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**PROFESSIONAL LAND SURVEYOR SECTION**  
**Room 121A, 1400 East Washington Avenue, Madison**  
**Contact: Brittany Lewin (608) 266-2112**  
**January 7, 2016**

*The following agenda describes the issues that the Professional Land Surveyor 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 Professional Land Surveyor Section.*

**AGENDA**

**9:30 A.M.**

**OPEN SESSION – CALL TO ORDER – ROLL CALL**

**A. Adoption of Agenda (1-3)**

**B. Approval of Minutes of October 22, 2015 (4-5)**

**C. Administrative Updates (6-9)**

- 1) **Election of Officers**
- 2) **Liaison Appointments and Delegated Authorities**
- 3) Staff Updates
- 4) Board Member – Term Expiration Dates
  - a. Bruce Bowden – 07/01/2014
  - b. Daniel Fedderly – 07/01/2013
  - c. Matthew Janiak – 07/01/2011
  - d. Ruth G. Johnson – 07/01/2011

**D. Legislative/Administrative Rule Matters**

- 1) A-E 1, 2, 6, 7, 8, 10 Relating to Professional Land Surveyor Licensure
- 2) A-E 7 Relating to Survey Maps
- 3) A-E 3, 4, 6, 9 Relating to Exams
- 4) Update on Legislation and Pending or Possible Rulemaking Projects

**E. Education and Examination Matters**

- 1) Continuing Education Audit Discussion

**F. Speaking Engagements, Travel, or Public Relation Requests**

- 1) NCEES Central Zone Interim Meeting – May 5-7, 2016 in Kansas City, Missouri – Consider Attendance
- 2) NCEES Annual Meeting – August 24-27, 2016 in Indianapolis, Indiana – Consider Attendance

**G. Deliberation on Items Added After Preparation of Agenda:**

- 1) Introductions, Announcements and Recognition
- 2) Election of Section Officers
- 3) Appointment of Section Liaison(s)
- 4) Administrative Updates
- 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)

#### H. 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.).**

#### I. Deliberation on Division of Legal Services and Compliance (DLSC) Matters

- 1) Monitoring
- 2) Administrative Warnings
- 3) Proposed Stipulations, Final Decisions and Orders
- 4) **Case Closures**
  - a. 14 LSR 006 (**10-13**)

#### J. Deliberation of Items Added After Preparation of the Agenda

- 1) Education and Examination Matters
- 2) Credentialing Matters
- 3) Disciplinary 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 Order
- 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) Proposed Interim Orders
- 15) Petitions for Assessments and Evaluations
- 16) Petitions to Vacate Orders
- 17) Remedial Education Cases
- 18) Motions
- 19) Petitions for Re-Hearing
- 20) Appearances from Requests Received or Renewed

K. Consulting with Legal Counsel

**RECONVENE TO OPEN SESSION IMMEDIATELY FOLLOWING CLOSED SESSION**

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

M. Open Session Items Noticed Above not Completed in the Initial Open Session

**ADJOURNMENT**

**NEXT MEETING DATE APRIL 27, 2016**

**LAND SURVEYOR SECTION  
EXAMINING BOARD OF ARCHITECTS, LANDSCAPE ARCHITECTS,  
PROFESSIONAL ENGINEERS, DESIGNERS AND LAND SURVEYORS  
MEETING MINUTES  
October 22, 2015**

**PRESENT:** Bruce Bowden, Daniel Fedderly, Matthew Janiak, Ruth G. Johnson

**STAFF:** Brittany Lewin, Executive Director; Nifty Lynn Dio, Bureau Assistant; and other Department Staff

**CALL TO ORDER**

Matthew Janiak, Chair, called the meeting to order at 9:41 a.m. A quorum of four (4) members was confirmed.

**ADOPTION OF AGENDA**

**MOTION:** Daniel Fedderly moved, seconded by Ruth G. Johnson, to adopt the agenda as published. Motion carried unanimously.

**APPROVAL OF MINUTES**

**MOTION:** Bruce Bowden moved, seconded by Daniel Fedderly, to approve the minutes of October 13, 2015 as published. Motion carried unanimously.

**LEGISLATIVE/ADMINISTRATIVE RULE MATTERS**

**Review of Public Hearing and Clearinghouse Comments for CR15-039**

**MOTION:** Daniel Fedderly moved, seconded by Bruce Bowden, to authorize the Chair to approve the preliminary rule draft of CR15-039 relating to Practice, Conduct, and Continuing Education for posting of economic impact comments and submission to the Clearinghouse. Motion carried unanimously.

**MOTION:** Daniel Fedderly moved, seconded by Bruce Bowden, to rescind the motion at today's meeting authorizing of the Chair to approve the preliminary rule draft of CR15-039 relating to Practice, Conduct, and Continuing Education for posting of economic impact comments and submission to the Clearinghouse. Motion carried unanimously.

**MOTION:** Daniel Fedderly moved, seconded by Ruth G. Johnson, to authorize the Chair to approve the Legislative Report and Draft for Clearinghouse Rule CR15-039 relating to Practice, Conduct, and Continuing Education for submission to the Governor's Office and Legislature. Motion carried unanimously.

**CLOSED SESSION**

**MOTION:** Daniel Fedderly moved seconded by Ruth G. Johnson, 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.). Matthew Janiak read the language of the motion. The vote of each member was ascertained by voice vote. Roll Call Vote: Bruce Bowden-yes; Daniel Fedderly-yes; Matthew Janiak-yes; Ruth G. Johnson-yes. Motion carried unanimously.

### **RECONVENE TO OPEN SESSION**

**MOTION:** Ruth G. Johnson moved, seconded by Bruce Bowden, to reconvene in Open Session at 11:00 a.m. Motion carried unanimously.

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

**MOTION:** Bruce Bowden moved, seconded by Ruth G. Johnson, to affirm all Motions made and Votes taken in Closed Session. Motion carried unanimously.

### **CREDENTIALING MATTERS**

**MOTION:** Daniel Fedderly moved, seconded by Ruth G. Johnson, to request additional information from the applicant according to Wis. Stat. §443.06 and delegate the Credentialing Liaison to approve the application once all requirements are met. Motion carried unanimously.

### **ADJOURNMENT**

**MOTION:** Daniel Fedderly moved, seconded by Ruth G. Johnson, to adjourn the meeting. Motion carried.

The meeting adjourned at 11:02 a.m.

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

**AGENDA REQUEST FORM**

<b>1) Name and Title of Person Submitting the Request:</b>  Nifty Lynn Dio, Bureau Assistant		<b>2) Date When Request Submitted:</b>  12/23/15  Items will be considered late if submitted after 12:00 p.m. on the deadline date which is 8 business days before the meeting	
<b>3) Name of Board, Committee, Council, Sections:</b>  Professional Land Surveyor Section			
<b>4) Meeting Date:</b>  01/07/2016	<b>5) Attachments:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>6) How should the item be titled on the agenda page?</b>  Administrative Updates 1. Election of Officers 2. Liaison Appointments and Delegated Authorities	
<b>7) Place Item in:</b> <input checked="" type="checkbox"/> Open Session <input type="checkbox"/> Closed Session	<b>8) Is an appearance before the Board being scheduled?</b>  <input type="checkbox"/> Yes ( <a href="#">Fill out Board Appearance Request</a> ) <input checked="" type="checkbox"/> No	<b>9) Name of Case Advisor(s), if required:</b>  N/A	
<b>10) Describe the issue and action that should be addressed:</b>  1. Elect Officers for 2016 2. The Chair Appoints Liaisons 3. The Section should consider continuation or modification of previously delegated authorities			
<b>11) Authorization</b>			
<b>Nifty Lynn Dio</b>		<b>12/23/15</b>	
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			
<b>Directions for including supporting documents:</b> 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.			

## Professional Land Surveyor Section

2015 ELECTION RESULTS	
<b>Section Chair</b>	<b>Matthew Janiak</b>
<b>Vice Chair</b>	<b>Daniel Fedderly</b>
<b>Secretary</b>	<b>Ruth G. Johnson</b>

### APPOINTMENT OF LIAISONS, ALTERNATES, AND DELEGATES

2015 ELECTION RESULTS	
<b>Credentialing Liaison</b>	Bruce Bowden
<b>Rules Liaison</b>	Matthew Janiak
<b>Monitoring Liaison</b>	Daniel Fedderly
<b>Continuing Education Liaison</b>	Daniel Fedderly, Bruce Bowden
<b>Travel Liaison</b>	Matthew Janiak
<b>Screening Panel</b>	Ruth G. Johnson, Matthew Janiak

### DELEGATED AUTHORITY MOTIONS

**MOTION:** Bruce Bowden moved, seconded by Ruth G. Johnson, that, in order to facilitate the completion of assignments between meetings, the Section delegates its authority by order of succession to the Chair, highest ranking officer, or longest serving member of the Section, 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:** Bruce Bowden moved, seconded by Ruth G. Johnson, to delegate authority to the Chair or chief presiding officer, or longest serving member of the Section, by order of succession, to sign documents on behalf of the Section. In order to carry out duties of the Section, the Chair, chief presiding officer, or longest serving member of the Section, 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 Section delegates the

authority to Executive Director or designee to sign the name of any Section member on documents as necessary and appropriate. Motion carried unanimously.

**MOTION:** Ruth G. Johnson moved, seconded by Bruce Bowden, to delegate authority to the Credentialing Liaison(s) to address all issues related to credentialing matters. Motion carried unanimously.

**MOTION:** Ruth G. Johnson moved, seconded by Bruce Bowden, to adopt the Roles and Authorities Delegated to the Monitoring Liaison and Department Monitor document as presented in today's agenda packet. Motion carried unanimously.

## **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.
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.
- 8. Grant or deny Monitored Respondent requests to appear before the Board/Section.**

*This is a new Delegated Authority as some Respondents are requesting appearances to dispute the delegated decision of the Liaisons. Some Boards have requested this additional delegated authority due to meeting time constraints.*

### **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.