



**VIRTUAL/TELECONFERENCE
PROFESSIONAL LAND SURVEYOR SECTION
Virtual, 4822 Madison Yards Way, Madison
Contact: Adam Barr (608) 266-2112
April 1, 2021**

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 January 7, 2021 (4-9)**
- C. Introductions, Announcements and Recognition
- D. Reminders: Conflicts of Interest, Scheduling Concerns
- E. Administrative Matters**
 - 1) Department, Staff and Board Updates
 - 2) Board Members – Term Expiration Dates
- F. Legislative and Policy Matters – Discussion and Consideration
- G. Administrative Rule Matters – Discussion and Consideration**
 - 1) Pending and Possible Rulemaking Projects
- H. Credentialing Matters – Discussion and Consideration**
 - 1) Licenses Issued Between Meetings **(10)**
- I. COVID-19 – Discussion and Consideration**
- J. Speaking Engagement(s), Travel, or Public Relation Request(s), and Reports – Discussion and Consideration**
 - 1) 2021 NCEES Annual Meeting – August 18-21, 2021 – New Orleans, LA **(11)**
- K. Discussion and Consideration of Items Added After Preparation of Agenda:
 - 1) Introductions, Announcements and Recognition
 - 2) Election of Officers
 - 3) Appointment of Liaison(s)
 - 4) Delegation of Authorities

- 5) Administrative Matters
- 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) Disciplinary 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 Stipulations and Interim Orders
- 19) Presentation of Proposed Final Decision and Orders
- 20) Presentation of Interim Orders
- 21) Petitions for Re-Hearing
- 22) Petitions for Assessments
- 23) Petitions to Vacate Orders
- 24) Requests for Disciplinary Proceeding Presentations
- 25) Motions
- 26) Petitions
- 27) Appearances from Requests Received or Renewed
- 28) Speaking Engagement(s), Travel, or Public Relation Request(s), and Reports

L. 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.).

M. Deliberation of Items Added After Preparation of the Agenda

- 1) Education and Examination Matters
- 2) Disciplinary Matters
- 3) Monitoring Matters
- 4) Professional Assistance Procedure (PAP) Matters
- 5) Petitions for Summary Suspensions
- 6) Petitions for Designation of Hearing Examiner
- 7) Stipulations, Final Decisions and Order
- 8) Stipulations and Interim Orders
- 9) Administrative Warnings
- 10) Review of Administrative Warnings
- 11) Proposed Final Decision and Orders
- 12) Matters Relating to Costs/Orders Fixing Costs
- 13) Case Closings
- 14) Board Liaison Training
- 15) Proposed Interim Orders
- 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

N. Consulting with Legal Counsel

RECONVENE TO OPEN SESSION IMMEDIATELY FOLLOWING CLOSED SESSION

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

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

ADJOURNMENT

NEXT MEETING: JULY 15, 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.

**VIRTUAL/TELECONFERENCE
PROFESSIONAL LAND SURVEYORS SECTION
EXAMINING BOARD OF ARCHITECTS, LANDSCAPE ARCHITECTS,
PROFESSIONAL ENGINEERS, DESIGNERS AND PROFESSIONAL LAND
SURVEYORS
JANUARY 7, 2021**

PRESENT: Daniel Fedderly, Christina Martin, Dennis Myers, Nathan Vaughn (*arrived at 9:13 a.m.*)

STAFF: Valerie Payne, Acting Executive Director; Adam Barr, Executive Director; Jameson Whitney, Legal Counsel; Dale Kleven, Administrative Rules Coordinator; Kimberly Wood, Program Assistant Supervisor-Adv.; Megan Glaeser, Bureau Assistant; and other Department Staff

CALL TO ORDER

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

ADOPTION OF AGENDA

Amendments to the Agenda

MOTION: Dennis Myers moved, seconded by Christina Martin, to adopt the Agenda as published. Motion carried unanimously.

APPROVAL OF MINUTES OF JULY 9, 2020

Amendments to the Minutes

MOTION: Christina Martin moved, seconded by Dennis Meyers, to approve the Minutes of July 9, 2020 as published. Motion carried unanimously.

INTRODUCTIONS, ANNOUNCEMENTS AND RECOGNITION

Recognition of Bruce Bowden, Land Surveyor Member

MOTION: Christina Martin moved, seconded by Dennis Myers, to recognize and thank Bruce Bowden for his years of service to the Land Surveyor Section, A-E Examining Board, and the State of Wisconsin. Motion carried unanimously.

ADMINISTRATIVE UPDATES

Election of Officers

Chairperson

NOMINATION: Christina Martin nominated Daniel Fedderly for the Office of Chairperson.

Valerie Payne, Executive Director, called for nominations three (3) times.

Daniel Fedderly was elected as Chairperson by unanimous voice vote.

Vice Chairperson

NOMINATION: Dennis Myers nominated Christina Martin for the Office of Vice Chairperson.

Valerie Payne, Executive Director, called for nominations three (3) times.

Christina Martin was elected as Vice Chairperson by unanimous voice vote.

Secretary

NOMINATION: Christina Martin nominated Dennis Myers for the Office of Secretary.

Valerie Payne, Executive Director, called for nominations three (3) times.

Dennis Myers was elected as Secretary by unanimous voice vote.

(Nathan Vaughn arrived at 9:13 a.m.)

ELECTION RESULTS	
Chairperson	Daniel Fedderly
Vice Chairperson	Christina Martin
Secretary	Dennis Myers

Appointment of Liaisons

LIAISON APPOINTMENTS	
Credentialing Liaison	Daniel Fedderly
Continuing Education Liaison	Christina Martin, Nathan Vaughn
Monitoring and Professional Assistance Procedure (PAP) Liaison	Daniel Fedderly, Christina Martin
Travel Liaison	Christina Martin, Nathan Vaughn
Administrative Rules Liaison	Christina Martin, Daniel Fedderly
Screening Panel	Christina Martin, Nathan Vaughn <i>Alternate: Daniel Fedderly</i>

Delegation of Authorities

Document Signature Delegations

MOTION: Dennis Myers moved, seconded by Nathan Vaughn, 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: Christina Martin moved, seconded by Nathan Vaughn, 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: Christina Martin moved, seconded by Dennis Myers, 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: Dennis Myers moved, seconded by Nathan Vaughn, to delegate the review of disciplinary cases to the Department's Chief Legal Counsel due to lack of/loss of quorum after two (2) consecutive scheduled meetings. Motion carried unanimously.

Monitoring Delegations

MOTION: Nathan Vaughn moved, seconded by Dennis Myers, to adopt the "Roles and Authorities Delegated for Monitoring" document as presented in the January 7, 2021 agenda materials on pages 12-13. Motion carried unanimously.

MOTION: Christina Martin moved, seconded by Nathan Vaughn, to delegate to Board Legal Counsel the authority to sign Monitoring orders that result from Section meetings on behalf of the Chairperson. Motion carried unanimously.

Credentialing Authority Delegations

MOTION: Dennis Myers moved, seconded by Christina Martin, 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, except that potential denial decisions shall be referred to the full Section for final determination. Motion carried unanimously.

Delegation of Authority for Predetermination Reviews

MOTION: Dennis Myers moved, seconded by Nathan Vaughn, 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: Nathan Vaughn moved, seconded by Dennis Myers, to delegate authority to the Department Attorneys to review and approve applications with convictions which are not substantially related to the practice of professional land surveying. Motion carried unanimously.

Delegation of Authority for Reciprocity/Endorsement Reviews (New Delegation)

MOTION: Dennis Myers moved, seconded by Nathan Vaughn, to delegate authority to the Department Attorneys to review and approve reciprocity/endorsement applications in which the out of state license requirements meet or exceed the Section's requirements for licensure. Motion carried unanimously.

Delegated Authority for Application Denial Reviews

MOTION: Nathan Vaughn moved, seconded by Christina Martin, 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.

Continuing Education Liaison Delegation(s)

MOTION: Dennis Myers moved, seconded by Nathan Vaughn, to delegate authority to the Continuing Education 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: Dennis Myers moved, seconded by Christina Martin, 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: Dennis Myers moved, seconded by Christina Martin, 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.

Travel Delegation

MOTION: Christina Martin moved, seconded by Nathan Vaughn, to delegate authority to the Travel Liaison to approve any Section member travel. Motion carried unanimously.

CLOSED SESSION

MOTION: Dennis Myers moved seconded by Nathan Vaughn, to 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.). Bruce Bowden, Chair, read the language of the motion. The vote of each member was ascertained by voice vote. Roll Call Vote: Daniel Fedderly-yes; Christina Martin-yes; Dennis Myers-yes; Nathan Vaughn-yes. Motion carried unanimously.

The Section convened into Closed Session at 10:57 a.m.

DELIBERATION ON DIVISION OF LEGAL SERVICES AND COMPLIANCE (DLSC) MATTERS

Case Closings

20 LSR 001 – W.F.W.

MOTION: Dennis Myers moved, seconded by Christina Martin, to close DLSC Case Number 20 LSR 001, against W.F.W., for Prosecutorial Discretion (P5). Motion carried unanimously.

RECONVENE TO OPEN SESSION

MOTION: Dennis Myers moved, seconded by Nathan Vaughn, to reconvene in Open Session. Motion carried unanimously.

The Section reconvened into Open Session at 11:00 a.m.

VOTE ON ITEMS CONSIDERED OR DELIBERATED UPON IN CLOSED SESSION IF VOTING IS APPROPRIATE

MOTION: Christina Martin moved, seconded by Dennis Myers, to affirm all motions made and votes taken in Closed Session. Motion carried unanimously.

(Be advised that any recusals or abstentions reflected in the closed session motions stand for the purposes of the affirmation vote.)

ADJOURNMENT

MOTION: Dennis Myers moved, seconded by Christina Martin, to adjourn the meeting. Motion carried unanimously.

The meeting adjourned at 11:01 a.m.

DRAFT

Professional Land Surveyor Licenses Issued Since January 7, 2021

Name	License Number	Exam	Reciprocity	Reinstatement
Molly Towne	3227-8	X		

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

AGENDA REQUEST FORM

1) Name and title of person submitting the request: Megan Glaeser, Bureau Assistant		2) Date when request submitted: 19 March 2021	
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: Professional Land Surveyor Section			
4) Meeting Date: 1 April 2021	5) Attachments: <input type="checkbox"/> Yes <input type="checkbox"/> No	6) How should the item be titled on the agenda page? Speaking Engagements, Travel, or Public Relation Requests, and Reports NCEES 2021 Annual Meeting	
7) Place Item in: <input type="checkbox"/> Open Session <input type="checkbox"/> Closed Session	8) Is an appearance before the Board being scheduled? <i>(If yes, please complete Appearance Request for Non-DSPS Staff)</i> <input type="checkbox"/> Yes <input type="checkbox"/> No	9) Name of Case Advisor(s), if required:	
10) Describe the issue and action that should be addressed:			
11) Authorization			
<i>Megan Glaeser</i>		19 March 2021	
Signature of person making this request		Date	
Supervisor (if required)		Date	
Executive Director signature (indicates approval to add post agenda deadline item to agenda) Date			
Directions for including supporting documents: 1. This form should be attached to any documents submitted to the agenda. 2. Post Agenda Deadline items must be authorized by a Supervisor and the Policy Development Executive Director. 3. If necessary, provide original documents needing Board Chairperson signature to the Bureau Assistant prior to the start of a meeting.			