



ARCHITECTS SECTION
EXAMINING BOARD OF ARCHITECTS, LANDSCAPE ARCHITECTS,
PROFESSIONAL ENGINEERS, DESIGNERS AND LAND SURVEYORS
Room 121B, 1400 E. Washington Avenue, Madison
Contact: Brittany Lewin 608-266-2112
April 15, 2015

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

9:00 A.M

OPEN SESSION – CALL TO ORDER – ROLL CALL

A. Adoption of Agenda

B. Approval of Minutes-December 5, 2014 (3-4)

C. Administrative Matters

1. Staff Updates
2. Election of Officers **(5)**
3. Appointment of Board Liaisons and Delegation of Authority **(6-7)**

E. Credentialing Matters – Discussion and Consideration

1. Review of NCARB Intern Development Program (IDP) and Wisconsin Equivalent IDP

D. NCARB Update

1. NCARB Regional Meeting Travel Report
2. NCARB Proposals

E. 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) Practice Matters

- 10) Legislation/Administrative Rule Matters
- 11) Liaison Report(s)
- 12) Informational Item(s)

F. 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.).

G. Credentialing Matters

1. Application Reviews (8-21)

H. Deliberation of Items Received After Printing of the Agenda

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

I. Consulting with Legal Counsel

RECONVENE TO OPEN SESSION IMMEDIATELY FOLLOWING CLOSED SESSION

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

ADJOURNMENT

**ARCHITECT SECTION
JOINT EXAMINING BOARD OF ARCHITECTS, LANDSCAPE ARCHITECTS,
PROFESSIONAL ENGINEERS, DESIGNERS AND PROFESSIONAL LAND
SURVEYORS
TELECONFERENCE MEETING MINUTES
December 5, 2014**

PRESENT: Michael Eberle (*in person*), Matthew Fernholz, James Gersich (*in person*), Gary Kohlenberg (*joined at 10:10 a.m.*), Lawrence Schnuck

STAFF: Brittany Lewin, Executive Director; and Taylor Thompson, Bureau Assistant

CALL TO ORDER

Lawrence Schnuck, Section Chair, called the meeting to order at 10:01 a.m. A quorum of four (4) members was confirmed.

ADOPTION OF AGENDA

MOTION: James Gersich moved, seconded by Matthew Fernholz, to adopt the agenda as published. Motion carried unanimously.

APPROVAL OF MINUTES

MOTION: James Gersich moved, seconded by Michael Eberle, to approve the minutes of October 8, 2014 as published. Motion carried unanimously.

EDUCATION AND EXAMINATION MATTERS

CONTINUING EDUCATION AUDIT REQUEST

MOTION: James Gersich moved, seconded by Michael Eberle, to request a continuing education audit after the 2016 renewal. Motion carried unanimously.

CREDENTIALING MATTERS

WIS. STATS. 443.03(1) – SATISFACTORY EXPERIENCE

MOTION: Michael Eberle moved, seconded by Lawrence Schnuck, to request DSPS staff draft a Scope Statement to include a degree from an architectural school or college providing the NAAB accredited degree, and modifying A-E 3.03 (2) to reflect at least 2 years of experience in the design and construction of buildings under the supervision of a registered architect or exempt person. Motion carried unanimously.

LEGISLATIVE AND ADMINISTRATIVE RULE MATTERS

165-A-E 3, 4, 6, 9 ENTRANCE TO EXAMS

MOTION: James Gersich moved, seconded by Lawrence Schnuck, to forward the draft of AE 3, 4, 6, and 9 relating to Entrance to Exams back to the A-E Joint Board for further review and consideration. Motion carried unanimously.

ADJOURNMENT

MOTION: James Gersich moved, seconded by Michael Eberle, to adjourn the meeting. Motion carried unanimously.

The meeting adjourned at 12:27 p.m.

ARCHITECT SECTION
2014 ELECTED BOARD MEMEBERS AND APPOINTMENT OF ASSIGNMENTS
ELECTION OF OFFICERS

2014 OFFICER ELECTION RESULTS	
Section Chair	Lawrence Schnuck
Section Vice Chair	Michael Eberle
Section Secretary	Matthew Fernholz

APPOINTMENT OF LIAISONS AND DELEGATED AUTHORITIES

2014 LIAISON APPOINTMENTS	
A-E Rules Committee	Lawrence Schnuck
Screening Panel	Matthew Fernholz, James Gersich
Credentialing and CE Liaison	Lawrence Schnuck
DLSC Liaison	Michael Eberle

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

AGENDA REQUEST FORM

1) Name and Title of Person Submitting the Request: Ashley Horton Department Monitor Division of Legal Services and Compliance		2) Date When Request Submitted: January 13, 2015 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:			
4) Meeting Date:	5) Attachments: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	6) How should the item be titled on the agenda page? Delegation to Monitoring Liaison and 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? <input type="checkbox"/> Yes (Fill out Board Appearance Request) <input checked="" type="checkbox"/> No	9) Name of Case Advisor(s), if required:	
10) Describe the issue and action that should be addressed: Delegated Authority Motion: <i>“_____ moved, seconded by _____ to adopt/reject the Roles and Authorities Delegated to the Monitoring Liaison and Department Monitor document as presented in today’s agenda packet.”</i>			
11) Authorization <div style="display: flex; justify-content: space-between;"> <div style="width: 30%;">  </div> <div style="width: 30%; text-align: center;"> January 13, 2015 </div> <div style="width: 30%;"></div> </div> <hr/> <div style="display: flex; justify-content: space-between;"> <div style="width: 60%;">Signature of person making this request</div> <div style="width: 20%; text-align: center;">Date</div> <div style="width: 20%;"></div> </div> <hr/> <div style="display: flex; justify-content: space-between;"> <div style="width: 60%;">Supervisor (if required)</div> <div style="width: 20%; text-align: center;">Date</div> <div style="width: 20%;"></div> </div> <hr/> <div style="display: flex; justify-content: space-between;"> <div style="width: 60%;">Executive Director signature (indicates approval to add post agenda deadline item to agenda)</div> <div style="width: 20%; text-align: center;">Date</div> <div style="width: 20%;"></div> </div>			
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.			

Roles and Authorities Delegated to the Monitoring Liaison and Department Monitor

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

Current Authorities Delegated to the Monitoring Liaison

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

1. Grant a temporary reduction in random drug screen frequency upon Respondent’s request if he/she is unemployed and is otherwise compliant with Board/Section order. The temporary reduction will be in effect until Respondent secures employment in the profession. The Department Monitor (“Monitor”) will draft an order and sign on behalf of the Liaison.
2. Grant a stay of suspension if Respondent is eligible per the Board/Section order. The Monitor will draft an order and sign on behalf of the Liaison.
3. Remove the stay of suspension if there are repeated violations or a substantial violation of the Board/Section order. In conjunction with removal of any stay of suspension, the Liaison may prohibit Respondent from seeking reinstatement of the stay for a specified period of time. The Monitor will draft an order and sign on behalf of the Liaison.
4. Grant or deny approval when Respondent proposes continuing/remedial education courses, treatment providers, mentors, supervisors, change of employment, etc. unless the order specifically requires full-Board/Section approval.
5. Grant a maximum of one 90-day extension, if warranted and requested in writing by Respondent, to complete Board/Section-ordered continuing education.
6. **Grant a maximum of one extension or payment plan for proceeding costs and/or forfeitures if warranted and requested in writing by Respondent.**

Monitoring Liaison currently has the authority to grant an extension up to 90 days. This change will allow the Liaison to grant payment plans and longer extensions on a case-by-case basis, which will be particularly helpful for Board/Sections that do not meet every month.

7. **Grant full reinstatement of licensure if Respondent has fully complied with all terms of the order without deviation. The Monitor will draft an order and obtain the signature or written authorization from the Liaison.**

This addition was initiated and approved by the Medical Examining Board in October 2014. The Liaison may choose to defer a particular request to the full Board/Section for review if needed.

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 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 CE and/or paid costs and forfeitures within the time specified by the Board/Section order. The Monitor may remove the suspension and issue an order when proof completion and/or payment have been received.