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**PROFESSIONAL ENGINEERS SECTION  
EXAMINING BOARD OF ARCHITECTS, LANDSCAPE ARCHITECTS,  
PROFESSIONAL ENGINEERS, DESIGNERS, AND PROFESSIONAL LAND SURVEYORS  
Room 121C, 1400 East Washington Avenue, Madison  
Contact: Brittany Lewin (608) 266-2112  
January 26, 2017**

*The following agenda describes the issues that the 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 Section.*

**AGENDA**

**8:30 A.M.**

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

- A) Adoption of Agenda (1-3)**
- B) Approval of Minutes – December 14, 2016 (4-6)**
- C) Administrative Updates (7-10)**
  - 1) Election of Officers**
  - 2) Appointment of Liaisons and Delegated Authorities**
  - 3) Board and Staff Updates**
- D) Legislative and Administrative Rule Matters**
  - 1) Update on Pending Legislation and Pending and Possible Rulemaking Projects**
- E) Presentation from Wisconsin Society of Professional Engineers Regarding Potential Statutory Change Regarding Applicants with an Associate Degree**
- F) Speaking Engagements, Travel, or Public Relation Requests**
- G) Items Added After Preparation of Agenda:**
  - 1) Introductions, Announcements and Recognition**
  - 2) Election of Section Officers**
  - 3) Appointment of Section Liaisons**
  - 4) Administrative Updates**
  - 5) Education and Examination Matters**
  - 6) Credentialing Matters**
  - 7) Practice Matters**
  - 8) Legislation/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 Decisions 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 (§ 19.85 (1) (a), Stats.); to consider licensure or certification of individuals (§ 19.85 (1) (b), Stats.); to consider closing disciplinary investigations with administrative warnings (§ 19.85 (1) (b), Stats. and § 440.205, Stats.); to consider individual histories or disciplinary data (§ 19.85 (1) (f), Stats.); and to confer with legal counsel (§ 19.85 (1) (g), Stats.).**

**I) Credentialing Matters (11)**

- 1) Discipline Review
- 2) Application Review
- 3) Reinstatement Request

**L) Deliberation on Division of Legal Services and Compliance (DLSC) Matters**

- 1) Monitoring
- 2) **Administrative Warning**
  - a) 16 ENG 002 – J.R.S. **(12-13)**
- 3) Proposed Stipulations, Final Decisions and Orders
- 4) **Case Closures**
  - a) 15 ENG 006 **(14-17)**

**M) Deliberation of Items Added After Preparation of the Agenda**

- 1) Education and Examination Matters
- 2) Credentialing Matters
- 3) Application Review
- 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 Decisions 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

**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

**P)** Open Session Items Noticed Above Not Completed in the Initial Open Session

**ADJOURNMENT**

**NEXT MEETING DATE – APRIL 27, 2017**

**PROFESSIONAL ENGINEER SECTION  
OF THE EXAMINING BOARD OF ARCHITECTS, LANDSCAPE ARCHITECTS,  
PROFESSIONAL ENGINEERS, DESIGNERS AND PROFESSIONAL LAND SURVEYORS  
MEETING MINUTES  
December 14, 2016**

**PRESENT:** Kristine Cotharn, Steven Hook, Mark Mayer  
**EXCUSED:** Joseph Eberle  
**STAFF:** Brittany Lewin, Executive Director; and Samantha Weishan, Bureau Assistant;  
and other Department staff

**CALL TO ORDER**

Mark Mayer, Chair, called the meeting to order at 8:31 a.m. A quorum of three (3) members was confirmed.

**ADOPTION OF AGENDA**

**Amendments to the Agenda:**

- *Correct item B: Approval of Minutes from December to October*

**MOTION:** Kristine Cotharn moved, seconded by Steven Hook, to adopt the agenda as amended. Motion carried unanimously.

**APPROVAL OF MINUTES**

**Amendments to the Minutes:**

**MOTION:** Kristine Cotharn moved, seconded by Steven Hook, to approve the minutes of October 5, 2016 as published. Motion carried unanimously.

**ADMINISTRATIVE UPDATES**

**NCEES 2015 BOARD PRESIDENTS ASSEMBLY – FEBRUARY 6-8, 2015 – ATLANTA, GA**

**MOTION:** Kristine Cotharn moved, seconded by Steven Hook, to designate Mark Mayer to attend the NCEES 2017 Board Presidents Assembly – February 3-5, 2017 – Atlanta, GA, on the Section’s behalf. Motion carried unanimously.

**MOTION:** Steven Hook moved, seconded by Kristine Cotharn, to request that Brittany Lewin attend the NCEES 2017 Board Presidents Assembly – February 3-5, 2017 – Atlanta, GA.. Motion carried unanimously.

**LEGISLATIVE/ADMINISTRATIVE RULE MATTERS**

**Review and Discussion of Proposed Rule Language for A-E 13, Relating to Continuing Education**

**MOTION:** Kristine Cotharn moved, seconded by Steven Hook, to delegate Mark Mayer to approve the preliminary rule draft of A-E 13 relating to continuing education for posting for economic impact comments and submission to the Clearinghouse. Motion carried unanimously.

## CLOSED SESSION

**MOTION:** Steven Hook moved, seconded by Kristine Cotharn, 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.). Mark Mayer read the language of the motion. The vote of each member was ascertained by voice vote. Roll Call Vote: Kristine Cotharn – yes; Steven Hook – yes; Mark Mayer – yes. Motion carried unanimously.

The Section convened into closed session at 9:29 a.m.

## RECONVENE TO OPEN SESSION

**MOTION:** Kristine Cotharn moved, seconded by Steven Hook, to reconvene in Open Session. Motion carried unanimously.

Open session reconvened at 12:13 a.m.

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

**MOTION:** Steven Hook moved, seconded by Kristine Cotharn, to affirm all votes made in closed session. Motion carried unanimously.

## CREDENTIALING MATTERS

### Application Review

**MOTION:** Steven Hook moved, seconded by Kristine Cotharn, to grant professional engineer registration application for the following individuals once all requirements are met:

- |                           |                       |
|---------------------------|-----------------------|
| 1. Alam, Ashraful         | 12. Marshall, Sarah   |
| 2. Aschenbrenner, Andrew  | 13. Martz, Sarah      |
| 3. Burch, Brian           | 14. McKinney, Sean    |
| 4. Calhoun, Greg          | 15. Peacock, Russell  |
| 5. Chin, Francis          | 16. Reinbacher, Scott |
| 6. Correll, Jacob         | 17. Rettler, Keith    |
| 7. Czechan, Jacob         | 18. Shadlu, Amir      |
| 8. Hamidi, Sajad          | 19. Sharma, Arun      |
| 9. Hedegaard, Brock       | 20. Stone, Michael    |
| 10. Kneeland, Christopher | 21. Velotta, Laura    |
| 11. Manty, Adam           | 22. Vosters, Cole     |
|                           | 23. Ye, Zhen          |

Motion carried unanimously.

**MOTION:** Steven Hook moved, seconded by Kristine Cotharn, to approve the application of Justin Sebens for EIT certification, once all requirements are met. Motion carried unanimously.

**Reinstatement Requests**

**MOTION:** Steven Hook moved, seconded by Kristine Cotharn, to grant the reinstatement of the Professional Engineer registration of the individuals listed below, once all requirements are met:

1. Vogel Grote
2. MoonYong Han
3. Atif Sheikh
4. David Drake

Motion carried unanimously.

**ADJOURNMENT**

**MOTION:** Steven Hook moved, seconded by Kristine Cotharn, to adjourn the meeting. Motion carried unanimously.

The meeting adjourned at 10:12 a.m.

DRAFT

**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>  12/30/2016  <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 Engineer Section			
<b>4) Meeting Date:</b>  01/26/2017	<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>			
<b>2016 ELECTION RESULTS</b>			
<b>Board Chair</b>		Mark Mayer	
<b>Vice Chair</b>		Steven Hook	
<b>Secretary</b>		Kristine Cotharn	
<b>2016 LIAISON APPOINTMENTS</b>			
<b>Continuing Education Liaison</b>		Mark Mayer, Kristine Cotharn	
<b>Rules Committee</b>		Mark Mayer	
<b>Screening Panel</b>		Mark Mayer, Kristine Cotharn	
<b>Credentialing Liaison</b>		Joseph Eberle	
<b>Monitoring and Professional Assistance Procedure (PAP) Liaison</b>		Steven Hook	
<b>Travel Liaison</b>		Mark Mayer	
<b>11) Authorization</b>			
<b>Nifty Lynn Dio</b>		<b>12/30/2016</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	

**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.

## ELECTION OF OFFICERS

### ENGINEER SECTION

2016 ELECTION RESULTS	
<b>Section Chair</b>	Mark Mayer
<b>Vice Chair</b>	Steven Hook
<b>Secretary</b>	Kristine Cotharn

### LIAISON APPOINTMENTS

2016 LIAISON APPOINTMENTS	
<b>Continuing Education Liaison</b>	Mark Mayer, Kristine Cotharn
<b>Rules Committee</b>	Mark Mayer
<b>Screening Panel</b>	Mark Mayer, Kristine Cotharn
<b>Credentialing Liaisons</b>	Joseph Eberle
<b>Monitoring and Professional Assistance Procedure (PAP) Liaison</b>	Steven Hook
<b>Travel Liaison</b>	Mark Mayer

**MOTION:** Steven Hook moved, seconded by Kristine Cotharn, to affirm the Chair's appointment of liaisons for 2016. Motion carried unanimously.

### DELEGATION MOTIONS

#### *Delegated Authority for Urgent Matters*

**MOTION:** Kristine Cotharn moved, seconded by Steven Hook, 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 Section in accordance with the law. Motion carried unanimously.

#### *Delegated Authority for Application Denial Reviews*

**MOTION:** Kristine Cotharn moved, seconded by Steven Hook, that the Section 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:** Steven Hook moved, seconded by Kristine Cotharn, 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.

***Credentialing Authority Delegations***

**MOTION:** Kristine Cotharn moved, seconded by Steven Hook, to delegate credentialing authority to the credentialing liaison for those submitted applications that meet the criteria of Rule and Statute, potential denials will go to the full Section. Motion carried unanimously.

***Monitoring Delegations***

**MOTION:** Kristine Cotharn moved, seconded by Steven Hook, to affirm the Chair's appointment of Steven Hook as the Monitoring Liaison, to adopt the 'Roles and Authorities Delegated to the Monitoring Liaison and Department Monitor; document as presented. Motion carried unanimously.

***Travel Delegation***

**MOTION:** Steven Hook moved, seconded by Kristine Cotharn, to delegate authority to approve any Section Member travel to the Travel Liaison. Motion carried unanimously.