



STATE OF WISCONSIN

Department of Safety and Professional Services
1400 E Washington Ave.
Madison WI 53703

Mail to:
PO Box 8935
Madison WI 53708-8935

Email: dsps@wisconsin.gov
Web: <http://dsps.wi.gov>
Phone: 608-266-2112

Governor Scott Walker Secretary Dave Ross

MEDICAL EXAMINING BOARD
Room 121A, 1400 East Washington Avenue, Madison
Contact: Tom Ryan (608) 266-2112
December 11, 2013

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 record of the actions of the Board.

AGENDA

8:00 A.M.

OPEN SESSION – CALL TO ORDER – ROLL CALL

- A. Adoption of Agenda (1-4)**
- B. Approval of Minutes of November 20, 2013 (5-12)**
- C. Administrative Matters**
- D. Speaking Engagements – Discussion and Consideration**
 - 1. Reports from Speaking Engagements
- E. 2014 Board Officer Election – Candidate Nominations and Statements (13-14)**
- F. FSMB Matters – Discussion and Consideration**
 - 1. Approval of Public Member Designee Scholarship (15-16)
 - 2. Public Member Designee Travel and Attendance Authorization (17-18)
 - 3. FSMB Call for Nominations (19-28)
- G. Licensing Committee Report – Discussion (29-30)**
- H. Newsletter Matters (31-32)**
 - 1. Fall Newsletter – Update
 - 2. Spring Newsletter – Discuss Content
- I. Screening Panel Report**

- J. Items Added After Preparation of Agenda:**
1. Introductions, Announcements and Recognition
 2. Executive Director Matters
 3. Education and Examination Matters
 4. Credentialing Matters
 5. Practice Matters
 6. Disciplinary Matters
 7. Legislation/Administrative Rule Matters
 8. Informational Items
 9. Presentation of Proposed Stipulation(s), Final Decision(s) and Order(s)
 10. Presentation of Proposed Decision(s)
 11. Presentation of Interim Order(s)
 12. Petitions for Re-Hearing
 13. Petitions for Summary Suspension
 14. Petitions for Assessments
 15. Petitions to Vacate Orders
 16. Petitions for Designation of Hearing Examiner
 17. Requests for Disciplinary Proceeding Presentations
 18. Motions
 19. Petitions
 20. Appearances from Requests Received or Renewed
 21. Speaking Engagement, Travel, and Public Relation Requests

K. Public Comments

CONVENE TO CLOSED SESSION to deliberate on cases following hearing (Wis. Stat. s. 19.85 (1)(a)); to consider licensure or certification of individuals (Wis. Stat. s. 19.85 (1)(b)); to consider closing disciplinary investigation with administrative warning (Wis. Stat. ss. 19.85 (a)(b) and 448.03(8)); to consider individual histories or disciplinary data (Wis. Stat. s. 19.85 (1)(f)); and, to confer with legal counsel (Wis. Stat. s. 19.85)

L. Monitoring Matters – Discussion and Consideration

1. **9:45 A.M. APPEARANCE** – Roger Pellmann, M.D., Seeking Termination of Suspension **(33-68)**

M. Full Board Oral Exam of Candidates for Licensure

1. **10:00 A.M. APPEARANCE** – Mary F. Burgesser-Howard, M.D. **(69-160)**
2. **10:15 A.M. APPEARANCE** – Zaki Qureshi, M.D. **(301-350)**

N. Deliberation of Complaint for Determination of Probable Cause

1. 13 MED 059 – Paul A. Kornaus, M.D. **(161-164)**

- O. Deliberation of Applicants Seeking Equivalency for the 12 Months of ACGME Approved Post-Graduate Training**
1. Azar Shikholeslami, M.D. **(351-382)**
 2. Jeremy L. Smiley, M.D. **(383-396)**
 3. Request of Oussama Darwish M.D., Applicant, for Reconsideration of Finding of Equivalency of ACGME Post-Graduate Training **(165-204)**
- P. Deliberation of Administrative Warnings**
1. 12 MED 450 (M.J.K.) **(205-206)**
 2. 12 MED 455 (G.A.P.) **(207-208)**
 3. 13 MED 017 (K.K.K.) **(209-212)**
 4. 13 MED 074 (D.W.F.) **(213-214)**
 5. 13 MED 078 (P.A.R.) **(215-216)**
- Q. Presentation and Deliberation of Proposed Stipulations, Final Decisions and Orders**
1. 12 MED 262 – Jose G. Araujo, M.D. **(217-226)**
 2. 12 MED 449 – Michael A Dehner, M.D. **(227-234)**
 3. 12 MED 455 – Don E. Breckmill, M.D. **(235-240)**
 4. 13 MED 020 – Farid A. Ahmad, M.D. **(241-246)**
 5. 13 MED 264 – Mark P. Bishop, M.D. **(247-252)**
 6. 13 MED 325 – Lislle A. Leppla, M.D. **(253-258)**
 7. 13 MED 267 – Patricia L Hough, M.D. **(259-264)**
 8. 13 MED 328 – Larry R. Lane, M.D. **(265-270)**
- R. Case Status Report (271-282)**
- S. Case Closings**
1. 12 MED 140 (P.A.) **(283-286)**
 2. 13 MED 215 (S.N.H.) **(287-290)**
 3. 13 MED 230 (J.M.H.) **(291-294)**
 4. 13 MED 312 (M.P.L.) **(295-298)**
- T. Consulting with Legal Counsel**

U. Deliberation of Items Added After Preparation of the Agenda

1. Disciplinary Matters
2. Education and Examination Matters
3. Credentialing Matters
4. Proposed Stipulations, Final Decisions and Orders
5. Proposed Decisions
6. Proposed Interim Orders
7. Complaints
8. Petitions for Summary Suspension
9. Remedial Education Cases
10. Petitions for Extension of Time
11. Petitions for Assessments and Evaluations
12. Petitions to Vacate Orders
13. Motions
14. Administrative Warnings
15. Matters Relating to Costs
16. Appearances from Requests Received or Renewed
17. Monitoring Matters
18. Professional Assistance Procedure (PAP) Matters
19. Case Status Report
20. Case Closings
21. FSMB Matters

V. Ratifying Examination Results, Licenses, and Certificates

RECONVENE TO OPEN SESSION IMMEDIATELY FOLLOWING CLOSED SESSION

W. Vote on Items Considered or Deliberated Upon in Closed Session, if Voting is Appropriate

X. Open Session Items Noticed Above not Completed in the Initial Open Session

ADJOURNMENT

ORAL EXAMINATION OF CANDIDATES FOR LICENSURE

ROOM 121A, B, C, AND 199B

12:30 P.M.

CLOSED SESSION – Reviewing applications and conducting oral examinations of six (6) candidates for licensure – Drs. Capodice, Simons, Swan, and Westlake

**MEDICAL EXAMINING BOARD
MEETING MINUTES
NOVEMBER 20, 2013**

PRESENT: Kenneth Simons, MD; Greg Collins; Carolyn Ogland, MD; Timothy Westlake, MD; Timothy Swan, MD; Mary Jo Capodice, DO; Jude Genereaux; Rodney Erickson, MD; Suresh Misra, MD; Russell Yale, MD; Gene Musser, MD; and Sridhar Vasudevan, MD

EXCUSED: James Barr

GUEST: Michael Phillips, MD

STAFF: Tom Ryan, Executive Director; Joshua Archiquette, Executive Staff Assistant and other Department staff

CALL TO ORDER

Kenneth Simons, Chair, called the meeting to order at 8:00 a.m. A quorum of twelve (12) was confirmed.

ADOPTION OF AGENDA

- **Under Case Closings all cases labeled MEB should be changed to MED**
- **Under Case Closings 12 MEB 226 should be 12 MED 266**

MOTION: Suresh Misra moved, seconded by Rodney Erickson, to adopt the agenda as amended. Motion carried unanimously.

APPROVAL OF MINUTES

MOTION: Sridhar Vasudevan moved, seconded by Gene Musser, to approve the minutes of October 16, 2013 as published. Motion carried unanimously.

ADMINISTRATIVE MATTERS

MOTION: Russell Yale moved, seconded by Greg Collins, to appoint Timothy Westlake, Timothy Swan, Suresh Misra and Rodney Erickson as the Board's liaisons for the Paperless Screening Panel rollout. Motion carried unanimously.

SPEAKING ENGAGEMENTS

MOTION: Timothy Swan moved, seconded by Suresh Misra, to designate Kenneth Simons, M.D., as the Board's representative to speak at the Wisconsin Medical Society's Doctor Day in Madison, Wisconsin on Tuesday, February 12, 2014. Motion carried unanimously.

FSMB MATTERS

MOTION: Sridhar Vasudevan moved, seconded by Rodney Erickson, to apply for consideration as a pilot state for the FSMB's Minimum Data Set Pilot Implementation with the condition of participation that the Board retains the option to reject recommendations the Board deems unacceptable. Motion carried unanimously.

ADMINISTRATIVE RULE MATTERS

MOTION: Gene Musser moved, seconded by Suresh Misra, to authorize the Chair to approve the Draft for Clearinghouse Rule 13-090 revising Med 1.02 relating to copy of diploma requirement for submission to the Legislature. Motion carried unanimously.

MOTION: Suresh Misra moved, seconded by Russell Yale, to authorize the Chair to approve the Legislative Report for Clearinghouse Rule 13-090 revising Med 1.02 relating to copy of diploma requirement for submission to the Legislature. Motion carried unanimously.

SCREENING PANEL REPORT

Greg Collins reported that nineteen (19) cases were opened and four (4) ten-day letters were sent.

CLOSED SESSION

MOTION: Gene Musser moved, seconded by Timothy Swan, to invite Dr. Michael Phillips into Closed Session. Motion carried unanimously.

MOTION: Kenneth Simons moved seconded by Sridhar Vasudevan, to convene to closed session to deliberate on cases following hearing § 19.85 (1) (a), Stats.; consider closing disciplinary investigations with administrative warning § 19.85 (1)(b), Stats., and 448.02(8), Stats., to consider individual histories or disciplinary data § 19.85(1) (f), Stats., and, to confer with legal counsel § 19.85 (1) (g), Stats.). Kenneth Simons, Chair; read the language of the motion. The vote of each member was ascertained by voice vote. Roll Call Vote: Kenneth Simons – yes; Timothy Swan – yes; Greg Collins – yes; Timothy Westlake – yes; Mary Jo Capodice – yes; Rodney Erickson – yes; Russell Yale – yes; Sridhar Vasudevan – yes; Gene Musser – yes; Suresh Misra – yes; Carolyn Ogland, – yes; and Jude Genereaux – yes. Motion carried unanimously.

The Board convened into Closed Session at 9:30 a.m.

RECONVENE TO OPEN SESSION

MOTION: Suresh Misra moved, seconded by Sridhar Vasudevan, to reconvene into Open Session. Motion carried unanimously.

The Board reconvened into Open Session at 12:36 p.m.

PROPOSED DECISIONS AND ORDERS

MOTION: Sridhar Vasudevan moved, seconded by Timothy Westlake, to adopt the proposed Findings of Fact, and vary the Conclusions of Law to reflect that Dr. Adrich met the standard of care and vary the Order to dismiss the matter and not impose costs as the Board's Final Decision and Order in the matter of disciplinary proceedings against Peri L. Aldrich, M.D., Respondent – DHA Case #SPS-12-0031/DLSC Case #11 MED 123. Motion carried.

MOTION: Sridhar Vasudevan moved, seconded by Suresh Misra, to designate the Chair to review the order with variance, approve and sign on behalf of the Board in the matter of Peri L. Aldrich, M.D., Respondent – DHA Case #SPS-12-0031/DLSC Case #11 MED 123. Motion carried unanimously.

MOTION: Sridhar Vasudevan moved, seconded by Carolyn Ogland, to adopt the proposed Findings of Fact, Conclusions of Law, and Order of the Administrative Law Judge as the Board's Final Decision and Order in the matter of disciplinary proceedings against Bashir A. Sheikh, M.D., Respondent – DHA Case #SPS-12-0010/DLSC Case #10 MED 201. Motion carried unanimously.

MOTION: Timothy Westlake moved, seconded by Timothy Swan, to adopt all aspects of the Administrative Law Judge's Proposed Decision except as it relates to discipline. The Board rejects the one month suspension as outlined in the Proposed Decision and instead imposes revocation of Dr. Mangold's medical license. The Board concludes that the one month suspension is not sufficient to meet the purposes of discipline – rehabilitation, deterrence and protection of the public – in the matter of disciplinary proceedings against Michael N. Mangold, M.D., Respondent – DHA Case #SPS-13-0027/DLSC Case #12 MED 235. Motion carried unanimously.

Pam Stach and Jude Genereaux recused themselves during deliberation and voting in the above matter

PRESENTATION AND DELIBERATION OF APPLICATION MATTERS

MOTION: Timothy Swan moved, seconded by Timothy Westlake, to find that the training and education of Osayande S. Izeiyamu, MD is not substantially equivalent to the requirements set forth in Wis. Stat. sec. 448.05(2). Motion carried unanimously.

CONTINUED DELIBERATION OF FULL BOARD ORAL EXAM

MOTION: Timothy Westlake moved, seconded by Suresh Misra, to find that Kaukab P. Shah, M.D. failed the Full Board Oral Examination due to his lack of adequate explanation regarding his suspension from his residency program and therefore concerns regarding his competence to practice. Motion carried unanimously.

MOTION: Timothy Westlake moved, seconded by Suresh Misra, to deny the application of Kaukab P. Shah, M.D. for a license to practice medicine and surgery in the State of Wisconsin. Motion carried unanimously.

MONITORING MATTERS

MOTION: Sridhar Vasudevan moved, seconded by Mary Jo Capodice, to grant the request of Jonathan W. Thomas, M.D. for reduction in drug and alcohol screens to fourteen (14) times a year. Motion failed.

MOTION: Timothy Swan moved, seconded by Jude Genereaux, to deny the request of Jonathan W. Thomas, M.D. for reduction in drug and alcohol screens. Motion carried unanimously.

ADMINISTRATIVE WARNINGS

MOTION: Suresh Misra moved, seconded by Russell Yale, to issue an administrative warning in the matter of case number 13 MED 037 (M.A.B.). Motion carried unanimously.

Greg Collins recused himself from voting in the above matter

MOTION: Timothy Westlake moved, seconded by Sridhar Vasudevan, to issue an administrative warning in the matter of case number 13 MED 040 (T.F.O.). Motion carried unanimously.

Timothy Swan recused himself from voting in the above matter

PRESENTATION AND DELIBERATION OF PROPOSED STIPULATIONS, FINAL DECISIONS AND ORDERS

MOTION: Jude Genereaux moved, seconded by Suresh Misra, to adopt the Findings of Fact, Conclusions of Law, Stipulation and Order in the matter of disciplinary proceedings against Cully R. White, D.O. (09 MED 223, 11 MED 354, 11 MED 376 AND 13 MED 146). Motion carried unanimously.

Timothy Westlake recused himself from deliberation and voting in the above matter

MOTION: Timothy Westlake moved, seconded by Carolyn Ogland, to adopt the Findings of Fact, Conclusions of Law, Stipulation and Order in the matter of disciplinary proceedings against Carla Johnson, D.O. (13 MED 108). Motion carried unanimously.

MOTION: Suresh Misra moved, seconded by Timothy Westlake, to adopt the Findings of Fact, Conclusions of Law, Stipulation and Order in the matter of disciplinary proceedings against Thomas M Naughton, M.D. (12 MED 356). Motion carried unanimously.

MOTION: Jude Genereaux moved, seconded by Timothy Westlake, to adopt the Findings of Fact, Conclusions of Law, Stipulation and Order in the matter of disciplinary proceedings against Craig D. Maskil, M.D. (13 MED 070). Motion carried unanimously.

MOTION: Timothy Swan moved, seconded by Timothy Westlake, to adopt the Findings of Fact, Conclusions of Law, Stipulation and Order in the matter of disciplinary proceedings against Donald F. Stonefeld (13 MED 082). Motion carried unanimously.

DELIBERATION OF COMPLAINT FOR DETERMINATION OF PROBABLE CAUSE

MOTION: Timothy Swan moved, seconded by Mary Jo Capodice, to find probable cause to believe that Kimberly Hammes Frank, M.D. – Case Number 11 MED 113 – is guilty of unprofessional conduct and therefore issue the Complaint and hold a hearing on such conduct pursuant to Wis. Stat. sec. 448.02(3) (b). Motion carried unanimously.

DELIBERATION OF PETITION FOR MENTAL EXAMINATION

MOTION: Mary Jo Capodice moved, seconded by Suresh Misra, to find that the results of an assessment/examination to determine Respondent's mental health status may be useful to the Board in conducting its investigation of the allegations and in identification of possible rehabilitative needs in the matter of the investigation of Guiditta Angelini, M.D. The Board therefore grants the Petition for a mental examination pursuant to Wis. Stat. sec. 448.02(3)(a) and orders a comprehensive neuropsychological examination to be conducted by a doctorate level, fully credentialed and licensed psychologist or psychiatrist preapproved by the Board. The evaluator shall be nominated to the Board within 90 days of the date of this Order and the evaluation shall be conducted no later than 120 days from the date of this Order. Motion carried unanimously.

MOTION: Suresh Misra moved, seconded by Timothy Westlake, to authorize the Executive Director to sign the order on behalf of the Board in the matter of 11 MED 315. Motion carried unanimously.

CASE CLOSURES

MOTION: Sridhar Vasudevan moved, seconded by Greg Collins, to close case # 12 MED 266 (K.C.) for IE (Insufficient Evidence). Motion carried unanimously.

MOTION: Sridhar Vasudevan moved, seconded by Greg Collins, to close case # 12 MED 402 (L.W.) for NV (No Violation). Motion carried unanimously.

MOTION: Sridhar Vasudevan moved, seconded by Greg Collins, to close case # 13 MED 051 (T.S.P.) for NV (No Violation). Motion carried unanimously.

MOTION: Sridhar Vasudevan moved, seconded by Greg Collins, to close case # 13 MED 105 (M.T.H.) for NV (No Violation). Motion carried unanimously.

MOTION: Sridhar Vasudevan moved, seconded by Greg Collins, to close case # 13 MED 150 (D.B. & R.A.N.) for NV (No Violation). Motion carried unanimously.

MOTION: Sridhar Vasudevan moved, seconded by Greg Collins, to close case # 13 MED 210 (J.O.) for P7 (Prosecutorial Discretion). Motion carried unanimously.

MOTION: Sridhar Vasudevan moved, seconded by Greg Collins, to close case # 13 MED 236 (C.A.) for P5 (Prosecutorial Discretion with a Flag). Motion carried unanimously.

MOTION: Sridhar Vasudevan moved, seconded by Greg Collins, to close case # 13 MED 268 (H.I.G.) for NV (No Violation). Motion carried unanimously.

MOTION: Sridhar Vasudevan moved, seconded by Greg Collins, to close case # 13 MED 297 (C.L.) for NV (No Violation). Motion carried unanimously.

MOTION: Sridhar Vasudevan moved, seconded by Greg Collins, to close case # 13 MED 300 (S.K.S.) for NV (No Violation). Motion carried unanimously.

MOTION: Sridhar Vasudevan moved, seconded by Russell Yale, to close case # 13 MED 189 (B.J.B.) for IE (Insufficient Evidence). Motion carried unanimously.

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

MOTION: Suresh Misra moved, seconded by Gene Musser, to affirm all votes made in closed session. Motion carried unanimously.

ADJOURNMENT

MOTION: Sridhar Vasudevan moved, seconded by Jude Genereaux, to adjourn the meeting. Motion carried unanimously.

The meeting adjourned at 12:38 p.m.

Page intentionally left blank

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

AGENDA REQUEST FORM

1) Name and Title of Person Submitting the Request: Joshua Archiquette, Executive Staff Assistant		2) Date When Request Submitted: 28 Nov 2013 <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: Medical Examining Board			
4) Meeting Date: 11 Dec 2013	5) Attachments: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	6) How should the item be titled on the agenda page? 2014 Board Officer Election – Candidate Nominations and Statements	
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? <input type="checkbox"/> Yes (Fill out Board Appearance Request) <input checked="" type="checkbox"/> No	9) Name of Case Advisor(s), if required:	
10) Describe the issue and action that should be addressed: Board member will have the opportunity to announce their candidacies for the January elections			
11) Authorization			
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			
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.			

Page intentionally left blank

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

AGENDA REQUEST FORM

1) Name and Title of Person Submitting the Request: Joshua Archiquette, Executive Staff Assistant		2) Date When Request Submitted: 28 Nov 2013 <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: Medical Examining Board			
4) Meeting Date: 11 Dec 2013	5) Attachments: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	6) How should the item be titled on the agenda page? FSMB Matters <ul style="list-style-type: none"> • Approval of Public Member Designee Scholarship 	
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? <input type="checkbox"/> Yes (Fill out Board Appearance Request) <input checked="" type="checkbox"/> No	9) Name of Case Advisor(s), if required:	
10) Describe the issue and action that should be addressed: The Board will consider nominating a public member delegate for scholarship to attend the 2014 FSMB Annual Meeting Thursday-Saturday, April 24-26, 2014 in Dever Colorado			
11) Authorization			
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			
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.			



November 6, 2013

Dear Colleagues,

I am pleased to announce that the FSMB will award ten (10) scholarships for public members to attend the 2014 Annual Meeting. The scholarships will be in the amount of \$1,800 each.

To be eligible for a scholarship, the recipient must be a public/consumer member of a state medical board who has served in that capacity for no more than two (2) years or has not attended a previous FSMB Annual Meeting. Additionally, the public member *must not be eligible for a scholarship in any other capacity*.

Scholarship recipients *must* attend the entire Annual Meeting (Thursday-Saturday, April 24-26, 2014 at the Hyatt Regency Denver – Colorado Convention Center). Only one public/consumer member per state board may receive the award.

Applications will be accepted through **December 2** and is *on a first-come first-serve basis*. An application form is attached and should be submitted by email or fax to:

Jon V. Thomas, MD, Chair
Federation of State Medical Boards
c/o Pat McCarty
Director of Leadership Services
pmccarty@fsmb.org
Fax: 817-868-4167

We are very excited to offer these scholarships for public members to encourage their participation at our Annual Meeting. For questions, you may contact Pat McCarty at 817-868-4067 or pmccarty@fsmb.org.

Sincerely,

A handwritten signature in black ink that reads "Jon Thomas MD". The signature is written in a cursive style.

Jon V. Thomas, MD
FSMB Chair, FSMB Board of Directors

Enclosure as stated

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

AGENDA REQUEST FORM

1) Name and Title of Person Submitting the Request: Joshua Archiquette, Executive Staff Assistant		2) Date When Request Submitted: 28 Nov 2013 <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: Medical Examining Board			
4) Meeting Date: 11 Dec 2013	5) Attachments: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	6) How should the item be titled on the agenda page? FSMB Matters <ul style="list-style-type: none"> • Public Member Designee Travel and Attendance Authorization 	
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? <input type="checkbox"/> Yes (Fill out Board Appearance Request) <input checked="" type="checkbox"/> No	9) Name of Case Advisor(s), if required:	
10) Describe the issue and action that should be addressed: The Board will consider authorizing travel and attendance for a public member delegate to attend the 2014 FSMB Annual Meeting Thursday-Saturday, April 24-26, 2014 in Dever Colorado			
11) Authorization			
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	
Directions for including supporting documents: <ol style="list-style-type: none"> 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. 			

Page intentionally left blank

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

AGENDA REQUEST FORM

1) Name and Title of Person Submitting the Request: Joshua Archiquette, Executive Staff Assistant		2) Date When Request Submitted: 12/2/13 <small>Items will be considered late if submitted after 4:30 p.m. and less than 8 work days before the meeting.</small>	
3) Name of Board, Committee, Council, Sections: Medical Examining Board			
4) Meeting Date: 12/11/2013	5) Attachments: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	6) How should the item be titled on the agenda page? FSMB Matters Call for Nominations	
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? <input type="checkbox"/> Yes (Fill out Board Appearance Request) <input type="checkbox"/> No	9) Name of Case Advisor(s), if required:	
10) Describe the issue and action that should be addressed: The Board will consider the FSMB call for nominations			
11) Authorization			
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
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.			



DATE: October 14, 2013

TO: Active Fellows of the Federation and
Medical Board Executive Directors/Secretaries

FROM: Nominating Committee Chair Lance A. Talmage, MD
Nominating Committee Members Deeni Bassam, MD, Tariq H. Butt, MD,
Mark A. Eggen, MD, Anna Z. Hayden, DO, Jerry G. Landau, JD, and
Sheldon A. Wasserman, MD

RE: SECOND Call for Nominations of Candidates for Elective Office

Nominations of Candidates for Elective Office

Lance A. Talmage, MD, Chair of the FSMB’s Nominating Committee, requests that Member Boards and Fellows of the FSMB submit names of individuals for the Nominating Committee to consider as candidates for elective office. Elections will be held at the FSMB’s April 26, 2014 House of Delegates annual business meeting. Nominees may include physicians as well as non-physicians who are Fellows of the FSMB. The FSMB Bylaws state: *An individual member who as a result of appointment holds full time membership on a Member Medical Board shall be a Fellow of the FSMB during the member’s period of service on a Member Medical Board, and for a period of 36 months thereafter.* Instructions for recommending candidates, including eligibility requirements with responsibilities of elected positions, are attached for your information. **Please refer to this information when submitting your letters of recommendation for consideration by the Nominating Committee.**

Under the FSMB Bylaws, the Nominating Committee must nominate one or more candidates for each position. Positions to be filled in 2014 are as follows:

- Chair-elect 1 Fellow, to be elected for 3 years: one year as chair-elect; one year as chair; and one year as immediate past chair
- Board of Directors 3 Fellows, each to be elected for a three-year term*
- Nominating Committee 3 Fellows, each to be elected for a two-year term**

The Nominating Committee requests that all recommendations for nominations be submitted by **January 6, 2014**. **No nominations will be accepted after January 6.**

***Should a current Director(s) on the Board, whose term is not scheduled to expire in 2014, be elected Chair-elect, then an additional Fellow(s) will be elected as a Director(s) to complete the unexpired term(s).**

****No two Nominating Committee members shall be from the same member board. Continuing members of the Committee will be from Florida Osteopathic, Illinois, and Virginia.**

INSTRUCTIONS FOR RECOMMENDING CANDIDATES FOR NOMINATION TO FSMB ELECTED POSITIONS

Eligibility

Any person who is or will be a Fellow of the FSMB **at the time of the election on April 26, 2014** is eligible for nomination. The Bylaws of the FSMB define Fellows as: *An individual member who as a result of appointment holds full time membership on a Member Medical Board shall be a Fellow of the FSMB during the member's period of service on a Member Medical Board, and for a period of 36 months thereafter.*

Core Competencies of Candidates

A candidate for elective office should:

- Support the vision, mission, values and strategic goals of the FSMB;
- Possess a positive outlook on the role and function of state medical boards in the medical regulatory field;
- Bring a broad, national perspective to specific issues;
- Have adequate time and commitment necessary to fulfill the responsibilities of the office (*please see attached "Responsibilities of Elected Positions"*);
- Demonstrate personal integrity.

Letter of Recommendation - Contents

The letter of recommendation to the Nominating Committee should specify (1) the name of the candidate to be considered; (2) the office for which the candidate is being recommended; (3) a description of the candidate's ability to demonstrate the core competencies as stated above; (4) the candidate's agreement to the submission of his/her name for potential nomination; (5) the candidate's affirmation that he/she is aware of the time commitment required for the position to which he/she may be elected; and (6) the candidate's mailing address, daytime telephone number, fax number and email address.

Attachments to Letter of Recommendation

The following materials should accompany the letter of recommendation:

1. **Candidate's General Information Questionnaire (attached).** In the interest of uniformity and fairness to all candidates, the Nominating Committee requests that the information contained on the Candidate's General Information Questionnaire be limited to the space provided, *except where otherwise stated.*
2. **Signatory Form (attached).** The candidate must submit a signed confirmation that the candidate 1) will be a Fellow as defined by the FSMB Bylaws at the time of the election on Saturday, April 26, 2014; 2) is aware of the time commitment required for the position to which he/she may be elected; and 3) is disclosing any potential conflict(s) of interest.
3. **Candidate's photograph – color or black/white.** Copies of the photos will be included in the Nominating Committee meeting agenda book. If the nominee is selected, the photos will also be used in the Election Manual that is distributed at the Annual Meeting and placed on the Candidates Website. **Questions regarding photos should be directed to David Hooper, Sr. Director of Marketing, at 817-868-4070 or dhooper@fsmb.org.**
4. **Personal statement by the candidate (sample attached) – in WORD version no greater than 500 words.** The candidate should state why he/she wants to serve in the particular position in which he/she will be campaigning for election; how he/she fulfills the core competencies of candidates, and what he/she will contribute to FSMB. The personal statement will be included in the Election Manual and placed on the Candidates Website.

5. *Electronic* copy of the candidate's curriculum vitae (CV) (a maximum of five pages) and a one-page bio or summary CV. Please provide relevant information including important appointments, honors and awards received, etc. **Please note that these documents will be published on the Candidates Website; therefore, social security numbers and all other private information must be removed prior to forwarding with letters of recommendation.**

Deadline for Submission of Letters and Materials

The members of the Nominating Committee request that all recommendations for nominations be submitted in writing by mail, fax or email to:

Lance A. Talmage, MD, Chair
Nominating Committee
c/o Pat McCarty, Director of Leadership Services
Federation of State Medical Boards
400 Fuller Wiser Road, Suite 300
Euless, TX 76039-3855
Fax: (817) 868-4167
Email: pmccarty@fsmb.org

The National Office should receive letters and accompanying materials by **January 6, 2014**. **No nominations will be accepted after January 6.**

A confirmation acknowledging receipt of nominations will be sent within one week. If you do not receive confirmation, please contact Pat McCarty at (817) 868-4067 or at the email above.

RESPONSIBILITIES OF ELECTED POSITIONS

Board of Directors

The FSMB Board of Directors is responsible for the control and administration of the FSMB and reports to the House of Delegates; the Board provides leadership in the development and implementation of the FSMB's Strategic Goals and the Board's Annual Action Plan; the Board is responsible for governing and conducting the business of the corporation, including supervising the President/CEO; and, under the leadership of the Chair and President/CEO, represents the FSMB to other organizations and promotes recognition of the FSMB as the premier organization concerned with medical licensure and discipline. The Board of Directors is the fiscal agent of the corporation.

GENERAL RESPONSIBILITIES

The Board of Directors is responsible for the following:

1. Set goals, objectives and priorities necessary to achieve the FSMB Strategic Goals.
2. Set goals, objectives and critical success factors for the President/CEO.
3. Ensure effective management of the FSMB's financial resources.
4. Approve systems for assessing and addressing needs of member boards.
5. Implement adopted Board of Directors professional development and self-assessment plans.
6. Promote use of FSMB services among targeted customer groups.
7. Enhance communication with and among member boards.
8. Enhance support and education for member board executives and their staff.

TIME COMMITMENT

The Board of Directors will meet five times during the 2014-2015 fiscal year:

April 27, 2014 – Denver, CO (immediately following the Annual Meeting)

July 2014 – site and actual dates TBD

October 2014 – Washington, DC and actual dates TBD

February 2015 – site and actual dates TBD

April 21-26, 2015 – Fort Worth, TX (in conjunction with the Annual Meeting)

Newly elected directors will also be asked to participate in a New Directors Orientation scheduled June 1-2, 2014 at the FSMB Eules, TX Office.

The dates above include travel days.

Nominating Committee

COMMITTEE CHARGE

The charge of the Nominating Committee as currently set forth in the FSMB Bylaws is to submit a slate of one or more nominees for each of the offices and positions to be filled by election at the Annual Meeting of the House of Delegates. The Committee will mail its slate of candidates to Member Boards not fewer than 60 days prior to the meeting of the House of Delegates.

Tasks of the Committee include:

1. Soliciting recommendations for candidates for elected positions from Member Boards and Fellows of the FSMB.
2. Assertively recruiting individuals who have the core competencies set forth on page 2 and who represent diversified backgrounds, experiences and cultures.
3. Educating potential candidates on core competencies for FSMB leadership roles and the responsibilities associated with respective leadership positions.
4. Reviewing letters of recommendation and supporting material of each individual nominated or recruited as a candidate for election.
5. Verifying that candidates have the core competencies for FSMB leadership positions.
6. Verifying that queries of FSMB Board Action Data Bank have been completed on physician candidates and that no actions have been reported which could call into question an individual's fitness for FSMB leadership.
7. Affirming that all candidates for elected leadership have disclosed any potential conflicts of interests.
8. Considering the importance of public representation on the FSMB Board of Directors and assuring the slate of candidates provides for election of adequate/qualified public representation.
9. Selecting and narrowing the slate of candidates to those who best demonstrate the core competencies; have the necessary qualifications and eligibility for a position; and bring valuable talents and perspectives to the FSMB.
10. Preparing a report to the House of Delegates that includes a slate of nominees for positions to be filled by election at the House of Delegates annual business meeting.
11. Determining process for notifying candidates of the Nominating Committee's decisions as soon as possible following the Committee meeting and providing the Nominating Committee report the FSMB Board of Directors.

TIME COMMITMENT

Members of the Nominating Committee serve two-year terms. The Committee will have its kick-off session in Denver, CO on the morning of Sunday, April 27, 2014 directly after the FSMB's Annual Meeting. The Committee will meet again via teleconference in July 2014 (date to be determined) and at the FSMB Eules, TX Office in January 2015.

CANDIDATE'S GENERAL INFORMATION QUESTIONNAIRE

*PLEASE TYPE OR PRINT AND LIMIT YOUR INFORMATION TO THE SPACE PROVIDED
(except where otherwise stated)*

GENERAL

NAME: _____

CANDIDATE FOR: _____

MAILING ADDRESS: _____

DAYTIME TELEPHONE: _____

EMAIL AND/OR FAX: _____

EDUCATION

UNDERGRADUATE: _____

MEDICAL SCHOOL/GRADUATE SCHOOL: _____

POSTGRADUATE EDUCATION: _____

CURRENT POSITION: _____

AREA OF SPECIALIZATION: _____

FEDERATION ACTIVITIES

BOARD and/or COMMITTEES: _____

OTHER FSMB ACTIVITIES: _____

CANDIDATE SIGNATORY PAGE

STATE MEDICAL BOARD ACTIVITIES

On which state medical board are you currently serving?

If not serving, when did you leave the board? Month _____ Day _____ Year _____

How long have you served (did you serve) on your state medical board?

- I will be a Fellow as defined by the FSMB Bylaws at the time of the election on Saturday, April 26, 2014 and understand that only an individual who is a Fellow at the time of the individual's election shall be eligible for election. The Bylaws of the FSMB defines Fellow as:
An individual member who as a result of appointment holds full time membership on a Member Medical Board shall be a Fellow of the FSMB during the member's period of service on a Member Medical Board, and for a period of 36 months thereafter.
- I am aware of the time commitment for the position I wish to be elected.
- I am disclosing any potential conflict(s) of interest.

SIGNATURE: _____

Potential Conflict(s) of Interest

SAMPLE PERSONAL STATEMENT [500 words or less]

Please provide this document in WORD format

NAME: _____

CANDIDATE FOR: [Chair-elect, Board of Directors or Nominating Committee]

[SAMPLE TEXT – please describe your own experiences using your own words]

I am a candidate for [elective office]. Since beginning my medical career in a small rural town over 20 years ago, I have been involved in professionalism and upholding the higher standards of being a physician. Currently, I am the Chairman of the Department of [specialty] at the School of Medicine in [city].

My experiences with medical licensure began in the 90's when I was appointed to the advisory committee for athletic trainers of the [state medical board]. Subsequently, I was appointed as a member of the [state medical board] in 2009. I was elected Vice President in 2010 and have been serving as President since 2011.

Since being appointed to the [state medical board], I have been serving the [state medical board] in a number of capacities, which have included [committee/workgroups, etc.].

Additionally, I have worked as [other professional experiences and associations].

It is with great anticipation that I am running for [elective office]. I have the energy, enthusiasm and experience to represent the FSMB. My qualifications are broad and strong, which will allow me to function well within a system that is focused on licensure, discipline and protection of the public.

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

AGENDA REQUEST FORM

1) Name and Title of Person Submitting the Request: Joshua Archiquette, Executive Staff Assistant		2) Date When Request Submitted: 28 Nov 2013 <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: Medical Examining Board			
4) Meeting Date: 11 Dec 2013	5) Attachments: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	6) How should the item be titled on the agenda page? Licensing Committee Report – 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? <input type="checkbox"/> Yes (Fill out Board Appearance Request) <input type="checkbox"/> No	9) Name of Case Advisor(s), if required:	
10) Describe the issue and action that should be addressed: The Licensing Committee will give an oral report from their past meetings.			
11) Authorization			
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	
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.			

Page intentionally left blank

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

AGENDA REQUEST FORM

1) Name and Title of Person Submitting the Request: Joshua Archiquette, Executive Staff Assistant		2) Date When Request Submitted: 28 Nov 2013 <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: Medical Examining Board			
4) Meeting Date: 11 Dec 2013	5) Attachments: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	6) How should the item be titled on the agenda page? Newsletter Matters <ul style="list-style-type: none"> • Fall newsletter – Update • Spring Newsletter – Discuss Content 	
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? <input type="checkbox"/> Yes (Fill out Board Appearance Request) <input checked="" type="checkbox"/> No	9) Name of Case Advisor(s), if required:	
10) Describe the issue and action that should be addressed: Board members will receive an update on the fall newsletter and discuss content for the Spring newsletter			
11) Authorization			
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			
Directions for including supporting documents: <ol style="list-style-type: none"> 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. 			

Page intentionally left blank

Page intentionally left blank