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**VIRTUAL/TELECONFERENCE**  
**COUNCIL ON ANESTHESIOLOGIST ASSISTANTS**  
**4822 Madison Yards Way, Madison, WI 53705**  
**Contact: Tom Ryan (608) 266-2112**  
**February 21, 2023**

*The following agenda describes the issues that the Council plans to consider at the meeting. At the time of the meeting, items may be removed from the agenda. Please consult the meeting minutes for a record of the actions of the Council.*

**AGENDA**

**9:00 A.M.**

**OPEN SESSION – CALL TO ORDER – ROLL CALL**

- A. Adoption of Agenda (1-2)**
- B. Approval of Minutes of February 23, 2022 (3-6)**
- C. Introductions, Announcements and Recognition**
  - 1) Recognition: Michael D. Stout, Professional Member (Replaced: 7/1/2022)
  - 2) Introduction: Sara Strom, Anesthesiologist Assistant (Succeeds: Stout)
- D. Reminders: Conflicts of Interest, Scheduling Concerns**
- E. Administrative Updates**
  - 1. Department, Staff and Council Updates
  - 2. Annual Policy Review **(7-10)**
  - 3. Election of Officers, Appointment of Liaisons and Alternates, Delegation of Authorities **(11-14)**
  - 4. Council Members – Term Expiration Dates and Appointment Process
    - a. Council Member Appointment Process
    - b. Bottcher, Michael L. – 07/01/2015
    - c. Connolly, Lois A. – 07/01/2021
    - d. Ferguson, Kris
    - e. Strom, Sara L. – 07/01/2025
- F. Legislative and Policy Matters – Discussion and Consideration**
- G. Administrative Rule Matters – Discussion and Consideration**
  - 1. Pending or Possible Rulemaking Projects
- H. Update on Anesthesiologist Assistants**
- I. Discussion of Items Added After Preparation of Agenda:**
  - 1. Introductions, Announcements and Recognition

2. Election of Council Officers
3. Appointment of Council Liaison(s)
4. Council Liaison Training and Appointment of Mentors
5. Administrative Updates
6. Education and Examination Matters
7. Credentialing Matters
8. Practice Matters
9. Legislation and Policy Matters
10. Public Health Emergencies
11. Administrative Rule Matters
12. Liaison, Panel, and Committee Report(s)
13. Informational Item(s)
14. Disciplinary Matters
15. Appearances from Requests Received or Renewed
16. Speaking Engagement(s), Travel, or Public Relation Request(s)

J. Public Comments

**ADJOURNMENT**

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MEETINGS AND HEARINGS ARE OPEN TO THE PUBLIC, AND MAY BE CANCELLED WITHOUT NOTICE.

Times listed for meeting items are approximate and depend on the length of discussion and voting. All meetings are held at 4822 Madison Yards Way, Madison, Wisconsin, unless otherwise noted. In order to confirm a meeting or to request a complete copy of the board's agenda, please call the listed contact person. The board may also consider materials or items filed after the transmission of this notice. Times listed for the commencement of disciplinary hearings may be changed by the examiner for the convenience of the parties. Requests for interpreters for the deaf or hard of hearing, or other accommodations, are considered upon request by contacting the Affirmative Action Officer, or reach the Meeting Staff by calling 608-267-7213

**VIRTUAL/TELECONFERENCE  
COUNCIL ON ANESTHESIOLOGIST ASSISTANTS  
MEETING MINUTES  
FEBRUARY 23, 2022**

**PRESENT:** Michael Bottcher, M.D.; Lois Connolly, M.D.; Kris Ferguson, M.D. (*excused at 10:07 a.m.*); Michael Stout, M.D. (*arrived at 9:03 a.m.*)

**STAFF:** Tom Ryan, Executive Director; Joseph Ricker, Legal Counsel; Katlin Schwartz, Bureau Assistant; and other DSPS Staff

**CALL TO ORDER**

Michael Bottcher, Chairperson, called the meeting to order at 9:02 a.m. A quorum of three (3) members was confirmed.

*Michael Stout arrived at 9:03 a.m.*

**ADOPTION OF AGENDA**

**MOTION:** Lois Connolly moved, seconded by Kris Ferguson, to adopt the agenda as published. Motion carried unanimously.

**APPROVAL OF MINUTES OF FEBRUARY 11, 2021**

**MOTION:** Lois Connolly moved, seconded by Kris Ferguson, to approve the minutes of February 11, 2021 as published. Motion carried unanimously.

**ADMINISTRATIVE UPDATES**

**Election of Officers**

*Slate of Officers*

**NOMINATION:** Lois Connolly nominated the 2021 slate of officers to continue in 2022. All officers accepted their nominations.

Tom Ryan, Executive Director, called for nominations three (3) times.

The Slate of Officers was elected by unanimous voice vote.

<b>ELECTION RESULTS</b>	
<b>Chairperson</b>	Michael Bottcher
<b>Vice Chairperson</b>	Lois Connolly
<b>Secretary</b>	Michael Stout

**Appointment of Liaisons and Alternates**

<b>LIAISON APPOINTMENTS</b>	
<b>Credentialing Liaison(s)</b>	Lois Connolly <i>Alternate:</i> Michael Bottcher
<b>Legislative Liaison(s)</b>	Michael Bottcher <i>Alternate:</i> Lois Connolly
<b>Travel Authorization Liaison</b>	Michael Bottcher <i>Alternates:</i> Lois Connolly, Michael Stout

**Delegation of Authorities**

***Document Signature Delegations***

**MOTION:** Michael Stout moved, seconded by Lois Connolly, to delegate authority to the Chairperson (or in absence of the Chairperson, the highest-ranking officer or longest serving council member in that succession) to sign documents on behalf of the Council in order to carry out its duties. Motion carried unanimously.

**MOTION:** Michael Stout moved, seconded by Michael Bottcher, in order to carry out duties of the Council, the Chairperson (or in absence of the Chairperson, the highest-ranking officer or longest serving council member in that succession) has the ability to delegate signature authority for purposes of facilitating the completion of assignments during or between meetings. The members of the Council hereby delegate to the Executive Director or DPD Division Administrator, the authority to sign on behalf of a council member as necessary. Motion carried unanimously.

*Lois Connolly lost meeting audio for the motion above and was unable to vote.*

***Delegated Authority for Urgent Matters***

**MOTION:** Michael Stout moved, seconded by Michael Bottcher, that in order to facilitate the completion of urgent matters between meetings, the Council delegates its authority to the Chairperson (or, in the absence of the Chairperson, the highest-ranking officer or longest serving council member in that succession), to appoint liaisons to the Department to act in urgent matters. Motion carried unanimously.

***Delegation to Chief Legal Counsel Due to Loss of Quorum***

**MOTION:** Michael Stout moved, seconded by Lois Connolly, to delegate the review and authority to act on disciplinary cases to the Department’s Chief Legal Counsel due to lack of/loss of quorum. Motion carried unanimously.

***Credentialing Authority Delegations***

**Delegation of Authority to Credentialing Liaison**

**MOTION:** Lois Connolly moved, seconded by Michael Stout, to delegate authority to the Credentialing Liaison(s) to serve as a liaison between the Department and the

Board and to act on behalf of the Council in regard to credentialing applications or questions presented to them, including the signing of documents related to applications, except that potential denial decisions shall be referred to the Medical Examining Board for final determination. Motion carried unanimously.

#### **Delegation of Authority to DSPS When Credentialing Criteria is Met**

**MOTION:** Lois Connolly moved, seconded by Michael Stout, to delegate credentialing authority to the Department to act upon applications that meet all credentialing statutory and regulatory requirements without Council or Council liaison review. Motion carried unanimously.

#### **Delegation of Authority for Predetermination Reviews**

**MOTION:** Lois Connolly moved, seconded by Michael Stout, to delegate authority to the Department Attorneys to make decisions regarding predetermination applications pursuant to Wis. Stat. § 111.335(4)(f). Motion carried unanimously.

#### **Delegation of Authority for Conviction Reviews**

**MOTION:** Lois Connolly moved, seconded by Kris Ferguson, to delegate authority to the Department Attorneys to review and approve conviction records which are not substantially related to the practice of anesthesiology assistants. Motion carried. Opposed: Michael Stout

#### **Delegated Authority for Application Denial Reviews**

**MOTION:** Michael Stout moved, seconded by Lois Connolly, to delegate authority to the Department's Attorney Supervisors to serve as the Council's designee for purposes of reviewing and acting on requests for hearing as a result of a denial of a credential. Motion carried unanimously.

#### ***Authorization for DSPS to Provide Council Member Contact Information to National Regulatory Related Bodies***

**MOTION:** Lois Connolly moved, seconded by Michael Stout, to authorize the Department staff to provide national regulatory related bodies with all council member contact information that the Department retains on file. Motion carried unanimously.

#### ***Optional Renewal Notice Insert Delegation***

**MOTION:** Lois Connolly moved, seconded by Michael Stout, to designate the Chairperson (or, in the absence of the Chairperson, the highest-ranking officer or longest serving council member in that succession) to provide a brief statement or link relating to board-related business within the license renewal notice at the Council's or Council designee's request. Motion carried unanimously.

#### ***Legislative Liaison Delegation***

**MOTION:** Lois Connolly moved, seconded by Michael Stout, to delegate authority to the Legislative Liaisons to speak on behalf of the Council regarding legislative matters. Motion carried unanimously.

***Travel Authorization Liaison Delegation***

**MOTION:** Lois Connolly moved, seconded by Michael Stout, to delegate authority to the Travel Authorization Liaison to approve any council member travel to and/or participation in events germane to the council, and to designate representatives from the Board to speak and/or act on the Board's behalf at such events. Motion carried unanimously.

*Kris Ferguson was excused at 10:07 a.m.*

**ADJOURNMENT**

**MOTION:** Lois Connolly moved, seconded by Michael Stout, to adjourn the meeting. Motion carried unanimously.

The meeting adjourned at 10:21 a.m.

DRAFT

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

**AGENDA REQUEST FORM**

<b>1) Name and title of person submitting the request:</b> Katlin Schwartz, Bureau Assistant on behalf of Division of Policy Development Executive Directors		<b>2) Date when request submitted:</b> 12/14/2022 Items will be considered late if submitted after 12:00 p.m. on the deadline date which is 8 business days before the meeting	
<b>3) Name of Board, Committee, Council, Sections:</b> All Boards			
<b>4) Meeting Date: First Meeting of 2023</b>	<b>5) Attachments:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>6) How should the item be titled on the agenda page?</b> Annual Policy Review	
<b>7) Place Item in:</b> <input checked="" type="checkbox"/> Open Session <input type="checkbox"/> Closed Session	<b>8) Is an appearance before the Board being scheduled?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<b>9) Name of Case Advisor(s), if applicable:</b> N/A	
<b>10) Describe the issue and action that should be addressed:</b> Please be advised of the following Annual Policy Review items: <ol style="list-style-type: none"> <li>1. <b>In-Person Meeting Policy:</b> Depending on the frequency of Board meetings, a Board may be allowed a certain number of in-person meetings.                         <ul style="list-style-type: none"> <li>• 4-5 Meetings per year = 1 in-person opportunity</li> <li>• 6-8 Meetings per year = 2 in-person opportunities</li> <li>• 12 Meetings per year = 4 in-person opportunities</li> </ul> </li> <li>2. <b>Attendance/Quorum:</b> Thank you for your service and for your commitment to meeting attendance. If you cannot attend a meeting or if you have scheduling conflicts impacting your attendance, please let us know ASAP. Timely notification is appreciated as quorum is required for our Boards, Sections and Councils to meet pursuant to Open Meetings Law.</li> <li>3. <b>Walking Quorum:</b> Board/Section/Council members must not collectively discuss the body's business outside of a properly noticed meeting. Should several members of a body do so, the members could be violating the open meetings law.</li> <li>4. <b>Mandatory Training:</b> All Board Members must complete their annual Public Records and Ethics Trainings, if not complete, the training will be done at the next meeting.</li> <li>5. <b>Agenda Deadlines:</b> Please communicate agenda topics to your Executive Director before the agenda submission deadline which is at 12:00 pm, 8 business days prior to a meeting. (Attachment: Timeline of a Meeting)</li> <li>6. <b>Travel Voucher and Per Diem Submissions:</b> Please submit all Per Diem and Reimbursement claims to DSPS within 30 days of the close of each month in which expenses are incurred. (Attachments: Per Diem Example, Travel Voucher Example)</li> <li>7. <b>Lodging Accommodations/Hotel Cancellation Policy:</b> Lodging accommodations are available to eligible members. Standard eligibility: member must leave home before 6:00 a.m. to attend a meeting by the scheduled start time.                         <ul style="list-style-type: none"> <li>• If a member cannot attend a meeting it is their responsibility to cancel their reservation within the applicable cancellation timeframe. If a meeting is changed to occur remotely or is cancelled or rescheduled DSPS staff will cancel or modify reservations as appropriate.</li> </ul> </li> <li>8. <b>Inclement Weather Policy:</b> In the event of inclement weather the agency may change a meeting from an in-person venue to one that is executive remotely.</li> </ol>			
<b>11) Authorization</b>			
Katlin Schwartz		12/14/2022	
Signature of person making this request		Date	
Supervisor (Only required for post agenda deadline items)		Date	
Executive Director signature (Indicates approval for post agenda deadline items)		Date	
<b>Directions for including supporting documents:</b> <ol style="list-style-type: none"> <li>1. This form should be saved with any other documents submitted to the <a href="#">Agenda Items</a> folders.</li> <li>2. Post Agenda Deadline items must be authorized by a Supervisor and the Policy Development Executive Director.</li> <li>3. If necessary, provide original documents needing Board Chairperson signature to the Bureau Assistant prior to the start of a meeting.</li> </ol>			

## Timeline of a Meeting

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**8 business days prior to the meeting:** All agenda materials are due to the Department by 12:00 pm, 8 business days prior to the meeting date.

**7 business days prior to the meeting:** The draft agenda page is due to the Executive Director. The Executive Director transmits to the Chair for review and approval.

**5 business days prior to the meeting:** The approved agenda is returned to the Bureau Assistant for agenda packet production and compilation.

**4 business days prior to the meeting:** Agenda packets are posted on the DSPS Board SharePoint site and on the Department website.

### Agenda Item Examples:

- Approval of the Agenda and Minutes (from the last meeting)
- Open Session Items
  - Public Hearings (on Admin Rules)
  - Administrative Matters
  - Legislation and Policy Matters
  - Administrative Rules Matters
  - Credentialing Matters
  - Education and Exam Issues
  - Public Agenda Requests
  - Current Issues Affecting the Profession
  - Public Comments
- Closed Session items
  - Deliberations on Proposed Disciplinary Actions
    - Stipulations
    - Administrative Warnings
    - Case Closings
    - Monitoring Matters
    - Professional Assistance Procedure (PAP) Issues
  - Proposed Final Decisions and Orders
  - Orders Fixing Costs/Matters Relating to Costs
  - Credentialing Matters
  - Education and Exam Issues

**Thursday of the Week Prior to the Meeting:** Agendas are published for public notice on the Public Notices and Meeting Minutes website: [publicmeetings.wi.gov](http://publicmeetings.wi.gov).

**1 business day after the Meeting:** "Action" lists are distributed by staff detailing board actions on closed session business.

**5 business days after the Meeting:** "To Do" lists are distributed to staff to ensure that board decisions are acted on and/or implemented within the appropriate divisions in the Department. Minutes approved by the board are published on the the Public Notices and Meeting Minutes website: [publicmeetings.wi.gov](http://publicmeetings.wi.gov).



# Department of Safety and Professional Services

## PER DIEM REPORT

**INSTRUCTIONS:** Claimant records board-related activities by entering the date of an activity, the duration of time spent in that activity, the relevant purpose code (see purpose code descriptions below), where the activity is conducted, and the type of activity performed. Only one (1) \$25.00 per diem payment can be issued on any given calendar day.

**Purpose Codes:**

- A. Official meetings including video/teleconference calls** (automatic day of per diem): i.e., board, committee, board training or screening panels; **Hearings**, i.e., Senate Confirmation, legislative, disciplinary or informal settlement conferences; **Examinations and Test Development Sessions**, i.e., test administration, test review or analysis events, national testing events, tour of test facilities, etc.)
- B. Other** (One (1) per diem will be issued for every five (5) hours spent in category B, per calendar month): i.e., review of disciplinary cases, consultation on cases, review of meeting materials, board liaison work e.g., contacts regarding Monitoring, Professional Assistance Procedure, Credentialing, Education and Examinations

NAME OF EXAMINING BOARD OR COUNCIL <b>EXAMPLE EXAMINING BOARD</b>			BOARD OR COUNCIL MEMBER'S NAME <b>MARY SUNSHINE</b>	
Activity Date MM/DD/YY	Duration of Activity Hours/Minutes	Purpose Code A or B	Where Performed City/Location (Home, Work, DSPS)	Activity Describe Activity Performed (see purpose codes)
12/2/20	2 hrs	B	Pleasant Prairie/Home	Review of screening panel materials
12/3/20	2 hr / 30 mins	B	Pleasant Prairie/Home	Review of screening panel materials
12/10/20	1 hr	A	Pleasant Prairie/Home	Screening Panel Meeting - Teleconference
12/12/20	1 hr / 30 mins	B	Pleasant Prairie/Home	Case consultation
12/13/20	1 hr	B	Pleasant Prairie/Home	Liaison: Application Review
12/16/20	6 hrs	A	Madison/DSPS	Board Member Training
				<p><b>The 5-hour rule applies to "B" code activities. Add the 'B' codes within the calendar month and then divide by five (5) hours to calculate your per diem payment. In this case the total is seven (7) hours which equals one (1) day of per diem.</b></p> <p><b>Each 'A' code is an automatic day of per diem regardless of time spent in that activity. Ms. Sunshine is eligible for two (2) additional days of payment.</b></p> <p><b>Department staff completes the fields titled "Total Days Claimed".</b></p>
<b>CLAIMANT'S CERTIFICATION</b>			Comments:	
The undersigned certifies, in accordance with § 16.53, Wis. Stats., that this account for per diem, 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.				
<i>Mary Sunshine</i>		1/4/2021		
Claimant's Signature	Date	Supervisor	Date	

EMPL ID: 100012345-0

To be completed by Department staff: **TOTAL DAYS CLAIMED: 3 @ \$25.00 = 75.00**



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

**AGENDA REQUEST FORM**

1) Name and title of person submitting the request: Dialah Azam, Bureau Assistant		2) Date when request submitted: 12/14/2022 Items will be considered late if submitted after 12:00 p.m. on the deadline date which is 8 business days before the meeting	
3) Name of Board, Committee, Council, Sections: Council on Anesthesiologist Assistants			
4) Meeting Date: 2/21/2023	5) Attachments: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	6) How should the item be titled on the agenda page? Administrative Matters <ul style="list-style-type: none"> <li>• Election of Officers, Appointment of Liaisons and Alternates, Delegation of Authorities</li> </ul>	
7) Place Item in: <input checked="" type="checkbox"/> Open Session <input type="checkbox"/> Closed Session	8) Is an appearance before the Board being scheduled? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	9) Name of Case Advisor(s), if applicable: N/A	
10) Describe the issue and action that should be addressed: <ol style="list-style-type: none"> <li>1) The Board, Council or Section should conduct Election Officers: Chairperson, Vice Chairperson &amp; Secretary</li> <li>2) The newly elected Chairperson should review and appoint/reappoint Liaisons and Alternates as appropriate</li> <li>3) The Board should review and then consider its existing delegated authorities including any modification of these delegations and any proposals for additional delegations.</li> </ol>			
11) <span style="float: right;">Authorization</span> <hr/> <div style="display: flex; justify-content: space-between;"> <span><i>Dialah Azam</i></span> <span>12/14/2022</span> </div> <hr/> <div style="display: flex; justify-content: space-between;"> <span>Signature of person making this request</span> <span>Date</span> </div> <hr/> <div style="display: flex; justify-content: space-between;"> <span>Supervisor (Only required for post agenda deadline items)</span> <span>Date</span> </div> <hr/> <div style="display: flex; justify-content: space-between;"> <span>Executive Director signature (Indicates approval for post agenda deadline items)</span> <span>Date</span> </div>			
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## 2022 Anesthesiologist Assistants Officers, Liaison Appointments, and Delegated Authorities

ELECTION RESULTS	
<b>Chairperson</b>	Michael Bottcher
<b>Vice Chairperson</b>	Lois Connolly
<b>Secretary</b>	Michael Stout

### Appointment of Liaisons and Alternates

LIAISON APPOINTMENTS	
<b>Credentialing Liaison(s)</b>	Lois Connolly <i>Alternate: Michael Bottcher</i>
<b>Legislative Liaison(s)</b>	Michael Bottcher <i>Alternate: Lois Connolly</i>
<b>Travel Authorization Liaison</b>	Michael Bottcher <i>Alternates: Lois Connolly, Michael Stout</i>

### Delegation of Authorities

#### *Document Signature Delegations*

**MOTION:** Michael Stout moved, seconded by Lois Connolly, to delegate authority to the Chairperson (or in absence of the Chairperson, the highest-ranking officer or longest serving council member in that succession) to sign documents on behalf of the Council in order to carry out its duties. Motion carried unanimously.

**MOTION:** Michael Stout moved, seconded by Michael Bottcher, in order to carry out duties of the Council, the Chairperson (or in absence of the Chairperson, the highest-ranking officer or longest serving council member in that succession) has the ability to delegate signature authority for purposes of facilitating the completion of assignments during or between meetings. The members of the Council hereby delegate to the Executive Director or DPD Division Administrator, the authority to sign on behalf of a council member as necessary. Motion carried unanimously.

#### *Delegated Authority for Urgent Matters*

**MOTION:** Michael Stout moved, seconded by Michael Bottcher, that in order to facilitate the completion of urgent matters between meetings, the Council delegates its authority to the Chairperson (or, in the absence of the Chairperson, the highest-ranking officer or longest serving council member in that succession), to appoint liaisons to the Department to act in urgent matters. Motion carried unanimously.

***Delegation to Chief Legal Counsel Due to Loss of Quorum***

**MOTION:** Michael Stout moved, seconded by Lois Connolly, to delegate the review and authority to act on disciplinary cases to the Department's Chief Legal Counsel due to lack of/loss of quorum. Motion carried unanimously.

***Credentialing Authority Delegations***

**Delegation of Authority to Credentialing Liaison (Denial Decisions)**

**MOTION:** Lois Connolly moved, seconded by Michael Stout, to delegate authority to the Credentialing Liaison(s) to serve as a liaison between the Department and the Board and to act on behalf of the Council in regard to credentialing applications or questions presented to them, including the signing of documents related to applications, except that potential denial decisions shall be referred to the Medical Examining Board for final determination. Motion carried unanimously.

**Delegation of Authority to DSPS When Credentialing Criteria is Met**

**MOTION:** Lois Connolly moved, seconded by Michael Stout, to delegate credentialing authority to the Department to act upon applications that meet all credentialing statutory and regulatory requirements without Council or Council liaison review. Motion carried unanimously.

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**Delegation of Authority for Conviction Reviews**

**MOTION:** Lois Connolly moved, seconded by Kris Ferguson, to delegate authority to the Department Attorneys to review and approve conviction records which are not substantially related to the practice of anesthesiology assistants. Motion carried. **Michael Stout opposed.**

***Delegated Authority for Application Denial Reviews***

**MOTION:** Michael Stout moved, seconded by Lois Connolly, to delegate authority to the Department's Attorney Supervisors to serve as the Council's designee for purposes of reviewing and acting on requests for hearing as a result of a denial of a credential. Motion carried unanimously.

***Authorization for DSPS to Provide Council Member Contact Information to National Regulatory Related Bodies***

**MOTION:** Lois Connolly moved, seconded by Michael Stout, to authorize the Department staff to provide national regulatory related bodies with all council member contact information that the Department retains on file. Motion carried unanimously.

***Optional Renewal Notice Insert Delegation***

**MOTION:** Lois Connolly moved, seconded by Michael Stout, to designate the Chairperson (or, in the absence of the Chairperson, the highest-ranking officer or longest serving council member in that succession) to provide a brief statement or link relating to board-related business within the license renewal notice at the Council's or Council designee's request. Motion carried unanimously.

***Legislative Liaison Delegation***

**MOTION:** Lois Connolly moved, seconded by Michael Stout, to delegate authority to the Legislative Liaisons to speak on behalf of the Council regarding legislative matters. Motion carried unanimously.

***Travel Authorization Liaison Delegation***

**MOTION:** Lois Connolly moved, seconded by Michael Stout, to delegate authority to the Travel Authorization Liaison to approve any council member travel to and/or participation in events germane to the council, and to designate representatives from the Board to speak and/or act on the Board's behalf at such events. Motion carried unanimously.