

**LANDSCAPE ARCHITECT SECTION
OF THE EXAMINING BOARD OF ARCHITECTS, LANDSCAPE ARCHITECTS, PROFESSIONAL
ENGINEERS, DESIGNERS AND PROFESSIONAL LAND SURVEYORS
MEETING MINUTES
March 1, 2016**

PRESENT: Andrew Albright (*via GoToMeeting*), Michael Kinney (*via GoToMeeting*), Rosheen Styczinski (*via GoToMeeting*)

STAFF: Tom Ryan, Executive Director; Nifty Lynn Dio, Bureau Assistant, and other Department staff

CALL TO ORDER

Rosheen Styczinski, Chair, called the meeting to order at 9:07 a.m. A quorum of three (3) was confirmed.

ADOPTION OF AGENDA

MOTION: Michael Kinney moved, seconded by Andrew Albright, to adopt the agenda as published. Motion carried unanimously.

APPROVAL OF MINUTES OF SEPTEMBER 9, 2015

MOTION: Michael Kinney moved, seconded by Andrew Albright, to approve the minutes of the September 9, 2015 meeting as published. Motion carried unanimously.

ADMINISTRATIVE UPDATES

ELECTION OF OFFICERS

BOARD CHAIR

NOMINATION: Michael Kinney nominated Rosheen Styczinski for the Office of Board Chair.

Tom Ryan called for nominations three (3) times.

Rosheen Styczinski was elected as Chair by unanimous consent.

VICE CHAIR

NOMINATION: Michael Kinney nominated Andrew Albright for the Office of Vice Chair.

Tom Ryan called for nominations three (3) times.

Andrew Albright was elected as Vice Chair by unanimous consent.

SECRETARY

NOMINATION: Rosheen Styczinski nominated Michael Kinney for the Office of Secretary.

Tom Ryan called for nominations three (3) times.

Michael Kinney was elected as Secretary by unanimous consent.

2016 ELECTION RESULTS	
Board Chair	Rosheen Styczinski
Vice Chair	Andrew Albright
Secretary	Michael Kinney

LIAISON APPOINTMENTS

2016 LIAISON APPOINTMENTS	
Credentialing Liaisons	Andrew Albright Alternate - Rosheen,
Professional Assistance Procedure (PAP) and Monitoring Liaison	Andrew Albright Alternate – Rosheen Styczinski
Administrative Rules Liaison	Rosheen Styczinski
Continuing Education Liaison	Andrew Albright Alternate – Rosheen Styczinski

MOTION: Michael Kinney moved, seconded by Rosheen Styczinski, to affirm the Chair’s appointment of liaisons for 2016. Motion carried unanimously.

DELEGATION MOTIONS

Delegated Authority for Urgent Matters

MOTION: Michael Kinney moved, seconded by Andrew Albright, 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: Michael Kinney moved, seconded by Andrew Albright, 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: Michael Kinney moved, seconded by Andrew Albright, 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: Michael Kinney moved, seconded by Andrew Albright, to delegate authority to the Credentialing Liaisons to make all credentialing decisions. Motion carried unanimously.

Monitoring Delegation

MOTION: Michael Kinney moved, seconded by Rosheen Styczinski, to affirm the Chair's appointment of Andrew Albright as the Monitoring Liaison, and Rosheen Styczinski as the alternate, to adopt the 'Roles and Authorities Delegated to the Monitoring Liaison and Department Monitor; document as presented. Motion carried unanimously.

Continuing Education Liaison

MOTION: Andrew Albright moved, seconded by Rosheen Styczinski, to delegate authority to the Continuing Education Liaisons to address all issues related to continuing education. Motion carried unanimously.

Signature Delegation

MOTION: Michael Kinney moved, seconded by Andrew Albright, to grant the Executive Director authority to sign the Stipulations on behalf of the Section. Motion carried unanimously.

SPEAKING ENGAGEMENTS, TRAVEL OR PUBLIC RELATIONS REQUESTS

2016 CLARB Annual Meeting

MOTION: Michael Kinney moved, seconded by Andrew Albright, to designate Rosheen Styczinski, and Andrew Albright as alternate to attend the 2016 CLARB Annual Meeting, and to authorize travel. Motion carried unanimously.

CLOSED SESSION

MOTION: Andrew Albright moved seconded by Michael Kinney, 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.). Rosheen Styczinski read the language of the motion. The vote of each member was ascertained by voice vote. Roll Call Vote: Andrew

Albright-yes; Michael Kinney-yes; and Rosheen Styczinski-yes. Motion carried unanimously.

The Board convened into Closed Session at 9:41 a.m.

RECONVENE TO OPEN SESSION

MOTION: Michael Kinney moved, seconded by Andrew Albright, to reconvene to Open Session. Motion carried unanimously.

The Board reconvened into Open Session at 10:19 a.m.

MOTION: Andrew Albright moved, seconded by Michael Kinney, to affirm all votes made in closed session. Motion carried unanimously.

CREDENTIALING MATTERS

Kurt Culbertson – Reinstatement Request

MOTION: Andrew Albright moved, seconded by Michael Kinney, to grant the reinstatement of the Landscape Architect License of Kurt Culbertson, once all requirements are met. Motion carried unanimously.

DELIBERATION ON DIVISION OF LEGAL SERVICES AND COMPLIANCE (DLSC) MATTERS

Proposed Stipulations, Final Decisions and Orders

15 LSA 001 – Kelly W. Bahrs

MOTION: Rosheen Styczinski moved, seconded by Andrew Albright, to adopt the Findings of Fact, Conclusions of Law and Order in the matter of disciplinary proceedings against **Kelly W. Bahrs**, DLSC case number **15 LSA 001**. Motion carried unanimously.

15 LSA 006 – Rick H. Rettler

MOTION: Andrew Albright moved, seconded by Michael Kinney, to adopt the Findings of Fact, Conclusions of Law and Order in the matter of disciplinary proceedings against **Rick H. Rettler**, DLSC case number **15 LSA 006**. Motion carried unanimously.

15 LSA 007 – James W. Walczak

MOTION: Andrew Albright moved, seconded by Michael Kinney, to adopt the Findings of Fact, Conclusions of Law and Order in the matter of disciplinary proceedings against **James W. Walczak**, DLSC case number **15 LSA 007**. Motion carried unanimously.

DELIBERATION ON CASE CLOSINGS

15 LSA 003

MOTION: Michael Kinney moved, seconded by Andrew Albright, to close DLSC case **15 LSA 003** against K.R.H. for **Prosecutorial Discretion (P1)**. Motion carried unanimously.

ADJOURNMENT

MOTION: Andrew Albright moved, seconded by Michael Kinney, to adjourn the meeting. Motion carried unanimously.

The meeting adjourned at 10:22 a.m.