

**ARCHITECT SECTION
JOINT EXAMINING BOARD OF ARCHITECTS, LANDSCAPE
ARCHITECTS PROFESSIONAL ENGINEERS, DESIGNERS AND LAND
SURVEYORS
MEETING MINUTES
April 26, 2016**

PRESENT: Michael Eberle, James Gersich, Steven Wagner

STAFF: Brittany Lewin, Executive Director; Nifty Lynn Dio, Bureau Assistant;
and other department staff

CALL TO ORDER

Michael Eberle, Chair, called the meeting to order at 11:00 a.m. A quorum of three (3) members was confirmed.

ADOPTION OF AGENDA

MOTION: James Gersich moved, seconded by Steven Wagner, to adopt the agenda as published. Motion carried unanimously.

APPROVAL OF MINUTES

MOTION: James Gersich moved, seconded by Steven Wagner, to approve the minutes from December 28, 2015 as published. Motion carried unanimously.

ADMINISTRATIVE MATTERS

ELECTION OF OFFICERS

SECTION CHAIR

NOMINATION: James Gersich nominated Michael Eberle for the Office of Section Chair.

Brittany Lewin called for nominations three (3) times.

Michael Eberle was elected as Chair by unanimous consent.

VICE CHAIR

NOMINATION: James Gersich nominated Steven Wagner for the Office of Vice Chair.

Brittany Lewin called for nominations three (3) times.

Steven Wagner was elected as Vice Chair by unanimous consent.

SECRETARY

NOMINATION: Michael Eberle nominated James Gersich for the Office of Secretary.

Brittany Lewin called for nominations three (3) times.

James Gersich was elected as Secretary by unanimous consent.

2016 ELECTION RESULTS	
Section Chair	Michael Eberle
Vice Chair	Steven Wagner
Secretary	James Gersich

LIAISON APPOINTMENTS

2016 LIAISON APPOINTMENTS	
A-E Rules Committee	Michael Eberle
Screening Panel	Steven Wagner, James Gersich
Credentialing and Continuing Education Liaisons	Michael Eberle
Legislative Liaison	Michael Eberle
DLSC and Monitoring Liaison	Steven Wagner
Travel Liaison	Michael Eberle

MOTION: James Gersich moved, seconded by Steven Wagner, to affirm the Chair’s appointment of liaisons for 2016. Motion carried unanimously.

DELEGATION MOTIONS

Delegated Authority for Urgent Matters

MOTION: James Gersich moved, seconded by Steven Wagner, 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: James Gersich moved, seconded by Steven Wagner, that the Section counsel or another department attorney is formally authorized to serve as

the Section's designee for purposes of Wis. Admin. Code § SPS 1.08(1).
Motion carried unanimously.

Document Signature Delegation

MOTION: James Gersich moved, seconded by Steven Wagner, 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: James Gersich moved, seconded by Steven Wagner, to delegate authority to the Credentialing Liaisons to make all credentialing decisions. Motion carried unanimously.

Monitoring Delegation

MOTION: James Gersich moved, seconded by Steven Wagner, to affirm the Chair's appointment of Steven Wagner 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: James Gersich moved, seconded by Steven Wagner, to delegate authority to approve any Section Member travel to the Travel Liaison. Motion carried unanimously.

Legislative Liaison Delegation

MOTION: James Gersich moved, seconded by Steven Wagner, to delegate authority to the Legislative Liaison to speak on behalf of the Section regarding legislative matters. Motion carried unanimously.

NCARB Outreach Session

MOTION: James Gersich moved, seconded by Michael Eberle, to authorize Michael Eberle and Steven Wagner to attend the NCARB Outreach Session and speak on behalf of the Section, on April 28, 2016 in Madison, WI. Motion carried unanimously.

Additional Travel and Speaking Engagement Requests

MOTION: James Gersich moved, seconded by Steven Wagner, to designate Michael Eberle as the Section's Delegate, to attend the NCARB Annual Meeting on June 16-18, 2016 in Seattle, Washington and to authorize travel. Motion carried unanimously.

CLOSED SESSION

MOTION: James Gersich moved seconded by Steven Wagner, 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.). Michael Eberle read the language of the motion. The vote of each member was ascertained by voice vote. Roll Call Vote: Michael Eberle-yes, James Gersich-yes, Steven Wagner-yes. Motion carried unanimously.

The Section convened into Closed Session at 11:42 a.m.

RECONVENE TO OPEN SESSION

MOTION: James Gersich moved, seconded by Michael Eberle, to reconvene into Open Session. Motion carried unanimously.

The Section reconvened into Open Session at 12:07 p.m.

VOTING ON ITEMS CONSIDERED OR DELIBERATED IN CLOSED SESSION

MOTION: James Gersich moved, seconded by Steven Wagner, to reaffirm all votes made in Closed Session. Motion carried unanimously.

APPLICATION REVIEWS

Reinstatement Requests

Michael Carroll

MOTION: James Gersich moved, seconded by Steven Wagner, to approve Michael Carroll's application for reinstatement once all requirements are met. Motion carried unanimously.

Richard Kiehl

MOTION: James Gersich moved, seconded by Michael Eberle, to approve Richard Kiehl's application for reinstatement upon receipt of additional information, and once all requirements are met. Motion carried unanimously.

Clifford Bender

MOTION: James Gersich moved, seconded by Steven Wagner, to approve Clifford Bender's application for reinstatement once all requirements are met. Motion carried unanimously.

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

Case Closing

MOTION: Michael Eberle moved, seconded by Steven Wagner, to closed DLSC Case No. 14 ARC 007 against J.L. for *No Violation*. Motion carried unanimously.

ADJOURNMENT

MOTION: James Gersich moved, seconded by Steven Wagner, to adjourn the meeting. Motion carried unanimously.

The meeting adjourned at 12:08 p.m.