



STATE OF WISCONSIN
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Governor Scott Walker Secretary Dave Ross

DESIGNERS SECTION
EXAMINING BOARD OF ARCHITECTS, LANDSCAPE ARCHITECTS,
PROFESSIONAL ENGINEERS, DESIGNERS, AND LAND SURVEYORS
Room 121A, 1400 E. Washington Avenue, Madison
Contact: Tom Wightman 608-267-9378
April 23, 2013

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 description of the actions of the Board.

AGENDA

9:30 A.M.

OPEN SESSION – CALL TO ORDER – ROLL CALL

A. Adoption of Agenda (1-2)

B. Approval of Minutes-October 9, 2012 (3-4)

C. Administrative Matters

- 1) Staff Updates
- 2) Election of Officers and Liaison Appointments
- 3) Explanation of EO50
- 4) Explanation of EO61
- 5) Paperless Initiative (5-8)

D. Credentialing Matters

- 1) **10:00 A.M.-APPEARANCE** – Renee Vance: Consideration and Review of Credentialing Process and Defining the Role of the Credentialing Liaison(s) (9)

E. DLSC Matters

- 1) **10:15 A.M.-APPEARANCE:** Michelle Krisher-Discussion of Delegated Authority to Department Monitor (11-12)

F. Legislative/Administrative Rule Matters

G. Informational Items

H. Items Added After Preparation of Agenda:

- 1) Introductions, Announcements and Recognition
- 2) Presentations of Petition(s) for Summary Suspension
- 3) Presentation of Proposed Stipulation(s), Final Decision(s) and Order(s)

- 4) Presentation of Final Decisions
- 5) Disciplinary Matters
- 6) Executive Director Matters
- 7) Education and Examination Matters
- 8) Credentialing Matters
- 9) Class 1 Hearing(s)
- 10) Practice Matters
- 11) Legislation/Administrative Rule Matters
- 12) Liaison Report(s)
- 13) Informational Item(s)
- 14) Speaking Engagement(s), Travel, or Public Relation Request(s)

I. Public Comments

CONVENE TO CLOSED SESSION to deliberate on cases following hearing (s. 19.85(1)(a), Stats.; consider closing disciplinary investigation with administrative warning (s. 19.85(1)(b), Stats. 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. Presentation and Deliberation on Proposed Stipulations, Final Decisions and Orders by the Division of Legal Services and Compliance (DLSC)

K. DLSC Matters:

- 1) Case Status Report

L. Application Reviews

M. Deliberation of Items Received After Printing of the Agenda

- 1) Disciplinary Matters
- 2) Education and Examination Matters
- 3) Credentialing Matters
- 4) Class 1 Hearings
- 5) Monitoring Matters
- 6) Professional Assistance Procedure (PAP) Matters
- 7) Petition(s) for Summary Suspensions
- 8) Petition(s) for Extension of Time
- 9) Proposed Stipulations, Final Decisions and Orders
- 10) Administrative Warnings
- 11) Proposed Decisions
- 12) Matters Relating to Costs
- 13) Motions
- 14) Petitions for Rehearing
- 15) Formal Complaints
- 16) Case Closings
- 17) 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

ADJOURNMENT

**DESIGNER SECTION
EXAMINING BOARD OF ARCHITECTS, LANDSCAPE ARCHITECTS,
PROFESSIONAL ENGINEERS, DESIGNERS AND LAND SURVEYORS
MEETING MINUTES
OCTOBER 9, 2012**

PRESENT: Tom Gasperetti, James Mickowski, and Steven Tweed

NOT PRESENT: Mark Cook

STAFF: Berni Mattsson, Executive Director; David Carlson, Bureau Assistant;
Jeanette Lytle, Division of Legal Services Compliance.

James Mickowski, Board Chair, called the meeting to order at 8:38 a.m. A quorum of 3 members was confirmed.

ADOPTION OF AGENDA

MOTION: Tom Gasperetti moved, seconded by Steven Tweed, to adopt the agenda as amended, adding a red-folder attachment to Item F. Motion carried unanimously.

APPROVAL OF MINUTES

MOTION: Steven Tweed moved, seconded by Tom Gasperetti, to approve the minutes of April 17, 2012 as published. Motion carried unanimously.

UPDATE AND DISCUSSION OF LRB DRAFT 11-0257/2

MOTION: James Mickowski moved, seconded by Tom Gasperetti, to authorize the Chair to develop a notice to be sent to professional organizations requesting support of LRB Draft 11-02567/2 and to include contact information for Jim Mickowski, Steven Tweed and Thomas Gasperetti as part of correspondence sent to organizations. Motion carried unanimously.

CLOSED SESSION

MOTION: Jim Mickowski moved, seconded by Tom Gasperetti, to convene to closed session to deliberate on cases following hearing (s. 19.85(1) (a), Stats.; consider closing disciplinary investigation with administrative warning (s. 19.85(1)(b), Stats. 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.). Roll Call Vote: Steven Tweed - yes; Tom Gasperetti - yes; Jim Mickowski - yes. Motion carried unanimously.

Open session recessed at 9:15 a.m.

RECONVENE TO OPEN SESSION

MOTION: Steven Tweed moved, seconded by Tom Gasperetti, to reconvene in open session at 9:49 a.m. Motion carried unanimously.

VOTING ON ITEMS CONSIDERED/DELIBERATED IN CLOSED SESSION

APPLICATION MATTERS

Permit as a Designer of Engineering Systems

1. By Experience Provision – ss. 443.07(1)(b), Stats.

- a. Approved
 - 1) Flanders, Kathleen
 - 2) Schoen, Kevin J.
 - 3) Schwartz, Michael H.
 - 4) Theis, Troy J.
- b. Intent to Deny
 - 1) Fanelti, Eric J.

2. Exams Eligibility

- a. Approved
 - 1) Barlament, Brandon
 - 2) Bauer, Adam T.
 - 3) Block, Nathan J.
 - 4) Carvalho, Frederick
 - 5) Demmin, David A.
 - 6) Schulfer, Nicholas R.
- b. Intent to Deny
 - 1) Hanson, Craig M.

MOTION: Steven Tweed moved, seconded by Tom Gasperetti, to act upon the applications reviewed for today's meeting as noted in the application files. Motion carried unanimously.

ADJOURNMENT

MOTION: Tom Gasperetti moved, seconded by Steven Tweed, to adjourn the meeting at 9:55 a.m. Motion carried unanimously.

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

AGENDA REQUEST FORM

1) Name and Title of Person Submitting the Request: Dave Carlson		2) Date When Request Submitted: 4/1/13	
		Items will be considered late if submitted after 4:30 p.m. and less than: <ul style="list-style-type: none"> ▪ 10 work days before the meeting for Medical Board ▪ 14 work days before the meeting for all others 	
3) Name of Board, Committee, Council, Sections: Designers Section			
4) Meeting Date: 4/23/13	5) Attachments: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	6) How should the item be titled on the agenda page? Paperless Initiative	
7) Place Item in: <input checked="" type="checkbox"/> Open Session <input type="checkbox"/> Closed Session <input type="checkbox"/> Both	8) Is an appearance before the Board being scheduled? <input type="checkbox"/> Yes (Fill out Board Appearance Request) <input type="checkbox"/> No	9) Name of Case Advisor(s), if required:	
10) Describe the issue and action that should be addressed: <p style="text-align: center;">Brief presentation of how Designers Section Members can sign up for SharePoint access as a part of the paperless initiative, as well as instructions for using DSPS laptops.</p>			
11) Authorization			
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.			

How to register for a username/password on <http://register.wisconsin.gov> .

In order to access the Board SharePoint site, Board Members must obtain a State of WI/DOA username/password from this site <http://register.wisconsin.gov> . Once registered, Board Members will be provided a DOA credential under the Wisconsin External (wiext) domain. This account is intended to provide users with access to multiple State of Wisconsin web applications, including the DSPS SharePoint site.

To Begin, use the 'Self Registration' link

DOA/Wisconsin Logon Management System - Windows Internet Explorer provided by State of Wisconsin

http://register.wisconsin.gov/AccountManagement/

wisconsin.gov home state agencies subject directory

Wisconsin Department of Administration | News | Search | Home

[Main Menu](#) | [Help](#) | [FAQ](#)

DOA/Wisconsin Logon Management System

The DOA/Wisconsin Logon Management System allows authorized individuals to access many DOA Internet applications using a single ID and password. When access to information or services is restricted to protect your privacy or the privacy of others, you will be asked to provide your DOA/Wisconsin Logon and password. Your DOA/Wisconsin Logon and password verifies your identity so that we can provide you with access to your information and services and prevent access by unauthorized individuals.

User Acceptance Agreement

Please note that only certain types of information will be stored in your user profile, as described in the [User Acceptance Agreement](#). Your user profile will never contain records such as driving history, tax information, unemployment compensation, vehicle registrations or prison records.

Sign Up for your DOA/Wisconsin Logon

[Self Registration](#) (Request a DOA/Wisconsin Logon and Password.)

Self Registration allows you to create **your personal** DOA/Wisconsin Logon. This is your key to doing secure business with DOA over the Internet.

Change / Update Your Information

[Profile Management](#) allows you to change your account information, e-mail address and other information.

Change Your Password

[Password Management](#) allows you to change your password.

Forgot Your Logon ID or Password?

[Logon ID/Password Recovery](#) allows you to recover a forgotten DOA/Wisconsin Logon and/or Password.

Updated February 6, 2009
DET - Bureau of Business Applications Services
Content Contact: [BRAS/BA](#)

[Wisconsin.gov](#) | [Search](#) | [Legal](#) | [DOA Home](#)

Not sure if you already have DOA/State of WI account?

Use the 'Forgot Your Logon ID or Password' link to check

After accepting the user agreement, complete the 'Account Creation' form.

Indicate 'SharePoint' under the section entitled, 'Systems You Will Access'

Account Creation

* Indicates Required Field

Profile Information

First Name *

Middle Initial

Last Name *

Suffix

E-Mail *

Use this format 6085551234

Phone ext.

Mailing Address

Street Address

City

State/Province

Zip Code -

Systems You Will Access

Use your mouse to highlight the system that you want to access.

Systems *

Account Information

Your Logon ID must be between 5-20 characters and **CAN** be a combination of letters and numbers. Your Logon ID must not contain spaces or special characters.

Logon ID *

Your Password must be 7-20 characters long and **MUST** contain a combination of letters and either numbers or special characters (except the @ ? / signs). Passwords are case sensitive. Your Password cannot contain the Logon ID.

[Password Tip](#)

Password *

Re-enter Password *

Logon ID/Password Recovery

Enter a question and answer for use if you forget your DOA/Wisconsin Logon ID or Password. Your Secret Question and Secret Answer cannot contain your password. [Secret Question and Answer Tip](#)

Secret Question *

Secret Answer *

Verification

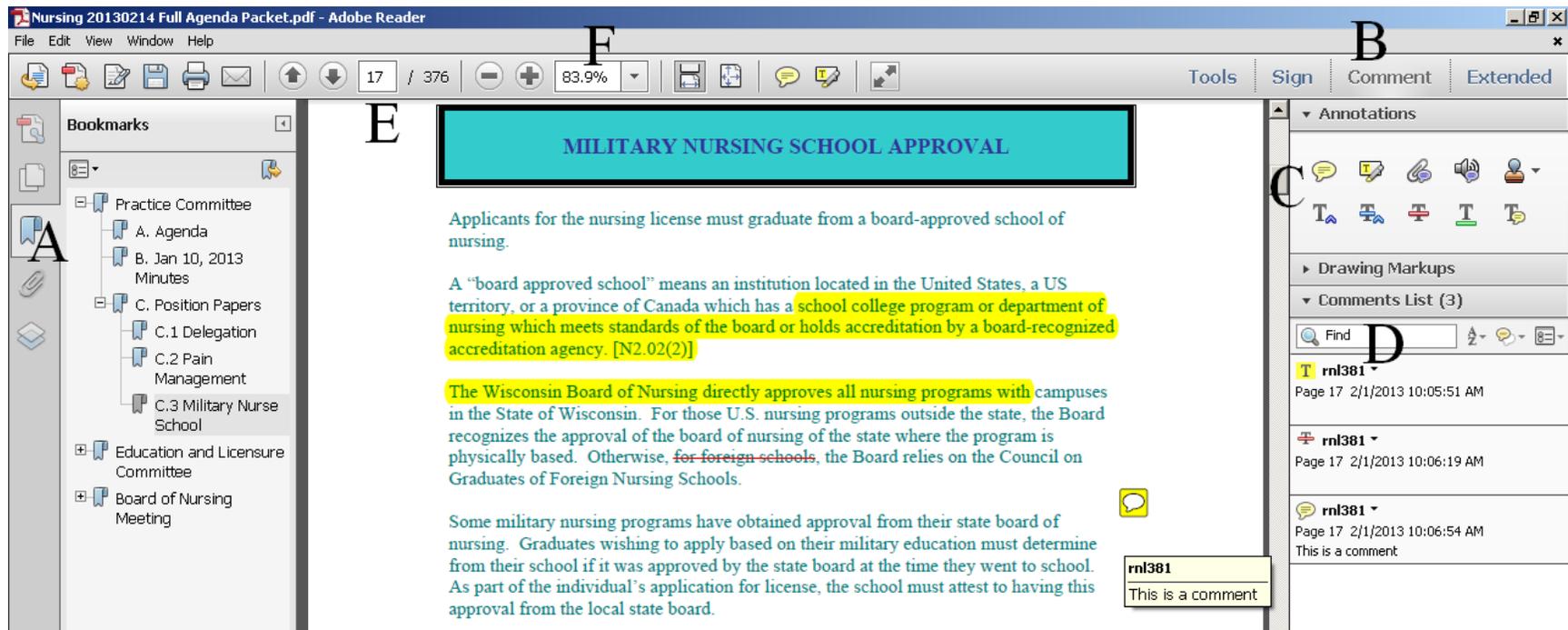
This step helps prevent automated registrations. If you cannot see the number below [click here](#).

80542 Please enter the number as it is shown in the box to the left. *

Please use a login ID of your first initial followed by your middle initial followed by your last name, as in the example to the left.

Remember your logon ID, as you will need to provide that to DSPS staff in order for you to receive proper access rights.

Once you have been granted permission to access the Board's website, you should receive an automated 'Welcome to SharePoint' email with a link to the site.



Above is an example of an agenda packet page, with some features you can access through Adobe Reader.

A: Bookmarks – When the Bureau Assistant creates the Agenda Packet, it is possible to place in bookmarks for quick reference during meetings. You can expand and minimize categories to better enable you to jump from section to section of your agenda here.

B: Comment – On specially designated .pdf files, it is possible for Adobe Reader to be given comment privileges. This allows a Board member to make comments on documents, as well as edit, highlight, or insert text in suitable files. Please note, if the file is a scanned copy, it is likely that the highlight and text editing features will not be usable. The comment feature will still work in such an issue.

C: Annotations & Drawing Markups – These are the different options you can use to mark up your document for your reference. If you mouse over an option, it will give a brief description of what it can do for you. Feel free to experiment and find out what works best for you!

D: Comments List – Quickly jump between your comments by selecting them in this list. Never again will you miss out on a note during a discussion with this handy tool.

E: Page List – No more rifling through papers in order to track down that page someone mentioned! With this handy bar, you can simply type in the page you are looking for, hit enter, and Adobe Reader will take you directly to the page.

F: Zoom – Having trouble reading something? You can zoom in and out on a document with this bar. The plus and minus signs to the left can be used to make quick adjustments as well.

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

AGENDA REQUEST FORM

1) Name and Title of Person Submitting the Request: Tom Wightman		2) Date When Request Submitted: 1/7/2013	
		Items will be considered late if submitted after 4:30 p.m. and less than: <ul style="list-style-type: none"> ▪ 10 work days before the meeting for Medical Board ▪ 14 work days before the meeting for all others 	
3) Name of Board, Committee, Council, Sections: Designers Section – A-E Joint Board			
4) Meeting Date: 4/23/2013	5) Attachments: <input type="checkbox"/> Yes <input type="checkbox"/> No	6) How should the item be titled on the agenda page? Consideration and Review of Credentialing Process and Defining the Role of the Credentialing Liaison(s)	
7) Place Item in: <input checked="" type="checkbox"/> Open Session <input type="checkbox"/> Closed Session <input type="checkbox"/> Both	8) Is an appearance before the Board being scheduled? <input checked="" type="checkbox"/> Yes Renee Vance <input type="checkbox"/> No	9) Name of Case Advisor(s), if required: N/A	
10) Describe the issue and action that should be addressed: The assigned member(s) of credentialing staff will appear and provide the Board/Committee/Council/Section with an overview of the credentialing process for the credentials under its purview. Additionally, the Board/Committee/Council/Section should work to define the role(s) of its credentialing liaison(s) in an effort to clarify its expectations in terms of credentialing liaison work.			
11) Authorization			
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.			

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

AGENDA REQUEST FORM

1) Name and Title of Person Submitting the Request: Michelle Krisher Investigator/Department Monitor		2) Date When Request Submitted: 04/03/2013	
Items will be considered late if submitted after 4:30 p.m. and less than:			
<ul style="list-style-type: none"> ▪ 10 work days before the meeting for Medical Board ▪ 14 work days before the meeting for all others 			
3) Name of Board, Committee, Council, Sections: Designers Section			
4) Meeting Date: 04/23/2013	5) Attachments: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	6) How should the item be titled on the agenda page? Discussion of delegated authority to Department Monitor	
7) Place Item in: <input checked="" type="checkbox"/> Open Session <input type="checkbox"/> Closed Session <input type="checkbox"/> Both	8) Is an appearance before the Board being scheduled? If yes, who is appearing? <input checked="" type="checkbox"/> Yes Michelle Krisher <input type="checkbox"/> No	9) Name of Case Advisor(s), if required: NA	
10) Describe the issue and action that should be addressed: Discuss new model language and proposed delegated authorities for Monitoring Liaison and Department Monitor.			
11) Authorization			
<i>Michelle J. Krisher</i>		04/03/2013	
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.			

The following language is used in stipulated Final Decision and Orders to inform respondent's that failure to pay the costs and/or complete the required continuing education may result in an immediate suspension of their credential:

Model Language

Violation of any of the terms of this Order may be construed as conduct imperiling public health, safety and welfare and may result in a summary suspension of Respondent's license. The Board, in its discretion, may in the alternative impose additional conditions and limitations or other additional discipline for a violation of any of the terms of this Order. *(If the order includes costs, forfeitures or continuing education add the next clause)* In the event Respondent fails to timely submit (payment of the costs or payment of the forfeiture as ordered or fails to comply with the ordered continuing education) as set forth above, the Respondent's license (#) may, in the discretion of the board or its designee, be SUSPENDED, without further notice or hearing, until Respondent has complied with (payment of the costs or forfeiture or completion of the continuing education).

Monitoring Liaison Roles and Proposed Delegated Authorities

The Board Monitoring Liaison is a board designee working with the Department Monitor to carry out the board's orders. The roles of the Board Monitoring Liaison include but are not limited to granting or denying approval, as provided under the order, when Respondent proposes continuing/remedial education courses, mentors, supervisors, change of employment, etc. to satisfy order requirements.

The Department Monitor may draft and sign Board orders on behalf of the Board Monitoring Liaison **ONLY** under the following circumstances:

1. To suspend a Respondent's license per the above model language (based on the Board Liaison's recommendation) for Respondent failing to comply with the terms of the Order.
2. To remove a suspension and grant reinstatement (per the Board Liaison's recommendation) once the continuing education, forfeiture, and cost requirements, for which the suspension was issued, is completed.
3. To remove limitations on a Respondent's license, whose order states the limitations shall be removed upon completion of the continuing education and payment of forfeitures and costs, and said limitations are then completed by Respondent (based on the Board Liaison's recommendation).