



LANDSCAPE ARCHITECT SECTION MEETING
121C, 1400 E Washington Avenue, Madison
Contact: Brittany Lewin (608) 266-2112
September 9, 2015

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

9:00 A.M.

OPEN SESSION – CALL TO ORDER – ROLL CALL

A. Adoption of Agenda (1-2)

B. Approval of Minutes of March 9, 2015 (3-5)

C. Administrative Matters

- 1) Staff Updates

D. CLARB Report

E. Credentialing Matters

- 1) License and Exam Report

F. 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 Matters
- 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)

G. Public Comments

CONVENE TO CLOSED SESSION 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.).

H. Deliberation on Proposed Stipulations, Final Decisions and Orders (6-11)

- 1) 15 LSA 002 – Ricardo C Dumont

I. Deliberation on Case Closings (12-14)

- 1) 15 LSA 005

J. Deliberation of Items Received After Printing 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 Decisions 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

ADJOURNMENT

VIRTUAL/TELECONFERENCE MEETING
LANDSCAPE ARCHITECT SECTION
OF THE EXAMINING BOARD OF ARCHITECTS, LANDSCAPE ARCHITECTS, PROFESSIONAL
ENGINEERS, DESIGNERS AND PROFESSIONAL LAND SURVEYORS
MEETING MINUTES
March 9, 2015

PRESENT: Andrew Albright, Michael Kinney, Rosheen Styczinski

STAFF: Brittany Lewin, Executive Director; Shawn Leatherwood and Katie Paff Administrative Rules Coordinator; Kelly Williams, Bureau Assistant

CALL TO ORDER

Rosheen Styczinski, Chair, called the meeting to order at 9:13 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 NOVEMBER 19, 2014

MOTION: Michael Kinney moved, seconded by Andrew Albright, to approve the minutes of the November 19, 2014 meeting as published. Motion carried unanimously.

ADMINISTRATIVE MATTERS

Election of Officers

SECTION CHAIR

NOMINATION: Andrew Albright nominated Rosheen Styczinski for the Office of Board Chair.

Brittany Lewin 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.

Brittany Lewin called for nominations three (3) times.

Andy Albright was elected as Vice Chair by unanimous consent.

SECRETARY

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

Brittany Lewin called for nominations three (3) times.

Michael Kinney was elected as Secretary by unanimous consent.

2015 ELECTION RESULTS	
Section Chair	Rosheen Styczinski
Vice Chair	Andy Albright
Secretary	Michael Kinney

2015 LIAISON APPOINTMENTS	
DLSC Liaison (PAP and Monitoring)	Andrew Albright, Rosheen Styczinski
Credentialing Liaison	Andrew Albright (Alternate: Rosheen Styczinski)

Appointment of Liaisons and Delegated Authorities

MOTION: Andrew Albright moved, seconded by Michael Kinney, that the Section delegates authority to the Chair to sign documents on behalf of the Section. In order to carry out duties of the Section, the Chair has the ability to delegate this signature authority to the Section’s Executive Director for purposes of facilitating the completion of assignments during or between meetings. Motion carried unanimously.

MOTION: Rosheen Styczinski moved, seconded by Michael Kinney, 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 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.

MOTION: Andrew Albright moved, seconded by Michael Kinney, to adopt the “Roles and Authorities Delegated to the Monitoring Liaison and Department Monitor” document as presented in the March 5, 2015 agenda materials. Motion carried unanimously.

MOTION: Rosheen Styczinski moved, seconded by Andrew Albright, to delegate authority to the Credentialing Liaison(s) to address all issues related to credentialing matters. Motion carried unanimously.

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

EDUCATION AND EXAMINATION MATTERS

2012-2014 Landscape Architect Continuing Education Compliance Audit Report

MOTION: Andrew Albright moved, seconded by Rosheen Styczinski, to refer non-compliant auditees to DLSC for review. Motion carried unanimously.

LEGISLATION/ADMINISTRATIVE RULE MATTERS

CLARB UPDATE

MOTION: Andrew Albright moved, seconded by Michael Kinney, to appoint Rosheen Styczinski as the Section's representative for the Council of Landscape Architectural Registration Boards (CLARB) and other speaking engagements. Motion carried unanimously.

ADJOURNMENT

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

The meeting adjourned at 9:37 a.m.