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Tony Evers, Governor Dawn B. Crim, Secretary

VIRTUAL/TELECONFERENCE ARCHITECT SECTION EXAMINING BOARD OF ARCHITECTS, LANDSCAPE ARCHITECTS, PROFESSIONAL ENGINEERS, DESIGNERS, AND PROFESSIONAL LAND SURVEYORS

Virtual, 4822 Madison Yards Way, Madison Contact: Valerie Payne (608) 266-2112 October 7, 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 December 9, 2019 (4)
- C. Introductions, Announcements and Recognition
 - 1) Recognition of Matthew Wolfert, Architect Member
 - 2) Gregory Douglas, Architect Member (Replaces: Wolfert) 7/1/2023
- **D.** Administrative Matters
 - 1) Department, Staff and Board Updates
 - 2) Election of Officers, Appointment of Liaisons and Alternates, Delegation of Authorities (5-11)
 - 3) Board Member Term Expiration Dates
 - a. Gregory Douglas 7/1/2023
 - b. James Gersich -7/1/2015
 - c. Steven Wagner -7/1/2021
- E. Legislative and Policy Matters Discussion and Consideration
- F. Administrative Rule Matters Discussion and Consideration
 - 1) Pending or Possible Rulemaking Projects
- G. Credentialing Matters Discussion and Consideration
 - 1) Licenses Granted Since Last Meeting (12-14)
- 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) Administrative Rule Matters
- 11) Liaison Reports
- 12) Board Liaison Training and Appointment of Mentors
- 13) Informational Items
- 14) Division of Legal Services and Compliance (DLSC) 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 Proposed Final Decisions and Orders
- 19) Presentation of Interim Orders
- 20) Petitions for Re-Hearing
- 21) Petitions for Assessments
- 22) Petitions to Vacate Orders
- 23) Requests for Disciplinary Proceeding Presentations
- 24) Motions
- 25) Petitions
- 26) Appearances from Requests Received or Renewed
- 27) Speaking Engagements, Travel, or Public Relation Requests, and Reports

I. 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.).

J. Deliberation on DLSC Matters

- 1) Proposed Stipulations, Final Decisions and Orders
 - a. 18 ARC 011 James W. Pankratz and Dream Architecture, LLC (15-22)
 - b. 18 ARC 012 Tom W. Meiklejohn (23-29)
- 2) Case Closings
 - a. 18 ARC 008 M.S.D. (**30-33**)
- K. Deliberation of Items Added After Preparation of the Agenda
 - 1) Education and Examination Matters
 - 2) Credentialing Matters
 - 3) DLSC Matters
 - 4) Monitoring Matters
 - 5) Professional Assistance Procedure (PAP) Matters
 - 6) Petitions for Summary Suspensions
 - 7) Petitions for Designation of Hearing Examiner
 - 8) Proposed Stipulations, Final Decisions and Order
 - 9) Proposed Interim Orders

- 10) Administrative Warnings
- 11) Review of Administrative Warnings
- 12) Proposed Final Decisions and Orders
- 13) Matters Relating to Costs/Orders Fixing Costs
- 14) Case Closings
- 15) Board Liaison Training
- 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
- L. Consulting with Legal Counsel

RECONVENE TO OPEN SESSION IMMEDIATELY FOLLOWING CLOSED SESSION

- M. Vote on Items Considered or Deliberated Upon in Closed Session, if Voting is Appropriate
- N. Open Session Items Noticed Above Not Completed in the Initial Open Session

ADJOURNMENT

NEXT DATE: TBD

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 at 608-266-2112 or the Meeting Staff at 608-266-5439.

ARCHITECT SECTION EXAMINING BOARD OF ARCHITECTS, LANDSCAPE ARCHITECTS PROFESSIONAL ENGINEERS, DESIGNERS AND PROFESSIONAL LAND SURVEYORS MEETING MINUTES DECEMBER 9, 2019

PRESENT: Gregory Douglas (via Skype), James Gersich, Steven Wagner (via Skype)

STAFF: Christian Albouras, Executive Director; Jameson Whitney, Legal

Counsel; Megan Glaeser, Bureau Assistant; and other Department Staff

CALL TO ORDER

Steven Wagner, Chairperson, called the meeting to order at 9:31 a.m. A quorum was confirmed with three (3) members present.

ADOPTION OF AGENDA

MOTION: James Gersich moved, seconded by Gregory Douglas, to adopt the Agenda

as published. Motion carried unanimously.

APPROVAL OF MINUTES OF NOVEMBER 8, 2019

MOTION: James Gersich moved, seconded by Steven Wagner, to approve the

Minutes from November 8, 2019 as published. Motion carried

unanimously.

ADMINISTRATIVE MATTERS

Appointment of Liaisons and Alternates

2019 LIAISON APPOINTMENTS			
Monitoring Liaison	Gregory Douglas		
DLSC Liaison	Gregory Douglas		
Screening Panel	Gregory Douglas, James Gersich Alternate: Steven Wagner		

ADJOURNMENT

MOTION: James Gersich moved, seconded by Gregory Douglas, to adjourn the

meeting. Motion carried unanimously.

The meeting adjourned at 10:19 a.m.

State of Wisconsin Department of Safety & Professional Services

AGENDA REQUEST FORM

1) Name and Title of Person Submitting the Request:		2) Date When Request Submitted:				
Megan Glaeser, Bureau Assistant			April 10, 2020			
			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, Comr	nittee, Co	uncil, Sections:				
Architect Section						
4) Meeting Date:	5) Attac	Attachments: 6) How should the item be titled on the agenda pa			tled on the agenda page?	
, 2020			Admini: 1)	Administrative Matters: 1) Election of Officers, Appointment of Liaisons and Alternates, and Delegation of Authorities		
7) Place Item in:			ce before	e the Board being	9) Name of Case Advisor(s), if required:	
		scheduled?			N/A	
☐ Closed Session		Yes				
		⊠ No				
10) Describe the issue a	nd action	that should be add	dressed:			
1) The Board should conduct Election of its Officers for 2020. 2) The new Chairperson should review and appoint/reappoint Liaisons and Alternates as appropriate. 3) The Board should review and then consider continuation or modification of previously delegated authorities.						
11)		•	Authoriza	ition		
Megan Glaeser				, 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						

ARCHITECT SECTION

2019 ELECTION RESULTS, LIAISON APPOINTMENTS AND DELEGATED AUTHORITIES

2019 ELECTION RESULTS			
Chairperson	Steven Wagner		
Vice Chairperson			
Secretary	James Gersich		
2019 LIAISO	N APPOINTMENTS		
Credentialing and Continuing Education Liaison	Steven Wagner		
Monitoring Liaison	Gregory Douglas		
DLSC Liaison	Gregory Douglas		
Legislative Liaison	Steven Wagner		
Travel Liaison	Steven Wagner		
Renewal Notice Liaison	James Gersich		
A-E Joint Board Rules Committee	Steven Wagner		
Screening Panel	Gregory Douglas, James Gersich Alternate: Steven Wagner		

Delegation Motions

DLSC Screening Delegation

MOTION: James Gersich moved, seconded by Matthew Wolfert, to delegate

authority to DLSC attorney to screen complaints when Section members

are conflicted out. Motion carried unanimously.

Document Signature Delegations

MOTION: James Gersich moved, seconded by Matthew Wolfert, to delegate

authority to the Chairperson (or in absence of the Chairperson, the highest-ranking officer or longest serving section member in that succession) to sign documents on behalf of the Section in order to carry out its duties.

Motion carried unanimously.

MOTION:

James Gersich moved, seconded by Matthew Wolfert, 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:

James Gersich moved, seconded by Matthew Wolfert, 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:

James Gersich moved, seconded by Matthew Wolfert, to adopt the "Roles and Authorities Delegated to the Monitoring Liaison and Department Monitor" as presented. Motion carried unanimously.

Credentialing Authority Delegations

Delegation of Authority to Credentialing Liaison

MOTION:

James Gersich moved, seconded by Matthew Wolfert, 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.

Delegation of Authority to DSPS When Credentialing Criteria is Met

MOTION:

James Gersich moved, seconded by Matthew Wolfert, to delegate credentialing authority to DSPS to act upon applications that meet all credentialing statutory and regulatory requirements without Section or Section liaison review. Motion carried unanimously.

Delegated Authority for Application Denial Reviews

MOTION:

James Gersich moved, seconded by Matthew Wolfert, 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: James Gersich moved, seconded by Matthew Wolfert, to delegate

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: James Gersich moved, seconded by Matthew Wolfert, 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 Section Member Contact Information to National Regulatory Related Bodies

MOTION: James Gersich moved, seconded by Matthew Wolfert, 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: James Gersich moved, seconded by Matthew Wolfert 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.

Legislative Liaison Delegation

MOTION: James Gersich moved, seconded by Matthew Wolfert, to delegate

authority to the Legislative Liaisons to speak on behalf of the Section

regarding legislative matters. Motion carried unanimously.

Travel Delegation

MOTION: James Gersich moved, seconded by Matthew Wolfert, to delegate

authority to the Travel Liaison to approve any section member travel.

Motion carried unanimously.

State of Wisconsin Department of Safety & Professional Services

AGENDA REQUEST FORM

4) N C C	described Described		0) D. L. 14/1 D	and Colombiand	
1) Name and Title of Person Submitting the Request:		2) Date When Request Submitted:			
Ashley Ayres		December 31, 2019			
Monitoring and Intake Superv	/isor			red late if submitted after 4:30 p.m. and less than:	
Division of Legal Services and	d Compliance			nys before the meeting for Medical Board	
3) Name of Board, Committee, Council, Sections:			■ 14 work da	ys before the meeting for all others	
•	, Council, Sections.				
Architect Section					
4) Meeting Date:	fleeting Date: 5) Attachments: 6) How should to		he item be titled on the agenda page?		
	⊠ Yes		of Monitoring Liaison and Delegated Authorities		
April 22, 2020	□ No	Appointment			
7) Diago Itam in.			the Deard being	O) Name of Coop Advisor(o) if required.	
7) Place Item in:	8) is an a	appearance before	e the Board being	9) Name of Case Advisor(s), if required:	
Open Session					
Closed Session		(Fill out Board Ap	pearance Request)		
Both	⊠ No				
10) Describe the issue and act	tion that should be:	addressed:			
Toy Boodings and looks and do	non that official 20 t	add: 0000d:			
 Appoint primary ar 	nd alternate Mor	nitoring liaison	S.		
2 Adopt or reject the	Roles and Auth	orities Delega	ited to the Monito	oring Liaison and Department Monitor	
document as prese				oring Elaison and Department Monitor	
accament as proof	sinca in today o	agorida paoke	,		
3. Delegate authority	to Board Couns	sel to sign Mor	nitoring orders on	behalf of the Board/Section, after the	
Board/Section has					
	_				
-	•		•	ders after Board meetings, send them	
				e Director for subsequent review and	
•		•		would only send their orders to Board	
Counsel for review	r and signature,	eliminating the	e need for a secc	and review by the Executive Director.	
11) Authorization					
•	<i>)</i>				
1 Shlugtyres	<u> </u>		Dece	mber 31, 2019	
Signature of person making the	nis request			Date	
Supervisor (if required)				Date	
Supervisor (il requireu)					
Executive Director signature (indicates approval to add post agenda deadline item to agenda) Date					
Directions for including comme	orting documents:				
Directions for including support		ts submitted to th	e agenda		
This form should be attached to any documents submitted to the agenda. 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.

Roles and Authorities Delegated to the Monitoring Liaison and Department Monitor

The Monitoring Liaison ("Liaison") is a Board/Section designee who works with department monitors to enforce Board/Section orders as explained below.

Current Authorities Delegated to the Monitoring Liaison

The Liaison may take the following actions on behalf of the Board/Section:

- 1. Grant a temporary reduction in random drug screen frequency upon Respondent's request if he/she is unemployed and is otherwise compliant with Board/Section order. The temporary reduction will be in effect until Respondent secures employment in the profession. The Department Monitor ("Monitor") will draft an order and sign on behalf of the Liaison.
- 2. Grant a stay of suspension if Respondent is eligible per the Board/Section order. The Monitor will draft an order and sign on behalf of the Liaison.
- 3. Remove the stay of suspension if there are repeated violations or a substantial violation of the Board/Section order. In conjunction with removal of any stay of suspension, the Liaison may prohibit Respondent from seeking reinstatement of the stay for a specified period of time. The Monitor will draft an order and sign on behalf of the Liaison.
- 4. Grant or deny approval when Respondent proposes continuing/remedial education courses, treatment providers, mentors, supervisors, change of employment, etc. unless the order specifically requires full-Board/Section approval.
- 5. Grant a maximum of <u>one 90-day extension</u>, if warranted and requested in writing by Respondent, to complete Board/Section-ordered continuing education.
- 6. Grant a maximum of one extension or payment plan for proceeding costs and/or forfeitures if warranted and requested in writing by Respondent.
- 7. Grant full reinstatement of licensure if Respondent has fully complied with all terms of the order without deviation. The Monitor will draft an order and obtain the signature or written authorization from the Liaison.
- 8. Grant or deny a request to appear before the Board/Section in closed session.
- 9. Board Monitoring Liaison may determine whether Respondent's petition is eligible for consideration by the full Board/Section.
- 10. (Except Pharmacy) Accept Respondent's written request to surrender credential. If accepted by the Liaison, Monitor will consult with Board Counsel to determine if a stipulation is necessary. If a stipulation is not necessary, Monitor will draft an order and sign on behalf of the Liaison. If denied by the Liaison, the request to surrender credential will go to the full Board for review.
- 11. (Except Pharmacy) Grant Respondent's petition for a reduction in drug screens per the standard schedule, below. If approved, Monitor will draft an order and sign on behalf of the Liaison.
 - a. Year 1: 49 screens (including 1 hair test, if required by original order)
 - b. Year 2: 36 screens (plus 1 hair test, if required by original order)
 - c. Year 3: 28 screens plus 1 hair test
 - d. Year 4: 28 screens plus 1 hair test
 - e. Year 5: 14 screens plus 1 hair test

- 12. (Dentistry only) Ability to approve or deny all requests from a respondent.
- 13. (Except Nursing) Board Monitoring Liaison may approve or deny Respondent's request to be excused from drug and alcohol testing for work, travel, etc.

<u>Current Authorities Delegated to the Department Monitor</u>

The Monitor may take the following actions on behalf of the Board/Section, draft an order and sign:

- 1. Grant full reinstatement of licensure if CE is the <u>sole condition</u> of the limitation and Respondent has submitted the required proof of completion for approved courses.
- 2. Suspend the license if Respondent has not completed Board/Section-ordered CE and/or paid costs and forfeitures within the time specified by the Board/Section order. The Monitor may remove the suspension and issue an order when proof completion and/or payment have been received.
- 3. Suspend the license (or remove stay of suspension) if Respondent fails to enroll and participate in an Approved Program for drug and alcohol testing within 30 days of the order, or if Respondent ceases participation in the Approved Program without Board approval. This delegated authority only pertains to respondents who must comply with drug and/or alcohol testing requirements.

Updated 5/3/2018 2018 Roles & Authorities

AGENDA REQUEST FORM

1) Name and Title of Person Submitting the Request:		: 2) Date When Reque	2) Date When Request Submitted:		
		09/22/2020			
Erin Doyle – LPPA – DPCP			Items will be considered late if submitted after 12:00 p.m. on the deadline		
Elin boylo El FA Bi ol			ess days before the meeting		
3) Name of Board, Comm Architect Section	nittee, Council, Sections:				
4) Meeting Date:	5) Attachments: 6) How should the item be titled on the agenda page?				
10/07/2020	⊠ Yes	Licenses arented since lest r	manting 04 22 2020		
	□ No	Licenses granted since last r	neeting 04.22.2020		
7) Place Item in: Open Session Closed Session	scheduled?	ce before the Board being Board Appearance Request)	9) Name of Case Advisor(s), if required:		
	⊠ No				
10) Describe the issue a	nd action that should be add	dressed:			
Licenses granted since	last meeting 04 22 2020				
11)		Authorization	Dete		
Signature of person make	ring this request		Date		
Erin Doyle			9/22/2020		
Supervisor (if required)			Date		
Executive Director signature (indicates approval to add post agenda deadline item to agenda) Date					
Directions for including	eunnorting documents:				
	attached to any documents	submitted to the agenda.			
2. Post Agenda Deadlin	e items must be authorized	by a Supervisor and the Policy	Development Executive Director.		
3. If necessary, provide	original documents needing	g Board Chairperson signature	e to the Bureau Assistant prior to the start of a		

Architect. Name	License Number	Exam	Reciprocity	Reinstatement
Alex Imhoff	13091-5	X		
John Torbet	13092-5		X	
Gary Kerr	13093-5	X		
Jonathan Dress	13094-5		X	
Robert Keane	13095-5		X	
Kevin Conley	13096-5		X	
Rebecca Hughes	13097-5	X		
Matthew Erdman	13098-5		X	
Scott Heaney	13099-5		X	
Leslie Baluga	13100-5	X		
Jason Holuby	13101-5		X	
Karl Guider	13102-5		X	
Jeffrey Lewis	13103-5		X	
Welsey Churchill	13104-5	X		
Michael McGraw	13105-5	X		
James Mack	13106-5		X	
Kristin Basarich	13107-5	X		
John Danielian	13108-5		X	
Maur Dessauvage	13109-5	X		
Christopher Eger	13110-5	X		
George Evangelopoulos	13111-5		X	
Eric Gresla	13112-5		X	
Richard Lavelle	13113-5		X	
John Lenti	13114-5		X	
Adam Masters	13115-5		X	
David Montoya	13116-5		X	
Jacob Nicklay	13117-5		X	
Michael Riley	13118-5		X	
Andrew Schumacher	13119-5	X	X	
Daniel Valle	13120-5		X	
Steven Wakeman	13121-5		X	
Brent Widler	13122-5		X	
Travis Wiegand	13123-5		X	
Daniel Levi	13124-5		X	
Ku Hun Chung	13125-5	X		
Kerry Frank	13126-5	X		
Joshua Mazur	13127-5		X	
Timothy Bennett	13128-5		X	
Tom Poulos	13129-5		X	
Katherine Stowell	13130-5	X		
Amanda Hagen	13131-5		X	
Molly Ryan	13132-5	X		
Lindsay Czerwien	13133-5	X		
James Peters	13134-5	X		
William Hercules	13135-5		X	

Maranna Binder	13136-5		X	
Megan Davey	13137-5	X		
Peter Zelenko	13138-5		X	
Steven Aydelott	13139-5	X		
Mark Stoner	13140-5		X	
Paul Sabal	13141-5		X	
Joseph Ghobrial	13142-5		X	
James Rawlings	13143-5		X	
Clinton Farris	13144-5	X		
William Chandler	13145-5	X		
Jeffrey Bumb	13146-5		X	
Darrin Pfaff	13147-5	X		
Lisa Feringa	8786-5			X