

**PHYSICAL THERAPY EXAMINING BOARD
MEETING MINUTES
February 27, 2014**

PRESENT: Shari Berry, PT; Lori Dominiczak, PT; Thomas Murphy; Sarah Olson, PTA; Michele Thorman, PT

STAFF: Tom Ryan, Executive Director; Gretchen Mrozinski, Legal Counsel; Daniel Agne, Bureau Assistant; and other Department staff

CALL TO ORDER

Michele Thorman, Chair, called the meeting to order at 8:31 A.M. A quorum of five (5) members was confirmed.

ADOPTION OF AGENDA

Amendments:

- Item P – **REMOVE** the words “Full Board”

MOTION: Lori Dominiczak moved, seconded by Shari Berry, to adopt the agenda as amended. Motion carried unanimously.

APPROVAL OF MINUTES

MOTION: Thomas Murphy moved, seconded by Lori Dominiczak, to approve the minutes of December 5, 2013 as published. Motion carried unanimously.

ADMINISTRATIVE UPDATES

ELECTION OF OFFICERS

BOARD CHAIR

NOMINATION: Lori Dominiczak nominated Michele Thorman for the Office of Board Chair. Nomination carried.

Tom Ryan called for other nominations three (3) times.

Michele Thorman was elected as Board Chair.

VICE CHAIR

NOMINATION: Sarah Olson nominated Lori Dominiczak for the Office of Vice Chair. Nomination carried.

Tom Ryan called for other nominations three (3) times.

Lori Dominiczak was elected as Vice Chair.

SECRETARY

NOMINATION: Sarah Olson nominated Shari Berry for the Office of Secretary.
Nomination carried.

Tom Ryan called for other nominations three (3) times.

Shari Berry was elected as Secretary.

2014 ELECTION RESULTS	
Board Chair	Michele Thorman
Vice Chair	Lori Dominiczak
Secretary	Shari Berry

APPOINTMENT OF LIAISONS, ALTERNATES, AND DELEGATES

MOTION: Shari Berry moved, seconded by Sarah Olson, to approve the following appointments made by the Chair:

- a) **Credentialing Liaisons:** **Lori Dominiczak, Shari Berry;**
(Michele Thorman as the Alternate)
- b) **Monitoring Liaison:** **Thomas Murphy;**
(Sarah Olson as the Alternate)
- c) **Professional Assistance Procedure Liaison:** **Thomas Murphy;**
(Sarah Olson as the Alternate)
- d) **Education and Exams Liaisons:** **Michele Thorman, Shari Berry;**
(Sarah Olson as the Alternate)
- e) **Legislative Liaison:** **Lori Dominiczak;**
(Shari Berry as the Alternate)
- f) **Travel Liaison:** **Michele Thorman;**
(Lori Dominiczak as the Alternate)
- g) **Rules Liaison:** **Michele Thorman;**
(Shari Berry as the Alternate)
- h) **Website Liaison:** **Lori Dominiczak;**
(Sarah Olson as the Alternate)
- i) **DLSC Liaison:** [NONE]
- j) **Screening Panel:** **Lori Dominiczak, Thomas Murphy;**
(Sarah Olson as the Alternate)

Motion carried unanimously.

DELEGATED AUTHORITY MOTIONS

MOTION: Shari Berry moved, seconded by Lori Dominiczak, to adopt the Roles and Authorities Delegated to the Monitoring Liaison and Department Monitor document as presented in today's agenda packet. Motion carried unanimously.

MOTION: Shari Berry moved, seconded by Thomas Murphy, that the Board delegates authority to the Chair (or order of succession) to sign documents on behalf of the Board. In order to carry out duties of the Board, the Chair has the ability to delegate this signature authority for purposes of facilitating the completion of assignments during or between meetings. The Chair delegates the authority to a Department representative to sign the name of the Chair (or order of succession), or any and all Board members, on documents as necessary. Motion carried unanimously.

MOTION: Shari Berry moved, seconded by Lori Dominiczak, that, in order to facilitate the completion of assignments between meetings, the Board delegates its authority by order of succession to the Chair, highest ranking officer, or longest serving member of the Board, to appoint liaisons to the Department to act in urgent matters and to act when knowledge or experience in the profession is required to carry out the duties of the Board in accordance with the law. Motion carried unanimously.

REVIEW OF CURRENT REQUIREMENTS FOR RATIO OF SUPERVISED PTA'S PER PT, AND THE LEVEL OF SUPERVISION REQUIRED

MOTION: Shari Berry moved, seconded by Sarah Olson, to appoint Michele Thorman as the Designee, and Lori Dominiczak as the Alternate, to present the issue of supervision ratios for PTAs at the WPTA Spring Conference and to bring comments back to the May 29, 2014 Board meeting. Motion carried unanimously.

REPORT FROM WPTA REPRESENTATIVE MIKE EDWARDS, REGARDING WPTA CE APPROVAL PROCESS AND AUDIT OUTCOME

MOTION: Shari Berry moved, seconded by Lori Dominiczak, to have a discussion about the next CE audit at an upcoming Board meeting. Motion carried unanimously.

MOTION: Shari Berry moved, seconded by Thomas Murphy, to invite Mike Edwards to the next Board meeting to provide a report on the WPTA CE Approval Process and Audit outcome. Motion carried unanimously.

THREE-YEAR LANGUAGE FOUND IN WIS. STAT. § 448.53(3) AND WISCONSIN ADMINISTRATIVE CODE CHS. PT 1, 2, AND 3 – ACTIVE PRACTICE RULE – BOARD DISCUSSION

MOTION: Lori Dominiczak moved, seconded by Shari Berry, to request DSPTS staff draft a Scope Statement revising rules related to Active Practice and Reentry to Practice and related rules. Motion carried unanimously.

LEGISLATIVE/ADMINISTRATIVE RULE MATTERS:

2013 WISCONSIN ACT 114 AND PT 1.04

MOTION: Shari Berry moved, seconded by Sarah Olson, to request DSPS staff draft a Scope Statement revising rules including, but not limited to, PT 1.04 in light of 2013 Wisconsin Act 114, relating to examination requirements. Motion carried unanimously.

CLOSED SESSION

MOTION: Michele Thorman moved, seconded by Lori Dominiczak, to convene to Closed Session to deliberate on cases following hearing (s. 19.85(1) (a), Stats.; consider closing disciplinary investigations 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.). The Chair read the language of the motion aloud for the record. Roll Call Vote: Shari Berry - yes; Lori Dominiczak - yes; Thomas Murphy - yes; Sarah Olson - yes; Michele Thorman - yes. Motion carried unanimously.

The Board convened into Closed Session at 11:08 A.M.

RECONVENE TO OPEN SESSION

MOTION: Shari Berry moved, seconded by Sarah Olson, to reconvene in Open Session at 12:36 P.M. Motion carried unanimously.

REVIEW OF ORAL EXAM QUESTION BANK

Aaron Knautz, Department Licensing Exams Specialist, appeared before the Board in Closed Session to review the Oral Exam Question Bank.

ORAL EXAMINATION OF CANDIDATES FOR LICENSURE

MOTION: Shari Berry moved, seconded by Lori Dominiczak, to ratify all examination scores and to delegate to the Department the ratification of all licenses issued. Motion carried unanimously.

PRESENTATION AND DELIBERATION ON ADMINISTRATIVE WARNINGS

MOTION: Lori Dominiczak moved, seconded by Sarah Olson, to issue an Administrative Warning in the matter of DLSC case number **13 PHT 017 (S.J.J.)**. Motion carried unanimously.

CASE CLOSING

MOTION: Thomas Murphy moved, seconded by Shari Berry, to close case number **13 PHT 013** against D.S. for insufficient evidence (IE). Motion carried unanimously.

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

MOTION: Lori Dominiczak moved, seconded by Thomas Murphy, to affirm all Motions made and Votes taken in Closed Session. Motion carried unanimously.

ADJOURNMENT

MOTION: Sarah Olson moved, seconded by Shari Berry, to adjourn the meeting. Motion carried unanimously.

The meeting adjourned at 12:37 P.M.