



## 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](mailto:dsps@wisconsin.gov)  
Web: <http://dsps.wi.gov>

**Governor Scott Walker      Secretary Dave Ross**

Voice: 608-266-2112 • FAX: 608-267-3816 • TTY: 608-267-2416

### BOARD OF NURSING

**Room 121A, 1400 E. Washington Avenue, Madison WI**

**Contact: Dan Williams (608) 266-2112**

**January 26, 2011**

*Notice: 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 and deliberations of the Board.*

**9:30 A.M.**

#### **CALL TO ORDER – ROLL CALL**

- A. **Approval of Agenda (1-4)**
- B. **Approval of Board of Nursing Minutes of December 1, 2011 (5-16)**
- C. Secretary Matters
- D. **Administrative Matters (17-18)**
  - 1) Annual Policy Review – Board Member Guidebook **(19-48)**
  - 2) Board Member Assignments **(49-50)**
- E. **9:45 A.M. APPEARANCE: Barbara Bowers, PhD, RN, FAAN and Sue Gaard, RN, MS: Presentation on the UW Madison School of Nursing's Long Term Care Residency Program (51-52)**
- F. **Report of Education and Licensure Committee**
- G. **Report of Practice Committee**
- H. **Consideration of Attendance at the 2012 National Council of State Boards of Nursing (NCSBN) Mid-year Meeting – March 12-14, 2012 – Chicago, Illinois (53-62)**
- I. **Report of the 2011 NCSBN World Café Education Meeting – December 8-9, 2011 – Chicago, Illinois – Rachele Lancaster (63-64)**
- J. **Legislative/Administrative Rule Matters:**
  - 1) Overview of Executive Order 50 – Sharon Henes, Paralegal
- K. **Informational Items:**
  - 1) Pediatric Nursing Certification Board (PNCB) – Changes to Eligibility Requirements for the Pediatric Primary Care Mental Health Specialist (PMHS) Examination **(65-66)**
- L. Items Received After Printing of the Agenda:
  - 1) Presentations of Petition(s) for Summary Suspension

- 2) Presentation of Proposed Stipulation(s), Final Decision(s) and Order(s)
- 3) Presentation of Proposed Final Decision and Order(s)
- 4) Informational Item(s)
- 5) DOE Matters
- 6) Status of Statute and Administrative Rule Matters
- 7) Education and Examination Matters
- 8) Credentialing Matters
- 9) Practice Questions/Issues
- 10) Legislation/Administrative Rule Matters
- 11) Liaison Report(s)
- 12) Speaking Engagement(s), Travel, or Public Relation Request(s)

M. New Business

N. Public Comments

**CONVENE TO CLOSED SESSION to deliberate on cases following hearing (s. 19.85(1)(a), Stats.; to consider closing disciplinary investigation with administrative warning (s. 19.85(1)(b), Stats. 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.)**

O. **Deliberation of Proposed Final Decisions and Orders:**

- 1) Janet Ast, R.N., Respondent – Division of Hearing and Appeals (DHA) Case # SPS-11-0071, Division of Enforcement (DOE) Case # 11 NUR 250 **(67-76)**
- 2) Nancy Keane-Harris, R.N., Respondent – DHA Case # SPS-11-0003, DOE Case # 10 NUR 016 **(77-96)**
- 3) Laurie L. Krueger, R.N., Respondent – DHA Case # SPS-11-0086, DOE Case # 10 NUR 131 **(97-106)**
- 4) Darlene Mueller, R.N., Respondent – DHA Case # SPS-11-0059, DOE Case # 11 NUR 135 **(107-224)**
  - a) Respondent’s Objections to Proposed Decision
  - b) States Reply to Respondent’s Objections
  - c) Reply Submission of Respondent in Support of Objections
- 5) Patti A. Seidlkaster, R.N., Respondent, DHA Case # SPS-11-0030, DOE Case # 09 NUR 042 **(225-262)**
  - a) Respondent’s Objections to Proposed Decision
  - b) States Objections to the Proposed Decision and State’s Proposed Final Decision and Order
  - c) Respondent’s Response to State’s Objections

P. **12:30 P.M. APPEARANCE: Todd Varnes and Attorney Richard Westley – Review of Stipulation and Order Granting Limited License Pursuant to Administrative Law Judge (ALJ) Remand in the Matter of the Application of Todd M. Varnes (263-302)**

Q. **Deliberation on Monitoring Matters: (303-304)**

- 1) **1:00 P.M. APPEARANCE: Jill Gustafson, R.N. – Requesting Stay of Suspension (305-344)**
- 2) Laurie A. Blum, R.N. – Requesting Reinstatement of Limited License **(345-368)**
- 3) Reuben A. Cupit, L.P.N. – Requesting Full Licensure **(369-388)**
- 4) Timothy J. Gibneski, R.N. -- Requesting Full Licensure **(389-402)**

- 5) Anne M. Graf, R.N. – Requesting Full Licensure **(403-412)**
- 6) Susan D. Lund, R.N. – Requesting Full licensure **(413-422)**
- 7) Jessica L. Placek (Maki), R.N. – Requesting Reinstatement of License **(423-426)**
- 8) Todd J. Rademan, R.N. – Requesting Full Licensure or Modification **(427-456)**
- 9) Christine R. Bohl, L.P.N. – Requesting Modification **(457-472)**
- 10) William A. Clifford, R.N. – Requesting Modification **(473-482)**
- 11) Benjamin A. Dahms, R.N. – Requesting Modification **(483-500)**
- 12) Timothy B. Murphy, R.N. – Requesting Modification **(501-518)**
- 13) Lou Ann Newby, R.N. – Requesting Modification/Consideration of Violation of Board Order **(519-552)**

**R. Division of Enforcement:**

- 1) Case Status Report
- 2) Case Closings

**S. Deliberation of Proposed Stipulations and Final Decisions and Orders:**

- 1) Nakisha R. Dyson, L.P.N. (11 NUR 498) **(553-560)**
- 2) James J. Fink, R.N. (11 NUR 508) **(561-568)**
- 3) Peggy L. Grambsch, R.N. (10 NUR 034) **(569-576)**
- 4) Ginger K. Lutz, L.P.N. (10NUR 650) **(577-584)**
- 5) Kristen R. Moss, R.N. (11 NUR 396) **(585-590)**
- 6) Brenda L. Murphy, L.P.N. (11 NUR 542) **(591-602)**
- 7) Shalonda N. Myles, R.N. (09 NUR 318) **(603-610)**
- 8) Carrie J. Spier, R.N. (11 NUR 426) **(611-622)**
- 9) Mandi M. Sveom, R.N. (11 NUR 330) **(623-632)**
- 10) Lisa A. Trocinske, R.N. (11 NUR 501) **(633-640)**
- 11) Richard N. Wildes, R.N. (11 NUR 165) **(641-648)**
- 12) Carrie A. Withey, R.N. (11 NUR 469) **(649-654)**

**T. Deliberation on Issuance of Administrative Warnings:**

- 1) 10 NUR 428 **(655-656)**
- 2) 10 NUR 511 **(657-658)**
- 3) 11 NUR 253 **(659-660)**
- 4) 11 NUR 450 **(661-662)**

**U. Deliberation of Items Received After Printing of the Agenda:**

- 1) Application Issues and/or Reviews
- 2) Professional Assistance Procedure (PAP)
- 3) Monitoring Matters
- 4) Proposed Stipulations, Final Decisions and Orders
- 5) Administrative Warnings
- 6) Review of Administrative Warning
- 7) Orders Fixing Costs/Matters Related to Costs
- 8) Proposed Final Decisions and Orders
- 9) Petitions for Summary Suspension
- 10) Petitions for Re-hearings
- 11) Examination Issues

- 12) Credential Issues
- 13) Appearances from Requests Received or Renewed
- 14) Motions

**RECONVENE INTO OPEN SESSION IMMEDIATELY FOLLOWING  
CLOSED SESSION**

Voting on Items Considered or Deliberated on in Closed Session, If Voting is Appropriate

V. **Discussion of Board Meeting Process (Time Allocation, Agenda Items)**

W. Other Board Business

**ADJOURNMENT**

**BOARD OF NURSING  
MEETING MINUTES  
DECEMBER 1, 2011**

**PRESENT:** Kay Coppens, Maria Joseph, Rachelle Lancaster, Gretchen Lowe, Julia Nelson, Carol Ott, Nelson Soler, Lou Ann Weix

**STAFF:** Dan Williams, Executive Director; Colleen Baird, Legal Counsel; Kimberly Wood, Bureau Assistant; Sharon Henes, Paralegal; and other Department Staff

**GUESTS:** Michelle DeBose, Mary B. Green, Jackie Graetz, Jody Wasmer, Rebecca Abrahms, William Getter, Chris Montagnino, and Brian Olson, Herzing University; Ann Marie Marlier and Elizabeth Markham, Bryant and Stratton College; Kelly Crum, Maranatha Baptist Bible College; Julie Luetschwager, Marian University; Kathy Van Eerden, Moraine Park Technical College; Judy Warmuth, Wisconsin Hospital Association (WHA); Kay Grotzlueshen, Madison Area Technical College; Jim Albrecht, Wisconsin Association of Nurse Anesthetists (WANA)

**CALL TO ORDER**

Lou Ann Weix, Chair, called the meeting to order at 9:56 a.m. A quorum of eight (8) members was present.

**APPROVAL OF AGENDA**

**Amendments to the Agenda:**

- Item “E” (open session) **REMOVE** the agenda item titled “9:15 A.M. APPEARANCE: Jeanette Lytle, Division of Enforcement (DOE) Attorney Supervisor, Consideration of a Risk-based Approach to Discipline in Quality of Care Cases”
- Item “G-2” (open session) Under the agenda item titled “Items Received After Printing of the Agenda – 2) Presentation of Proposed Stipulation(s), Final Decision(s) and Order(s)” **ADD:**
  - a) Presentation of Proposed Stipulation, Final Decision and Order in the Matter of Disciplinary Proceedings against Nicole E. Wilburn, L.P.N. (11 NUR 256)
- Item “P-4” (closed session) Under the item titled “Deliberation of Items Received After Printing of the Agenda – Proposed Stipulation(s), Final Decision(s) and Order(s)”
  - a) **ADD** Becki L. Trevino, L.P.N. (11 NUR 098) – Deliberation will occur at the end of item “M”
  - b) **ADD** Julia A. Wilcox, R.N. (11 NUR 599) – Deliberation to occur at the end of item “M”
  - c) **ADD** Janice L. Strand, L.P.N (07 NUR 238) – Deliberation to occur at the end of item “M”
  - d) **ADD** Nicole E. Wilburn, L.P.N. (11 NUR 256) – Deliberation to occur at the end of item “M”

**MOTION:** Julia Nelson moved, seconded by Nelson Soler, to approve the agenda of December 1, 2011 as amended. Motion carried unanimously.

## APPROVAL OF MINUTES

### Amendments to the Minutes:

- Page 1 of the Minutes: In the second sentence of the two sentences appearing under the header titled “Call to Order”, replace the words “four (4)” with the words “five (5)”.
- Page 2 of the Minutes: Correct the date appearing in the motion, under the header titled “Approval of Minutes”, from “September 1, 2011” to “October 6, 2011”.
- Page 7 of the Minutes: Correct the motion that appears under the header titled “Lisa B. Van Natta, R.N. – Requesting Modification” to read: “Carol Ott moved, seconded by ~~MJ~~ Maria Joseph...”.

**MOTION:** Gretchen Lowe moved, seconded by Kay Coppens, to approve the minutes of November 3, 2011 as amended. Motion carried unanimously.

## ADMINISTRATIVE MATTERS

Dan Williams informed the Board that Chad Kopljen has been appointed as interim Division Administrator of the Division of Enforcement. The Board raised concerns as this appointment leaves them with one full time prosecuting attorney to handle nursing cases and requested that discussion of this matter occur at its next meeting.

## REPORT OF EDUCATION AND LICENSURE COMMITTEE

Lou Ann Weix commended Carol Ott and Rachelle Lancaster for their efforts relating to the work of the Education and Licensure Committee. The Board considered the motions made at today’s Education and Licensure Committee meeting.

### Review of Request for Approval of Madison Area Technical College (MATC – Madison) Educational Administrator for ADN and PN Programs

**COMMITTEE MOTION:** Maria Joseph moved, seconded by Gretchen Lowe, to recommend approval of Kay M. Grotelueschen as Educational Administrator for ADN and PN Programs at Madison Area Technical College. Motion carried unanimously.

**BOARD MOTION:** Nelson Soler moved, seconded by Maria Joseph, to accept the recommendation for approval of Kay M. Grotelueschen as Educational Administrator for ADN and PN Programs at Madison Area Technical College. Motion carried unanimously.

### Moraine Park Technical College NCLEX-RN Pass Rate Improvement Plan

**COMMITTEE MOTION:** Rachelle Lancaster moved, seconded by Gretchen Lowe, to recommend that a congratulatory letter be sent to Moraine Park Technical College based upon Quarter 3, 2011 data showing that NCLEX-RN pass rates are no longer significantly below the national average, and that they be removed from probationary status. Motion carried unanimously.

**BOARD MOTION:**

Kay Coppens moved, seconded by Nelson Soler, to accept the recommendation that a congratulatory letter be sent to Moraine Park Technical College based upon Quarter 3, 2011 data showing that NCLEX-RN pass rates are no longer significantly below the national average, and that they be removed from probationary status. Motion carried unanimously.

***COMMITTEE MOTION:***

Nelson Soler moved, seconded by Maria Joseph, to recommend approval of the NCLEX-RN pass rate improvement plan submitted by Moraine Park Technical College and to request an updated report after receipt of Quarter 3, 2012 data. Motion carried unanimously.

**BOARD MOTION:**

Julia Nelson moved, seconded by Maria Joseph, to accept the recommendation for approval of the NCLEX-RN pass rate improvement plan submitted by Moraine Park Technical College and to request an updated report after receipt of Quarter 3, 2012 data. Motion carried unanimously.

**Review of Curriculum Revision of University of Wisconsin – Eau Claire Baccalaureate Nursing Degree Program**

***COMMITTEE MOTION:***

Gretchen Lowe moved, seconded by Maria Joseph, to recommend notification of UW Eau Claire that the proposed curriculum changes would constitute a major program change requiring Board approval. Motion carried unanimously.

**BOARD MOTION:**

Carol Ott moved, seconded by Nelson Soler, to accept the recommendation for notification of UW Eau Claire that the proposed curriculum changes would constitute a major program change requiring Board approval. Motion carried unanimously.

**Follow-up Review of Maranatha Baptist Bible College Bachelor of Science in Nursing Program**

***COMMITTEE MOTION:***

Rachelle Lancaster moved, seconded by Maria Joseph, to recommend approval of Maranatha Baptist Bible College's RN Program. Motion carried unanimously.

**BOARD MOTION:**

Carol Ott moved, seconded by Rachelle Lancaster, to accept the recommendation for approval of Maranatha Baptist Bible College's RN Program. Motion carried unanimously.

**BOARD MOTION:**

Rachelle Lancaster moved, seconded by Carol Ott, to rescind the motion accepting the recommendation for approval of Maranatha Baptist Bible College's RN Program. Motion carried unanimously.

***COMMITTEE MOTION:***

Rachelle Lancaster moved, seconded by Maria Joseph, to recommend approval of Maranatha Baptist Bible College's RN Program with a written survey report to be presented at the January 2012 meeting. Motion carried unanimously.

**BOARD MOTION:**

Carol Ott moved, seconded by Gretchen Lowe, to accept the recommendation for approval of Maranatha Baptist Bible College's RN Program with a written survey report to be presented at the January 2012 meeting. Motion carried unanimously.

**BOARD MOTION:**

Nelson Soler moved, seconded by Julia Nelson, to authorize the designated members of the Education and Licensing Committee to conduct site visits for schools as the need is identified by the Committee, and subsequently approved by the Board, as set forth in Chapter N1.03, Wis. Admin. Code. Motion carried unanimously.

**Bryant & Stratton College Follow-up Over-enrollment Report**

***COMMITTEE MOTION:***

Rachelle Lancaster moved, seconded by Maria Joseph, to recommend rejection of the follow-up over-enrollment report submitted by Bryant & Stratton College with a resubmission of this report where students are referenced as actual students as opposed to FTE's, at the January 2012 meeting. Motion carried unanimously.

**BOARD MOTION:**

Gretchen Lowe moved, seconded by Nelson Soler, to accept the recommendation for rejection of the follow-up over-enrollment report submitted by Bryant & Stratton College with a resubmission of this report where students are referenced as actual students as opposed to FTE's, at the January 2012 meeting. Motion carried unanimously.

**Update on Educational Administrator at Herzing University-Brookfield/Kenosha and Review List of Current Faculty**

***COMMITTEE MOTION:***

Rachelle Lancaster moved, seconded by Maria Joseph, to recommend that in response to concerns raised by the Committee, Herzing University – Brookfield/Kenosha campus has agreed to suspend admission for the spring session and will submit an action plan for review at the Committee's January 2012 meeting which shall contain the following components: curriculum, faculty, and administration. Motion carried unanimously.

**BOARD MOTION:**

Julia Nelson moved, seconded by Kay Coppens, to accept the recommendation that in response to concerns raised by the Committee, Herzing University – Brookfield/Kenosha campus has agreed to suspend admission for the spring session and will submit an action plan for review at the Committee's January 2012 meeting which shall contain the following components: curriculum, faculty, and administration. Motion carried unanimously.

**Request for Approval of Syllabi for Spring 2012 Courses at Herzing University-Brookfield/Kenosha**

***COMMITTEE MOTION:***

Gretchen Lowe moved, seconded by Nelson Soler, to recommend that deliberation of the "Request for Approval of Syllabi for Spring 2012 Courses at Herzing University-Brookfield/Kenosha" be deferred until the January 2012 meeting. Motion carried unanimously.

**BOARD MOTION:**

Maria Joseph moved, seconded by Carol Ott, to accept the recommendation that deliberation of the “Request for Approval of Syllabi for Spring 2012 Courses at Herzing University-Brookfield/Kenosha” be deferred until the January 2012 meeting. Motion carried unanimously.

**Quarter 3, 2011 NCLEX Pass Rate Data**

***COMMITTEE MOTION:***

Nelson Soler moved, seconded by Maria Joseph, to recommend that a congratulatory letter be sent to Maranatha Baptist College based upon Quarter 3, 2011 data showing that NCLEX-RN pass rates are no longer significantly below the national average, and that they be removed from probationary status. Motion carried unanimously.

**BOARD MOTION:**

Gretchen Lowe moved, seconded by Carol Ott, to accept the recommendation that a congratulatory letter be sent to Maranatha Baptist College based upon Quarter 3, 2011 data showing that NCLEX-RN pass rates are no longer significantly below the national average, and that they be removed from probationary status. Motion carried unanimously.

***COMMITTEE MOTION:***

Maria Joseph moved, seconded by Gretchen Lowe, to recommend that a congratulatory letter be sent to UW Milwaukee based upon Quarter 3, 2011 data showing that NCLEX-RN pass rates are no longer significantly below the national average, and that they be removed from probationary status. Motion carried. Abstained: Nelson Soler

**BOARD MOTION:**

Kay Coppens moved, seconded by Julia Nelson, to accept the recommendation that a congratulatory letter be sent to UW Milwaukee based upon Quarter 3, 2011 data showing that NCLEX-RN pass rates are no longer significantly below the national average, and that they be removed from probationary status. Motion carried. Abstained: Nelson Soler

**ITEMS RECEIVED AFTER PRINTING OF THE AGENDA**

- 1) Presentations of Petition(s) for Summary Suspension – *None*
- 2) **Presentation of Proposed Stipulation(s), Final Decision(s) and Order(s)**
  - a) **Presentation of Proposed Stipulation, Final Decision and Order in the Matter of Disciplinary Proceedings against Nicole E. Wilburn, L.P.N. (11 NUR 256)**

Chad Koplien, Division of Enforcement Prosecution Attorney, presented the Proposed Stipulation, Final Decision and Order in the Matter of Disciplinary Proceedings against Nicole E. Wilburn, L.P.N. (11 NUR 256). Deliberation of this matter will occur during closed session.

- 3) Presentation of Proposed Final Decision and Order(s) – *None*
- 4) Informational Item(s) – *None*
- 5) DOE Matters – *None*
- 6) Status of Statute and Administrative Rule Matters – *None*
- 7) Education and Examination Matters – *None*
- 8) Credentialing Matters – *None*
- 9) Practice Questions/Issues – *None*

- 10) Legislation/Administrative Rule Matters – *None*
- 11) Liaison Report(s) – *None*
- 12) Speaking Engagement(s), Travel, or Public Relation Request(s) – *None*

### **NEW BUSINESS**

The Board briefly discussed the Education and Licensure Committee meeting from earlier in the day and what options exist, if any, to improve upon and/or streamline the meeting process.

### **PUBLIC COMMENTS**

Judy Warmuth, Wisconsin Hospital Association, provided comments to the Board regarding the upcoming RN workforce survey and made comments regarding the Board's discussion of the Education and Licensure Committee meeting.

Jim Albrecht, Wisconsin Association of Nurse Anesthetists, also provided comments to the Board relevant to the Board's discussion of today's Education and Licensure Committee meeting.

### **CLOSED SESSION**

**MOTION:** Julia Nelson moved, seconded by Gretchen Lowe, to convene to closed session pursuant to Wisconsin State statutes 19.85(1)(a)(b)(f) and (g) for the purpose of conducting appearances, reviewing monitoring requests, requests for licensure, deliberate on stipulations, administrative warnings, proposed decisions and orders, consulting with Legal Counsel and Division of Enforcement case status reports. Roll Call Vote: Kay Coppens-yes; Maria Joseph-yes; Rachelle Lancaster-yes; Gretchen Lowe-yes; Julia Nelson-yes; Carol Ott-yes; Nelson Soler-yes; and Lou Ann Weix-yes. Motion carried unanimously.

The Board convened into Closed Session at 10:53 a.m.

### **RECONVENE TO OPEN SESSION**

**MOTION:** Julia Nelson moved, seconded by Gretchen Lowe, to reconvene into open session. Motion carried unanimously.

The Board reconvened into Open Session at 2:00 p.m.

### **VOTING ON ITEMS CONSIDERED OR DELIBERATED ON IN CLOSED SESSION IF VOTING IS APPROPRIATE**

**MOTION:** Maria Joseph moved, seconded by Kay Coppens, to reaffirm all motions made in closed session. Motion carried unanimously.

**DELIBERATION ON MONITORING MATTERS**

**THOMAS BERTHOLD, R.N.  
REQUESTING REINSTATEMENT OF LIMITED LICENSE**

**MOTION:** Gretchen Lowe moved, seconded by Nelson Soler, to grant the request of Thomas Berthold, R.N. for reinstatement of limited license pursuant to the Order dated November 8, 2007 as previously modified by the Board. Motion carried. Abstained: Rachelle Lancaster, Carol Ott

**KIMBERLY MAYER, L.P.N.  
REQUESTING REINSTATEMENT OF LICENSE**

**MOTION:** Nelson Soler moved, seconded by Kay Coppens, to deny the request of Kimberly Mayer, L.P.N. for reinstatement of license. The Board indicates that Ms. Mayer cannot petition the Board until she demonstrates, for a period of three months, the following: successful participation in drug testing monitoring requirements at a frequency of 48 per year plus one annual hair test, Proof of attendance at AA/NA meeting at a frequency of twice per week, therapy at the discretion of the treater no less than twice per month. The Board requires that the respondent submit to a comprehensive evaluation including a fitness to practice statement. The Board indicated that after completing these requirements she will still need to complete a nursing refresher course. Reason for Denial: Insufficient evidence supporting stable recovery. Motion carried unanimously.

**KRISTIN BLEICHWEHL, R.N.  
REQUESTING MODIFICATION**

**MOTION:** Nelson Soler moved, seconded by Kay Coppens, to deny the request of Kristin Bleichwehl, R.N. for a reduction in the frequency of drug screens. Reason for Denial: Insufficient time under Board Order. Motion carried unanimously.

**SHEENA CLAYTON, L.P.N.  
CONSIDERATION FOR VIOLATION OF BOARD'S ORDER**

Patara Horn, Department monitor, provided the Board with additional documentation relating to this matter.

**MOTION:** Julia Nelson moved, seconded by Nelson Soler, to remove the stay of suspension of Sheena Clayton, L.P.N. Reason for Denial: Violation of Board Order. Motion carried unanimously.

**SHAUNA DETTINGER, R.N.  
REQUESTING MODIFICATION**

**MOTION:** Kay Coppens moved, seconded by Nelson Soler, to deny the request of Shauna Dettinger, R.N. for decrease in the frequency of drug screens and a decrease in the frequency of AA/NA meeting attendance. Reason for Denial: Time since last drug screen reduction & AA/NA is an integral part of the recovery process. Motion carried unanimously.

**BRIANA FOLEY, R.N.  
REQUESTING MODIFICATION**

**MOTION:** Kay Coppens moved, seconded by Carol Ott, to grant the request of Briana Foley for an extension of time (60 days from the signing date of the Order) to complete and submit a fitness to practice evaluation. Motion carried unanimously.

**ANITA JONES, R.N.  
REQUESTING STAY OF SUSPENSION**

**MOTION:** Nelson Soler moved, seconded by Julia Nelson, to deny the request of Anita Jones, R.N. for Stay of Suspension. The Board indicated that Ms. Jones should complete a fitness to practice evaluation through a Board approved psychological provider who has not previously provided therapy services to the respondent. Reason for Denial: Failure to provide a fitness to practice evaluation as previously requested. Motion carried unanimously.

**GINGER OBERJAT, L.P.N.  
CONSIDERATION FOR VIOLATION OF BOARD'S ORDER**

**MOTION:** Gretchen Lowe moved, seconded by Julia Nelson, to suspend the license of Ginger Oberjat, L.P.N. The Board indicates that Ms. Oberjat cannot petition the Board until she demonstrates, for a period of three months, successful completion of drug testing monitoring requirements. Reason for Denial: Violation of Board Order. Motion carried unanimously.

**JOAN WEGNER, R.N. – REQUESTING MODIFICATION**

**MOTION:** Julia Nelson moved, seconded by Maria Joseph, to deny the request of Joan Wegner, R.N. for a reduction in the frequency of drug screens and noting that the respondent is not eligible for another reduction in frequency until November 2012. Reason for Denial: Insufficient time under Board Order. Motion carried unanimously.

**MARY MEUCCI, L.P.N. – CONSIDERATION OF VIOLATION OF BOARD'S ORDER**

**MOTION:** Julia Nelson moved, seconded by Gretchen Lowe, to remove the stay of suspension of Mary Meucci, L.P.N. Reason for Denial: Violation of Board Order. Motion carried unanimously.

## DIVISION OF ENFORCEMENT

### Case Status Report

The Board received a report outlining its pending enforcement cases.

### Case Closings

- 1) 11 NUR 499 – Insufficient Evidence
- 2) 11 NUR 424 – No Violation
- 3) 10 NUR 270 – Prosecutorial Discretion (P7)
- 4) 11 NUR 532 – Prosecutorial Discretion (P1)
- 5) 11 NUR 270 – Prosecutorial Discretion (P7)
- 6) 08 NUR 455 – No Violation
- 7) 08 NUR 453 – No Violation
- 8) 11 NUR524 – Prosecutorial Discretion (P7)
- 9) 10 NUR 036 – Insufficient Evidence
- 10) 11 NUR 376 – Insufficient Evidence
- 11) 11 NUR 375 – Insufficient Evidence
- 12) 11 NUR 423 – Prosecutorial Discretion (P7)
- 13) 06 NUR 176 – Prosecutorial Discretion (P3)
- 14) 10 NUR 206 – Insufficient Evidence
- 15) 10 NUR 207 – Insufficient Evidence

**MOTION:** Kay Coppens moved, seconded by Julia Nelson, to close the cases listed as identified above. Motion carried unanimously.

### **DELIBERATION OF PROPOSED STIPULATIONS AND FINAL DECISIONS AND ORDERS**

1. Rachael A. Deragon, R.N. (10 NUR 271)
2. Roslyn M. George, R.N. (11 NUR 451)
3. Edward M. Healey, R.N. (11 NUR 521)
4. Lora J. Huelster, R.N. (11 NUR 369)
5. Frances L. Monroe Jennings, R.N. (11 NUR 322)
6. Donna M. Pearson, R.N. (11 NUR 405)
7. Mary E. Rashel, R.N., A.P.N.P. (09 NUR 424)
8. Claire E. Weingart, R.N. (11 NUR 241)
9. Becki L. Trevino, L.P.N. (11 NUR 098)\*\*
10. Julie A. Wilcox, R.N. (11 NUR 599)\*\*
11. Janice L. Strand, L.P.N (07 NUR 238)\*\*
12. Nicole E. Wilburn, L.P.N. (11 NUR 256)\*\*

**MOTION:** Julia Nelson moved, seconded by Kay Coppens, to adopt the Findings of Fact, Conclusions of Law, Stipulation and Order in the matter of disciplinary proceedings against the individuals listed above. Motion carried unanimously.

## DELIBERATION ON ISSUANCE OF ADMINISTRATIVE WARNINGS

1. 10 NUR 521
2. 11 NUR 471

**MOTION:** Nelson Soler moved, seconded by Gretchen Lowe, to issue administrative warnings in the matter of the case numbers listed above. Motion carried unanimously.

## DELIBERATION OF PROPOSED FINAL DECISIONS AND ORDERS

### **Diane C. Walters, R.N., Respondent – Division of Hearing and Appeals (DHA) Case # SPS-10-0095, Division of Enforcement (DOE) Case # 09 NUR 290**

The Board reviewed the Proposed Final Decision and Order for Diane C. Walters, R.N. The Board also reviewed the Respondent's Objections to Proposed Decision and the States Reply to Respondent's Objections.

**MOTION:** Nelson Soler moved, seconded by Kay Coppens, to adopt the Findings of Fact, Conclusions of Law, Proposed Decision and Order in the matter of disciplinary proceedings against Diane C. Walters, R.N., Respondent – Division of Hearing and Appeals (DHA) Case # SPS-10-0095, Division of Enforcement (DOE) Case # 09 NUR 290. Motion carried unanimously.

## DELIBERATION OF ITEMS RECEIVED AFTER PRINTING OF THE AGENDA

- 1) Application Issues and/or Reviews – *None*
- 2) Professional Assistance Procedure (PAP) – *None*
- 3) Monitoring Matters – *None*
- 4) **Proposed Stipulations, Final Decisions and Orders**
  - a) ***Added to the Agenda:*** Becki L. Trevino, L.P.N. (11 NUR 098)
  - b) ***Added to the Agenda:*** Julie A. Wilcox, R.N. (11 NUR 599)
  - c) ***Added to the Agenda:*** Janice L. Strand, L.P.N. (07 NUR 238)
  - d) ***Added to the Agenda:*** Nicole E. Wilburn, L.P.N. (11 NUR 256)

Deliberation of the above listed Proposed Stipulations, Final Decisions and Orders was addressed under agenda item "M".

- 5) Administrative Warnings – *None*
- 6) Review of Administrative Warning – *None*
- 7) Orders Fixing Costs/Matters Related to Costs – *None*
- 8) Proposed Final Decisions and Orders – *None*
- 9) Petitions for Summary Suspension – *None*
- 10) Petitions for Re-hearings – *None*
- 11) Examination Issues – *None*
- 12) Credential Issues – *None*
- 13) Appearances from Requests Received or Renewed – *None*
- 14) Motions – *None*

## **OTHER BOARD BUSINESS**

The Board discussed the separate compilation of the agenda packets materials for the full Board and its Committees.

The Board briefly reviewed its decision to discontinue catered lunch orders for the meeting.

## **ADJOURNMENT**

**MOTION:** Nelson Soler moved, seconded by Kay Coppens, to adjourn the meeting. Motion carried unanimously.

The meeting adjourned at 2:10 p.m.

DRAFT

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

**AGENDA REQUEST FORM**

1) Name and Title of Person Submitting the Request:  <b>Kimberly Wood, Bureau Assistant</b>		2) Date When Request Submitted: <b>12/19/2011</b> Items will be considered late if submitted after 4:30 p.m. and less than: <ul style="list-style-type: none"> <li>▪ 10 work days before the meeting for Medical Board</li> <li>▪ 14 work days before the meeting for all others</li> </ul>									
3) Name of Board, Committee, Council, Sections:  <b>Board of Nursing</b>											
4) Meeting Date:  <b>1/26/2012</b>	5) Attachments: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	6) How should the item be titled on the agenda page?  <b>Administrative Matters:</b> <ol style="list-style-type: none"> <li>1) Annual Policy Review – Board Member Guidebook</li> <li>2) Board Member Appointments</li> </ol>									
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 <input checked="" type="checkbox"/> No	9) Name of Case Advisor(s), if required:  <b>N/A</b>									
10) Describe the issue and action that should be addressed:  <ol style="list-style-type: none"> <li>1) Please review the Board Member Guidebook, sign the acknowledgement page to indicate your understanding of this document and submit your completed signature page to your Executive Director by February 23, 2012. Your completed signature page can be delivered in person at the upcoming meeting, or after the meeting you may mail, fax or scan and e-mail this information.</li> <li>2) The Chair should make board member appointments. Please reference the attached list of existing appointments made in 2011. Please consider the appointment of a "Travel Liaison".</li> </ol>											
11) <b>Authorization</b>  <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%; border-bottom: 1px solid black;"><i>Kimberly Wood</i></td> <td style="width: 40%; border-bottom: 1px solid black; text-align: right;"><b>12/19/2011</b></td> </tr> <tr> <td style="font-size: small;">Signature of person making this request</td> <td style="text-align: right; font-size: small;">Date</td> </tr> <tr> <td style="border-bottom: 1px solid black;">Supervisor (if required)</td> <td style="border-bottom: 1px solid black; text-align: right;">Date</td> </tr> <tr> <td colspan="2" style="border-bottom: 1px solid black;">Executive Director signature (indicates approval to add post agenda deadline item to agenda)    Date</td> </tr> </table>				<i>Kimberly Wood</i>	<b>12/19/2011</b>	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	
<i>Kimberly Wood</i>	<b>12/19/2011</b>										
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"> <li>1. This form should be attached to any documents submitted to the agenda.</li> <li>2. Post Agenda Deadline items must be authorized by a Supervisor and the Board Services Executive Director.</li> <li>3. If necessary, Provide original documents needing Board Chairperson signature to the Executive Assistant prior to the start of a meeting.</li> </ol>											

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# **Department of Safety and Professional Services**



## **Division of Board Services Board Member Guidebook**

# **Division of Board Services**

# **Board Member**

# **Guidebook**

## **Table of Contents**

- Department Information
- Division of Board Services
- Powers and Responsibilities
- Agenda and Meetings
- Expenses and Travel
- Forms and Memos

# Department Information

# The Department of Safety and Professional Services

## History:

The 2011-13 biennial budget, 2011 Wisconsin Act 32 created the Department of Safety and Professional Services (DSPS) by combining the Department of Regulation and Licensing (DRL) and the Divisions of Safety and Buildings and Environmental and Regulatory Services from the Department of Commerce.

Chapter 75, Laws of 1967, created DRL and attached to it 14 separate examining boards that had been independent agencies. The 1967 reorganization also transferred to the department some direct licensing and registration functions not handled by boards, including those for private detectives and detective agencies, charitable organizations, and professional fund-raisers and solicitors.

DRL's responsibilities changed significantly since its creation. Initially, it performed routine housekeeping functions for the examining boards, which continued to function as independent agencies. Subsequently, a series of laws required the department to assume various substantive administrative functions previously performed by the boards and to provide direct regulation of several professions.

The DSPPS Division of Safety and Buildings traces its roots to 1911 when the Legislature created the Industrial Commission in Chapter 485 to set standards for a safe place of employment. This "safe place" statute was extended in Chapter 588, Laws of 1913, to include public buildings, defined as "any structure used in whole or in part as a place of resort, assemblage, lodging, trade, traffic, occupancy, or use by the public, or by three or more tenants." The commission adopted its first building code in 1914. Programs added over the years include plumbing, heating, ventilation, air conditioning, energy conservation, private on-site waste treatment systems, accessibility for people with disabilities, and electrical inspection and certification. These responsibilities and the job of administering various other laws relating to the promotion of safety in public and private buildings, including enforcing building codes, and the licensure of occupations such as electricians and plumbers, were ultimately assumed by the Department of Commerce.

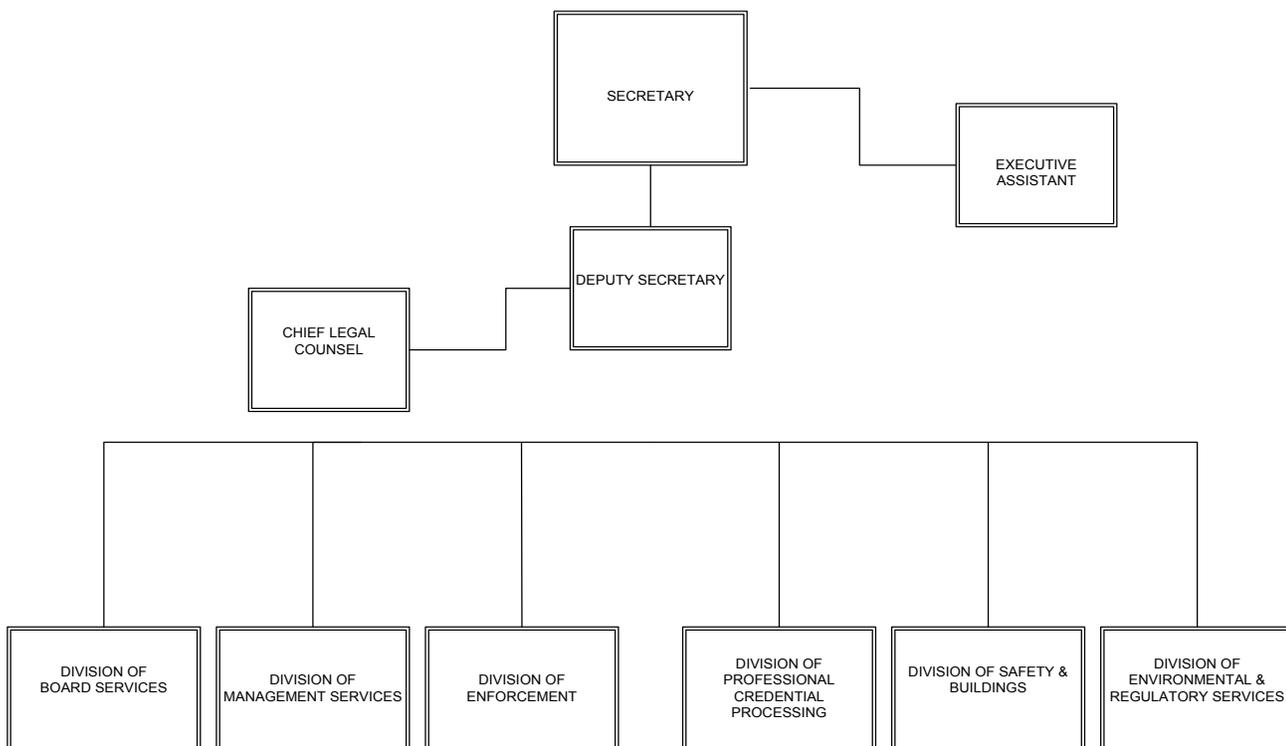
The DSPPS Division of Environmental and Regulatory Services was created by 1995 Wisconsin Act 27 which transferred the PECFA program and the safety and buildings functions from the Department of Industry, Labor and Human Relations to the Department of Commerce.

# The Department of Safety and Professional Services

## Quick Facts

- Responsible for ensuring the safe and competent practice of licensed professionals in Wisconsin. The department also administers and enforces laws to assure safe and sanitary conditions in public and private buildings and regulates petroleum products and petroleum storage tank systems.
- Provides policy coordination and centralized administrative services for more than 70 boards, sections, councils, advisory committees, and direct licensing professions.
- Oversees the regulation of 200 types of credentials and specialty permits in more than 60 professional fields.
- Issues over 27,500 new credentials and renews more than 430,000 credential holders each biennium.
- Organized into six divisions and two offices:
  - Office of the Secretary
  - Division of Board Services
  - Division of Enforcement
  - Division of Environmental and Regulatory Services
  - Division of Management Services
  - Division of Professional Credential Processing
    - Office of Education and Examinations
  - Division of Safety and Buildings
- 379.6 full-time employees.
- Receives more than 2,500 consumer complaints per year.
- Verifies about 7,000 Wisconsin licenses per year to other states.

# The Department of Safety and Professional Services Organizational Structure



# **Division of Board Services**

## **Mission of DSPS and the Boards**

To protect the health, safety and well-being of the citizens of Wisconsin by ensuring the safe and competent practice of licensed professionals at the least cost to the state.

To ensure the availability of safe and competent professional services by:

- fairly administering education, experience and examination requirements;
- establishing professional practice standards;
- ensuring compliance by enforcing occupational licensing laws.

## **Division of Board Services-Board Staff**

17 staff in Board Services

1 Division Administrator

1 Program Assistant Supervisor

4 Executive Directors

4 Legal Counsel

4 Bureau Assistants

1 Adv-Paralegals

2 Paralegal

- There are approximately 300 board, council and committee members.
- A Bureau Director, Legal Counsel, and Bureau Assistant are assigned to each profession.
- The Division averages approximately 15 board, council and committee meetings each month.
- There are about 185 meetings scheduled each year.
- Provide the coordination and facilitation of a number of professional and administrative services to all of the regulatory boards, councils and committees.
- Provide administrative support.
- Coordinate and manage the business of each board, council or committee.
- Assist in facilitating the meetings.
- Provide professional services (analysis, evaluation and research).
- Coordinate drafting and implementation of laws, rules and policies.
- Coordinate board member travel and reimbursement processing.



**STATE OF WISCONSIN**  
 Department of Safety and Professional Services

1400 E Washington Ave  
 PO Box 8935  
 Madison WI 53708-8935

**Governor Scott Walker      Secretary Dave Ross**

Email: [dsps@wisconsin.gov](mailto:dsps@wisconsin.gov)  
 Web: [www.dsps.wi.gov](http://www.dsps.wi.gov)

Voice: 608-266-2112 • FAX: 608-267-3816 • TTY: 608-267-2416

**DIVISION OF BOARD SERVICES**  
**BOARD ASSIGNMENTS**

<b>Tom Ryan, Executive Director</b> <b>Sandy Nowack, Legal Counsel</b> <b>Karen Rude-Evans, Bureau Asst</b> <b>Shawn Leatherwood, Adv</b> <b>Paralegal</b>	<b>Denise Aviles, Executive Director</b> <b>Yolanda McGowan, Legal Counsel</b> <b>Michelle Solem, Bureau Asst</b> <b>Kris Anderson, Paralegal</b>	<b>Dan Williams, Executive Director</b> <b>Colleen Baird, Legal Counsel</b> <b>Kimberly Wood, Bureau Asst</b> <b>Sharon Henes, Paralegal</b>	<b>Berni Mattsson*, Executive Director</b> <b>Lydia Thompson, Legal Counsel</b> <b>David Carlson, Bureau Asst.</b> <b>Kris Anderson/Sharon Henes,</b> <b>Paralegal</b>
<ul style="list-style-type: none"> <li>▪ Medical Examining Board               <ul style="list-style-type: none"> <li>▫ Athletic Trainers Affiliated Credentialing Board</li> <li>▫ Council on Physician Assistants</li> <li>▫ Dietitians Affiliated Credentialing Board</li> <li>▫ Occupational Therapists Affiliated Credentialing Board</li> <li>▫ Perfusionists Examining Council</li> <li>▫ Podiatry Affiliated Credentialing Board</li> <li>▫ Respiratory Care Practitioners Examining Council</li> <li>▫ Massage Therapy &amp; Bodywork Therapy Affiliated Credentialing Board</li> </ul> </li> <li>▪ Nursing Home Ad. Ex Bd                (Colleen Baird – Legal Counsel)</li> <li>▪ Physical Therapy Ex. Bd</li> <li>▪ Radiography Ex. Bd</li> <li>▪ Veterinary Ex. Bd</li> </ul>	<ul style="list-style-type: none"> <li>▪ Accounting Examining Bd</li> <li>▪ Architects, Landscape Architects, Professional Engineers, Designers &amp; Land Surveyors Examining Board               <ul style="list-style-type: none"> <li>▫ Architects Section</li> <li>▫ Designers Section</li> <li>▫ Engineers Section</li> <li>▫ Landscape Architects Section</li> <li>▫ Land Surveyors Section</li> </ul> </li> <li>▪ Barbering &amp; Cosmetology Examining Board</li> <li>▪ Chiropractic Examining Bd</li> <li>▪ Crematory Authority Council</li> <li>▪ Funeral Directors Ex. Bd</li> <li>▪ Real Estate Board               <ul style="list-style-type: none"> <li>▫ RE Contractual Forms Advisory Committee</li> <li>▫ RE Curriculum &amp; Examination Council</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>▪ <b>Controlled Substances Board</b></li> <li>▪ Geologists, Hydrologists &amp; Soil Scientists Examining Bd.               <ul style="list-style-type: none"> <li>▫ Geologists Section</li> <li>▫ Hydrologists Section</li> <li>▫ Soil Scientists Section</li> </ul> </li> <li>▪ Marriage &amp; Family Therapy, Professional Counseling, and Social Work Examining Bd.               <ul style="list-style-type: none"> <li>▫ Marriage &amp; Family Therapist Section</li> <li>▫ Professional Counselor Section</li> <li>▫ Social Worker Section</li> </ul> </li> <li>▪ Nursing, Board of               <ul style="list-style-type: none"> <li>▫ Examining Council on Licensed Practical Nurses</li> <li>▫ Examining Council on Registered Nurses</li> </ul> </li> <li>▪ Pharmacy Examining Board                (Lydia Thompson – Legal Counsel)</li> <li>▪ Psychology Examining Board</li> </ul>	<ul style="list-style-type: none"> <li>▪ Auctioneer Board</li> <li>▪ Cemetery Board</li> <li>▪ Dentistry Examining Board</li> <li>▪ Hearing &amp; Speech Examining Board               <ul style="list-style-type: none"> <li>▫ Council on Speech-Language Pathology &amp; Audiology                    (Colleen Baird – Legal Counsel)</li> </ul> </li> <li>▪ Optometry Ex. Board</li> <li>▪ Real Estate Appr. Board*               <ul style="list-style-type: none"> <li>▫ REA App Adv Com</li> </ul> </li> <li>▪ Sign Language Interp. Council</li> </ul>
<p><b>Direct Licensing:</b></p> <ul style="list-style-type: none"> <li>▪ Boxing</li> <li>▪ Home Inspectors</li> <li>▪ Interior Designers</li> <li>▪ Peddlers</li> <li>▪ Charitable Organizations</li> <li>▪ Professional Fund Raisers</li> </ul>	<p><b>Direct Licensing:</b></p> <ul style="list-style-type: none"> <li>▪ Athletic Agents Adv. Com.</li> <li>▪ Private Detectives</li> <li>▪ Private Security Persons               <ul style="list-style-type: none"> <li>▫ Firearms Permits</li> <li>▫ Firearms Certifiers</li> </ul> </li> </ul>	<p><b>Direct Licensing:</b></p> <ul style="list-style-type: none"> <li>▪ Behavioral Analysts</li> <li>▪ Sanitarians</li> <li>▪ Substance Abuse Counselors</li> </ul>	<p><b>Direct Licensing:</b></p> <ul style="list-style-type: none"> <li>▪ Acupuncture</li> <li>▪ Licensed Midwives Advisory Committee</li> <li>▪ Music, Art &amp; Dance Therapy</li> <li>▪ Professional Employer Organizations</li> </ul> <p><b>Where indicated by the following, the Bureau Assistants differ from the staff listing:</b></p> <ul style="list-style-type: none"> <li>• Lydia – Green</li> <li>• Sandy - Purple</li> <li>• Colleen - Orange</li> <li>• Karen – Red</li> <li>• Michelle - Yellow</li> <li>• Kim – Blue</li> </ul> <p>*Berni Mattsson also provides support to the Boards and Councils associated with the Division of Safety &amp; Buildings.</p>

# **Powers and Responsibilities**

## Powers of Regulatory Bodies

- **Examining Boards**

**Authority:**

- Set standards of professional competence and conduct for the professions.
- Prepare, conduct and administer examinations.
- Grant and deny credentials (licenses).
- Impose discipline.

**Appointed By:** Governor with Senate confirmation.

**Reimbursement:** Per Diem: \$25  
Expenses: Actual and necessary expenses incurred in the performance of Examining Board duties.

- **Affiliated Credentialing Boards**

Bodies that are attached to an Examining Board to regulate professions that do not practice independently of the profession regulated by the Examining Board or that practice in collaboration with the profession regulated by the Examining Board.

**Authority:** With the advice of the examining board to which it is attached, sets standards of professional competence and conduct for the profession under the Affiliated Credentialing Board's supervision, reviews the qualifications of prospective new practitioners, grants credentials, and takes disciplinary action against credential holders.

**Appointed By:** Governor with Senate confirmation.

**Reimbursement:** Per Diem: \$25  
Expenses: Actual and necessary expenses incurred in the performance of Board duties.

- **Examining Councils and Councils**

**Authority:** Serve an Examining Board in an advisory capacity to:

- Formulate rules to be promulgated by the Examining Board or department for the regulation of the specific profession.

**Appointed By:** Some Councils have members appointed by the Governor and others have members appointed by an Examining Board. Senate confirmation is not required. The Governor has the authority to appoint all public members.

**Reimbursement:** Per Diem: No compensation  
Expenses: Actual and necessary expenses incurred in the performance of Council duties.

- **Auctioneer and Real Estate Appraisers Boards**

**Authority:** Advisory in all matters, except:

- Screening complaints.
- Imposing discipline.

**Appointed By:** Governor with Senate confirmation.

**Reimbursement:** Per Diem: \$25  
Expenses: Actual and necessary expenses incurred in the performance of Examining Board duties.

- **Direct Licensing Advisory Committees and Screening Panel;**

- No examining board.
- The Secretary of the Department directly regulates the profession or occupation.
- The Secretary has authority to appoint committee and panel members.
- Committee and panel members serve at the discretion and pleasure of the Secretary.
- The Committee or panel members make recommendations and advise the Secretary on issues relating to the specific profession

**Appointed By:** Department Secretary

**Reimbursement:** Per Diem: No compensation

Expenses: Actual and necessary expenses incurred in the

### **Responsibilities of a Board Member**

- You are a public official who is dedicated to public service. You are willing to sacrifice your time and tolerate inconvenience, frustration, and scheduling conflicts to be available for board service.
- You have major responsibilities to the public and credential holders.
- You ARE NOT an advocate for private interest or professional groups.
- You must represent the highest standards of ethical and professional conduct.
- You must strive to avoid any relationship, activity or position that may influence, directly or indirectly, the performance of your official duties as a board member.
- You cannot serve as spokesperson for the board unless properly designated by the board.
- You must make public (and recuse yourself from) any conflict of interest that exists to ensure the integrity of the board and all of its decisions.
- You must comply with the rules of confidentiality, at all times, in dealings outside the board meeting.

### **Importance of Public Members**

- You are the voice of the public.
- You expand the range of perspectives available for higher quality and more creative board action.
- You balance decisions that might otherwise favor one faction of the regulated group over another.
- You make the governing board more responsive to the public it affects.
- You reduce the potential for board decisions to be professionally biased.
- You lend credibility to board accessibility and decisions.
- Public Member Concerns:
  - Being intimidated by professional members' experience in the field.
  - May impede board activity if technical issues are not understood.
  - Afraid to ask questions for fear of slowing down the meeting.
  - Professional members not treating public members as Board peers.

## **Responsibilities of the Board Chair**

- Recognize board members are entitled to speak or propose motions.
- Restate the motion after it has been seconded, then open for discussion.
- Close discussion and put motions to a vote. Restate the motion exactly as it was made or amended before calling for the question.
- Announce the result of the vote immediately. A tie vote defeats a motion requiring a majority of those voting. The chair may vote to make or break a tie.
- Avoid entering into any controversy or interfering with legitimate motions.
- Maintain order and proper procedure by making necessary rulings promptly and clearly.
- Expedite board business in every way compatible with the rights of the board members. You can allow brief remarks on motions, advise board members how to take action (proper motion or form of motion), or order proposed routing action without a formal vote (“If there is no objection, the minutes will stand approved as read. Hearing no objection, so ordered”).
- Protect the board from frivolous motions whose purpose is to obstruct the board’s business. You can refuse to entertain such motions. Never adopt such a course, however, merely to expedite business.
- Guard the board’s time by having board members vote to adopt an agenda at the beginning of the meeting. Follow the agenda faithfully. Do not permit unauthorized interruptions by spectators.

## **What Makes A Successful Board Member?**

- Recognition that the goal of the board is the protection of the public.
- Embracing role as a public servant.
- Common sense and a willingness to ask questions.
- Commitment to attendance.
- Willingness to devote time and effort to the work of the board.
- Open mindedness.
- Team player.
- Fairness.
- An orderly approach to decision making.
- Ability to set aside personal/business interests.

### **Board Members Should Avoid:**

- Obsession with a single issue.
- Self-serving by bringing own agenda to the table.
- Always taking the “contrarian” view—just for show.
- Expounding on strongly held opinions that are rarely backed by fact or research.
- Unpredictable participation or attendance.

### **Disappointments Experienced As Board Members:**

- Personal goals for improvement of the profession have not been realized.
- The public has not been served fairly.
- Lack of effort and dedication on the part of other board members.
- The “wheels” of government do not move fast enough.

### **Dealing With The Volatile World Of Meetings**

Some of the ideas are best undertaken by the Chair; however, you should feel free to help any meeting to progress. After all, why should you allow your time to be wasted?

- If a participant strays from the agenda item, call him/her back: “We should deal with that separately, but what do you feel about the issue X?”
- If there is confusion, you might ask: “Do I understand correctly that ...?”
- If you do not understand, say so: “I don’t understand that, would you explain it a little more; or, do you mean X or Y?”
- If a point is too vague ask for greater clarity: “What exactly do you have in mind?”
- If the speaker begins to ramble, wait until an inhalation of breath and jump in: “Yes, I understand that such and such, does anyone disagree?”
- If someone interrupts (someone other than the rambler), you should suggest that: “We can hear your contribution after Phoebe is finished.”
- If people chat, you might either simply state your difficulty in hearing/concentrating on the real speaker or ask them a direct question: “What do you think about that point?”
- If someone gestures disagreement with the speaker (e.g., by a grimace), then make sure they are brought into the discussion next: “What do you think Phoebe?”
- If there is an error, look for a good point first: “I see how that would work if X Y Z, but what would happen if A B C?”
- If you disagree, be *very* specific: “I disagree because .....

## Ethics For Board Members

Public officials must not engage in unethical or the appearance of unethical behavior. Board members should be cognizant of how their actions may be perceived by the public.

If you have questions about certain activities, you are encouraged to consult with the attorney from the Division of Board Services assigned to your Board.

### General Standards of Conduct For Board Members

- Board members must not act in an arbitrary or capricious manner in discharging any of their public duties. All Board member decisions whether the individual or collective ones must be based upon a reasoned consideration of facts applied to the correct law.

### Primary Duties of All Board Members

- Be knowledgeable about the statutes and rules governing the Board.
- Review and make decisions on all issues presented to the Board in compliance with the law and with the ultimate goal of protecting the public.
- Be aware that Board members are viewed as representatives of the Board when they appear at public meetings and professional gatherings. Board members should not speak for the Board unless specifically authorized to do so.
- Refer public inquiries about Board issues directly to the bureau director for your Board.
- Do not participate in discussion or vote on any matter in which the Board member has a personal or professional conflict of interest.
- Prepare for Board meetings by careful review of materials. Board members shall come to the meetings with preliminary opinions of the issues to be discussed and questions for clarification.
- As a professional member of the Board, remain current in standards of practice through reviewing professional literature and attending educational programming and through actual practice or relationships with colleagues in practice.
- As a public member of the Board, become educated regarding the practice of the profession.
- Maintain absolute confidentiality regarding disciplinary matters, examinations, examination scores and other closed-session issues. The failure to maintain confidentiality could result in loss of immunity Board members enjoy for purposes of their actions as Board members.

### Discipline

- The objectives of professional discipline include the following: (1) to promote the rehabilitation of the licensee; (2) to protect the public; and (3) to deter others from engaging in similar conduct.
- Punishment of the licensee is not an appropriate consideration.
- The statutory framework which creates the Board's authority will provide the options available for discipline.
- The goal of a regulatory board is to protect the public.

## Standards of Ethical Conduct

### ■ The Five Commandments

- Do not act in an official capacity in a matter in which you have a private interest.
- Do not use your public position for a private benefit.
- Do not solicit or accept rewards or items or services likely to influence you.
- Do not use confidential information.
- Do not use your public position to obtain unlawful benefits.

### ■ Bias/ Conflict – Watch for:

- Financial Interests (employer/ employee/ competitor)
- Professional business Interests (have you worked with them in the past)
- Other – friends, non-friends
- Personal knowledge of facts which may not be in the record

# Agendas and Meetings

## Agendas and Meetings

- New Technologies – Share Point & Live Meeting.
- Agenda packets are mailed, emailed, and/or posted on Share Point about 7 calendar days prior to meeting.
- Agendas include:
  - Approval of the Agenda and Minutes
  - Open Session Items
    - Administrative Report
    - Legislation and Administrative Rules Issues
    - Public Hearings
    - Education and Exam Issues
    - Practice Questions
    - Current Issues Affecting the Profession
  - Closed Session items
    - Stipulations
    - Administrative Warnings
    - Deliberations on Proposed Disciplinary Actions
    - Case Closings
    - Monitoring Issues
    - Credentialing Issues
    - Exam Issues
- Agendas are published for public notice every Wednesday prior to the meeting on the Department's web site
- Meetings must comply with the Open Meetings Law.
- "To-Do" lists are distributed to staff within three (3) days after a meeting.
- Minutes are prepared within five (5) days after the board meeting.
  - Once the board approves the minutes, they are published on the Department's web site.

# Expenses and Travel

## General Expense Reimbursement Guidelines

- State statutes and Code of Ethics strictly prohibit any board member, his or her family, or co-workers from benefiting personally from free flight plans, lodging, meals, or other promotions which result from travel incurred in connection with board official business and paid from state or federal funds.
- All travel-related expenses are reimbursable within the limitations established by the Department of Employment Relations and the Department of Administration.
- Any board member whose appointment has been confirmed by the Senate or who has been nominated to fill a vacant board position is eligible to receive a per diem. Council and Committee members are not eligible for a per diem.
- Any board, council or committee member whose appointment has been confirmed by the Senate or who has been nominated to fill a vacant position is eligible to receive travel expenses for each day on which he or she has actually and necessarily engaged in the performance of board duties. If you are employed by the State of Wisconsin these requirements do not apply.
- All per diem and travel expense reimbursement vouchers must be submitted to the Department **within a month of the activity** in which payment is being requested.
- Any board member who wishes to attend out-of-state regional or national meetings or conventions must have prior approval by the Board and the Department, if he or she wishes to receive reimbursement for expenses by the Department.
- Employees in travel status are expected to use good judgment when incurring travel costs. Only expenses incurred while conducting official State business will be reimbursed. Reimbursement claims must represent actual, reasonable and necessary expenses.
- Reimbursement for air travel is limited to the lowest appropriate airfare which is defined as coach fare, which provides for not more than a 2-hour window from the traveler's preferred departure or arrival time and may require one plane transfer.
- Benefits from any airline promotion program, such as frequent flier points or credit vouchers, belong to the State and should be turned over to the Department.

## **Lodging Accomodations**

- Hotel arrangements for board meetings are scheduled by the department for all board meetings at the beginning of each year.
- Lodging the night before a board meeting will be reimbursed provided the board member would have to leave home before 6:00 a.m. in order to be at the meeting site by the set meeting time.
- Maximum reimbursement rate for in-state lodging is \$70, except in Milwaukee, Waukesha and Racine counties where the rate is \$80.
- Maximum reimbursement rates for out-of-state lodging are determined by the Office of State Employment Relations. In cases where a board member stays at the conference site, the conference room rate is allowable.

## Per Diem Guidelines

### **\$25 per day**

*(Only one per diem may be claimed per calendar day.)*

Examples:

- Attend board meeting or participate in a board meeting by telephone.
- Attend a Screening Panel Session when held on a day other than a board meeting date, in person or by telephone.
- Senate confirmation hearing.
- Exam administration or test development
- Attend a legislative or other public hearing as an authorized representative of the board on matters directly related to the work of the board. Prior approval from the secretary is required for per diem payments for more than one board-authorized representative at a public hearing.
- Represents the board at a meeting of a governmental body or other organization where attendance is necessary to the performance of the board's official duties.

### **5-Hour Rule**

- \$25 for performing a cumulative minimum of 5 hours engaged in:
  - Duties as a disciplinary case screener or board advisor including reviewing cases, consulting with investigators, etc. (NOTE: You will need to document the exact times performing these duties on your per diem form.
  - Preparation of board correspondence or articles
- Hours can only be claimed in the month the duties were performed. Hours cannot carry over to other months.

### **Insufficient Basis For Approval of a Per Diem**

- Travel days to or from board meetings, conferences, and other events when there is no event business conducted.
- Reading board agendas, meeting packets, minutes or transcripts.
- Attendance at professional association meetings, conferences, seminars, exam administrator or test development if there has not been prior board authorization and approval of the Secretary's office.

## Travel and Meal Guidelines

- **Mileage rate --** 48.5 cents per mile
- **Private Airplane--** 48.5 cents per mile
- **Meals** (*Maximum amounts*)

	<u>In-State Travel</u>	<u>Out-of-State Travel</u>
Breakfast	\$8	\$10
You must leave home before 6:00 a.m.		
Lunch	\$9	\$10
You must depart before 10:30 a.m. & return after 2:30 p.m.		
Dinner	\$17	\$20
You must return home after 7:00 p.m.		

*NOTE: Alcoholic beverages may not be claimed for any meal.*

- **Telephone:** One personal call home is reimbursable up to \$5 for each night in travel status.
- **Hotel Gratuities:** Gratuities to hotel employees are reimbursable up to \$2 on dates of departure and arrival, and up to \$2 per night for a stay at a hotel/motel.
- **Porterage:** Porterage costs at airports or bus terminals will be reimbursed. The claim should not exceed \$1 per piece of luggage.
- **Taxi/Shuttle:** Receipts are required for one-way fares exceeding \$25.

### Examples of Non-reimbursable Items

This list is not all-inclusive

- Traffic citations, parking tickets and other fines
- Mileage charges incurred for personal reasons, e.g., sightseeing, side trips, etc.
- Additional charges for late checkout
- Taxi fares to and from restaurants
- Meals included in the cost of registration fees or airfare
- Flight insurance
- Cancellation charges (unless fully justified)
- Alcoholic beverages
- Spouse or family members' travel costs
- Lost/stolen cash or personal property
- Personal items, e.g., toiletries, luggage, clothing, etc.
- Repairs, towing service, etc., for personal vehicle
- Pay-for-view movies in hotel room; personal entertainment
- Child care costs and kennel costs

# Forms and Memos

# Department of Regulation & Licensing

## PER DIEM REPORT

Month January Year 2011

**INSTRUCTIONS:** Send original (white) and first copy (yellow) to Bureau Director authorized to approve. Approving Bureau Director forwards original and first copy to Deputy Secretary, Department of Regulation and Licensing. Second copy (green) to be retained by claimant. Attach travel voucher if applicable.

NAME OF EXAMINING BOARD OR COUNCIL Board				BOARD OR COUNCIL MEMBER'S NAME John Doe			
Day	Specify Number of Hours	Purpose Code	Where Performed	Day	Specify Number of Hours	Purpose Code	Where Performed
1				17			
2				18			
3				19			
4				20			
5	7	A	DRL- Madison	21			
6				22			
7				23	2	G	Home
8				24			
9				25			
10				26			
11	3	B	Teleconference - Home	27			
12				28			
13				29			
14				30			
15				31			
16							

TOTAL DAYS CLAIMED 2 @ \$ 25.00 = \$50.00

<b>CLAIMANT'S CERTIFICATION</b> The undersigned certifies, in accordance with Sec. 16.53, Wis. Stats., that this account for per diem, amounting to \$25.00, is just and correct; and that this claim is for service necessarily incurred in the performance of duties required by the State, as authorized by law.	APPROVED:
	Bureau Director <span style="float: right;">Date</span>
Claimant's Signature <span style="float: right;">Date</span>	Secretary, Department of Regulation & Licensing
Social Security Number	Date

### Purpose Codes:

- A. Attend **Board meetings** in person or via teleconference call.
- B. Attend **Screening Panel** meetings on days other than board meeting days (teleconference calls)
- C. Attend **Hearings**, i.e., legislative, disciplinary or informal settlement conference hearings, on days other than board meeting days.
- D. Attend **Examinations**
- E. Attend **Test Development Sessions**, i.e., test review or analysis sessions, national testing sessions, tour of test facilities, etc.)
- F. Attend Senate Confirmation Hearings
- G. Review DOE cases
- H. Review credentialing applications other than at board meeting.
- G. Other (describe in detail)



## **Department Policy**

### **Deadline For Submitting Travel Vouchers and Per Diems**

Effective: Immediately

**Board Members will only be reimbursed for travel upon a motion made by the Board, Council, or Committee designating them as a representative and upon prior approval of the department.**

#### **Policy for Submitting Board Meeting Travel Reimbursement**

All travel vouchers and per diems must be submitted to the Department after each meeting and no later than the month following the Board meeting.

#### **Policy for Submitting Out-of-State Travel Reimbursement**

All travel vouchers and per diem vouchers must be submitted no later than the month following the month in which the out-of-state travel occurred.

#### **Forms Submitted after the Deadline**

Due to the Department's budget being an annual appropriation, those vouchers that are not submitted in a timely manner become at risk of not being reimbursed.

#### **Annual Appropriation:**

The Department receives authority from the legislature to spend a set amount of money each fiscal year. None of the authorized set amount can be carried forward to the next fiscal year.

**Division of Board Services**  
**HOTEL RESERVATIONS POLICY & PROCEDURE**

Effective January 1, 2010, the Department has selected the Fairfield Inn & Suites for all future hotel reservations.

**Fairfield Inn**  
**2702 Crossroads Dr**  
**Madison, WI 53718**  
**608-661-2700**

- If the board member is not going to use the reserved hotel room, it is the responsibility of the board member to cancel the room by calling the hotel themselves.
- If the hotel room is not cancelled, the board member may be responsible to pay the bill.
- If a meeting is cancelled due to a lack of quorum or no business, it is the responsibility of the Department to cancel any room reservations.

**QUORUM CONFIRMATION POLICY**

- It is every board member's responsibility to ensure there is a quorum to conduct business at all board meetings.
- It is the responsibility of each board member to inform the executive director of any meeting dates in which they will not be able to attend.
- If Division staff does not hear from a board member, they will assume that the board member will be attending the scheduled meeting.
- A quorum check will not be conducted prior to each scheduled board meeting.
- The only time Division staff will conduct a quorum check will be if two or more board members contact the Division indicating they will not be able to attend an upcoming scheduled meeting.
- Every board member will receive a list of all approved meeting dates at the first board meeting of the New Year. Please use this as a reference to assist in planning for the year ahead.

**INCLEMENT WEATHER POLICY & PROCEDURE**

**Quorum Note:** For open session you need one more than half of the total board membership. If there is formal discipline you will need 2/3 of the total board membership.

- Teleconference and Live Meeting options should be offered in order to continue with the scheduled meeting.
- Hotel rooms for the night before should be provided for any Board member traveling more than 50 miles from Madison and the meeting starts before 10:00 a.m.
- If a Board member who has a hotel reservation already in place will not attend and/or the meeting is cancelled, the hotel room should be cancelled immediately.

## **Division of Board Services Board Member Guidebook**

This Board Member Guidebook has been prepared for your information and understanding of the policies, expectations, and practices of the Department of Safety & Professional Services and the Division of Board Services. Please read it carefully. Upon completion of your review of this guidebook, sign the statement below, and return it to the Executive Director of your Board, Committee, or Council by the due date. A copy of this acknowledgment appears at the back of the guidebook for your records.

I, \_\_\_\_\_, have received and read a copy of the Division of Board Services Board Member Guidebook which outlines the policies, expectations, and practices of the Department of Safety & Professional Services and the Division of Board Services, as well as my responsibilities as a member of an attached Board, Council, or Committee.

I have familiarized myself with the contents of this guidebook. By my signature below, I acknowledge, understand, accept and agree to comply with the information contained in the Board Member Guidebook provided to me by the Division of Board Services. I understand this guidebook is not intended to cover every situation which may arise during my term, but is simply a general guide to the goals, policies, practices, and expectations of the Department of Safety & Professional Services.

\_\_\_\_\_  
(Member signature)

Please return by: \_\_\_\_\_  
(put date here)

## **Division of Board Services Board Member Guidebook**

This Board Member Guidebook has been prepared for your information and understanding of the policies, expectations, and practices of the Department of Safety & Professional Services and the Division of Board Services. Please read it carefully. Upon completion of your review of this guidebook, sign the statement below, and return it to the Executive Director of your Board, Committee, or Council by the due date. A copy of this acknowledgment appears at the back of the guidebook for your records.

I, \_\_\_\_\_, have received and read a copy of the Division of Board Services Board Member Guidebook which outlines the policies, expectations, and practices of the Department of Safety & Professional Services and the Division of Board Services, as well as my responsibilities as a member of an attached Board, Council, or Committee.

I have familiarized myself with the contents of this guidebook. By my signature below, I acknowledge, understand, accept and agree to comply with the information contained in the Board Member Guidebook provided to me by the Division of Board Services. I understand this guidebook is not intended to cover every situation which may arise during my term, but is simply a general guide to the goals, policies, practices, and expectations of the Department of Safety & Professional Services.

\_\_\_\_\_  
(Member signature)

Please return by: \_\_\_\_\_  
(put date here)

**BOARD OF NURSING  
BOARD MEMBER ASSIGNMENTS  
2011  
(UPDATED 9/3/2011)**

**Education & Licensing Committee:**

Carol Ott (*Chair*)  
Maria Joseph  
Rachelle Lancaster  
Gretchen Lowe  
Nelson Soler

**Practice/Discipline Committee:**

Julia Nelson (*Chair*)  
Kay Coppens  
Gretchen Lowe  
Lou Ann Weix

**Rules & Legislation Committee:** Gretchen Lowe, Lou Ann Weix - Alternate

**Legislative Liaison(s):** Gretchen Lowe, Lou Ann Weix

**Professional Assistance Procedure (PAP) Liaison(s):** Julia Nelson, Kay Coppens – Alternate

**Division of Enforcement Monitoring Liaison:** Kay Coppens, Julia Nelson – Alternate

**Endorsements/Examinations/Credentialing Liaison(s):** Rachelle Lancaster, Carol Ott –  
Alternate

**Interstate Compact:** Executive Director, Colleen Baird (Legal Counsel) – Alternate

**Education Review Liaison(s) to the Office of Education and Examinations:** Rachelle  
Lancaster, Carol Ott

**Practice Question Liaison(s):** Julia Nelson

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

**AGENDA REQUEST FORM**

1) Name and Title of Person Submitting the Request:  <b>Dan Williams</b>		2) Date When Request Submitted: <b>12/22/11</b> Items will be considered late if submitted after 4:30 p.m. and less than: <ul style="list-style-type: none"> <li>▪ 10 work days before the meeting for Medical Board</li> <li>▪ 14 work days before the meeting for all others</li> </ul>	
3) Name of Board, Committee, Council, Sections:  <b>Board of Nursing</b>			
4) Meeting Date:  <b>1/26/12</b>	5) Attachments: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	6) How should the item be titled on the agenda page?  <b>APPEARANCE: Barbara Bowers, PhD, RN, FAAN, and Sue Gaard, RN, MS: Presentation on the UW Madison School of Nursing's Long Term Care Residency Program</b>	
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 checked="" type="checkbox"/> Yes by Barbara Bowers & Sue Gaard <input type="checkbox"/> No	9) Name of Case Advisor(s), if required:  N/A	
10) Describe the issue and action that should be addressed:  <b>From UW Madison School of Nursing, Barbara Bowers and Sue Gaard request to appear and present as to their long term care residency program.</b>			
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 Board Services Bureau Director. 3. If necessary, Provide original documents needing Board Chairperson signature to the Executive Assistant prior to the start of a meeting.			



December 22, 2011

Dan Williams  
Bureau Director  
Wisconsin Department of Safety and Professional Services  
PO Box 8935  
Madison, WI 53708-8935

Dear Mr. Williams:

I am writing to request an appearance at the January 26, 2012 meeting of the Wisconsin State Board of Nursing for the purpose of a brief, informational presentation on the UW Madison School of Nursing's Long Term Care Residency Program.

We are planning to develop and evaluate a flexible, accessible and contextually relevant long term care residency program for nurses transitioning to nursing home practice. We believe that an effective nurse residency program uniquely tailored to the challenges of long term care nursing will positively impact nurse retention and expansion of nurse competencies in long term care, ultimately improving the quality and safety of care.

Our residency program is a natural extension of the long term care internship program we recently offered to BSN students, in partnership with Edgewood College School of Nursing. This internship program was a recipient of the "BSN Award for Innovative Clinical Rotation in a Nursing Home" by the American Association of Colleges of Nursing's (AACN) this fall.

We look forward to sharing our program with the Board of Nursing.

Sincerely,

Barbara Bowers, PhD, RN, FAAN  
Professor and Associate Dean for Research  
University of Wisconsin-Madison  
School of Nursing

School of Nursing

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

**AGENDA REQUEST FORM**

1) Name and Title of Person Submitting the Request:  <b>Dan Williams</b>		2) Date When Request Submitted: <b>12/22/11</b> Items will be considered late if submitted after 4:30 p.m. and less than: <ul style="list-style-type: none"> <li>▪ 10 work days before the meeting for Medical Board</li> <li>▪ 14 work days before the meeting for all others</li> </ul>	
3) Name of Board, Committee, Council, Sections:  <b>Board of Nursing</b>			
4) Meeting Date:  <b>1/26/12</b>	5) Attachments: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	6) How should the item be titled on the agenda page? <b>Consideration of Attendance at the National Council of State Boards of Nursing (NCSBN) Mid-year Meeting – March 12-14, 2012 – Chicago, Illinois</b>	
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 <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:  <b>Consider possible attendance by BON members to this meeting. If the Board select individuals to attend the following motion should be made:</b>  <b>...to designate &lt;INSERT NAME(S)&gt; to represent the Board at the 2012 NCSBN Mid-year Meeting on March 12-14, 2012.</b>			
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 Board Services Bureau Director. 3. If necessary, Provide original documents needing Board Chairperson signature to the Executive Assistant prior to the start of a meeting.			

Registration for the 2012 NCSBN Midyear Meeting, March 12-14 is open at [www.ncsbn.org/events](http://www.ncsbn.org/events)<<http://www.ncsbn.org/events>>.

Registration, hotel and travel information about the meeting can be found at [www.ncsbn.org/events](http://www.ncsbn.org/events)<<http://www.ncsbn.org/events>>.

The NCSBN Board of Directors will sponsor two representatives per Member Board. Each representative receives a waiver for transportation, lodging, registration and reasonable travel expenses outlined in NCSBN policy 5.12. Executive Officers must fill out the attached travel waiver form and email to [meetingsregsitration@ncsbn.org](mailto:meetingsregsitration@ncsbn.org) or fax to 312.279.1034 by February 13, 2012. After the form is received, attendees will receive a Call to Meeting email with meeting registration instructions and hotel and travel information.

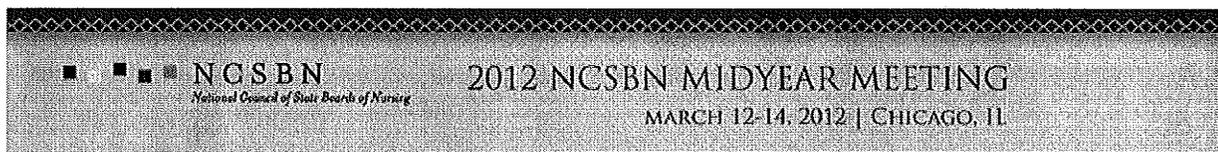
The NCSBN Meetings Registration Process document is attached. It includes all the steps waiver attendees must follow to attend the meeting. All waiver attendees should review this document.

If the Executive Officer would like to request funding for an additional representative, this may be obtained through the Member Board Resource Fund. After the attached travel waiver form has been submitted, the Executive Officer may submit a request by contacting Alicia Byrd at 312.525.3666 or [abyrd@ncsbn.org](mailto:abyrd@ncsbn.org)<<mailto:abyrd@ncsbn.org>> to inquire about using the Member Board Resource Fund to send an additional member board representative.

Please feel free to contact me with any questions or concerns. We look forward to seeing you in Chicago!

Thank you,  
Colleen Neubauer  
Manager, Meetings  
National Council of State Boards of Nursing (NCSBN)  
111 E. Wacker Drive, Suite 2900  
Chicago, IL 60601-4277  
312.525.3639 Direct  
312.525.3600 NCSBN Main phone  
312.279.1034 Fax  
[cneubauer@ncsbn.org](mailto:cneubauer@ncsbn.org)<<mailto:cneubauer@ncsbn.org>>  
[www.ncsbn.org](http://www.ncsbn.org)<<http://www.ncsbn.org>>

NCSBN  
Leading in nursing regulation



Registration is open for the 2012 NCSBN Midyear Meeting.

Day One - March 12, 2012 - Leadership Day - For Member Board Presidents and Executive Officers Only

Day Two - March 13, 2012 - Regulatory Day

Day Three - March 14, 2012 - Education Day

Accommodations for the 2012 Midyear Meeting are provided by Swissôtel Chicago.

The registration fee is \$250. This meeting is open to NCSBN members only.

The registration fee includes all continuing education programs, continental breakfasts, lunches and refreshment breaks.

CE provider number/expiration date: ABNP1046, October 2014

**When** Monday, March 12, 2012 8:30 am - Wednesday, March 14, 2012 3:15 pm  
Central Time

**Where** Swissôtel Chicago  
323 E. Wacker Drive  
Chicago, IL 60601

**Fees** [View Event Summary](#)  
[View Event Agenda](#)

**RSVP** Monday, February 27, 2012

Please respond by clicking one of the buttons below



## 2012 NCSBN Midyear Meeting

### Driving Onward: Harnessing the Strength of Regulatory Leadership

#### SUMMARY

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2012 NCSBN Midyear Meeting  
Swissôtel Chicago  
323 E. Wacker Drive  
Chicago, IL 60601

Day One - March 12, 2012 - Leadership Day - For Member Board Presidents and Executive Officers (EOs) Only

Day Two - March 13, 2012 - Regulatory Day

Day Three - March 14, 2012 - Education Day

The framework for the 2012 NCSBN Midyear Meeting is as follows: Day One is a Leadership Day for member board presidents and EOs, entitled "Building Exceptional Governing Boards: Strengthening the Leadership Team", this workshop will provide presidents and EOs with strategies and tools to strengthen their relationship and enhance the performance of their governing boards. President/EO teams will be invited to explore their board of nursing's strengths and needs, review their mutual expectations, and implement best practices for good governance.

Day Two is a Regulatory Day and will address the current work of NCSBN, including updates from the Leadership Succession, Model Act & Rules and Nursing Education Committees. Area Meetings will also be held on the second day.

Day Three is an Education Day focusing on the current state of licensed practical/vocational nurses (LPN/VN) practice. LPN/VN research, and formal board hearings.

Objectives for all three days are listed in the agenda.

#### ATTIRE

March temperatures in Chicago range from 30-50 degrees fahrenheit. Business-casual attire is appropriate for all meeting functions. Meeting room temperatures fluctuate; please dress in layers to ensure your comfort.

#### REGISTRATION

The registration fee for the 2012 Midyear Meeting is \$250. This meeting is open to NCSBN members only. The Leadership Day on Monday, March 12, 2012, is for NCSBN member board presidents and EOs only. If a board of nursing does not have a board president or EO, you may designate one person to attend this session.

The deadline to register is Monday, Feb. 27, 2012.

Registration may be paid by credit card, check, money order or purchase order. If paying for multiple registrations by check or purchase order, submit an online registration for each attendee. Payment is expected prior to March 5, 2012. Please make your check payable to NCSBN and write 2012 Midyear Meeting on your check. Send registration confirmation print out with payment to: NCSBN Attn: Mary Trucksa 111 E. Wacker Drive, Ste. 2900 Chicago, IL 60601-4277.

#### CANCELLATIONS

Registration cancellations must be received by Monday, Feb. 27, 2012. No refunds will be provided after this date. Attendees must contact Colleen Neubauer at 312.525.3639 or meetingsregistration@ncsbn.org to cancel. Attendees are responsible for cancelling all flight and hotel arrangements. Failure to cancel a hotel reservation 72 hours prior to scheduled arrival may result in being charged one-night's stay.

#### PHOTOGRAPHY POLICY

NCSBN occasionally uses photographs of NCSBN meeting participants in its newsletter, website, and promotional materials. By virtue of your attendance at the Midyear Meeting, you agree to usage of your likeness in such material.

CE provider number/expiration date: ABNP1046, October 2014

#### DETAILS

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##### When

Monday, March 12, 2012 - Wednesday, March 14, 2012

8:30 am - 3:15 pm

Central Time

##### Planner

Colleen Neubauer

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**Where**

Swissôtel Chicago  
323 E. Wacker Drive  
Chicago, Illinois 60601  
312.565.0565

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**Websites**

[Chicago Museums](#), [Chicago Restaurants](#), [Chicago Transit Authority \(CTA\)](#), [Chicago Visitor's Bureau](#), [Midway International Airport](#), [NCSBN](#), [NCSBN Events](#), [O'Hare International Airport](#), [Swissotel Chicago](#)

***transport***

[Go Airport Express](#)

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## 2012 NCSBN Midyear Meeting

### Agenda

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#### Sunday, March 11, 2012

4:00 pm - 6:00 pm	<b>Registration</b>
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#### Monday, March 12, 2012

##### Day One

7:30 am - 8:30 am	<b>Continental Breakfast</b>
8:00 am - 5:30 pm	<b>Registration</b>
8:30 am - 10:15 am	<b>NCSBN Executive Officer &amp; Member Board President Leadership Forum</b>
10:15 am - 10:30 am	<b>Break</b>
10:30 am - 12:00 pm	<b>Executive Officer &amp; Member Board President Leadership Forum Continued</b>
12:00 pm - 1:00 pm	<b>Lunch</b>
1:00 pm - 3:00 pm	<b>Executive Officer &amp; Member Board President Leadership Forum Continued</b>
3:00 pm - 3:30 pm	<b>Break</b>
3:30 pm - 5:30 pm	<b>Executive Officer Networking Session</b>
3:30 pm - 5:30 pm	<b>Member Board President Networking Session</b>

#### Tuesday, March 13, 2012

##### Day Two

7:30 am - 8:30 am	<b>Continental Breakfast</b>
8:00 am - 4:00 pm	<b>Registration</b>
8:30 am - 8:45 am	<b>Opening Welcome</b>
8:45 am - 9:00 am	<b>President's Welcome</b> Myra Broadway, JD, MS, RN President, NCSBN Board of Directors Executive Director, Maine State Board of Nursing  NCSBN President Myra Broadway welcomes members and guests.

9:00 am - 9:30 am	<b>Board of Directors Update</b>
9:30 am - 10:00 am	<b>Leadership Succession Committee</b>
10:00 am - 10:15 am	<b>Break</b>
10:15 am - 11:00 am	<b>Model Act &amp; Rules Committee</b>
11:00 am - 11:30 am	<b>Nursing Education Committee</b>
11:30 am - 1:30 pm	<b>Area I-IV Lunch Meetings</b>
1:30 pm - 2:00 pm	<b>Break</b>
2:00 pm - 4:00 pm	<b>Licensure Model Panel Presentation and Dialogue</b>

**Wednesday, March 14, 2012**

**Day Three**

8:00 am - 9:00 am	<b>Pearson VUE Breakfast with Networking Groups</b>
8:00 am - 3:00 pm	<b>Registration</b>
9:00 am - 10:30 am	<b>Current State of LPN/VN Practice – Panel Presentation and Dialogue</b>
10:30 am - 11:00 am	<b>Break</b>
11:00 am - 12:00 pm	<b>LPN/VN Research</b>
12:00 pm - 1:30 pm	<b>Lunch</b>
1:30 pm - 3:00 pm	<b>What You Need to Know About Formal Hearings – Panel Presentation</b>

## 2012 NCSBN Midyear Meeting

### ACCOMMODATIONS

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Swissôtel Chicago  
323 E. Wacker Drive  
Chicago, IL 60601

Check in time: 3:00 pm  
Check out time: 12:00 pm

### RESERVATIONS

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To reserve your hotel room:

1. Call 888.737.9477. Be sure to mention the NCSBN room block rate when booking; or
2. [Book online](#)

The cut-off date for room reservations is Friday, Feb. 24, 2012.

Room Rate: \$160 Single/Double

Rate is subject to a 15.4% state and local tax (subject to change).

Failure to cancel a hotel reservation 72 hours prior to scheduled arrival may result in being charged one-night's stay.

## 2012 NCSBN Midyear Meeting

### AIRPORT

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For more information about air service to Chicago, arrival times and terminal information, please visit the websites below before embarking on your trip.

[O'Hare International Airport \(ORD\)](#)

[Midway International Airport \(MDW\)](#)

### PUBLIC TRANSPORTATION

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[Chicago Transit Authority \(CTA\)](#) is a fast and convenient way to travel to and from the airport, avoiding traffic. Metra and other regional train and bus information may be obtained by visiting [Chicago Area Regional Transportation Authority](#).

### SHUTTLE

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Go Airport Express shuttle service is available at O'Hare and Midway airports. From O'Hare, one-way fare is \$29; from Midway, one-way fare is \$24. Reservations made online will include a 10% discount on shared ride shuttle services for participants. You may also call 888.284.3826 and mention the code NCSBN to the reservations agents to receive the discount.

### TAXI

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Taxicabs are available on a first come, first served basis from the lower level curbs in front of all terminals. Shared ride service is available. There are no flat rates because all taxicabs run on meters. Expect to spend approximately \$40 to \$50 and about an hour travel time for a taxicab ride from O'Hare to downtown Chicago; and \$30 to \$40 and 40 minutes for a taxicab ride from Midway to downtown Chicago. For wheelchair accessible vehicles, please call United Dispatch at 800.281.4466.

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

**AGENDA REQUEST FORM**

1) Name and Title of Person Submitting the Request:  <b>Kimberly Wood, Bureau Assistant</b>		2) Date When Request Submitted: <b>1/5/2012</b> Items will be considered late if submitted after 4:30 p.m. and less than: <ul style="list-style-type: none"> <li>▪ 10 work days before the meeting for Medical Board</li> <li>▪ 14 work days before the meeting for all others</li> </ul>	
3) Name of Board, Committee, Council, Sections:  <b>Board of Nursing</b>			
4) Meeting Date:  <b>1/26/12</b>	5) Attachments: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	6) How should the item be titled on the agenda page? <b>Report of the 2011 NCSBN World Café Education Meeting – December 8-9, 2011 – Chicago, Illinois – Rachele Lancaster</b>	
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 <input checked="" type="checkbox"/> No	9) Name of Case Advisor(s), if required:  <b>N/A</b>	
10) Describe the issue and action that should be addressed:  <b>Rachele Lancaster will report to the Board regarding her experience at the 2011 NCSBN World Café meeting.</b>			
11) <b>Authorization</b>			
<b><i>Kimberly Wood</i></b> Signature of person making this request		<b><i>1/5/2012</i></b> 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 Board Services Bureau Director. 3. If necessary, Provide original documents needing Board Chairperson signature to the Executive Assistant prior to the start of a meeting.			

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

**AGENDA REQUEST FORM**

1) Name and Title of Person Submitting the Request:  <b>Dan Williams</b>		2) Date When Request Submitted: <b>12/22/11</b> Items will be considered late if submitted after 4:30 p.m. and less than: <ul style="list-style-type: none"> <li>▪ 10 work days before the meeting for Medical Board</li> <li>▪ 14 work days before the meeting for all others</li> </ul>	
3) Name of Board, Committee, Council, Sections:  <b>Board of Nursing</b>			
4) Meeting Date:  <b>1/26/12</b>	5) Attachments: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	6) How should the item be titled on the agenda page? <b>Pediatric Nursing Certification Board (PNCB) – Changes to Eligibility Requirements for the Pediatric Primary Care Mental Health Specialist (PMHS) Examination</b>	
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 <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>The Pediatric Nursing Certification Board (PNCB) announced that the new Pediatric Primary Care Mental Health Specialist Certification exam is now open to PNP, FNP, and CNS applicants. Successful exam candidates will earn the credential <b>Pediatric Primary Care Mental Health Specialist (PMHS)</b>.</p>			
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 Board Services Bureau Director. 3. If necessary, Provide original documents needing Board Chairperson signature to the Executive Assistant prior to the start of a meeting.			

**From:** Lori Boocks [<mailto:lboocks@pncb.org>]

**Sent:** Tuesday, December 06, 2011 11:52 AM

**To:** Smith, Diane - DSPS

**Subject:** New Board Certification for Primary Care Advanced Practice Nursing Professionals Strengthens Behavioral/Mental Health Care for Children & Adolescents

Good afternoon,

The Pediatric Nursing Certification Board (PNCB) is pleased to share the following announcement about a new specialty certification - **Pediatric Primary Care Mental Health Specialist (PMHS)** - for advanced practice nurses (APNs) with the goal of improving access to care for children and adolescents with behavioral and mental health concerns.

Consistent with the APRN Consensus Model, this specialty certification is not linked to licensure.

**PNCB Launches Pediatric Primary Care Mental Health Specialist Certification**  
*PMHS Specialty Certification Validates Advanced Practice Nursing Expertise and Strengthens Care for Children and Adolescents with Behavioral and Mental Health Concerns*

GAITHERSBURG, MD (December 5, 2011) – The Pediatric Nursing Certification Board (PNCB) announced today that the new Pediatric Primary Care Mental Health Specialist Certification exam is now open to PNP, FNP, and CNS applicants. Successful exam candidates will earn the credential **Pediatric Primary Care Mental Health Specialist (PMHS)**.

The PMHS exam was developed in response to the urgent need to strengthen care to children, adolescents, and families experiencing behavioral and mental health concerns. The purpose of this exam is to validate the added knowledge, skills, and expertise of primary care advanced practice nurses who meet the needs of children and adolescents through the early identification, intervention, and collaboration of care of behavioral and mental health concerns. These providers include pediatric nurse practitioners, family nurse practitioners, and clinical nurse specialists who meet the exam eligibility requirements.

“Improving access to expert care in pediatric behavioral and mental health is urgently needed now more than ever,” stated Sarah Gutknecht, DNP, RN, CPNP-AC/PC, PNCB Board President. “Validating this specialty expertise on a national level provides added assurance for patients and families when they need it most.”

Peg Harrison, MS, RN, CPNP, PNCB Chief Executive Officer adds, “In spring 2011, the response to the opportunity to pilot test this exam was tremendous. All 250 beta exam seats were filled within eight hours. Psychometric analysis concluded in fall 2011, and 189 advanced practice nurses earned PMHS status via pilot testing. We expect PMHS to be a highly sought after credential given the important national focus on access to care for children and adolescents with behavioral and mental health concerns.”

Specialty certification provides added recognition, beyond advanced practice nursing certification, of practice knowledge and expertise. PMHS specialty certification is not linked to advanced practice nursing state licensure requirements. To learn more about the PMHS exam, including eligibility requirements, visit [www.pncb.org/bmh.html](http://www.pncb.org/bmh.html).

Sincerely,

Lori Anne Boocks

Director of Marketing & Communications

The Pediatric Nursing Certification Board

800 South Frederick Avenue, Suite 204 | Gaithersburg, Maryland 20877

301-330-2921 ext. 315 | [lboocks@pncb.org](mailto:lboocks@pncb.org) | [www.pncb.org](http://www.pncb.org)

This email is a one-time announcement about the launch of this certification. PNCB is CAN-SPAM compliant, and you are welcome to opt-out of future PMHS certification email messages by replying with the word unsubscribe in the subject line or body of the email.