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**PROFESSIONAL LAND SURVEYOR SECTION**  
**Room 121A, 1400 East Washington Avenue, Madison**  
**Contact: Brittany Lewin (608) 266-2112**  
**January 5, 2017**

*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 12, 2016 (4-5)**

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

- 1) Election of Officers
- 2) Liaison Appointments and Delegated Authorities
- 3) Staff Updates

**D. Legislative/Administrative Rule Matters**

- 1) Update on Pending Legislation and Pending and Possible Rulemaking Projects

**E. Speaking Engagement(s), Travel, or Public Relation Request(s)**

- 1) 2017 Travel Requests

**F. National Council of Examiners for Engineering and Surveying (NCEES) Update**

**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 Credentialing Matters (10-11)**

- 1) Application Reviews

#### J. Deliberation on Education and Examination Matters

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

- 1) Proposed Stipulations, Final Decisions and Orders**
  - a. 14 LSR 001 and 14 LSR 007 – Mark Krause **(12-21)**
- 2) Case Closings**
  - a. 15 LSR 007 **(22-24)**

#### L. 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

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**

**NEXT MEETING DATE APRIL 6, 2017**

**PROFESSIONAL LAND SURVEYOR SECTION  
EXAMINING BOARD OF ARCHITECTS, LANDSCAPE ARCHITECTS,  
PROFESSIONAL ENGINEERS, DESIGNERS AND LAND SURVEYORS  
TELECONFERENCE/VIRTUAL MEETING MINUTES  
OCTOBER 12, 2016**

**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: 30 a.m. A quorum of four (4) members was confirmed.

**ADOPTION OF AGENDA**

**Amendments to the Agenda**

- *Added: G.5 Education and Examination Matters – Gateway Technical College Information*

**MOTION:** Ruth G. Johnson moved, seconded by Bruce Bowden, to adopt the agenda as amended. Motion carried unanimously.

**APPROVAL OF MINUTES**

**MOTION:** Bruce Bowden moved, seconded by Ruth G. Johnson, to approve the minutes of July 28, 2016 as published. Motion carried unanimously.

**EDUCATION AND EXAM MATTERS**

**MOTION:** Daniel Fedderly moved, seconded by Bruce Bowden, to acknowledge and thank Jon Hardbarger for his presentation on behalf of Gateway Technical College. The education requirements for Professional Land Surveyors are found in Wis. Stat. ch. 443 and Wis. Admin Code ch. A-E 6. The Section encourages Gateway Technical College to continue to meet the requirements as outlined. Motion carried unanimously.

**CLOSED SESSION**

**MOTION:** Bruce Bowden 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.

The Section convened to Closed Session at 10:21 a.m.

### **RECONVENE TO OPEN SESSION**

**MOTION:** Daniel Fedderly moved, seconded by Bruce Bowden, to reconvene in Open Session at 10:47 a.m. Motion carried unanimously.

### **VOTE ON ITEMS CONSIDERED OR DELIBERATED UPON IN CLOSED SESSION**

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

### **CREDENTIALING MATTERS**

#### **Application Reviews**

#### *Joshua Yunker*

**MOTION:** Ruth G. Janiak moved, seconded by Daniel Fedderly, the Section intends to deny the application of Joshua Yunker, unless the applicant submits proof of meeting the education and experience requirements pursuant to Wis. Stat. §443.06(2)(am) and Wis. Admin. Code § A-E 6.04(2). Motion carried unanimously.

### **ADJOURNMENT**

**MOTION:** Bruce Bowden moved, seconded by Ruth G. Johnson, to adjourn the meeting. Motion carried unanimously.

The meeting adjourned at 10:49 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>  12/29/2016  <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>																							
<b>3) Name of Board, Committee, Council, Sections:</b>  Professional Land Surveyor Section																									
<b>4) Meeting Date:</b>  01/05/2016	<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> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr style="background-color: #cccccc;"> <th colspan="2" style="text-align: center;">2016 ELECTION RESULTS</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Section Chair</td> <td style="text-align: center;">Matthew Janiak</td> </tr> <tr> <td style="text-align: center;">Vice Chair</td> <td style="text-align: center;">Daniel Fedderly</td> </tr> <tr> <td style="text-align: center;">Secretary</td> <td style="text-align: center;">Ruth G. Johnson</td> </tr> <tr style="background-color: #cccccc;"> <th colspan="2" style="text-align: center;">2016 LIAISON APPOINTMENTS</th> </tr> <tr> <td style="text-align: center;">Credentialing Liaison</td> <td style="text-align: center;">Bruce Bowden</td> </tr> <tr> <td style="text-align: center;">Administrative Rules Liaison</td> <td style="text-align: center;">Matthew Janiak</td> </tr> <tr> <td style="text-align: center;">Monitoring Liaisons</td> <td style="text-align: center;">Daniel Fedderly</td> </tr> <tr> <td style="text-align: center;">Continuing Education Liaison</td> <td style="text-align: center;">Daniel Fedderly, Bruce Bowden</td> </tr> <tr> <td style="text-align: center;">Travel Liaison</td> <td style="text-align: center;">Matthew Janiak</td> </tr> <tr> <td style="text-align: center;">Screening Panel</td> <td style="text-align: center;">Ruth G. Johnson, Matthew Janiak</td> </tr> </tbody> </table>				2016 ELECTION RESULTS		Section Chair	Matthew Janiak	Vice Chair	Daniel Fedderly	Secretary	Ruth G. Johnson	2016 LIAISON APPOINTMENTS		Credentialing Liaison	Bruce Bowden	Administrative Rules Liaison	Matthew Janiak	Monitoring Liaisons	Daniel Fedderly	Continuing Education Liaison	Daniel Fedderly, Bruce Bowden	Travel Liaison	Matthew Janiak	Screening Panel	Ruth G. Johnson, Matthew Janiak
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<b>11) Authorization</b> <table style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <tr> <td style="width: 60%; border-bottom: 1px solid black; padding: 5px;"><b>Nifty Lynn Dio</b></td> <td style="width: 40%; border-bottom: 1px solid black; padding: 5px; text-align: right;"><b>12/29/2016</b></td> </tr> <tr> <td style="border-bottom: 1px solid black; padding: 5px;">Signature of person making this request</td> <td style="border-bottom: 1px solid black; padding: 5px; text-align: right;">Date</td> </tr> <tr> <td style="border-bottom: 1px solid black; padding: 5px;">Supervisor (if required)</td> <td style="border-bottom: 1px solid black; padding: 5px; text-align: right;">Date</td> </tr> <tr> <td style="border-bottom: 1px solid black; padding: 5px;">Executive Director signature (indicates approval to add post agenda deadline item to agenda)</td> <td style="border-bottom: 1px solid black; padding: 5px; text-align: right;">Date</td> </tr> </table>				<b>Nifty Lynn Dio</b>	<b>12/29/2016</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														
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**State of Wisconsin**  
**Department of Safety & Professional Services**

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.

<b>2016 ELECTION RESULTS</b>	
<b>Board Chair</b>	Matthew Janiak
<b>Vice Chair</b>	Daniel Fedderly
<b>Secretary</b>	Ruth G. Johnson

**LIAISON APPOINTMENTS**

<b>2016 LIAISON APPOINTMENTS</b>	
<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

**MOTION:** Daniel Fedderly moved, seconded by Bruce Bowden, to affirm the Chair’s appointment of liaisons for 2016. Motion carried unanimously.

**DELEGATION MOTIONS**

*Delegated Authority for Urgent Matters*

**MOTION:** Daniel Fedderly moved, seconded by Bruce Bowden, 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.

*Delegated Authority for Application Denial Reviews*

**MOTION:** Daniel Fedderly moved, seconded by Bruce Bowden, that the 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.

***Document Signature Delegation***

**MOTION:** Daniel Fedderly moved, seconded by Bruce Bowden, 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.

***Credentialing Authority Delegations***

**MOTION:** Daniel Fedderly moved, seconded by Bruce Bowden, to delegate authority to the Credentialing Liaisons to make all credentialing decisions. Motion carried unanimously.

***Monitoring Delegations***

**MOTION:** Bruce Bowden moved, seconded by Ruth G. Johnson, to affirm the Chair's appointment of Daniel Fedderly as the Monitoring Liaison, to adopt the 'Roles and Authorities Delegated to the Monitoring Liaison and Department Monitor; document as presented. Motion carried unanimously.