



---

**VIRTUAL/TELECONFERENCE  
PROFESSIONAL GEOLOGIST SECTION  
EXAMINING BOARD OF PROFESSIONAL GEOLOGISTS,  
HYDROLOGISTS, AND SOIL SCIENTISTS  
Virtual, 4822 Madison Yards Way, Madison  
Contact: Christine Poleski (608) 266-2112  
February 17, 2021**

*The following agenda describes the issues that the Board 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 Board. A quorum of the Board may be present during any committee meetings.*

**AGENDA**

**2:00 P.M.**

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

- A. Adoption of Agenda (1-3)**
- B. Approval of Minutes of August 12, 2020 (4-7)**
- C. Introductions, Announcements and Recognition
- D. Administrative Matters**
  - 1) Department, Staff and Section Updates
  - 2) Annual Policy Review **(8)**
  - 3) Election of Officers, Appointment of Liaisons and Alternates, and Delegation of Authorities **(9-15)**
  - 4) Board Members – Term Expiration Dates:
    - a. Brenda Halminiak – 7/1/2012
    - b. William Mode – 7/1/2013
    - c. Stephanie Williams – 7/1/2017
    - d. Geologist Member – Vacant
- E. Association of State Boards of Geology (ASBOG) Matters – Discussion and Consideration**
  - 1) Status of 2021 Spring COE Workshop on April 8-9, 2021
  - 2) Call for Nominations Committee Members
- F. Legislative and Policy Matters – Discussion and Consideration
- G. Administrative Rule Matters – Discussion and Consideration
  - 1) Pending or Possible Rulemaking Projects
- H. Deliberation on 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. Credentialing Matters**

- 1) Application Review
  - a. Anna Beckman – Professional Geologist Applicant (**16-38**)

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 MEETING: AUGUST 11, 2021**

\*\*\*\*\*  
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. Requests for interpreters for the deaf or hard of hearing, or other accommodations, are considered upon request by contacting the Affirmative Action Officer, 608-266-2112, or the Meeting Staff at 608-266-5439.

**TELECONFERENCE/VIRTUAL  
PROFESSIONAL GEOLOGIST SECTION  
EXAMINING BOARD OF PROFESSIONAL GEOLOGISTS, HYDROLOGISTS, AND  
SOIL SCIENTISTS  
MEETING MINUTES  
AUGUST 12, 2020**

**PRESENT:** Brenda Halminiak, William Mode, Stephanie Williams

**STAFF:** Christine Poleski, Executive Director; Christian Albouras, Executive Director; Jameson Whitney, Board Legal Counsel; Sharon Henes, Administrative Rules Coordinator; Kimberly Wood, Program Assistant Supervisor-Adv

**CALL TO ORDER**

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

**ADOPTION OF AGENDA**

**MOTION:** Brenda Halminiak moved, seconded by Stephanie Williams, to adopt the Agenda as published. Motion carried unanimously.

**APPROVAL OF MINUTES OF MAY 20, 2013**

**MOTION:** Brenda Halminiak moved, seconded by Stephanie Williams, to approve the Minutes of May 20, 2013 as published. Motion carried unanimously.

**ADMINISTRATIVE MATTERS**

**Election of Officers**

*Chairperson*

**NOMINATION:** Brenda Halminiak nominated William Mode for the Office of Chairperson. Nomination accepted.

Christine Poleski, Executive Director, called for nominations three (3) times.

William Mode was elected as Chairperson by unanimous voice vote.

*Vice Chairperson*

**NOMINATION:** William Mode nominated Brenda Halminiak for the Office of Vice Chairperson. Nomination accepted.

Christine Poleski, Executive Director, called for nominations three (3) times.

Brenda Halminiak was elected as Vice Chairperson by unanimous voice vote.

*Secretary*

**NOMINATION:** Brenda Halminiak nominated Stephanie Williams for the Office of Secretary. Nomination accepted.

Christine Poleski, Executive Director, called for nominations three (3) times.

Stephanie Williams was elected as Secretary by unanimous voice vote.

| <b>ELECTION RESULTS</b> |                    |
|-------------------------|--------------------|
| <b>Chairperson</b>      | William Mode       |
| <b>Vice Chairperson</b> | Brenda Halminiak   |
| <b>Secretary</b>        | Stephanie Williams |

**Appointment of Liaisons and Alternates**

| <b>LIAISON APPOINTMENTS</b>  |                                             |
|------------------------------|---------------------------------------------|
| <b>Credentialing Liaison</b> | Brenda Halminiak<br>Alternate: William Mode |
| <b>Screening Panel</b>       | William Mode,<br>Stephanie Williams         |

**Delegation of Authorities**

***Document Signature Delegations***

**MOTION:** Brenda Halminiak moved, seconded by Stephanie Williams, to delegate authority to the Chairperson (or in absence of the Chairperson, the highest-ranking officer or longest serving board member in that succession) to sign documents on behalf of the Section in order to carry out its duties. Motion carried unanimously.

**MOTION:** Brenda Halminiak moved, seconded by Stephanie Williams, in order to carry out duties of the Section, the Chairperson (or in absence of the Chairperson, the highest-ranking officer or longest serving board 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 board member as necessary. Motion carried unanimously.

### *Delegated Authority for Urgent Matters*

**MOTION:** Brenda Halminiak moved, seconded by Stephanie Williams, 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 board member in that succession), to appoint liaisons to the Department to act in urgent matters. Motion carried unanimously.

### *Delegation to Chief Legal Counsel Due to Loss of Quorum*

**MOTION:** Brenda Halminiak moved, seconded by Stephanie Williams, to delegate the review of disciplinary cases to the Department's Chief Legal Counsel due to lack of/loss of quorum. Motion carried unanimously.

### *Credentialing Authority Delegations*

#### **Delegation of Authority to Credentialing Liaison (Generic)**

**MOTION:** Brenda Halminiak moved, seconded by Stephanie Williams, 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. Motion carried unanimously.

#### **Delegation of Authority to DSPS When Credentialing Criteria is Met**

**MOTION:** Brenda Halminiak moved, seconded by Stephanie Williams, 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:** Brenda Halminiak moved, seconded by Stephanie Williams, 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:** Brenda Halminiak moved, seconded by Stephanie Williams, 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.

***Screening Decision Delegation***

**MOTION:** Brenda Halminiak moved, seconded by Stephanie Williams, to authorize DSPS to contact the Chairperson (or, in the absence of the Chairperson, the highest-ranking officer or longest serving board member in that succession) when enforcement action is needed, and to authorize the Chairperson (their designee or, in the absence of the Chairperson, the highest-ranking officer or longest serving board member in that succession) to request that a screening panel be convened. Motion carried unanimously.

***Authorization for DSPS to Provide Board Member Contact Information to National Regulatory Related Bodies***

**MOTION:** Brenda Halminiak moved, seconded by Stephanie Williams, 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:** Brenda Halminiak moved, seconded by Stephanie Williams, to designate the Chairperson (or, in the absence of the Chairperson, the highest-ranking officer or longest serving board 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.

**ADJOURNMENT**

**MOTION:** Brenda Halminiak moved, seconded by Stephanie Williams, to adjourn the meeting. Motion carried unanimously.

The meeting adjourned at 10:11 a.m.

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

**AGENDA REQUEST FORM**

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                        |                                                                                                                                                                                                     |  |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>1) Name and Title of Person Submitting the Request:</b><br>Kimberly Wood, Program Assistant Supervisor-Adv.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                        | <b>2) Date When Request Submitted:</b><br>12/29/2020<br><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> |  |
| <b>3) Name of Board, Committee, Council, Sections:</b><br>All Boards                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                        |                                                                                                                                                                                                     |  |
| <b>4) Meeting Date:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <b>5) Attachments:</b><br><input type="checkbox"/> Yes<br><input checked="" type="checkbox"/> No                                       | <b>6) How should the item be titled on the agenda page?</b><br>Annual Policy Review                                                                                                                 |  |
| <b>7) Place Item in:</b><br><input checked="" type="checkbox"/> Open Session<br><input type="checkbox"/> Closed Session                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <b>8) Is an appearance before the Board being scheduled?</b><br><input type="checkbox"/> Yes<br><input checked="" type="checkbox"/> No | <b>9) Name of Case Advisor(s), if required:</b><br>N/A                                                                                                                                              |  |
| <b>10) Describe the issue and action that should be addressed:</b><br>Please be advised of the following Annual Policy Review items: <ol style="list-style-type: none"> <li>1. <b>Attendance/Quorum:</b> Thank you for your service and for your commitment to meeting attendance. If you cannot attend a meeting or if you have scheduling conflicts impacting your attendance, please let us know ASAP. Timely notification is appreciated as quorum is required for our Boards, Sections and Councils to meet pursuant to Open Meetings Law.</li> <li>2. <b>Walking Quorum:</b> Please refrain from discussing Board/Section/Council business with other members outside of legally noticed meetings so to avoid walking quorum issues pursuant to Open Meetings Law.</li> <li>3. <b>Agenda Deadlines:</b> Please communicate agenda topics to your Executive Director before the agenda submission deadline which is 8 business days prior to a meeting.</li> <li>4. <b>Travel Voucher and Per Diem Submissions:</b> Please submit all Per Diem and Reimbursement claims to DSPS within 30 days of the close of each month in which expenses are incurred.</li> <li>5. <b>Lodging Accommodations/Hotel Cancellation Policy:</b> Lodging accommodations are available to eligible members. Standard eligibility: member must leave home before 6:00 a.m. to attend a meeting by the indicated start time.                         <ul style="list-style-type: none"> <li>• If a member cannot attend a meeting it is their responsibility to cancel their reservation within the applicable cancellation timeframe. If a meeting is changed to occur remotely or is cancelled or rescheduled DSPS staff will cancel or modify reservations as appropriate.</li> </ul> </li> <li>6. <b>Inclement Weather Policy:</b> In the event of inclement weather the agency may change a meeting from an in-person venue to one that is executed remotely.</li> </ol> |                                                                                                                                        |                                                                                                                                                                                                     |  |
| <b>11) Authorization</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                        |                                                                                                                                                                                                     |  |
| <i>Kimberly Wood</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                        | 12/29/2020                                                                                                                                                                                          |  |
| 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                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                        |                                                                                                                                                                                                     |  |
| <b>Directions for including supporting documents:</b> <ol style="list-style-type: none"> <li>1. This form should be attached to any documents submitted to the agenda.</li> <li>2. Post Agenda Deadline items must be authorized by a Supervisor and the Policy Development Executive Director.</li> <li>3. If necessary, provide original documents needing Board Chairperson signature to the Bureau Assistant prior to the start of a meeting.</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                        |                                                                                                                                                                                                     |  |



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

**AGENDA REQUEST FORM**

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                        |                                                                                                                                                                                                |  |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>1) Name and Title of Person Submitting the Request:</b><br><br>Megan Glaeser, Bureau Assistant                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                        | <b>2) Date When Request Submitted:</b><br>12 February 2021<br><br>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><br>Professional Geologist Section                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                        |                                                                                                                                                                                                |  |
| <b>4) Meeting Date:</b><br><br>17 February 2021                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <b>5) Attachments:</b><br><input checked="" type="checkbox"/> Yes<br><input type="checkbox"/> No                                       | <b>6) How should the item be titled on the agenda page?</b><br>Administrative Matters<br>1) Election of Officers, Appointment of Liaisons and Alternates, Delegation of Authorities            |  |
| <b>7) Place Item in:</b><br><input checked="" type="checkbox"/> Open Session<br><input type="checkbox"/> Closed Session                                                                                                                                                                                                                                                                                                                                                                                                                 | <b>8) Is an appearance before the Board being scheduled?</b><br><input type="checkbox"/> Yes<br><input checked="" type="checkbox"/> No | <b>9) Name of Case Advisor(s), if required:</b><br><br>N/A                                                                                                                                     |  |
| <b>10) Describe the issue and action that should be addressed:</b><br><br>1) The Section should conduct Election Officers: Chairperson, Vice Chairperson & Secretary<br>2) The newly elected Chairperson should review and appoint/reappoint Liaisons and Alternates as appropriate<br>3) The Board should review and then consider its existing delegated authorities and any proposals for modification of delegations.<br>a. Credentialing Delegations (Questions: Sarah Norberg)<br>b. Monitoring Delegations (Questions: Amy Mayo) |                                                                                                                                        |                                                                                                                                                                                                |  |
| <b>11) Authorization</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                        |                                                                                                                                                                                                |  |
| Megan Glaeser                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                        | 17 February 2021                                                                                                                                                                               |  |
| <b>Signature of person making this request</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                        | <b>Date</b>                                                                                                                                                                                    |  |
| <b>Supervisor (if required)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                        | <b>Date</b>                                                                                                                                                                                    |  |
| <b>Executive Director signature (indicates approval to add post agenda deadline item to agenda)    Date</b>                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                        |                                                                                                                                                                                                |  |
| <b>Directions for including supporting documents:</b><br>1. This form should be attached to any documents submitted to the agenda.<br>2. Post Agenda Deadline items must be authorized by a Supervisor and the Policy Development Executive Director.<br>3. If necessary, provide original documents needing Board Chairperson signature to the Bureau Assistant prior to the start of a meeting.                                                                                                                                       |                                                                                                                                        |                                                                                                                                                                                                |  |

## Professional Geologist Section Officers, Liaisons, and Authorities

---

| ELECTION RESULTS        |                    |
|-------------------------|--------------------|
| <b>Chairperson</b>      | William Mode       |
| <b>Vice Chairperson</b> | Brenda Halminiak   |
| <b>Secretary</b>        | Stephanie Williams |

### Appointment of Liaisons

| LIAISON APPOINTMENTS         |                                             |
|------------------------------|---------------------------------------------|
| <b>Credentialing Liaison</b> | Brenda Halminiak<br>Alternate: William Mode |
| <b>Screening Panel</b>       | William Mode,<br>Stephanie Williams         |

### Delegation Motions

#### *Document Signature Delegations*

- **MOTION:** Brenda Halminiak moved, seconded by Stephanie Williams, to delegate authority to the Chairperson (or in absence of the Chairperson, the highest-ranking officer or longest serving board member in that succession) to sign documents on behalf of the Section in order to carry out its duties. Motion carried unanimously.
- **MOTION:** Brenda Halminiak moved, seconded by Stephanie Williams, in order to carry out duties of the Section, the Chairperson (or in absence of the Chairperson, the highest-ranking officer or longest serving board 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 board member as necessary. Motion carried unanimously.

#### *Delegated Authority for Urgent Matters*

- **MOTION:** Brenda Halminiak moved, seconded by Stephanie Williams, 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

board member in that succession), to appoint liaisons to the Department to act in urgent matters. Motion carried unanimously.

***Delegation to Chief Legal Counsel Due to Loss of Quorum***

- **MOTION:** Brenda Halminiak moved, seconded by Stephanie Williams, to delegate the review of disciplinary cases to the Department's Chief Legal Counsel due to lack of/loss of quorum. Motion carried unanimously.

***Credentialing Authority Delegations***

**Delegation of Authority to Credentialing Liaison (Generic)**

- **MOTION:** Brenda Halminiak moved, seconded by Stephanie Williams, 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. Motion carried unanimously.

**Delegation of Authority to DSPS When Credentialing Criteria is Met**

- **MOTION:** Brenda Halminiak moved, seconded by Stephanie Williams, 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:** Brenda Halminiak moved, seconded by Stephanie Williams, 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:** Brenda Halminiak moved, seconded by Stephanie Williams, 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.

***Screening Decision Delegation***

- **MOTION:** Brenda Halminiak moved, seconded by Stephanie Williams, to authorize DSPS to contact the Chairperson (or, in the absence of the Chairperson, the highest-ranking officer or longest serving board member in that succession) when enforcement action is needed, and to authorize the Chairperson (their designee or, in the absence of the Chairperson, the highest-ranking officer or longest serving board member in that succession) to request that a screening panel be convened. Motion carried unanimously.

***Authorization for DSPS to Provide Board Member Contact Information to National Regulatory Related Bodies***

- **MOTION:** Brenda Halminiak moved, seconded by Stephanie Williams, 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:** Brenda Halminiak moved, seconded by Stephanie Williams, to designate the Chairperson (or, in the absence of the Chairperson, the highest-ranking officer or longest serving board 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.

## Roles and Authorities Delegated for Monitoring

The Monitoring Liaison (“Liaison”) is a Board/Section designee who works with department monitors (“Monitor”) 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/disciplinary/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 one 90-day extension, if warranted and requested in writing by Respondent, to complete Board/Section-ordered continuing/disciplinary/remedial 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 a maximum of one extension, if warranted and requested in writing by Respondent, to complete a Board/Section-ordered evaluation or exam.
- 7.8. 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 of~~ written authorization from the Liaison to sign on their behalf.
- 8.9. Grant or deny a request to appear before the Board/Section in closed session.
- 9.10. ~~Board Monitoring~~ The Liaison may determine whether Respondent’s petition is eligible for consideration by the full Board/Section.
- 10.11. (*Except Pharmacy and Medical*) 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.

~~11.12.~~ *(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. Orders that do not start at 49 screens will still follow the same standard schedule.

- a. ~~Initial Year 1:~~ 49 screens (including 1 hair test, if required by original order)
- b. ~~1st Reduction Year 2:~~ 36 screens (plus 1 hair test, if required by original order)
- c. ~~2<sup>nd</sup> Reduction 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~~
- d. 3<sup>rd</sup> Reduction: 14 screens plus 1 hair test

~~12.13.~~ *(Dentistry only)* Ability to approve or deny all requests from a respondent.

~~13.14.~~ *(Except Nursing)* ~~Board Monitoring~~ The Liaison may approve or deny Respondent's request to be excused from drug and alcohol testing for work, travel, etc.

### ~~Current~~ Authorities Delegated to the Department Monitor

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 education ~~CE~~ is the sole condition 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 education ~~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 of 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.

### Authorities Delegated to Board Legal Counsel

Board Legal Counsel may take the following actions on behalf of the Board/Section:

1. Sign Monitoring orders that result from Board/Section meetings on behalf of the Board/Section Chair.

## **PROPOSED 2021 CREDENTIALING DELEGATION MOTIONS**

### ***Delegation of Authority to Credentialing Liaison***

**MOTION:** to delegate authority to the Credentialing Liaison(s) to serve as a liaison between the Department and the Section and to act on behalf of the Section in regard to credentialing applications or questions presented to them, including the signing of documents related to applications.

### ***Delegation of Authority to DSPS When Credentialing Criteria is Met***

**MOTION:** to delegate credentialing authority to the Department to act upon applications that meet all credentialing statutory and regulatory requirements without Section or Section liaison review.

### ***Delegation of Authority for Predetermination Reviews***

**MOTION:** to delegate authority to the Department Attorneys to make decisions regarding predetermination applications pursuant to Wis. Stat. § 111.335(4)(f).

### ***Delegation of Authority for Conviction Reviews***

**MOTION:** to delegate authority to the Department Attorneys to review and approve applications with convictions which are not substantially related to the practice of professional geology.

*Or, alternatively,*

**MOTION:** to delegate authority to Department Paralegals to review and approve applications with [optional: up to X] municipal/ordinance violations which are not substantially related to the practice of professional geology.

**MOTION:** to delegate authority to Department Attorneys to review and approve applications with [optional: up to X] municipal/ordinance violations and misdemeanors [optional: each more than X years old and] which are not substantially related to the practice of professional geology.

### ***Delegation to DSPS When Applicant's History Has Been Previously Reviewed***

**MOTION:** to delegate authority to Department staff to approve Firm, Partnership or Corporation Certificate of Authorization applications in which the identified licensed Professional Geologists in responsible charge of the firm, partnership or corporation have previously been approved for a Professional Geologist credential or renewal after criminal background check and there has been no criminal activity since the previous license/renewal approval.

### ***Delegation of Authority for Reciprocity Reviews***

**MOTION:** to delegate authority to the Department Attorneys to review and approve reciprocity applications in which the out of state license requirements are substantially equivalent to the Section's requirements.

### ***Delegated Authority for Application Denial Reviews***

**MOTION:** to delegate authority to the Department's Attorney Supervisors 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.