



**VIRTUAL/TELECONFERENCE
LANDSCAPE ARCHITECT SECTION
Virtual, 4822 Madison Yards Way, Madison
Contact: Adam Barr (608) 266-2112
August 16, 2022**

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 description 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 March 1, 2022 (4-9)**
- C. Reminders: Conflicts of Interest, Scheduling Concerns
- D. Introductions, Announcements and Recognition
- E. Administrative Matters – Discussion and Consideration**
 - 1) Department, Staff, and Board Updates
 - 2) Board Member – Term Expiration Dates
 - a. Arneson, Ken – 7/1/2018
 - b. Sina, Christopher M. – 7/1/2025
 - c. Styczinski, Rosheen M. – 7/1/2013
- F. Legislative and Policy Matters – Discussion and Consideration
- G. Administrative Rule Matters – Discussion and Consideration**
 - 1) Pending and Possible Rulemaking Projects (10-12)
- H. Credentialing Matters– Discussion and Consideration**
 - 1) Licenses Issued Between Meetings (13)
- I. Speaking Engagements, Travel, or Public Relation Requests**
 - 1) Travel Report: CLARB Mid-Year Update – April 20, 2022 – Rosheen Styczinski
- J. Discussion and Consideration of Items Added After Preparation of Agenda
 - 1) Introductions, Announcements and Recognition
 - 2) Nominations, Elections, and Appointments
 - 3) Administrative Matters

- 4) Election of Officers
- 5) Appointment of Liaisons and Alternates
- 6) Delegation of Authorities
- 7) Education and Examination Matters
- 8) Credentialing Matters
- 9) Practice Matters
- 10) Legislative and 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

K. 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.).

- L. 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 Orders
 - 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

M. Consulting with Legal Counsel

RECONVENE TO OPEN SESSION IMMEDIATELY FOLLOWING CLOSED SESSION

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

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

ADJOURNMENT

NEXT MEETING: TBD (2023)

MEETINGS AND HEARINGS ARE OPEN TO THE PUBLIC, AND MAY BE CANCELLED WITHOUT NOTICE.

Times listed for meeting items are approximate and depend on the length of discussion and voting. All meetings are held virtually unless otherwise indicated. In-person meetings are typically conducted at 4822 Madison Yards Way, Madison, Wisconsin, unless an alternative location is listed on the meeting notice. In order to confirm a meeting or to request a complete copy of the board's agenda, please visit the Department website at <https://dsps.wi.gov>. The board may also consider materials or items filed after the transmission of this notice. Times listed for the commencement of disciplinary hearings may be changed by the examiner for the convenience of the parties. Requests for interpreters for the hard of hearing, or other accommodations, are considered upon request by contacting the Affirmative Action Officer at 608-266-2112, or the Meeting Staff at 608-266-5439.

**VIRTUAL/TELECONFERENCE
LANDSCAPE ARCHITECT SECTION
MEETING MINUTES
MARCH 1, 2022**

PRESENT: Kenneth Arneson, Christopher Sina, Rosheen Styczinski

STAFF: Adam Barr, Executive Director; Jon Derenne, Legal Counsel; Dana Denny, Administrative Rules Coordinator; Katlin Schwartz, Bureau Assistant; and other Department staff

CALL TO ORDER

Rosheen Styczinski, Chairperson, called the meeting to order at 9:12 a.m. A quorum was confirmed with three (3) members present.

ADOPTION OF AGENDA

MOTION: Kenneth Arneson moved, seconded by Christopher Sina, to adopt the Agenda as published. Motion carried unanimously.

APPROVAL OF MINUTES OF MARCH 3, 2020

MOTION: Kenneth Arneson moved, seconded by Christopher Sina, to approve the Minutes of March 3, 2020 as published. Motion carried unanimously.

INTRODUCTIONS, ANNOUNCEMENTS AND RECOGNITION

Recognition of Tim Garland, Landscape Architect Member

MOTION: Christopher Sina moved, seconded by Kenneth Arneson, to recognize and thank Tim Garland for his years of dedicated service to the Section, Board and State of Wisconsin. Motion carried unanimously.

Recognition of Michael Kinney, Public Member

MOTION: Christopher Sina moved, seconded by Kenneth Arneson, to recognize and thank Michael Kinney for his years of dedicated service to the, Section, Board and State of Wisconsin. Motion carried unanimously.

ADMINISTRATIVE MATTERS

Election of Officers

Chairperson

NOMINATION: Christopher Sina nominated Rosheen Styczinski for the Office of Chairperson. Rosheen Styczinski accepted the nomination.

Adam Barr, Executive Director, called for nominations three (3) times.

Rosheen Styczinski was elected as Chairperson by unanimous voice vote.

Vice Chairperson

NOMINATION: Rosheen Styczinski nominated Kenneth Arneson for the Office of Vice Chairperson. Kenneth Arneson accepted the nomination.

Adam Barr, Executive Director, called for nominations three (3) times.

Kenneth Arneson was elected as Vice Chairperson by unanimous voice vote.

Secretary

NOMINATION: Rosheen Styczinski nominated Christopher Sina for the Office of Secretary. Christopher Sina accepted the nomination.

Adam Barr, Executive Director, called for nominations three (3) times.

Christopher Sina was elected as Secretary by unanimous voice vote.

ELECTION RESULTS	
Chairperson	Rosheen Styczinski
Vice Chairperson	Kenneth Arneson
Secretary	Christopher Sina

Appointment of Liaisons

LIAISON APPOINTMENTS	
Credentialing Liaison(s)	Christopher Sina <i>Alternate:</i> Rosheen Styczinski
Education and Examination Liaison(s)	Rosheen Styczinski <i>Alternate:</i> Christopher Sina

Monitoring Liaison(s)	Kenneth Arneson <i>Alternate: Rosheen Styczinski</i>
Professional Assistance Procedure (PAP) Liaison(s)	Kenneth Arneson <i>Alternate: Rosheen Styczinski</i>
Legislative Liaison(s)	Rosheen Styczinski <i>Alternate: Christopher Sina</i>
Travel Authorization Liaison(s)	Rosheen Styczinski <i>Alternate: Christopher Sina</i>
A-E Rules Committee Designee (Professional Member)	Rosheen Styczinski
Screening Panel	Kenneth Arneson <i>Alternate: Christopher Sina</i>

Delegation of Authorities

Document Signature Delegations

MOTION: Kenneth Arneson moved, seconded by Christopher Sina, 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: Christopher Sina moved, seconded by Kenneth Arneson, 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: Kenneth Arneson moved, seconded by Christopher Sina, 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.

Delegation to Chief Legal Counsel Due to Loss of Quorum

MOTION: Rosheen Styczinski moved, seconded by Christopher Sina, to delegate the review and authority to act on disciplinary cases to the Department's Chief Legal Counsel due to lack of/loss of quorum after one meeting. Motion carried unanimously.

Monitoring Delegations

Delegation of Authorities for Monitoring

MOTION: Christopher Sina moved, seconded by Kenneth Arneson, to adopt the "Roles and Authorities Delegated for Monitoring" document as presented in the March 1, 2022 agenda materials on pages 17-18. Motion carried unanimously.

Delegation of Authorities for Legal Counsel to Sign Monitoring Orders

MOTION: Christopher Sina moved, seconded by Kenneth Arneson, to delegate to Legal Counsel the authority to sign Monitoring orders that result from Section meetings on behalf of the Section Chairperson. Motion carried unanimously.

Credentialing Authority Delegations

Delegation of Authority to Credentialing Liaison

MOTION: Kenneth Arneson moved, seconded by Christopher Sina, 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. Motion carried unanimously.

Delegation of Authority for Predetermination Reviews

MOTION: Christopher Sina moved, seconded by Kenneth Arneson, to delegate authority to the Department Attorneys to make decisions regarding predetermination applications pursuant to Wis. Stat. § 111.335(4)(f). Motion carried unanimously.

Delegation of Authority for Conviction Reviews

MOTION: Kenneth Arneson moved, seconded by Christopher Sina, to delegate authority to the Department Attorneys to review and approve applications with convictions which are not substantially related to the practice of landscape architecture. Motion carried unanimously.

Delegation of Authority for Reciprocity Reviews

MOTION: Kenneth Arneson moved, seconded by Christopher Sina, to delegate authority to the Department Attorneys to review and approve reciprocity applications in which the out of state license requirements are of a standard not lower than required by the Section. Motion carried unanimously.

Delegated Authority for Application Denial Reviews

MOTION: Christopher Sina moved, seconded by Rosheen Styczinski, 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. Motion carried unanimously.

Voluntary Surrenders

MOTION: Kenneth Arneson moved, seconded by Christopher Sina, 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 and Examination Liaison(s) Delegation

MOTION: Rosheen Styczinski moved, seconded by Christopher Sina, to delegate authority to the Education and Examination Liaison(s) to address all issues related to continuing education. Motion carried unanimously.

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

MOTION: Christopher Sina moved, seconded by Kenneth Arneson, to authorize the Department staff to provide national regulatory related bodies with all section member contact information that the Department retains on file. Motion carried unanimously.

Optional Renewal Notice Insert Delegation

MOTION: Kenneth Arneson moved, seconded by Rosheen Styczinski, 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 board-related business within the license renewal notice at the Section's or Section designee's request. Motion carried unanimously.

Legislative Liaison Delegation

MOTION: Rosheen Styczinski moved, seconded by Kenneth Arneson, to delegate authority to the Legislative Liaisons to speak on behalf of the Section regarding legislative matters. Motion carried unanimously.

Travel Authorization Liaison Delegation

MOTION: Kenneth Arneson moved, seconded by Rosheen Styczinski, to delegate authority to the Travel Authorization Liaison to approve any section member travel to and/or participation in events germane to the section, and to designate representatives from the Section to speak and/or act on the Section's behalf at such events. Motion carried unanimously.

APPEARANCE: ZACH DRUGA, MANAGER, STATE GOVERNMENT AFFAIRS AND ADVOCACY, COUNCIL OF LANDSCAPE ARCHITECTURAL REGISTRATION BOARDS (CLARB) 2022 PROPOSED UNIFORM LICENSURE STANDARDS REVISIONS

MOTION: Christopher Sina moved, seconded by Kenneth Arneson, to acknowledge and thank Zach Druga, Manager, State Government Affairs and Advocacy, CLARB, for his appearance and presentation to the Section. Motion carried unanimously.

MOTION: Kenneth Arneson moved, seconded by Christopher Sina, to designate Rosheen Styczinski, as the Section's delegate, to vote on the Section's behalf at the CLARB Mid-year update on April 20, 2022, regarding the proposed changes to CLARB model law and regulations. The Section gives Rosheen Styczinski authority to vote as she deems appropriate. Motion carried unanimously.

SPEAKING ENGAGEMENTS, TRAVEL, OR PUBLIC RELATIONS REQUESTS

Consideration of Attendance: 2022 Council on Landscape Architect Registration Boards (CLARB) Annual Meeting – September 2022 – Tentatively Omaha, Nebraska

MOTION: Kenneth Arneson moved, seconded by Christopher Sina, to designate Rosheen Styczinski, as the Board's delegate, to attend the 2022 CLARB Annual Meeting on September 21-23, 2022 in Omaha, Nebraska. Motion carried unanimously.

ADJOURNMENT

MOTION: Christopher Sina moved, seconded by Kenneth Arneson, to adjourn the meeting. Motion carried unanimously.

The meeting adjourned at 11:25 a.m.

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

AGENDA REQUEST FORM

1) Name and title of person submitting the request: Dana Denny, Administrative Rules Coordinator		2) Date when request submitted: 8/3/2022 Items will be considered late if submitted after 12:00 p.m. on the deadline date which is 8 business days before the meeting	
3) Name of Board, Committee, Council, Sections: Landscape Architect Section			
4) Meeting Date: 8/16/2022	5) Attachments: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	6) How should the item be titled on the agenda page? Administrative Rule Matters - Discussion and Consideration 1. Pending or Possible Rulemaking Projects	
7) Place Item in: <input checked="" type="checkbox"/> Open Session <input type="checkbox"/> Closed Session	8) Is an appearance before the Board being scheduled? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	9) Name of Case Advisor(s), if applicable: N/A	
10) Describe the issue and action that should be addressed: Review A-E Board's Current Rule Projects Attachments: A-E Rule Projects Chart			
11) Authorization			
<i>Dana Denny</i>		8/3/2022	
Signature of person making this request		Date	
Supervisor (Only required for post agenda deadline items)		Date	
Executive Director signature (Indicates approval for post agenda deadline items)		Date	
Directions for including supporting documents: 1. This form should be saved with any other documents submitted to the Agenda Items 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.			

**Landscape Architect Section of the A-E Examining Board
Rule Projects (updated 08/01/22)**

Clearinghouse Rule Number	Scope #	Scope Expiration	Code Chapter Affected	Relating clause/ Summary	Current Stage	Next Step
21-020	080-19	2/19/2022	A-E 2	General requirements and procedures. Amendments to ensure requirements are current with standards of practice and consistent with Statutes. Update to ensure compliance with 2017 Act 108.	Legislative Review completed.	As April A-E Board meeting was cancelled, Adoption Order will be presented at October 12 A-E Board meeting.
21-019	082-19	2/19/2022	A-E 8	Professional Conduct Update to ensure compliance with 2017 Act 108.	Legislative Review completed.	As April A-E Board meeting was cancelled, Adoption Order will be presented at October 12 A-E meeting.
	112-24	6/20/2024	A-E 4 and 13	Engineer in training credential. Provide more clarity as to the required education and review acceptable credentialing agencies for continuing education.	Currently drafting rule.	Preliminary rule draft will be presented at October 12 A-E Rules meeting.
	112-21	6/20/2024	A-E 2, 7, and 8	Clarification on definitions of seal and stamps, requirements for electronic signatures, and clean up redundant words or sentences.	Currently drafting rule.	Preliminary rule draft will be presented at October 12 A-E Rules meeting.

Landscape Architect Section of the A-E Examining Board

			A-E 8	A comprehensive review of the definition of professional supervision to accommodate advancements in the occupation and current standards of practice.	Scope submitted to Governor's Office.	Draft Preliminary Rule.
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**State of Wisconsin
Department of Safety & Professional Services**

AGENDA REQUEST FORM

1) Name and title of person submitting the request: Emily Latham – LPPA – DPCP		2) Date when request submitted: 08/05/2022 <small>Items will be considered late if submitted after 12:00 p.m. on the deadline date which is 8 business days before the meeting</small>													
3) Name of Board, Committee, Council, Sections: Landscape Architect Section															
4) Meeting Date: 08/16/2022	5) Attachments: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	6) How should the item be titled on the agenda page? Licenses granted since last meeting (03/01/2022)													
7) Place Item in: <input checked="" type="checkbox"/> Open Session <input type="checkbox"/> Closed Session		8) Is an appearance before the Board being scheduled? <i>(If yes, please complete Appearance Request for Non-DSPS Staff)</i> <input type="checkbox"/> Yes <Appearance Name(s)> <input checked="" type="checkbox"/> No	9) Name of Case Advisor(s), if applicable: <Click Here to Add Case Advisor Name or N/A>												
10) Describe the issue and action that should be <h2 style="text-align: center;">Licenses Granted Since Last Meeting (03/01/2022)</h2> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="text-align: left;">PROFESSION NAME</th> <th style="text-align: left;">METHOD DESCRIPTION</th> <th style="text-align: left;">AUTHORITY NAME</th> <th style="text-align: center;">COUNT</th> </tr> </thead> <tbody> <tr> <td>Landscape Architect(14)</td> <td>By Comity - CLARB</td> <td>Landscape Architect Section</td> <td style="text-align: center;">4</td> </tr> <tr> <td>Landscape Architect(14)</td> <td>Exam Degree 2 Years</td> <td>Landscape Architect Section</td> <td style="text-align: center;">2</td> </tr> </tbody> </table>				PROFESSION NAME	METHOD DESCRIPTION	AUTHORITY NAME	COUNT	Landscape Architect(14)	By Comity - CLARB	Landscape Architect Section	4	Landscape Architect(14)	Exam Degree 2 Years	Landscape Architect Section	2
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