



VIRTUAL/TELECONFERENCE
BOARD OF NURSING
Virtual, 4822 Madison Yards Way, Madison
Contact: Christine Poleski (608) 266-2112
January 14, 2021

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

AGENDA

8:00 A.M.

OPEN SESSION – CALL TO ORDER – ROLL CALL

- A. Adoption of Agenda (1-5)**
- B. Approval of Minutes of December 10, 2020 (6-13)**
- C. Reminders: Conflicts of Interests, Scheduling Concerns**
- D. Administrative Matters**
 - 1) Department, Staff and Board Updates
 - 2) Annual Policy Review **(14)**
 - 3) Election of Officers, Appointment of Liaisons and Alternates, and Delegation of Authorities **(15-27)**
 - 4) Board Members – Term Expiration Dates
 - a. Dolatowski, Rosemary P. – 7/1/2022
 - b. Edelstein, Janice A. – 7/1/2024
 - c. Eklof, Jennifer L. – 7/1/2021
 - d. Kallio, Peter J. – 7/1/2022
 - e. Pisney, Lisa D. – 7/1/2023
 - f. Saldivar Frias, Christian – 7/1/2023
 - g. Skarlupka, Luann – 7/1/2021
 - h. Weinman, Robert W. – 7/1/2023
 - i. Zentz, Emily – 7/1/2023
- E. APPEARANCE: Presentation on 2018-2040 Wisconsin RN Supply and Demand Forecast – Tom Walsh, Workforce Development and Barbara Nichols, Wisconsin Center for Nursing**
- F. Board Member Participation in the Heroes for Healthcare Wisconsin Proposed Military Medics and Corpsmen Pilot Program – Discussion and Consideration (28-38)**

- G. Credentialing Matters – Discussion and Consideration**
 - 1) Nurse Licensure Renewal Process and Nurse Workforce Survey – Action as Deemed Necessary
- H. Education and Examination Matters – Discussion and Consideration
- I. Administrative Rule Matters – Discussion and Consideration (39)**
 - 1) Preliminary Rule Draft for N 2 Relating to Reciprocal Credentials for Service Members, Former Service Members, and Their Spouses
 - 2) Status Updates on Pending Rules 11
 - 3) Pending and Possible Rulemaking Projects
- J. Legislative and Policy Matters – Discussion and Consideration
- K. Legislation and Rules Committee Meeting Scheduling – Discussion and Consideration**
- L. COVID-19 – Discussion and Consideration**
- M. Newsletter Planning – Discussion and Consideration (40)**
- N. Nurse Licensure Compact (NLC) Update – Discussion and Consideration
- O. Board of Nursing Liaison Reports – Discussion and Consideration
- P. Discussion and Consideration of Items Added After Preparation of Agenda:
 - 1) Introductions, Announcements and Recognition
 - 2) Administrative Matters
 - 3) Election of Officers
 - 4) Appointment of Liaisons and Alternates
 - 5) Delegation of Authorities
 - 6) Education and Examination Matters
 - 7) Credentialing Matters
 - 8) Practice Matters
 - 9) Legislative and Policy Matters
 - 10) Administrative Rule Matters
 - 11) Liaison Reports
 - 12) Board Liaison Training and Appointment of Mentors
 - 13) Informational Items
 - 14) Division of Legal Services and Compliance (DLSC) Matters
 - 15) Presentations of Petitions for Summary Suspension
 - 16) Petitions for Designation of Hearing Examiner
 - 17) Presentation of Stipulations, Final Decisions and Orders
 - 18) Presentation of Proposed Final Decisions and Orders
 - 19) Presentation of Interim Orders
 - 20) Petitions for Re-Hearing
 - 21) Petitions for Assessments
 - 22) Petitions to Vacate Orders
 - 23) Requests for Disciplinary Proceeding Presentations
 - 24) Motions
 - 25) Petitions
 - 26) Appearances from Requests Received or Renewed
 - 27) Speaking Engagements, Travel, or Public Relation Requests, and Reports

Q. Public Comments

CONVENE TO CLOSED SESSION to deliberate on cases following hearing (s. 19.85(1)(a), Stats.); to consider licensure or certification of individuals (s. 19.85(1)(b), Stats.); to consider closing disciplinary investigations with administrative warnings (ss. 19.85(1)(b), and 440.205, Stats.); to consider individual histories or disciplinary data (s. 19.85(1)(f), Stats.); and to confer with legal counsel (s. 19.85(1)(g), Stats.).

R. Credentialing Matters

1) **Application Reviews**

- a. **APPEARANCE:** MeShelle Settles – Registered Nurse Reinstatement Applicant **(41-139)**
- b. Sheila Novin – Registered Nurse Reinstatement Applicant **(140-233)**

S. Deliberation on Division of Legal Services and Compliance Matters

1) **Administrative Warnings**

- a. 18 NUR 355 and 19 NUR 269 – C.M.N. **(234-235)**
- b. 18 NUR 355 and 19 NUR 269 – R.I.F. **(236-237)**
- c. 19 NUR 201 – T.J.F. **(238-239)**
- d. 19 NUR 461 – J.T.B. **(240-241)**

2) **Case Closings**

- a. 18 NUR 355 – E.M.G., E.A.S., and N.J.E. **(242-247)**
- b. 18 NUR 590 – K.B.F. **(248-254)**
- c. 19 NUR 162 – M.S.B. **(255-262)**
- d. 19 NUR 245 – S.D.K. **(263-268)**
- e. 19 NUR 294 – S.B.E. **(269-271)**
- f. 19 NUR 351 – P.R. **(272-277)**
- g. 19 NUR 441 – A.N. **(278-291)**
- h. 19 NUR 727 – S.L. **(292-303)**
- i. 20 NUR 281 – B.M.S. **(304-312)**

3) **Proposed Stipulations, Final Decisions, and Orders**

- a. 18 NUR 529 – Anne M. Goodiel, R.N. **(313-319)**
- b. 18 NUR 756 – Vicki L. Checolinski, R.N. **(320-326)**
- c. 19 NUR 011 – Jessica J. Gums, R.N. **(327-333)**
- d. 19 NUR 179 – Angela L. Minter, R.N. **(334-340)**
- e. 19 NUR 207 – Mark A. Wedige, R.N. **(341-347)**
- f. 19 NUR 212 – Tina R. Hafeman, R.N. **(348-355)**
- g. 19 NUR 270 – Amy Gunderson, R.N. **(356-363)**
- h. 19 NUR 310 – Carol A. Dotson-Jones, L.P.N. **(364-369)**
- i. 19 NUR 342 – Julie Brinkman, R.N. **(370-377)**
- j. 19 NUR 467 – Jeffrey W. Rover, L.P.N. **(378-383)**
- k. 20 NUR 215 – Sarah M. Reimer, L.P.N. **(384-396)**

4) **Monitoring Matters (395-)**

- a. Monitor Benisch
 1. Sandra Graham, R.N. – Requesting Full Licensure **(397-438)**
 2. Rachel Gunderson, R.N. – Requesting Full Licensure **(439-453)**

- b. Monitor Cha
 - 1. Kimberly Anderson, R.N. – Requesting Full Licensure **(454-492)**
 - 2. Stephanie Ciancio (Hoffman), R.N. – Requestion Full Licensure or Reductions in Screens **(493-534)**
 - 3. Kelli Engen, R.N. – Requesting Full Licensure **(535-550)**
 - 4. Heather Pierce, R.N. – Requesting Full Licensure or Termination of Hair Test and/or Reduction in Screens **(551-591)**
- c. Monitor Hardin
 - 1. Christine Beckmann, L.P.N. – Requesting Full Licensure **(592)**
 - 2. Sanje Johnson, L.P.N. – Requesting Full Licensure **(593-611)**

T. Deliberation on Proposed Final Decisions and Orders

- 1) Amanda R. Nieuwenhuis, R.N., Respondent (DHA Case Number SPS-20-022/DLSC Case Number 17 NUR 346 and 18 NUR 750) **(612-629)**

U. Deliberation of Items Added After Preparation of the Agenda

- 1) Education and Examination Matters
- 2) Credentialing Matters
- 3) DLSC Matters
- 4) Monitoring Matters
- 5) Professional Assistance Procedure (PAP) Matters
- 6) Petitions for Summary Suspensions
- 7) Petitions for Designation of Hearing Examiner
- 8) Proposed Stipulations, Final Decisions and Order
- 9) Proposed Interim Orders
- 10) Administrative Warnings
- 11) Review of Administrative Warnings
- 12) Proposed Final Decisions and Orders
- 13) Matters Relating to Costs/Orders Fixing Costs
- 14) Case Closings
- 15) Board Liaison Training
- 16) Petitions for Assessments and Evaluations
- 17) Petitions to Vacate Orders
- 18) Remedial Education Cases
- 19) Motions
- 20) Petitions for Re-Hearing
- 21) Appearances from Requests Received or Renewed

V. Consulting with Legal Counsel

- 1) Planned Parenthood of Wisconsin, Inc. v. Wisconsin Board of Nursing, Et Al; USDC, Western District of Wisconsin

RECONVENE TO OPEN SESSION IMMEDIATELY FOLLOWING CLOSED SESSION

- W. Vote on Items Considered or Deliberated Upon in Closed Session if Voting is Appropriate
- X. Open Session Items Noticed Above Not Completed in the Initial Open Session
- Y. Board Meeting Process (Time Allocation, Agenda Items) – Discussion and Consideration

- Z. Board Strategic Planning and its Mission, Vision and Values – Discussion and Consideration

ADJOURNMENT

NEXT MEETING: FEBRUARY 11, 2021

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, 608-266-2112, or the Meeting Staff at 608-266-5439.

**VIRTUAL/TELECONFERENCE
BOARD OF NURSING
MEETING MINUTES
DECEMBER 10, 2020**

PRESENT: Rosemary Dolatowski, Janice Edelstein, Jennifer Eklof (*excused at 11:00 a.m.*), Peter Kallio (*excused at 12:35 p.m.*), Lisa Pisney, Luann Skarlupka, Robert Weinman (*arrived at 8:30 a.m.*), Emily Zentz

EXCUSED: Christian Saldivar Frias

STAFF: Christine Poleski, Executive Director; Jameson Whitney, Legal Counsel; Jon Derenne, Administrative Rules Coordinator; Kimberly Wood, Program Assistant Supervisor-Advanced; Daniel Betekhtin, Bureau Assistant; and other DSPS Staff

CALL TO ORDER

Peter Kallio, Chairperson, called the meeting to order at 8:02 a.m. A quorum was confirmed with seven (7) members present.

ADOPTION OF THE AGENDA

MOTION: Luann Skarlupka moved, seconded by Jennifer Eklof, to adopt the Agenda as published. Motion carried unanimously.

APPROVAL OF MINUTES OF NOVEMBER 12, 2020

Amendments to the Minutes

- Page 2 of the Minutes: Correct the first motion under “Introductions, Announcements and Recognition” by inserting the word “thank” before “Elizabeth Smith Houskamp”

MOTION: Janice Edelstein moved, seconded by Rosemary Dolatowski, to approve the Minutes of November 12, 2020 as amended. Motion carried unanimously.

**PUBLIC HEARING: CLEARINGHOUSE RULE (CR) 20-065 (N 4),
RELATING TO LICENSURE OF NURSE MIDWIVES**

Review and Consider Clearinghouse Report and Public Comments

MOTION: Lisa Pisney moved, seconded by Janice Edelstein, to accept all Clearinghouse comments for Clearinghouse Rule 20-065, relating to licensure of nurse midwives. Motion carried unanimously.

MOTION: Rosemary Dolatowski moved, seconded by Lisa Pisney, to authorize the Chairperson to approve the Legislative Report and Draft for Clearinghouse Rule 20-065, relating to licensure of nurse midwives, for submission to the Governor's Office and Legislature. Motion carried.
Abstained: Luann Skarlupka

PUBLIC HEARING: CR 20-069 (N 1 TO 8), RELATING TO REQUIREMENTS IN EMERGENCY SITUATIONS

Review and Consider Clearinghouse Report and Public Comments

MOTION: Janice Edelstein moved, seconded by Emily Zentz, to accept all Clearinghouse comments for Clearinghouse Rule 20-069, relating to requirements in emergency situations. Motion carried unanimously.

MOTION: Lisa Pisney moved, seconded by Robert Weinman, to authorize the Chairperson to approve the Legislative Report and Draft for Clearinghouse Rule 20-069, relating to requirements in emergency situations, for submission to the Governor's Office and Legislature. Motion carried unanimously.

(Robert Weinman joined the meeting at 8:30 a.m.)

EDUCATION AND EXAMINATION MATTERS

Lakeland University Letter and Staffing Plan – December 2020

MOTION: Emily Zentz moved, seconded by Janice Edelstein, to acknowledge receipt of the 2021 Quarter 1 Faculty Staffing Report provided by Lakeland University. Motion carried unanimously.

ADMINISTRATIVE MATTERS

Department, Staff and Board Updates

MOTION: Peter Kallio moved, seconded by Luann Skarlupka, to recognize and thank Dale Kleven, Administrative Rules Coordinator, for his 32 years of service to the State of Wisconsin, and for his efforts in supporting the work of the Board and the Department of Safety and Professional Services. Motion carried unanimously.

Appointment of Liaisons and Alternates: Screening Panel Assignments 2021

SCREENING PANEL APPOINTMENTS	
January – March	Janice Edelstein, Lisa Pisney
April – June	Robert Weinman, Jennifer Eklof
July – September	Emily Zentz, Christian Saldivar Frias
October – December	Rosemary Dolatowski, Peter Kallio
Alternate (January-June)	Luann Skarlupka

(Jennifer Eklof was excused at 11:00 a.m.)

ADMINISTRATIVE RULE MATTERS

Permanent Rule Draft for N 1, Relating to Clinical Experience

MOTION: Rosemary Dolatowski moved, seconded by Lisa Pisney, to approve the preliminary rule draft of N 1, relating to clinical learning simulations, for posting for economic impact comments and submission to the Clearinghouse. Motion carried unanimously.

Emergency Rule Draft for N 1, Relating to Clinical Experience

MOTION: Luann Skarlupka moved, seconded by Janice Edelstein, to authorize the Chairperson to approve the emergency rule for N 1, relating to limits on the use of simulation to meet clinical experience requirements, for emergency rule submission to the governor, publication in an official newspaper and for the permanent rule posting of economic impact comments and submission to the Clearinghouse. Motion carried unanimously.

COVID-19

MOTION: Peter Kallio moved, seconded by Rosemary Dolatowski, to recognize and thank all current and prospective nurses across the State of Wisconsin for their work, dedication, and sacrifice in the time of this COVID crisis. Motion carried unanimously.

MOTION: Robert Weinman moved, seconded by Janice Edelstein, to thank all first responders and other healthcare staff in their collaborative work with Nurses in the State of Wisconsin in the time of this COVID crisis. Motion carried unanimously.

**SPEAKING ENGAGEMENTS, TRAVEL, OR PUBLIC RELATION
REQUESTS, AND REPORTS**

Consider Attendance at the Virtual 2021 NCSBN Scientific Symposium on March 22, 2021

MOTION: Peter Kallio moved, seconded by Lisa Pisney, to authorize all members to attend the Virtual NSCBN Scientific Symposium on March 22, 2021. Motion carried unanimously.

CLOSED SESSION

MOTION: Luann Skarlupka moved, seconded by Rosemary Dolatowski, to convene to Closed Session to deliberate on cases following hearing (s. 19.85(1)(a), Stats.); to consider licensure or certification of individuals (s. 19.85(1)(b), Stats.); to consider closing disciplinary investigation with administrative warnings (ss. 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.). Peter Kallio, Chairperson, read the language of the motion. The vote of each member was ascertained by voice vote. Roll Call Vote: Rosemary Dolatowski-yes; Janice Edelstein-yes; Peter Kallio-yes; Lisa Pisney-yes; Luann Skarlupka-yes; Robert Weinman-yes; and Emily Zentz-yes. Motion carried unanimously.

The Board convened into Closed Session at 11:56 a.m.

(Robert Weinman disconnected at 12:00 p.m.)

CREDENTIALING MATTERS

Application Reviews

Deborah Le Sieur – Licensed Practical Nurse Applicant

MOTION: Robert Weinman moved, seconded by Luann Skarlupka, to deny the Licensed Practice Nurse application of Deborah Le Sieur and to offer a limited license imposing a requirement for her to show her employer her order and requiring submission of quarterly work reports for a period of 2 years. **Reason for Denial:** Convictions substantially related to the practice of nursing and AODA assessment indicating alcohol use disorder. Motion carried unanimously.

MeShelle L. Settles – Registered Nurse Reinstatement Applicant

MOTION: Peter Kallio moved, seconded by Rosemary Dolatowski, to request MeShelle L. Settles appear virtually, and requiring video connection, before the Board regarding the Registered Nurse reinstatement application. Motion carried unanimously.

DIVISION OF LEGAL SERVICES AND COMPLIANCE MATTERS

Administrative Warnings

MOTION: Rosemary Dolatowski moved, seconded by Emily Zentz, to issue an Administrative Warnings in the matter of the following cases:

1. 19 NUR 176 – D.C.M.
2. 20 NUR 332 – P.P.S.
3. 20 NUR 458 – R.L.W.

Motion carried unanimously.

Case Closings

MOTION: Luann Skarlupka moved, seconded by Lisa Pisney, to close the following DLSC Cases for the reasons outlined below:

1. 18 NUR 611 – A.A.O. – Prosecutorial Discretion (P7)
2. 18 NUR 688 – P.A.E. – No Violation
3. 18 NUR 714 – B.W. – Insufficient Evidence
4. 19 NUR 147 – K.M.D. – Insufficient Evidence
5. 19 NUR 185 – A.L.K. – No Violation
6. 19 NUR 216 – J.L.M. – Insufficient Evidence
7. 19 NUR 226 – A.A.A. – Prosecutorial Discretion (P1)
8. 19 NUR 309 – E.J.I. – Prosecutorial Discretion (P5)
9. 19 NUR 654 – A.M.H. – Insufficient Evidence
10. 20 NUR 110 – S.B. – No Violation

Motion carried unanimously.

(Robert Weinman reconnected at 12:15 p.m.)

Proposed Stipulations and Final Decisions and Orders

MOTION: Rosemary Dolatowski moved, seconded by Luann Skarlupka, to adopt the Findings of Fact, Conclusions of Law and Order in the matter of disciplinary proceedings of the following cases:

1. 18 NUR 521 – Sarah A. Riley, L.P.N.
2. 18 NUR 530 – Kelly F. Brand, R.N.
3. 18 NUR 580 – Lora L. Satterlee, R.N.
4. 18 NUR 606 – Heidi E. Petersen, R.N.
5. 18 NUR 759 – Yvonne K. Lutzke, L.P.N.
6. 19 NUR 004 – Jennifer H. Taylor, R.N., A.P.N.P.
7. 19 NUR 012 – Erin N. Leitz, R.N.
8. 19 NUR 088 – Heather R. Hasse, R.N.
9. 19 NUR 714 & 20 NUR 158 – Heather M. Kowaleski, R.N.
10. 20 NUR 121 – Michelle M. Plautz, R.N.
11. 20 NUR 315 – Melissa L. Kittredge, R.N.
12. 20 NUR 406 – Cindy L. Bauknecht, R.N.

Motion carried unanimously.

(Peter Kallio, Chairperson, was excused at 12:35 p.m., Lisa Pisney, Vice Chairperson, ran the remainder of the meeting.)

Monitoring Matters

Stephanie Green-Schlafer, R.N. Requesting Full Licensure

MOTION: Luann Skarlupka moved, seconded by Lisa Pisney, to grant the request of Stephanie Green-Schlafer, R.N., for full licensure. Motion carried unanimously.

Rachel Gunderson, R.N. Requesting Full Licensure

MOTION: Luann Skarlupka moved, seconded by Janice Edelstein, to table the request of Rachel Gunderson, R.N., pending receipt of additional information. Motion carried unanimously.

Kawana Hickman, R.N. Requesting Full Licensure

MOTION: Janice Edelstein moved, seconded by Emily Zentz, to grant the request of Kawana Hickman, R.N., for full licensure. Motion carried unanimously.

Karleen Delikowski, R.N.

Requesting Review of Fitness to Practice Evaluation and Request for Direct Patient Care

MOTION: Luann Skarlupka moved, seconded by Lisa Pisney, to deny the requests of Karleen Delikowski, R.N., to allow direct patient care, and to impose an additional limitation requiring mental health treatment, in addition to her AODA treatment requirements. The Board recommends Respondent demonstrate no less than 6 months of complete and continuous successful compliance with terms of the Order before considering further petitions for modification or termination. **Reason for Denial:** Pursuant to section B. 11 of the (8/9/2019) Board Order, and the findings of the Fitness to Practice evaluation, the Board finds that the applicant is not fit to practice and further restrictions are needed to address the Board's concerns. Motion carried unanimously.

Daniel Rosas, R.N.

Requesting a Reduction in Frequency of Reporting

MOTION: Janice Edelstein moved, seconded by Luann Skarlupka, to deny the request of Daniel Rosas, R.N., to reduce the frequency of work report submission. **Reason for Denial:** Insufficient time under the Board Order (10/17/2019) to demonstrate adequate compliance. Motion carried unanimously.

Kimberly Sherfinski, R.N.

Requesting a Reduction in Drug and Alcohol Screens and AA/NA Meetings

MOTION: Rosemary Dolatowski moved, seconded by Emily Zentz, to deny the request of Kimberly Sherfinske, R.N., for a reduction in the frequency of drug and alcohol screens and AA/NA meetings. **Reason for Denial:** Insufficient time under the Board Order (1/14/2016) to demonstrate adequate compliance. Motion carried unanimously.

Sarah Larson (Hood), L.P.N.

Requesting Termination of Drug and Alcohol Testing

MOTION: Emily Zentz moved, seconded by Janice Edelstein, to deny the request of Sarah Larson, L.P.N., for termination of drug and alcohol testing, but to grant a reduction in the frequency of drug and alcohol screens to fourteen (14) per year, plus one (1) annual hair test. **Reason for Denial:** Insufficient time under the Board Order (10/17/2019) to demonstrate adequate compliance. Motion carried unanimously.

Susan Thiel (Petri), R.N.
**Requesting Ability to Work in Home Health Settings, Access to Controlled Substances,
Reduction in Drug and Alcohol Screens and a Reduction in AA/NA Meetings**

MOTION: Robert Weinman moved, seconded by Rosemary Dolatowski, to deny the requests of Susan Thiel, R.N., for the ability to work in home health settings, a reduction in drug and alcohol screens, and a reduction in AA/NA meetings, but to grant access to controlled substances. **Reason for Denial:** Insufficient time under the Board Order (6/13/2013) to demonstrate adequate compliance. Motion carried unanimously.

RECONVENE TO OPEN SESSION

MOTION: Emily Zentz moved, seconded by Luann Skarlupka, to reconvene into Open Session. Motion carried unanimously.

The Board reconvened into Open Session at 2:02 p.m.

VOTING ON ITEMS CONSIDERED OR DELIBERATED UPON IN CLOSED SESSION

MOTION: Luann Skarlupka moved, seconded by Janice Edelstein, to affirm all motions made and votes taken in Closed Session. Motion carried unanimously.

(Be advised that any recusals or abstentions reflected in the Closed Session motions stand for the purposes of the affirmation vote.)

ADJOURNMENT

MOTION: Rosemary Dolatowski moved, seconded by Emily Zentz, to adjourn the meeting. Motion carried unanimously.

The meeting adjourned at 2:03 p.m.

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

AGENDA REQUEST FORM

1) Name and Title of Person Submitting the Request: Kimberly Wood, Program Assistant Supervisor-Adv.		2) Date When Request Submitted: 12/29/2020 <small>Items will be considered late if submitted after 12:00 p.m. on the deadline date which is 8 business days before the meeting</small>	
3) Name of Board, Committee, Council, Sections: All Boards			
4) Meeting Date:	5) Attachments: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	6) How should the item be titled on the agenda page? Annual Policy Review	
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 required: N/A	
10) Describe the issue and action that should be addressed: Please be advised of the following Annual Policy Review items: <ol style="list-style-type: none"> 1. Attendance/Quorum: 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. 2. Walking Quorum: Please refrain from discussing Board/Section/Council business with other members outside of legally noticed meetings so to avoid walking quorum issues pursuant to Open Meetings Law. 3. Agenda Deadlines: Please communicate agenda topics to your Executive Director before the agenda submission deadline which is 8 business days prior to a meeting. 4. Travel Voucher and Per Diem Submissions: Please submit all Per Diem and Reimbursement claims to DSPS within 30 days of the close of each month in which expenses are incurred. 5. Lodging Accommodations/Hotel Cancellation Policy: Lodging accommodations are available to eligible members. Standard eligibility: member must leave home before 6:00 a.m. to attend a meeting by the indicated start time. <ul style="list-style-type: none"> • 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. 6. Inclement Weather Policy: In the event of inclement weather the agency may change a meeting from an in-person venue to one that is executed remotely. 			
11) Authorization <div style="display: flex; justify-content: space-between; align-items: center;"> <div style="border-bottom: 1px solid black; width: 60%;"><i>Kimberly Wood</i></div> <div style="border-bottom: 1px solid black; width: 30%; text-align: right;">12/29/2020</div> </div> <hr/> <div style="display: flex; justify-content: space-between;"> Signature of person making this request Date </div> <hr/> <div style="display: flex; justify-content: space-between;"> Supervisor (if required) Date </div> <hr/> <div style="display: flex; justify-content: space-between;"> Executive Director signature (indicates approval to add post agenda deadline item to agenda) Date </div>			
Directions for including supporting documents: <ol style="list-style-type: none"> 1. This form should be attached to any documents submitted to the agenda. 2. Post Agenda Deadline items must be authorized by a Supervisor and the Policy Development Executive Director. 3. If necessary, provide original documents needing Board Chairperson signature to the Bureau Assistant prior to the start of a meeting. 			

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

AGENDA REQUEST FORM

1) Name and Title of Person Submitting the Request: Kimberly Wood, Program Assistant Supervisor-Adv.		2) Date When Request Submitted: 1/5/2021 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: Board of Nursing			
4) Meeting Date: 1/14/2021	5) Attachments: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	6) How should the item be titled on the agenda page? Administrative Matters 1) Election of Officers 2) Appointment of Liaisons and Alternates 3) Delegation of Authorities	
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 required: N/A	
10) Describe the issue and action that should be addressed: 1) The Board should conduct Election Officers: Chairperson, Vice Chairperson & Secretary 2) The newly elected Chairperson should review and appoint/reappoint Liaisons and Alternates as appropriate 3) The Board should review and then consider its existing delegated authorities and any proposals for modification of delegations. <ul style="list-style-type: none"> a. Credentialing Delegations (Questions: Sarah Norberg) b. Monitoring Delegations (Questions: Amy Mayo) c. Pre-Screening Delegations (Questions: Gretchen Mrozinski) 			
11) Authorization <div style="display: flex; justify-content: space-between;"> <div style="width: 60%;"> <i>Kimberly Wood</i> <hr/> Signature of person making this request </div> <div style="width: 35%; text-align: right;"> 1/4/2021 <hr/> Date </div> </div> <div style="margin-top: 10px;"> <hr/> <div style="display: flex; justify-content: space-between;"> <div style="width: 60%;"> Supervisor (if required) </div> <div style="width: 35%; text-align: right;"> Date </div> </div> <hr/> <div style="display: flex; justify-content: space-between;"> <div style="width: 60%;"> Executive Director signature (indicates approval to add post agenda deadline item to agenda) </div> <div style="width: 35%; text-align: right;"> Date </div> </div> </div>			
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BOARD OF NURSING

2020 Elections, Appointments and Delegations

ELECTION RESULTS	
Chairperson	Peter Kallio
Vice Chairperson	Lisa Pisney
Secretary	Luann Skarlupka

Appointments of Liaisons

LIAISON APPOINTMENTS	
Credentialing	Rosemary Dolatowski <i>Alternate: Jennifer Eklof</i>
Monitoring	Jennifer Eklof <i>Alternate:</i> Emily Zentz
Professional Assistance Procedure (PAP)	Peter Kallio <i>Alternate: Emily Zentz*</i>
Legislative Liaison	Luann Skarlupka
Newsletter	Rosemary Dolatowski
Board Practice	Peter Kallio
Board Education	Janice Edelstein <i>Alternate:</i> Peter Kallio
Controlled Substances Board as per Wis. Stats. §15.405(5g)	Peter Kallio <i>Alternate:</i> Lisa Pisney
Wisconsin Coalition for Prescription Drug Abuse Reduction	Peter Kallio
Travel Liaison	Peter Kallio <i>Alternate: Lisa Pisney</i>

COMMITTEE MEMBER APPOINTMENTS	
Rules and Legislation Committee	Luann Skarlupka (Chair) Peter Kallio, Jennifer Eklof, Lisa Pisney
BOARD APPOINTMENT TO THE INTERSTATE NURSE LICENSURE COMPACT COMMISSION	
Administrator of the Nurse Licensure Compact	Peter Kallio <i>Alternate:</i> Luann Skarlupka
SCREENING PANEL APPOINTMENTS	
January–March 2020	Elizabeth Smith Houskamp, Emily Zentz <i>(Lisa Pisney will screen for Elizabeth Smith Houskamp in February 2020)</i>
April 2020–June 2020	Peter Kallio, Luann Skarlupka
July 2020-September 2020	Lisa Pisney, Christian Saldivar Frias, Robert Weinman
October 2020–December 2020	Rosemary Dolatowski, Jennifer Eklof, Robert Weinman
January-March 2021	Janice Edelstein
April – June 2021	Robert Weinman, Jennifer Eklof
July – September 2021	Emily Zentz, Christian Saldivar Frias
October – December 2021	Rosemary Dolatowski, Peter Kallio

DELEGATION MOTIONS

Document Signature Delegations

MOTION: Elizabeth Smith Houskamp moved, seconded by Emily Zentz, to delegate authority to the Chairperson (or in absence of the Chairperson, the highest-ranking officer or longest serving board member in that succession) to sign documents on behalf of the Board in order to carry out its duties. Motion carried unanimously.

MOTION: Jennifer Eklof moved, seconded by Lisa Pisney, in order to carry out duties of the Board, the Chairperson (or in absence of the Chairperson, the highest-ranking officer or longest serving board 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 Board hereby delegate to the Executive Director or DPD Division Administrator, the authority to sign on behalf of a board member as necessary. Motion carried unanimously.

Delegated Authority for Urgent Matters

MOTION: Emily Zentz moved, seconded by Rosemary Dolatowski, that in order to facilitate the completion of urgent matters between meetings, the Board delegates its authority to the Chairperson (or, in the absence of the Chairperson, the highest-ranking officer or longest serving board member in that succession), to appoint liaisons to the Department to act in urgent matters. Motion carried unanimously.

Monitoring Delegations

MOTION: Elizabeth Smith Houskamp moved, seconded by Jennifer Eklof, to adopt the “Roles and Authorities Delegated to the Monitoring Liaison and Department Monitor” as presented in the January 9, 2020 agenda materials. Motion carried unanimously.

~~Delegation for Review of Disciplinary Cases Due to Insufficient Board Members Present~~

MOTION: ~~Lisa Pisney moved, seconded by Emily Zentz, to delegate the review of disciplinary cases to the Department’s Chief Legal Counsel if the Board has insufficient membership present to act. Motion carried unanimously.~~

*Description changed, and new motion made at 2/13/2020 meeting (*Denotes new description and motion)*

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

***MOTION:** Luann Skarlupka moved, seconded by Jennifer Eklof, to delegate authority to the Chairperson (or in absence of the Chairperson, the highest-ranking officer or longest serving board member in that succession) the ability to determine whether to delegate review of disciplinary cases to the Department’s Chief Legal Counsel if the Board has insufficient membership present to act. Motion carried unanimously.

Credentialing Authority Delegations

Delegation of Authority to Credentialing Liaison (Exempting Denial Decisions to Full Board)

~~**MOTION:**—Rosemary Dolatowski moved, seconded by Jennifer Eklof, to delegate authority to the Credentialing Liaison(s) to serve as a liaison between DSPS and the Board and to act on behalf of the Board in regard to credentialing applications or questions presented to them except that potential denial decisions shall be referred to the full Board for final determination. Motion carried unanimously.~~

*Description changed, and new motion made at 2/13/2020 meeting (*Denotes new description and motion)*

***Delegation of Authority to Credentialing Liaison (Generic)**

***MOTION:** Emily Zentz moved, seconded by Jennifer Eklof, to delegate authority to the Credentialing Liaison(s) to serve as a liaison between DSPS and the Board and to act on behalf of the Board in regard to credentialing applications or questions presented to them. Motion carried unanimously.

Delegation of Authority to DSPS When Credentialing Criteria is Met

MOTION: Jennifer Eklof moved, seconded by Lisa Pisney, to delegate credentialing authority to DSPS to act upon applications that meet all credentialing statutory and regulatory requirements without Board or Board liaison review. Motion carried unanimously.

Delegation to DSPS When Applicant’s History Has Been Previously Reviewed

MOTION: Emily Zentz moved, seconded by Rosemary Dolatowski, to delegate credentialing decisions to DSPS Staff involving an applicant who was granted an unrestricted nursing license by the Wisconsin Board of Nursing, is seeking a new credential, and has had no new issues since the previous license was granted. Motion carried unanimously.

Delegation for Decision Making Authority to DSPS Attorneys and Paralegals

MOTION: Elizabeth Smith Houskamp moved, seconded by Jennifer Eklof, to delegate-decision making authority to DSPS attorneys and paralegals to review and approve applications with municipal/ordinance violations which are **not related to the practice of nursing** including the following municipal/ordinance violations:

- Loitering
- Retail Theft (includes shoplifting and NSF checks)
- Up to two (2) Underage Drinking Offenses
- Resisting/Obstructing an Officer
- Disorderly Conduct
- Trespassing
- Disturbing the Peace
- Operating after Suspension/Revocation

- OWI 1st that occurred over two (2) years prior to the date of application
 - Up to two (2) OWIs prior to entering Nursing School
 - A violation that is an ordinance violation in Wisconsin, but a misdemeanor in other states.
 - The granting of a limited license for a Nurse Refresher Course (as long as all other requirements are met) unless there are convictions, prior Board discipline, or impairment issues. Staff can then move forward with the granting of full licensure after verification of successful completion has been received.
 - A single (1) OWI conviction during or after Nursing School*
- Motion carried unanimously.

Amendment Motion made at 3/12/2020 meeting:

MOTION: Rosemary Dolatowski moved, seconded by Emily Zentz, to amend the January 9, 2020 Board motion to delegate-decision making authority to DSPS attorneys and paralegals to review and approve applications with municipal/ordinance violations to include delegation for “A single (1) OWI conviction during or after Nursing School”. Motion carried unanimously.

*Motion amended at 3/12/2020 meeting (*Denotes language added to the delegation motion)*

Delegated Authority for Application Denial Reviews

MOTION: Lisa Pisney moved, seconded by Rosemary Dolatowski, that the Department’s Attorney Supervisors, DLSC Administrator, or their designee are authorized to serve as the Board’s designee for purposes of reviewing and acting on requests for hearing as a result of a denial of a credential. Motion carried unanimously.

Screening Attorney Delegations

~~**MOTION:** Emily Zentz moved, seconded by Jennifer Eklof, to delegate to the attorney assigned to each screening panel the discretion to close cases that clearly do not allege a provable violation of law and therefore do not merit review by the full screening panel. Motion carried unanimously.~~

*Description changed, and new motion made at 2/13/2020 meeting (*Denotes new description and motion)*

****Pre-Screening Delegation to Close Cases***

***MOTION:** Luann Skarlupka moved, seconded by Elizabeth Smith Houskamp, to delegate pre-screening decision making authority to the DSPS screening attorney for closing cases as outlined below:

1. One OWI that is non-work related and if AODA assessment completed, assessment does not indicate dependency.
2. DHS caregiver complaint where facility investigation does not find wrongdoing by nurse.
3. Complaints that even if allegations are true, do not amount to a violation of statute or rules.

Motion carried unanimously.

Pre-Screening Delegation to Screening Attorney

MOTION: Jennifer Eklof moved, seconded by Emily Zentz, to delegate pre-screening decision making authority to the DSPS Screening Attorney for opening cases as outlined below:

1. OWIs of three (3) or more that occurred in the last five (5) years with an AODA assessment that shows active impairment or addiction.
2. Reciprocal discipline cases.
3. Impairment and/or diversion at work that includes a positive drug test.
4. Conviction of misdemeanor or felony that the attorney believes is substantially related and is not otherwise excluded by the new language of Wis. Stat. ch. 111.
5. Allegations of diversion at work where complaint includes “admission” by the nurse of diversion.

Motion carried unanimously.

Voluntary Surrenders

MOTION: Rosemary Dolatowski moved, seconded by Lisa Pisney, to delegate authority to the assigned case advisor to accept or refuse a request for voluntary surrender pursuant to Wis. Stat. § 440.19 for a credential holder who has a pending complaint or disciplinary matter. Motion carried unanimously.

Education, Continuing Education and/or Examination Delegation(s)

MOTION: Elizabeth Smith Houskamp moved, seconded by Jennifer Eklof, to delegate authority to the Education, Continuing Education and/or Examination Liaison(s) to address all issues related to education, continuing education, and examinations. Motion carried unanimously.

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

MOTION: Emily Zentz moved, seconded by Rosemary Dolatowski, to authorize DSPS staff to provide national regulatory related bodies with all board

member contact information that DSPS retains on file. Motion carried unanimously.

Optional Renewal Notice Insert Delegation

MOTION: Jennifer Eklof moved, seconded by Lisa Pisney to designate the Chairperson (or, in the absence of the Chairperson, the highest-ranking officer or longest serving board member in that succession) to provide a brief statement or link relating to board-related business within the license renewal notice at the Board's or Board designee's request. Motion carried unanimously.

Rules Committee Delegation

MOTION: Jennifer Eklof moved, seconded by Rosemary Dolatowski, to grant the Rules Committee the ability to address all rulemaking as related to drafting and making recommendations to the full Board. Motion carried unanimously.

Legislative Liaison Delegation

MOTION: Rosemary Dolatowski moved, seconded by Elizabeth Smith Houskamp, to delegate authority to the Legislative Liaisons to speak on behalf of the Board regarding legislative matters. Motion carried unanimously.

Travel Delegation

MOTION: Jennifer Eklof moved, seconded by Emily Zentz, to delegate authority to the Travel Liaison to approve any board member travel. Motion carried unanimously.

PROPOSED 2021 CREDENTIALING DELEGATION MOTIONS

Delegation of Authority to Credentialing Liaison

MOTION: 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 Board in regard to credentialing applications or questions presented to them, including the signing of documents related to applications.

Delegation of Authority to DSPS When Credentialing Criteria is Met

MOTION: to delegate credentialing authority to the Department to act upon applications that meet all credentialing statutory and regulatory requirements without Board or Board liaison review.

Delegation of Authority for Predetermination Reviews

MOTION: to delegate authority to the Department Attorneys to make decisions regarding predetermination applications pursuant to Wis. Stat. § 111.335(4)(f).

Delegation of Authority for Conviction Reviews

MOTION: to delegate authority to the Department Attorneys to review and approve applications with convictions which are not substantially related to the practice of nursing.

Or, alternatively,

MOTION: to delegate authority to Department Paralegals to review and approve applications with [optional: up to X] municipal/ordinance violations which are not substantially related to the practice of nursing.

MOTION: to delegate authority to Department Attorneys to review and approve applications with [optional: up to X] municipal/ordinance violations and misdemeanors [optional: each more than X years old and] which are not substantially related to the practice of nursing.

Or, alternatively,

MOTION: to delegate authority to Department Attorneys and Paralegals to review and approve applications with municipal/ordinance violations which are not related to the practice of nursing including the following municipal/ordinance violations:

- Loitering
- Retail Theft (includes shoplifting and NSF checks)
- Up to two (2) Underage Drinking Offenses
- Resisting/Obstructing an Officer
- Disorderly Conduct
- Trespassing
- Disturbing the Peace
- Operating after Suspension/Revocation
- OWI 1st that occurred over two (2) years prior to the date of application
- Up to two (2) OWIs prior to entering Nursing School
- A single (1) OWI conviction during or after Nursing School
- A violation that is an ordinance violation in Wisconsin, but a misdemeanor in other states.

Delegation to DSPS When Applicant's History Has Been Previously Reviewed

MOTION: to delegate authority to Department staff to approve applications where criminal background checks have been approved for a previous unrestricted nursing credential and there is no new conviction record.

Delegated Authority for Application Denial Reviews

MOTION: to delegate authority to the Department's Attorney Supervisors to serve as the Board's designee for purposes of reviewing and acting on requests for hearing as a result of a denial of a credential.

Delegation of Authority to Department Attorneys and Paralegals

MOTION: to delegate authority to Department Attorneys and Paralegals to grant limited licenses for Nurse Refresher Courses (as long as all other requirements are met) unless there are convictions, prior Board discipline, or impairment issues. Staff can then move forward with the granting of full licensure after verification of successful completion has been received.

Roles and Authorities Delegated for Monitoring

The Monitoring Liaison (“Liaison”) is a Board/Section designee who works with department monitors (“Monitor”) to enforce Board/Section orders as explained below.

~~Current~~ Authorities Delegated to the Monitoring Liaison

The Liaison may take the following actions on behalf of the Board/Section:

1. Grant a temporary reduction in random drug screen frequency upon Respondent’s request if he/she is unemployed and is otherwise compliant with Board/Section order. The temporary reduction will be in effect until Respondent secures employment in the profession. The Department Monitor (“Monitor”) will draft an order and sign on behalf of the Liaison.
2. Grant a stay of suspension if Respondent is eligible per the Board/Section order. The Monitor will draft an order and sign on behalf of the Liaison.
3. Remove the stay of suspension if there are repeated violations or a substantial violation of the Board/Section order. In conjunction with removal of any stay of suspension, the Liaison may prohibit Respondent from seeking reinstatement of the stay for a specified period of time. The Monitor will draft an order and sign on behalf of the Liaison.
4. Grant or deny approval when Respondent proposes continuing/disciplinary/remedial education courses, treatment providers, mentors, supervisors, change of employment, etc. unless the order specifically requires full-Board/Section approval.
5. Grant a maximum of one 90-day extension, if warranted and requested in writing by Respondent, to complete Board/Section-ordered continuing/disciplinary/remedial education.
6. Grant a maximum of one extension or payment plan for proceeding costs and/or forfeitures if warranted and requested in writing by Respondent.
7. Grant a maximum of one extension, if warranted and requested in writing by Respondent, to complete a Board/Section-ordered evaluation or exam.
- 7.8. Grant full reinstatement of licensure if Respondent has fully complied with all terms of the order without deviation. The Monitor will draft an order and obtain ~~the signature of~~ written authorization from the Liaison to sign on their behalf.
- 8.9. Grant or deny a request to appear before the Board/Section in closed session.
- 9.10. ~~Board Monitoring~~ The Liaison may determine whether Respondent’s petition is eligible for consideration by the full Board/Section.
- 10.11. (*Except Pharmacy and Medical*) Accept Respondent’s written request to surrender credential. If accepted by the Liaison, Monitor will consult with Board Counsel to determine if a stipulation is necessary. If a stipulation is not necessary, Monitor will draft an order and sign on behalf of the Liaison. If denied by the Liaison, the request to surrender credential will go to the full Board for review.

~~11.12.~~ *(Except Pharmacy)* Grant Respondent's petition for a reduction in drug screens per the standard schedule, below. If approved, Monitor will draft an order and sign on behalf of the Liaison. Orders that do not start at 49 screens will still follow the same standard schedule.

- a. ~~Initial Year 1:~~ 49 screens (including 1 hair test, if required by original order)
- b. ~~1st Reduction Year 2:~~ 36 screens (plus 1 hair test, if required by original order)
- c. ~~2nd Reduction Year 3:~~ 28 screens plus 1 hair test
- ~~d. Year 4: 28 screens plus 1 hair test~~

- e. ~~Year 5: 14 screens plus 1 hair test~~
- d. 3rd Reduction: 14 screens plus 1 hair test

~~12.13.~~ *(Dentistry only)* Ability to approve or deny all requests from a respondent.

~~13.14.~~ *(Except Nursing)* ~~Board Monitoring~~ The Liaison may approve or deny Respondent's request to be excused from drug and alcohol testing for work, travel, etc.

~~Current~~ Authorities Delegated to the Department Monitor

The Monitor may take the following actions on behalf of the Board/Section, draft an order and sign:

1. Grant full reinstatement of licensure if education CE is the sole condition of the limitation and Respondent has submitted the required proof of completion for approved courses.
2. Suspend the license if Respondent has not completed Board/Section-ordered education CE and/or paid costs and forfeitures within the time specified by the Board/Section order. The Monitor may remove the suspension and issue an order when proof of completion and/or payment have been received.
3. Suspend the license (or remove stay of suspension) if Respondent fails to enroll and participate in an Approved Program for drug and alcohol testing within 30 days of the order, or if Respondent ceases participation in the Approved Program without Board approval. This delegated authority only pertains to respondents who must comply with drug and/or alcohol testing requirements.

Authorities Delegated to Board Legal Counsel

Board Legal Counsel may take the following actions on behalf of the Board/Section:

1. Sign Monitoring orders that result from Board/Section meetings on behalf of the Board/Section Chair.

Board of Nursing Pre-screening Delegation

2020: *Pre-Screening Delegation to Open Cases*

MOTION: moved, seconded by , to delegate pre-screening decision making authority to the DLSC screening attorney for opening cases as outlined below:

1. OWIs of 3 or more that occurred in the last 5 years.
2. Reciprocal discipline cases.
3. Impairment and/or diversion at work that includes a positive drug/alcohol test or admission by respondent.
4. Conviction of a misdemeanor or felony that the attorney believes is substantially related and is not otherwise excluded from consideration via Wis. Stat. ch. 111.

Motion **carried unanimously**.

In addition to the above, the following is requested for 2021:

Pre-Screening Delegation to Open Cases

1. Failure to Respond by Respondent to allegations contained in the complaint when requested by intake (Case will be opened on failure to respond and the merits).

Pre-Screening Delegation to Close Cases

MOTION: moved, seconded by , to delegate pre-screening decision making authority to the DLSC screening attorney for closing cases as outlined below:

1. One OWI that is non-work related and if AODA assessment completed, assessment does not indicate dependency.
2. DHS caregiver complaint where facility investigation does not find wrongdoing by nurse.
3. Complaints that even if allegations are true, do not amount to a violation of law or rules.

Motion **carried unanimously**.

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

AGENDA REQUEST FORM

1) Name and title of person submitting the request: Kimberly Wood, Program Assistant Supervisor-Adv. on behalf of Peter Kallio, Chairperson		2) Date when request submitted: 1/8/2021 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: Board of Nursing			
4) Meeting Date: 1/14/2021	5) Attachments: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	6) How should the item be titled on the agenda page? Board Member Participation in the Heroes for Healthcare Wisconsin Proposed Military Medics and Corpsmen Pilot Program – Discussion and Consideration	
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 required: N/A	
10) Describe the issue and action that should be addressed: The Board will receive information from Peter Kallio, Chairperson-Wisconsin Board of Nursing, regarding a request he received to participate in the Heroes for Healthcare initiative entitled “Heroes for Healthcare Wisconsin Proposed Military Medics and Corpsmen Pilot Program”. The Board should consider Chairperson Kallio to participate as a member of the Board in this initiative.			
11) Authorization			
<i>Kimberly Wood</i>		1/8/2021	
Signature of person making this request		Date	
Supervisor (if required)		Date	
Executive Director signature (indicates approval to add post agenda deadline item to agenda)		Date	
Directions for including supporting documents: 1. This form should be attached to any documents submitted to the agenda. 2. Post Agenda Deadline items must be authorized by a Supervisor and the Policy Development Executive Director. 3. If necessary, provide original documents needing Board Chairperson signature to the Bureau Assistant prior to the start of a meeting.			

Heroes for Healthcare Wisconsin Proposed Military Medics and Corpsmen Pilot Program

Background

Annually over 200,00 military service members will separate from active duty. Healthcare holds promise as a target industry with jobs for transitioning military veterans given healthcare's high number of job openings, especially jobs requiring less than a bachelor's degree and the projected growth in the healthcare industry. According to the Wisconsin Department of Veterans Affairs approximately 3,000 military service members return annually to Wisconsin, majority to their communities of entrance.

Based on Heroes for Healthcare experience working with transitioning service members and veterans with healthcare MOS, they face difficulty with their training and experience not translating into civilian healthcare employment. Unfortunately, many are unemployed, underemployed or not working in healthcare. To address this challenge Heroes in partnership with the Wisconsin Department of Veterans Affairs proposes to duplicate the State of Virginia Military Medics and Corpsmen Program, which is changing the way healthcare hires veterans in Virginia.

Virginia Military Medics and Corpsmen (MMAC) Program

The program provides a pathway to employment and education for recently discharged military service members with clinical training and experience but lack civilian healthcare credentials. The program offers three career pathways for transitioning service members, veterans and members of the Guard and Reserve.

Pathway One – MMAC Qualified

Recently honorably discharged Medic/68W, Corpsmen or Medical Technician/4NOX with less than 12 months since last practicing hand-on clinical care you may be MMAC Qualified. MMAC has Memorandum of Agreement (MOA) with 10 major healthcare systems in Virginia. The MMAC Partner Healthcare Systems MPA allow MMAC Qualified applicants to continue to practice clinical procedures under supervision while gaining education and credentialing required civilian healthcare.

Pathway Two – No Veteran Left Behind

From HR to the ER, from PT to IT or even engineering, logistics, and labs – healthcare needs top talent now with clinical and non-clinical military and experience. The MMAC Team leverages their partnerships with the MMAC Partner Healthcare Systems and the Virginia Values Veterans (V3) certified healthcare employers to open doors for veterans considering the wide-range of employment opportunities found in healthcare.

Pathway Three – Healthcare Leadership

To keep day to day operations running efficiently and effectively, hospitals and healthcare systems need experienced leaders. Leadership comes naturally to veterans. From running a practice or program, managing safety, supply chain, infrastructure, or IT; veterans with management and command-level experience offer a range of clinical and non-clinical education, experience and expertise.

Virginia Current MMAC Partner Healthcare Systems

- Bon Secours Virginia Health System
- Capital Area Pediatrics
- Centra Health
Chesapeake Regional Health
- Carilion Clinic
- Fort Norfolk Medical Plaza
- INOVA
- Mary Washington Healthcare
- Riverside Health System
- Sentara
- Virginia Department of Corrections
- Virginia Department of Behavioral Health & Developmental Services (4 Facilities)

MMAC Total Hires in Three Pathways Since First Veteran Hired in February 2017

- Total Hires: 269
- MMAC Qualified: 108
- No Veteran Left Behind: 119
- Leadership: 42

Cumulative Hires as of October 1, 2020

Wisconsin Military Medics and Corpsmen Pilot Program Preliminary Workplan

Overall Program Goal	Methods	Person Responsible	Outcomes
To create in partnership with Wisconsin Department of Veterans Affairs a pilot Medics, Corpsmen Program to address workforce shortage in healthcare.	Strategic partnerships, collaboration & active engagement of healthcare systems leaders & veteran champions.	Joyce Mallory Donald Placidi, Jr.	1. Successful implementation of the WI MMAC Program.
Program Activities	Methods	Person Responsible	Outcomes
1. Recruit 25 stakeholders to serve on WI MMAC Planning Team.	1. Develop a list of individuals with healthcare expertise who represent healthcare organization with time to serve.	Joyce Mallory Laura Hanoski	1. Recruited a diverse group of volunteers with expertise to assist Heroes in the development of MMAC program for Wisconsin.
	2. Conduct one-on-one meetings to discuss goals & outcomes of the MMAC program, time commitment and their availability to serve.		2. Excellent meeting attendance and dedication to the development of a quality program to meet workforce needs of Partner Healthcare Systems.
	3. Confirm via email volunteers who agreed to serve on the planning committee.		
2. Recruit at least 8 - 10 CEO's of major healthcare systems for MMAC Roundtable. Recruit 10 additional individuals from state-wide healthcare organizations, government agencies, Veterans organizations & government affairs staff to serve on the Roundtable.	1. Source contact information for 10 CEO's of major healthcare system and schedule meetings to discuss MMAC program and secure their support & membership for the MMAC Roundtable.	Joyce Mallory Mark Hanoski	1. Able to recruit 10 CEO's representing both rural & urban healthcare systems from across State.
	2. Discuss role of Roundtable & key decision members will approve.		2. Meetings held and agreement reached on program components.
	3. Reach agreement on meeting schedule, including dates, & time.		
	4. Recruit Chair & Co-Chair with the ability to provide strong leadership and direction to help Roundtable fulfill its duties.		3. Active and continued engagement throughout planning process.

	5. Staff meetings, prepare minutes and manage communication flow between members, leadership and staff.		
3. Conduct outreach to Chairs/Co-Chairs of key legislative committees to inform, educate & seek their support for the MMAC program.	1. Identify Chairs/Co-Chairs to tap their expertise to help Heroes garner support for MMAC program.	Joyce Mallory Jarvis Racine Joe Kunter Laura Hanoski	1. Successful contact with Chairs & Co-Chairs of key legislative committees.
	2. Develop talking points to use to persuade legislators about the need to increase Wisconsin healthcare workforce and share how VA MMAC is working to address similar problem.		
	3. Schedule meetings with Chairs/Co-Chairs and select members of these committees: Senate: Licensing & State-Federal Relations Health & Human Services Transportation Veterans & Military Affairs Labor & Regulatory Reform Assembly Committees: Regulatory Licensing Health Veterans & Military Affairs Jobs and the Economy		2. Chairs & Co-Chairs are informed and understand benefits of MMAC as a healthcare workforce program powered by Military Veterans.
	4. Coordinate with Healthcare Systems government affairs staff, state-wide associations & Veterans organizations to secure sponsors in Assembly & Senate for a Bill to create the WI MMAC program.		
	1. Recruit high-level staff from WDVA, DWD and Partner Healthcare Systems to identify non-clinical positions that transitioning service members could be eligible to fill in Leave No Veteran Behind.		1. Recruited and engaged top level staff to consult with Heroes to develop Leave No Veteran Behind &

<p>4. Collaborate with WDVA & DWD to develop framework for the MMAC No Veterans Left Behind & Leadership pathways for Veterans not eligible for MMAC Qualified pathway.</p>	<p>2. Develop applicant qualifications, specific job skills, & education for agreed upon job titles.</p>	<p>Joyce Mallory Laura Hanoski WDVA staff DWD staff</p>	<p>Leadership pathways.</p>
	<p>3. Align civilian skills/experience with military MOS for comparable non-clinical and leadership positions.</p>		<p>2. Completed applicant guidelines for the two pathway categories.</p>
	<p>4. Recruit healthcare employers to partner with MMAC program to for job referrals for available positions.</p>		<p>3. Recruited healthcare partners to accept and hire Military veterans for these two job categories.</p>
	<p>5. Standardize applicant process the No Veteran Left Behind & Leadership pathways to improve Veterans ability to compete and secure suitable employment.</p>		
<p>5. Partner with private & public colleges an effective Medic/Corpsmen to LPN Bridge curriculum to provide a clear specific and streamlined pathway to credential MMAC Qualified hires.</p>	<p>1. Conduct outreach to vocational & technical colleges in each region of the State to promote MMAC program and secure support.</p>	<p>Joyce Mallory Laura Hanoski Jarvis Racine</p>	<p>1. Recruited & secured support from two Technical colleges and one private university to develop LPN Bridge credential for the MMAC Qualified hires.</p>
	<p>2. Present the MMAC Qualified Pathway and review colleges LPN program and discuss the feasibility of creating a Bridge program to credential program hires in this category.</p>		<p>2. Reached agreement to be the official credential institutions for the WI MMAC program.</p>
	<p>3. Formalize agreement with participating college(s) as the official credentialing institutions.</p>		
	<p>4. Develop marketing materials to promote credential program to transitioning Medics & Corpsmen.</p>		
	<p>5. Disseminate information to Partner Healthcare Systems, Veterans organizations and appropriate government agencies.</p>		

6. Meet with Secretary of the Department of Safety & Professional Services to discuss MMAC program and request assistance to determine compliance with State regulations.	1. Schedule meeting with Secretary Crim to discuss proposed MMAC program and solicit her support.	Joyce Mallory Laura Hanoski	1. Met, briefed, & shared outline of proposed MMAC program for Wisconsin.
	2. Ask DSPS to review the proposed Scope of Practice and recommend how duties conflict with current Wisconsin regulations.		2. Received DSPS review of MMAC Scope of Practice and recommendations.
	3. Meet with key Nursing associations and Partner Healthcare System to discuss proposed regulatory changes and obtain their support.		3. Held meetings with affiliated state-wide healthcare associations to discuss Scope of Practice and obtained their feedback & concerns.
	4. Coordinate with DSPS and other key stakeholders to finalize approval for needed regulatory changes.		
7. Use VA MMAC Scope of Practice as a model to develop Wisconsin Scope Practice.	1. Use DSPS guidance to revise proposed Scope of Practice for WI MMAC Qualified hires.	Joyce Mallory Jarvis Racine James Hammond	1. Received DSPS response about regulatory compliance regarding MMAC Scope of Practice.
	2. Develop preliminary draft of the Scope of Practice and provide copies to Partner Healthcare Systems and Roundtable for review.		2. Partner Healthcare Systems & Roundtable reviewed preliminary draft of proposed changes & provided feedback.
	3. Use feedback from PHS & Roundtable reviews to prepare final draft of Scope of Practice and final present to stakeholders for review and final approval.		3. Final draft of Scope of Service approved by Roundtable & Partner Healthcare Systems.
	4. Send approved copy to Secretary of Department of Safety and Professional Services and state-wide healthcare organizations.		
8. Review & recommend for approval Clinical Care Technician as job title for MMAC Qualified hires.	1. Submit to PHS & Roundtable recommended job title for MMAC Qualified hires.	Joyce Mallory	1. Roundtable & Partner Healthcare Systems reviewed & approved the job title for MMAC Qualified hires.
	2. Partner Healthcare Systems have options to select their own job title.		

<p>9. Ask the Wisconsin Attorney General to review proposed Memorandum of Agreement, & provide an opinion regarding the medical risks and legal liability for both WI MMAC and the PartnerHealthcare Systems.</p>	<p>1. Consult with WI Attorney General to discuss MMAC program and specifically the proposed Memorandum of Agreement.</p>	<p>Joyce Mallory Laura Hanoski</p>	<p>1. Met & briefed the Attorney General about the MMAC program.</p>
	<p>2. Discuss areas of concerns and review changes in order to limit medical and legal liability for MMAC program and Partner Healthcare Systems.</p>		<p>2. Received an opinion from the Office of Attorney General on medical risks and legal liability embedded in the Memorandum of Agreement.</p>
	<p>3. Submit recommendations from the Attorney General to Partner Healthcare Systems for feedback & preliminary approval.</p>		<p>3. Partner Healthcare Systems & Roundtable reviewed and recommended changes and/or amended the MOA.</p>
	<p>4. Submit recommendations from Attorney General & Partner Healthcare Systems to Roundtable for review and approval.</p>		
	<p>5. Prepare final draft of Memorandum of Agreement and send to Partner Healthcare Systems for their review, & approval by recommended timeline.</p>		
	<p>6. Partner Healthcare Systems will Care Technicians may perform approval they are designating when document is signed. Note: there are two levels of approval under which Clinical Care Technicians may perform their duties - Master level indicates they may perform all the duties listed and Limited Approval indicates they may perform only the procedures listed in the MOA.</p>		<p>4. Memorandum of Agreement reviewed and approved by Partner Healthcare Systems and Roundtable.</p>
	<p>1. Recruit Veteran champions who are Medics, Corpsmen & Medical Technicians to outreach to legislative members of the key Veterans Affairs Committees.</p>		<p>1. Recruited Veteran champions.</p>

<p>10. Mobilize healthcare partners, Veterans, and Veterans organizations to gain support for a Bill to create the MMAC program in Wisconsin.</p>	<p>2. Work with Bill sponsors in Assembly & Senate to develop strategy for Committee hearings and timeline for final legislative approval.</p> <p>3. Collaborate with Chairs of Veterans Affairs Committee to draft Bill language & seek support from Members of the Committees.</p> <p>3. Disseminate schedule of Committee hearings to Planning Committee, Roundtable, & key constituent groups and organizations & encourage them to attend & speak in support of the Bill to create the MMAC program.</p> <p>4. Monitor legislative action and maintain positive relationships with legislators and their key staffers.</p> <p>5. Celebrate passage of the Bill & thank legislators for their support.</p>	<p>Joyce Mallory Veteran Champions</p>	<p>2. Promoted passage of Bill to create WI MMAC program.</p> <p>3. Collaborated with stakeholders, Veterans and affiliated organizations & outreached to Legislators to garner support for Bill to create WI MMAC.</p> <p>4. Celebrated passage of legislation.</p>
	<p>1. Conduct outreach to TAP officials at targeted military bases - Naval Base Great Lakes, San Diego Naval Base, Ft Bragg & Joint Base San Antonio to promote MMAC program and request their support.</p> <p>2. Apply for security clearance for designated MMAC program recruiter to access base to market program & meet with potential candidates.</p> <p>3. Establish relationships with Commanders of Wisconsin National Guards Units to promote MMAC to transitioning Medics & Medical Technicians.</p>		<p>1. Established with Military base personnel & obtained Security clearance.</p> <p>2. Developed print & digital materials & promoted WI MMA C program to transitioning Medics, Corpsmen & Medical Technicians.</p>

<p>11. Veteran Recruitment - Develop a marketing plan that includes print, digital, targeted print & on-line advertising & E-updates to promote WI MMAC program to eligible Military service members and key stakeholders.</p>	<p>4. Coordinate with Heroes marketing & communications staff to develop promotional materials.</p>	<p>Joyce Mallory Rheanna Smith Janelle Thompson</p>	<p>3. Re-designed Heroes website & included WI MMAC program information.</p>
	<p>5. Develop print materials, including MMAC Rack Cards, Pop Up Displays, Military Branch -Specific Flyers, Poster, & Summary Briefing Sheets.</p>		
	<p>6. Coordinate with Heroes marketing & communications staff to develop digital strategies to include Enhanced MMAC landing page, targeted social media, Facebook paid boosted posts, LinkedIn, & Indeed.com Employer Accounts, & Constant Contact messaging.</p>		<p>4. Increased social media presence on all key platforms promoting MMAC to Veterans & key constituents.</p>
	<p>7. Use force multiplier strategy to reach and engage Military stakeholder groups, Veterans Serving Organizations, such as American Legion, state & local workforce development agencies, & statewide healthcare associations.</p>		
	<p>8. Prepare and disseminate to MMAC stakeholders, MMAC applicants and Partner Healthcare Systems E-updates on status of program activities.</p>		
	<p>9. Develop targeted and on-line advertising buys, for example place ads in Stars and Strips Transition Guide which reaches 350,000 military personnel worldwide, as well as running an on-line banner ad on starsandstripes.com.</p>		<p>5. Disseminated weekly & quarterly E-updates to MMAC program participants Veteran organizations and legislators.</p>
	<p>10. Consider adding a Certified Healthcare Recruiter on the Heroes MMAC team.</p>		

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

AGENDA REQUEST FORM

1) Name and title of person submitting the request: Jon Derenne, Administrative Rules Coordinator		2) Date when request submitted: January 4, 2021 <small>Items will be considered late if submitted after 12:00 p.m. on the deadline date which is 8 business days before the meeting</small>	
3) Name of Board, Committee, Council, Sections: Board of Nursing			
4) Meeting Date: January 14, 2021	5) Attachments: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	6) How should the item be titled on the agenda page? 1. Preliminary Rule Draft for N 2 Relating to Reciprocal Credentials for Service Members, Former Service Members, and their Spouses. 2. Status Updates on Rending Rules. 3. Pending and Possible Rulemaking Projects	
7) Place Item in: <input checked="" type="checkbox"/> Open Session <input type="checkbox"/> Closed Session		8) Is an appearance before the Board being scheduled? <i>(If yes, please complete Appearance Request for Non-DSPS Staff)</i> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	9) Name of Case Advisor(s), if required:
10) Describe the issue and action that should be addressed: 1. Discuss proposed preliminary rule draft for N 2 relating to reciprocal credentials for service members, former service members, and their spouses. 2. Status update on other board rule projects.			
11) Authorization			
<i>Jon Derenne</i>		January 4, 2021	
Signature of person making this request		Date	
Supervisor (if required)		Date	
Executive Director signature (indicates approval to add post agenda deadline item to agenda)		Date	
Directions for including supporting documents: 1. This form should be attached to any documents submitted to the agenda. 2. Post Agenda Deadline items must be authorized by a Supervisor and the Policy Development Executive Director. 3. If necessary, provide original documents needing Board Chairperson signature to the Bureau Assistant prior to the start of a meeting.			

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

AGENDA REQUEST FORM

1) Name and title of person submitting the request: Kimberly Wood, Program Assistant Supervisor-Adv.		2) Date when request submitted: 1/4/2021 <small>Items will be considered late if submitted after 12:00 p.m. on the deadline date which is 8 business days before the meeting</small>	
3) Name of Board, Committee, Council, Sections: Board of Nursing			
4) Meeting Date: 1/14/2021	5) Attachments: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	6) How should the item be titled on the agenda page? Newsletter Planning	
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 required: N/A	
10) Describe the issue and action that should be addressed: The Board aims to send out the next newsletter in February 2021. The deadline for article submission will be January 22, 2021. Potential Article Topics: <ul style="list-style-type: none"> • Chairs Corner – By Peter Kallio <ul style="list-style-type: none"> ○ Elizabeth Smith Houskamp Receives Nurse Executive of the Year Award Recipient – Wisconsin Organization of Nurse Leaders • NCSBN Report – Emily Zentz and Lisa Pisney • Nurse Practice Act Course Article • Rotating Articles on Professional Nursing Roles – Robert Weinman • Role of Public Member – Luann Skarlupka • WCN Article – By Barbara Nichols, Wisconsin Center for Nursing • New Member Introductory Articles (Bios) <ul style="list-style-type: none"> ○ Christian Saldivar Frias (Public Member) ○ Robert Weinman (Registered Nurse Member) ○ Nominated: Janice Edelstein (Registered Nurse Member) • Future Article(s) <ul style="list-style-type: none"> ○ IntNSA Article (If received) 			
11) Authorization			
<i>Kimberly Wood</i>		1/4/2021	
Signature of person making this request		Date	
Supervisor (if required)		Date	
Executive Director signature (indicates approval to add post agenda deadline item to agenda)		Date	
Directions for including supporting documents: 1. This form should be attached to any documents submitted to the agenda. 2. Post Agenda Deadline items must be authorized by a Supervisor and the Policy Development Executive Director. 3. If necessary, provide original documents needing Board Chairperson signature to the Bureau Assistant prior to the start of a meeting.			