



ARCHITECTS SECTION
EXAMINING BOARD OF ARCHITECTS, LANDSCAPE ARCHITECTS,
PROFESSIONAL ENGINEERS, DESIGNERS AND LAND SURVEYORS
Room 121A, 1400 E. Washington Avenue, Madison
Contact: Brittany Lewin 608-266-2112
October 7, 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

1:00 P.M.

OPEN SESSION – CALL TO ORDER – ROLL CALL

A. Adoption of Agenda

B. Approval of Minutes

1. April 15, 2015 **(4-7)**
2. September 22, 2015 **(8)**

C. Administrative Matters

1. Staff Updates
2. Training Needs

D. Election of Officers (9-12)

1. Chair
2. Vice Chair
3. Secretary

E. Appointment of Section Liaisons and Delegation of Authority (9-12)

F. NCARB Update – Discussion and Consideration

G. Legislative/Administrative Rule Matters – Discussion and Consideration

1. Pending Legislative and Administrative Rule Matters Update

H. Deliberation on Items Added After Preparation of Agenda:

1. Introductions, Announcements and Recognition
2. Election of Section Officers
3. Appointment of Section Liaisons

4. Administrative Matters
5. Education and Examination Matters
6. Credentialing Matters
7. Practice Matters
8. Legislative/Administrative Rule Matters
9. Liaison Reports
10. Informational Items
11. Disciplinary Matters
12. Presentations of Petitions for Summary Suspension
13. Petitions for Designation of Hearing Examiner
14. Presentation of Proposed Stipulations, Final Decisions and Orders
15. Presentation of Proposed Final Decision and Orders
16. Presentation of Interim Orders
17. Petitions for Re-Hearing
18. Petitions for Assessments
19. Petitions to Vacate Orders
20. Requests for Disciplinary Proceeding Presentations
21. Motions
22. Petitions
23. Appearances from Requests Received or Renewed
24. 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.); 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. Application Reviews

1. Conviction Reviews
 - a) D.J-H. **(13-21)**
2. Reinstatement Requests
 - a) James Dahlberg **(22-40)**
 - b) James Gray **(41-54)**
 - c) Brian Houwman **(55-75)**
 - d) Allen Olsen **(76-90)**
 - e) Thomas Sarbaugh **(91-109)**

K. Administrative Warning

1. 14 ARC 005 – P.S.E. **(110-111)**

L. Deliberation of Items Added After Preparation of the Agenda

1. Education and Examination Matters
2. Credentialing Matters

3. Application Reviews
4. Disciplinary Matters
5. Monitoring Matters
6. Professional Assistance Procedure (PAP) Matters
7. Petitions for Summary Suspensions
8. Petitions for Designation of Hearing Examiner
9. Proposed Stipulations, Final Decisions and Order
10. Administrative Warnings
11. Review of Administrative Warnings
12. Proposed Final Decision and Orders
13. Matters Relating to Costs/ Orders Fixing Costs
14. Case Closings
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

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

**ARCHITECT SECTION
JOINT EXAMINING BOARD OF ARCHITECTS, LANDSCAPE ARCHITECTS
PROFESSIONAL ENGINEERS, DESIGNERS AND LAND SURVEYORS
MEETING MINUTES
APRIL 15, 2015**

PRESENT: Michael Eberle, James Gersich, Lawrence Schnuck (via GoToMeeting)

ABSENT: Gary Kohlenberg, Matthew Fernholz

STAFF: Brittany Lewin, Executive Director; Kelly Williams, Bureau Assistant;
Katie Paff, Rules Coordinator

CALL TO ORDER

Lawrence Schnuck, Section Chair, called the meeting to order at 9:17 A.M. A quorum of three (3) members was confirmed.

ADOPTION OF AGENDA

Amendments to the Agenda:

Item H. (Closed Session) Under the header Deliberation of Proposed Stipulations, Final Decisions and Orders ADD: 14 ARC 002 R.M.T.

Item I. (Closed Session) Under the header Deliberation of Administrative Warnings ADD: 14 ARC 006 D.L.B.

MOTION: James Gersich moved, seconded by Michael Eberle, to adopt the agenda as amended. Motion carried unanimously.

APPROVAL OF MINUTES- December 5, 2014

MOTION: Michael Eberle moved, seconded by James Gersich, to approve the minutes of December 5, 2014 as published. Motion carried unanimously.

ELECTION OF OFFICERS

**2015 ELECTED BOARD MEMEBERS AND APPOINTMENT OF ASSIGNMENTS
ELECTION OF OFFICERS**

NOMINATION: Lawrence Schnuck nominated the 2014 slate of officers to continue in 2015. Nomination carried by unanimous consent.

Brittany Lewin called for other nominations three (3) times.

Lawrence Schnuck was elected as Section Chair, Michael Eberle was elected as Vice Chair, and Matthew Fernholz was elected as Secretary.

2015 OFFICER ELECTION RESULTS	
Section Chair	Lawrence Schnuck
Section Vice Chair	Michael Eberle
Section Secretary	Matthew Fernholz

APPOINTMENT OF LIAISONS AND DELEGATED AUTHORITIES

MOTION: James Gersich moved, seconded by Michael Eberle to acknowledge the following appointments made by the Chair as the 2015 Liaisons, Screening Panel and Committee Members. Motion carried unanimously.

2015 LIAISON APPOINTMENTS	
A-E Rules Committee	Lawrence Schnuck
Screening Panel	Matthew Fernholz, James Gersich
Credentialing and CE Liaison	Lawrence Schnuck
DLSC Liaison	Michael Eberle

DELEGATED AUTHORITIES

MOTION: James Gersich moved, seconded by Michael Eberle, that, in order to facilitate the completion of assignments between meetings, the Board delegates its authority by order of succession to the Chair, highest ranking officer, or longest serving member of the Board, to appoint liaisons to the Department to act in urgent matters, make appointments to vacant liaison, panel and committee positions, and to act when knowledge or experience in the profession is required to carry out the duties of the Board in accordance with the law. Motion carried unanimously.

MOTION: James Gersich moved, seconded by Michael Eberle, to delegate authority to the Chair or chief presiding officer, or longest serving member of the Board, by order of succession, to sign documents on behalf of the Board. In order to carry out duties of the Board, the Chair, chief presiding officer, or longest serving member of the Board, has the ability to delegate this signature authority for purposes of facilitating the completion of assignments during or between meetings. The Chair, chief presiding officer, or longest serving member of the Board delegates the authority to Executive Director or designee to sign the name of any Board member on documents as necessary and appropriate. Motion carried unanimously.

MOTION: James Gersich moved, seconded by Michael Eberle, to adopt the ‘Roles and Authorities Delegated to the Monitoring Liaison and Department Monitor’ document included in today’s agenda packet. Motion carried unanimously.

MOTION: James Gersich moved, seconded by Michael Eberle, to delegate authority to the Credentialing Liaisons to address all issues related to credentialing matters. Motion carried unanimously.

MOTION: James Gersich moved, seconded by Michael Eberle, that Board Counsel or another Department attorney is formally authorized to serve as the Board's designee for purposes of Wis. Admin. Code § SPS 1.08(1). Motion carried unanimously.

CREDENTIALING MATTERS

MOTION: Michael Eberle moved, seconded by Lawrence Schnuck, that the Section agrees with the proposed changes to the NCARB Intern Development Program (IDP), approves of aligning the Wisconsin Equivalent IDP with the NCARB IDP and authorizes the chair to work with DSPS staff to implement by July 1. Motion carried unanimously.

CLOSED SESSION

MOTION: Michael Eberle moved seconded by James Gersich, 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.). Lawrence Schnuck read the language of the motion. The vote of each member was ascertained by voice vote. Roll Call Vote: Michael Eberle-Yes James Gersich – yes; Lawrence Schnuck – yes. Motion carried unanimously.

The Section convened into Closed Session at 9:54 A.M.

RECONVENE TO OPEN SESSION

MOTION: Michael Eberle moved, seconded by James Gersich, to reconvene into Open Session. Motion carried unanimously.

The Section reconvened into Open Session at 10:56 A.M.

VOTING ON ITEMS CONSIDERED OR DELIBERATED IN CLOSED SESSION

MOTION: James Gersich moved, seconded by Michael Eberle, to reaffirm all votes made in Closed Session. Motion carried unanimously.

CREDENTIALING MATTERS

MOTION: James Gersich moved, seconded by Michael Eberle, to approve the application for certificate of authorization of LS3P Associates LTD, once all requirements are met. Motion carried unanimously.

MOTION: Michael Eberle moved, seconded by Lawrence Schnuck to approve the request for reinstatement of K.M.R's. registration to practice architecture. Motion carried unanimously.

ADMINISTRATIVE WARNINGS

MOTION: James Gersich moved, seconded by Lawrence Schnuck, to issue an Administrative Warning in the matter of DLSC case number 14 ARC 006, D.L.B. Motion carried unanimously.

PROPOSED STIPULATION, FINAL DECISION AND ORDER

MOTION: James Gersich moved, seconded by Michael Eberle, to adopt the Findings of Fact, Conclusions of Law, and Proposed Decision and Order in the matter of disciplinary proceedings against R.M.T., Respondent – DLSC case number 14 ARC 002. Motion carried unanimously.

ADJOURNMENT

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

The meeting adjourned at 10:57 A.M

**TELECONFERENCE/VIRTUAL MEETING
ARCHITECT SECTION
JOINT EXAMINING BOARD OF ARCHITECTS, LANDSCAPE
ARCHITECTS PROFESSIONAL ENGINEERS, DESIGNERS AND LAND
SURVEYORS
MEETING MINUTES
September 22, 2015**

PRESENT: Michael Eberle (*in person*), Matthew Fernholz(*arrived at 9:01 a.m.*),
James Gersich (*in person*), Steven Wagner

EXCUSED: Gary Kohlenberg

STAFF: Brittany Lewin, Executive Director; Nifty Lynn Dio, Bureau Assistant;

CALL TO ORDER

Michael Eberle, Vice Chair, called the meeting to order at 9:00 a.m. A quorum of three (3) members was confirmed.

ADOPTION OF AGENDA

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

(Matthew Fernholz joined the meeting at 9:01 a.m.)

**INTERN DEVELOPMENT PROGRAM EXPERIENCE DOCUMENTATION
METHOD COMMENTS**

MOTION: James Gersich moved, seconded by Steven Wagner, the Section disagrees with the Intern Development Program Experience Documentation Method as presented in the agenda packet and submits their comments to NCARB. Motion carried unanimously.

ADJOURNMENT

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

The meeting adjourned at 10:07 a.m.

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

AGENDA REQUEST FORM

1) Name and Title of Person Submitting the Request: Nifty Lynn Dio		2) Date When Request Submitted: 10/01/2015 <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: Architect Section			
4) Meeting Date: 10/07/2015	5) Attachments: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	6) How should the item be titled on the agenda page? D. Election of Officers 1. Chair 2. Vice Chair 3. Secretary E. Appointment of Section Liaisons and Delegation of Authority	
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 (Fill out Board Appearance Request) <input checked="" type="checkbox"/> No	9) Name of Case Advisor(s), if required: N/A	
10) Describe the issue and action that should be addressed: Board is to Elect Officers, Have the Chair Appoint Liaisons, and do Delegations of Authority			
11) Authorization			
<i>Nifty Lynn Dio</i>		<i>10/01/15</i>	
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.			

**2015 ELECTED BOARD MEMEBERS AND APPOINTMENT OF ASSIGNMENTS
ELECTION OF OFFICERS**

NOMINATION: Lawrence Schnuck nominated the 2014 slate of officers to continue in 2015. Nomination carried by unanimous consent.

Brittany Lewin called for other nominations three (3) times.

Lawrence Schnuck was elected as Section Chair, Michael Eberle was elected as Vice Chair, and Matthew Fernholz was elected as Secretary.

2015 OFFICER ELECTION RESULTS	
Section Chair	Lawrence Schnuck
Section Vice Chair	Michael Eberle
Section Secretary	Matthew Fernholz

APPOINTMENT OF LIAISONS AND DELEGATED AUTHORITIES

MOTION: James Gersich moved, seconded by Michael Eberle to acknowledge the following appointments made by the Chair as the 2015 Liaisons, Screening Panel and Committee Members. Motion carried unanimously.

2015 LIAISON APPOINTMENTS	
A-E Rules Committee	Lawrence Schnuck
Screening Panel	Matthew Fernholz, James Gersich
Credentialing and CE Liaison	Lawrence Schnuck
DLSC Liaison	Michael Eberle

DELEGATED AUTHORITIES

MOTION: James Gersich moved, seconded by Michael Eberle, that, in order to facilitate the completion of assignments between meetings, the Board delegates its authority by order of succession to the Chair, highest ranking officer, or longest serving member of the Board, to appoint liaisons to the Department to act in urgent matters, make appointments to vacant liaison, panel and committee positions, and to act when knowledge or experience in the profession is required to carry out the duties of the Board in accordance with the law. Motion carried unanimously.

MOTION: James Gersich moved, seconded by Michael Eberle, to delegate authority to the Chair or chief presiding officer, or longest serving member of the Board, by order of succession, to sign documents on behalf of the Board. In order to carry out duties of the Board, the Chair, chief presiding officer, or longest serving member of the Board, has the ability to delegate this signature authority for purposes of facilitating the completion of

assignments during or between meetings. The Chair, chief presiding officer, or longest serving member of the Board delegates the authority to Executive Director or designee to sign the name of any Board member on documents as necessary and appropriate. Motion carried unanimously.

MOTION: James Gersich moved, seconded by Michael Eberle, to adopt the ‘Roles and Authorities Delegated to the Monitoring Liaison and Department Monitor’ document included in today’s agenda packet. Motion carried unanimously.

MOTION: James Gersich moved, seconded by Michael Eberle, to delegate authority to the Credentialing Liaisons to address all issues related to credentialing matters. Motion carried unanimously.

MOTION: James Gersich moved, seconded by Michael Eberle, that Board Counsel or another Department attorney is formally authorized to serve as the Board’s designee for purposes of Wis. Admin. Code § SPS 1.08(1). Motion carried unanimously.

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