



JOINT BOARD RULES COMMITTEE
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
April 22, 2014

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 (1-2)

B. Approval of Minutes-October 8, 2013 (3-4)

C. Administrative Matters

- 1) Staff Updates
- 2) July 18, 2014 Board Member Training
- 3) Election of Officers

D. Legislative/Administrative Rule Matters – Discussion and Consideration

- 1) CR 13-020 Electronic Seals (5-6)
- 2) Wisconsin 2013 Act 114

E. Practice Matters

F. Informational Items

G. Items Added After Preparation of Agenda:

- 1) Introductions, Announcements and Recognition
- 2) Presentations of Petition(s) for Summary Suspension
- 3) Presentation of Proposed Stipulation(s), Final Decision(s) and Order(s)
- 4) Presentation of Final Decisions
- 5) Disciplinary Matters
- 6) Executive Director Matters
- 7) Education and Examination Matters
- 8) Credentialing Matters
- 9) Class 1 Hearing(s)
- 10) Practice Matters
- 11) Legislation/Administrative Rule Matters
- 12) Liaison Report(s)
- 13) Informational Item(s)
- 14) Speaking Engagement(s), Travel, or Public Relation Request(s)

H. Public Comments

ADJOURNMENT

**A-E RULES COMMITTEE
EXAMINING BOARD OF ARCHITECTS, LANDSCAPE ARCHITECTS,
PROFESSIONAL ENGINEERS, DESIGNERS AND LAND SURVEYORS
MEETING MINUTES
OCTOBER 8, 2013**

PRESENT: Matt Janiak, James Mickowski, Rosheen Styczinski, Joe Eberle, and Larry Schnuck (via GoTo Meeting)

ABSENT: Tom Gasperetti, Steven Hook

STAFF: Angela Hellenbrand, Executive Director; Joshua Archiquette, Bureau Assistant; Matt Guidry, Bureau Assistant

Rosheen Styczinski, Board Chair; called the meeting to order at 1:05 p.m. A quorum of five (5) members was confirmed.

ADOPTION OF AGENDA

MOTION: Joe Eberle moved, seconded by Larry Schnuck, to adopt the agenda as amended. Motion carried unanimously.

APPROVAL OF MINUTES

MOTION: Matt Janiak moved, seconded by James Mickowski, to approve the minutes of April 23, 2013 as published. Motion carried unanimously.

LEGISLATIVE AND ADMINISTRATIVE RULE MATTERS

Gary Kohlenberg entered the meeting at 1:11 p.m.

MOTION: James Mickowski moved, seconded by Joe Eberle, to request DSPS staff submit CHR 13-020 regarding Electronic Seals to the Engineers Section for further discussion. Motion carried unanimously.

ADJOURNMENT

MOTION: Matt Janiak moved, seconded by James Mickowski, to adjourn the meeting. Motion carried unanimously.

The meeting adjourned at 1:45 p.m.

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

AGENDA REQUEST FORM

| | | | |
|--|--|---|------------|
| 1) Name and Title of Person Submitting the Request: Shawn Leatherwood | | 2) Date When Request Submitted: April 9, 2014 <small>Items will be considered late if submitted after 12:00 p.m. and less than: ▪ 8 work days before the meeting</small> | |
| 3) Name of Board, Committee, Council, Sections: Examining Board of Architects, Landscape Architects, Professional Engineers, Designers and Land Surveyors Joint Board - Rules Committee | | | |
| 4) Meeting Date: April 22, 2014 | 5) Attachments: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | 6) How should the item be titled on the agenda page? CR 13-020 Electronic Seals Discussion | |
| 7) Place Item in: <input checked="" type="checkbox"/> Open Session <input type="checkbox"/> Closed Session <input type="checkbox"/> Both | 8) Is an appearance before the Board being scheduled? If yes, who is appearing? <input type="checkbox"/> Yes by _____ (name) <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: <p style="margin-left: 20px;">The Board will discuss the amended language recommended by the Joint Board Electronic Seals Task Force.</p> | | | |
| 11) Shawn Leatherwood | Authorization | | 04/09/2014 |
| Signature of person making this request | | | Date |
| Supervisor (if required) | | | Date |
| Bureau 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 Board Services Bureau Director. 3. If necessary, Provide original documents needing Board Chairperson signature to the Bureau Assistant prior to the start of a meeting. | | | |

Leatherwood, Shancethea N - DSPTS

From: Leatherwood, Shancethea N - DSPTS
Sent: Tuesday, November 12, 2013 8:43 AM
To: Leatherwood, Shancethea N - DSPTS
Cc: Lewin, Brittany - DSPTS
Subject: electronic signatures language.

Hello everyone, this language reflects the changes suggested during the teleconference. Please review the language and provide me with any feedback you may have. Please do not talk amongst yourselves regarding the language.

Best regards,
Shawn

SECTION 1. A-E 2.02 (7) (a) (intro.) is amended to read:

A-E 2.02 (7) (a) All seals or stamps affixed to ~~drawings and plans, drawings, documents, and specifications, and reports~~ to be filed as public documents shall be original. No stickers or ~~electronically scanned images~~ shall be allowed. Seals or stamps may be applied by crimp type, rubber stamp or by electronic means provided the electronic seal or stamp meets the requirements of subch. II of ch. 137 Stats., a security procedure is used, and electronic submissions are permitted by the governmental unit that is to receive the plans, drawings, documents, specifications, and reports.

SECTION 2. A-E 2.02 (7) (a) 1. is created to read:

A-E 2.02 (7) (a) 1. The stamp authorized by the Board must be one of crimp type, rubber stamp type, or computer generated.

SECTION 3. A-E 2.02 (7) (b) (intro.) is amended to read:

A-E 2.02 (7) (b) All seals and stamps on plans, drawings, documents, and specifications, and reports to be filed as public documents shall be signed and dated by the registered professional in one of the following manners:

SECTION 4. A-E 2.02 (7) (b) 2. is amended to read:

A-E 2.02 (7) (b) 2. Utilizing an electronic signature, meeting the requirements of ~~s. 137.06, Stats.,~~ subch. II ch. 137, Stats., a security procedure is used and if permitted by the governmental unit that is to receive the plans, drawings, documents, and specifications, and reports. A scanned image of an original signature shall not be used in lieu of an electronic signature with a security procedure as found in s. 137.11 (13), Stats.

SECTION 5. A-E 2.02 (7) (b) 2. (Note) is repealed and recreated to read:

A-E 2.02 (7) (b) 2. (Note) Section 137.11 (13) of the statutes reads as follows “ ‘Security procedure’ means a procedure employed for the purpose of verifying that an electronic signature, record or performance is that of a specific person or for detecting changes or errors in the information in an electronic record. The term includes a procedure that requires the use of algorithms or other codes identifying words or numbers, encryption, callback, or other acknowledging procedures.”

Shancethea Leatherwood
Division of Policy Development
Wisconsin Department of Safety and Professional Services