renewed

K. Consulting with Legal Counsel

**RECONVENE TO OPEN SESSION IMMEDIATELY FOLLOWING CLOSED SESSION**

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

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

**ADJOURNMENT**

**NEXT MEETING: JULY 23, 2026**

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 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.

**TELECONFERENCE/VIRTUAL  
UNIFORM DWELLING CODE COUNCIL  
MEETING MINUTES  
JUNE 27, 2025**

**PRESENT:** Donald Brunner, Abe Degnan, Brian Juarez, Kirk Ruetten, W. Scott Satula, Daniel Wald, Christina Weber, Brian Wert

**ABSENT:** Mark Etrheim, Meghan Hawkins, Scott Kobb, Dawn McIntosh

**STAFF:** Brad Wojciechowski, Executive Director; Whitney DeVoe, Legal Counsel; Jake Pelegrin, Administrative Rules Coordinator; Ashley Sarnosky, Board Administration Specialist; and other Department Staff

**CALL TO ORDER**

Brian Wert, Chairperson, called the meeting to order at 9:03 a.m. A quorum was confirmed with eight (8) members present.

**ADOPTION OF AGENDA**

**MOTION:** Brian Juarez moved, seconded by Abe Degnan, to adopt the Agenda as published. Motion carried unanimously.

**APPROVAL OF MINUTES OF MAY 23, 2025**

**MOTION:** Daniel Wald moved, seconded by Scott Satula, to adopt the Minutes of May 23, 2025 as published. Motion carried unanimously.

**ADMINISTRATIVE RULES MATTERS**

**Presentation: Tim Schmitz and Kevin McOsker, ICC – Comparison of the Current Uniform Dwelling Code vs. 2021 and 2024 IRC**

**MOTION:** Brian Wert moved, seconded by Scott Satula, to acknowledge and thank Tim Schmitz and Kevin McOsker for their appearance and presentation to the Council. Motion carried unanimously.

**Presentation: Darren Port, Slipstream – Technical Provisions of 2021 and 2024 IECC vs. Uniform Dwelling Code**

**MOTION:** Brian Wert moved, seconded by Christi Weber, to acknowledge and thank Darren Port for their appearance and presentation to the Council. Motion carried unanimously.

**ADJOURNMENT**

**MOTION:** Brian Juarez moved, seconded by Abe Degnan, to adjourn the meeting. Motion carried unanimously.

The meeting adjourned at 11:29 a.m.

**UNIFORM DWELLING CODE COUNCIL  
2026 MEETING DATES**

<b>Meeting Date</b>	<b>Start time</b>	<b>Location</b>	<b>Agenda Item Deadline</b>
Thursday, May 28, 2026	9:00 AM	Hybrid	5/18/2026
Thursday, July 23, 2026	9:00 AM	Virtual	7/13/2026
Wednesday, September 16, 2026	9:00 AM	Virtual	9/4/2026
Wednesday, November 11, 2026	9:00 AM	Virtual	10/30/2026

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

**AGENDA REQUEST FORM**

- 1) Name and title of person submitting the request: Audra Cohen-Plata, DPD Division Administrator
  - 2) Date When Request Submitted: 12/11/2025
  - 3) Name of Board, Committee, Council, Section: **All Boards**
  - 4) Meeting Date: **First Meeting of 2026**
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- 5) Attachments: **Yes**
  - 6) How should the item be titled on the agenda page? **Administrative Matters: Annual Policy Review**
  - 7) Place Item in: **Open Session**
  - 8) Is an appearance before the Board being scheduled? No
  - 9) Name of Case Advisor(s), if applicable: N/A
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10) Describe the issue and action that should be addressed:

**Please be advised of the following policy item attachments:**

- 1) 2026 Annual Policy Review Memo
- 2) Timeline of a Meeting
- 3) Sample Per Diem Report



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**DATE: January 1, 2026**  
**TO: DSPS Board, Council, and Committee Members**  
**FROM: Division of Policy Development**  
**SUBJECT: 2026 Administrative Policy Reminders**

**Please be advised of the following policy items:**

1. In-Person and Virtual Meetings: Depending on the frequency of scheduled meetings, discussion topics, and member availability, DSPS may host one or more in-person meetings. Virtual connection options are available for all board meetings. If you are traveling internationally, please see item 9 below.
2. Attendance/Quorum: Thank you for your service and commitment to meeting attendance. If you cannot attend a meeting or have scheduling conflicts impacting your attendance, please let us know as soon as possible. A quorum is required for Boards, Sections, and Councils to meet pursuant to Open Meetings Law. Connect to / arrive at meetings 10 minutes before posted start time to allow for audio/connection testing, and timely Call to Order and Roll Call. Virtual meetings include viewable onscreen materials and A/V (speaker/microphone/video) connections.
3. Walking Quorum: Board/Section/Council members must not collectively discuss the body's business outside a properly noticed meeting. If several members of a body do so, they could be violating the open meetings law.
4. Mandatory Training: All Board Members must complete Public Records and Ethics Training, annually. [Register to set up an account](#) in the Cornerstone LearnCenter online portal or [Log in](#) to an existing account.
5. Agenda Deadlines: Please communicate agenda topics to your Executive Director before the agenda submission deadline at 12:00 p.m., eight business days before a meeting. (Attachment: Timeline of a Meeting)
6. Travel Voucher and Per Diem Submissions: Please submit all Per Diem and Reimbursement claims to DSPS within 30 days of the close of each month in which expenses are incurred. (Attachment: Per Diem Form) Travel Vouchers are distributed on travel approval.
7. Lodging Accommodations/Hotel Cancellation Policy: Lodging accommodations are available to eligible members for in-person meetings. Standard eligibility: the member must leave home before 6:00 a.m. to attend an in-person meeting by the scheduled start time.
  - a. If a member cannot attend a meeting, they must cancel their reservation with the hotel within the applicable cancellation timeframe.
  - b. If a meeting is changed to occur remotely, is canceled, or rescheduled, DSPS staff will cancel or modify reservations as appropriate.
8. Inclement Weather Policy: In inclement weather, the DSPS may change a meeting from an in-person venue to a virtual/teleconference only.
9. International Travel: Use of State-managed IT resources and access of State data outside the United States are strictly prohibited, as they cause an unacceptable level of cybersecurity risk. This prohibition includes all State-provided or State-managed IT resources housed on personal devices. Please advise your Executive Director of any planned international travel commitments that may coincide with board meetings or other board business in advance of your departure.

# Timeline of a Meeting

## At least 2 weeks (10 business days) prior to the meeting

Submit Agenda Item suggestions to the Board's Executive Director. Include background materials. Copyright-protected materials must be accompanied by written permission from the publisher to share documents.

## 8 business days prior to the meeting

The Agenda is drafted. (All agenda materials are due to the Department by 12:00 p.m.)

## 7 business days prior to the meeting

The draft agenda is submitted to the Executive Director; the Executive Director transmits it to the Chair for review and approval.

## 5 business days prior to the meeting

The approved agenda is returned to the Board Administration Specialist (BA) for agenda packet production and compilation.

## 4 business days prior to the meeting

Agenda packets are posted on the DSPS Board SharePoint site and on the Board webpage.

### Agenda Item Examples:

- Open Session Items
  - Public Hearings and Administrative Rules Matters
  - Administrative Matters
  - Legislation and Policy Matters
  - Credentialing Matters
  - Education and Exam Issues
  - Public Agenda Requests
  - Current Issues Affecting the Profession
- Closed Session items
  - Deliberations on Proposed Disciplinary Actions
  - Monitoring Matters
  - Professional Assistance Procedure (PAP) Issues
  - Proposed Final Decisions and Orders
  - Orders Fixing Costs/Matters Relating to Costs
  - Credentialing Matters
  - Education and Exam Issues

## Thursday of the Week Prior to the Meeting

Agendas are published for public notice on the Wisconsin Public Notices and Meeting Minutes website: [publicmeetings.wi.gov](http://publicmeetings.wi.gov).

## 1 business day after the Meeting

"Action" lists are distributed to Department staff detailing board actions on closed session business.

## 5 business days after the Meeting


"To Do" lists are distributed to staff to ensure that board open session decisions are acted on and/or implemented within the appropriate divisions in the Department. Minutes approved by the board are published on the Wisconsin Public Notices and Meeting Minutes website: [publicmeetings.wi.gov](http://publicmeetings.wi.gov).

**UNIFORM DWELLING CODE COUNCIL**  
**2025 Elections**

<b>2025 OFFICERS</b>	
<b>Chairperson</b>	Brian Wert
<b>Vice Chairperson</b>	Mark Etrheim
<b>Secretary</b>	Kirk Ruetten

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

**AGENDA REQUEST FORM**

<b>1) Name and title of person submitting the request:</b> Brad Wojciechowski, Executive Director		<b>2) Date when request submitted:</b> 5/20/2026 Items will be considered late if submitted after 12:00 p.m. on the deadline date which is 8 business days before the meeting	
<b>3) Name of Board, Committee, Council, Sections:</b> Uniform Dwelling Code Council			
<b>4) Meeting Date:</b> 5/28/2026	<b>5) Attachments:</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<b>6) How should the item be titled on the agenda page?</b> Administrative Rules Matters – Discussion and Consideration 1) Discussion of Rule Drafting for SPS 320 to 325, Update to the Uniform Dwelling Code	
<b>7) Place Item in:</b> <input checked="" type="checkbox"/> Open Session <input type="checkbox"/> Closed Session	<b>8) Is an appearance before the Board being scheduled?</b> <i>(If yes, please complete <a href="#">Appearance Request</a> for Non-DSPS Staff)</i> <input type="checkbox"/> Yes <Appearance Name(s)> <input type="checkbox"/> No	<b>9) Name of Case Advisor(s), if applicable:</b> <Click Here to Add Case Advisor Name or N/A>	
<b>10) Describe the issue and action that should be addressed:</b>			
<b>11) Authorization</b>			
 Signature of person making this request		5/20/2026 Date	
Supervisor (Only required for post agenda deadline items)		Date	
Executive Director signature (Indicates approval for post agenda deadline items)		Date	
<b>Directions for including supporting documents:</b> 1. This form should be saved with any other documents submitted to the <a href="#">Agenda Items</a> 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.			