



VIRTUAL/TELECONFERENCE
BOARD OF NURSING
Virtual, 4822 Madison Yards Way, Madison
Contact: Brad Wojciechowski (608) 266-2112
February 9, 2023

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 January 12, 2023 (6-18)**
- C. Reminders: Conflicts of Interests, Scheduling Concerns**
- D. Introductions, Announcements and Recognition – Discussion and Consideration**
- E. 8:00 A.M. PUBLIC HEARING: Emergency Rule 2215 Revising N2, Relating to Modification of Board Review Process to Take the NCLEX (19-26)**
 - 1) Review of Public Hearing Comments
- F. Administrative Matters – Discussion and Consideration**
 - 1) Department, Staff and Board Updates
 - 2) Board Members – Term Expiration Dates
 - a. Anderson, John G. – 7/1/2025
 - b. Edelstein, Janice A. – 7/1/2024
 - c. Guyton, Vera L. – 7/1/2025
 - d. McFarland, Rosalyn L. – 7/1/2026
 - e. Saldivar Frias, Christian – 7/1/2023
 - f. Scott, Linda D. – 7/1/2023
 - g. Weinman, Robert W. – 7/1/2023
 - h. Zentz, Emily – 7/1/2023
- G. Education and Examination Matters – Discussion and Consideration**
 - 1) National Council of State Boards of Nursing (NCSBN) Next Generation NCLEX Exam Preview
- H. Legislative and Policy Matters – Discussion and Consideration**
 - 1) 2021 Wisconsin Act 158, Relating to Practice of Certain Skilled Health Services by Military Medical Personnel and Granting Rule Making Authority

- I. Administrative Rule Matters – Discussion and Consideration (27)**
 - 1) Permanent Rule Draft: N 2, Relating to Modification of Board Review Process to Take the NCLEX **(28-38)**
 - 2) Review of Draft Biennial Report under S. 227.29, Wis. Stats. **(39)**
 - 3) Pending and Possible Rulemaking Projects **(40-42)**
- J. Newsletter Matters – Discussion and Consideration (43)**
- K. Speaking Engagements, Travel, Public Relation Requests, and Reports**
 - 1) Consideration of Attendance: University of Wisconsin- Eau Claire College of Nursing and Health Sciences – April 5, 2023 - Virtual
- L. Nurse Licensure Compact (NLC) Update – Discussion and Consideration
- M. Liaison Reports – Discussion and Consideration
- N. 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) Public Health Emergencies
 - 14) Informational Items
 - 15) Division of Legal Services and Compliance (DLSC) Matters
 - 16) Presentations of Petitions for Summary Suspension
 - 17) Petitions for Designation of Hearing Examiner
 - 18) Presentation of Stipulations, Final Decisions and Orders
 - 19) Presentation of Proposed Final Decisions and Orders
 - 20) Presentation of Interim Orders
 - 21) Petitions for Re-Hearing
 - 22) Petitions for Assessments
 - 23) Petitions to Vacate Orders
 - 24) Requests for Disciplinary Proceeding Presentations
 - 25) Motions
 - 26) Petitions
 - 27) Appearances from Requests Received or Renewed
 - 28) Speaking Engagements, Travel, Public Relation Requests, and Reports
- O. 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.).

P. Credentialing Matters

1) **Application Reviews**

- a. Philip Schanen – RN Renewal Applicant **(44-90)**

Q. Deliberation on Division of Legal Services and Compliance Matters

1) **Administrative Warnings**

- a. 22 NUR 077 – R.J.L. **(91-92)**
b. 22 NUR 305 – C.A.P. **(93-94)**
c. 22 NUR 346 – M.A.F. **(95-96)**
d. 22 NUR 347 – F.C. **(97-98)**
e. 22 NUR 654 – S.J.M. **(99-100)**
f. 22 NUR 749 – T.R.L. **(101-102)**

2) **Case Closings**

- a. 21 NUR 126 – C.M.B. **(103-109)**
b. 21 NUR 714 – L.R.V. **(110-113)**
c. 21 NUR 719 – T.G. **(114-117)**
d. 21 NUR 822 – C.L.T. **(118-122)**
e. 22 NUR 067 – J.K. **(123-126)**
f. 22 NUR 082 – J.J.R. **(127-130)**
g. 22 NUR 174 – C.M.J., G.T. **(131-145)**
h. 22 NUR 254 – K.S.B., K.J.G. **(146-151)**
i. 22 NUR 366 – F.M.H. **(152-156)**
j. 22 NUR 370 – C.B. **(157-162)**
k. 22 NUR 480 – Unknown **(163-165)**
l. 22 NUR 523 – Unknown **(166-174)**
m. 22 NUR 607 – B.H.B. **(175-180)**
n. 22 NUR 651 – M.E.D. **(181-183)**
o. 22 NUR 664 – K.M.M. **(184-189)**
p. 22 NUR 672 – M.M.D. **(190-195)**

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

- a. 19 NUR 143, 20 NUR 528 – Jennifer B. Sinclair, L.P.N. **(196-203)**
b. 20 NUR 196 – Lynne M. Edebohls, R.N., A.P.N.P. **(204-210)**
c. 21 NUR 140 – Jaymie L. Malik, R.N. **(211-220)**
d. 21 NUR 386 – Susan M. Piechowski, R.N. **(221-226)**
e. 22 NUR 265 – Vanessa L. Elmhorst, L.P.N. **(227-238)**
f. 22 NUR 299 – Christine Kufahl, R.N. **(239-244)**
g. 22 NUR 508 – Emily E. Fischer, R.N., A.P.N.P. **(245-251)**
h. 22 NUR 598 – Kristine M. Miller, R.N. **(252-259)**
i. 22 NUR 705 – Chepchumba S. Embwaga, R.N. **(260-266)**
j. 22 NUR 729 – Nicole C. Reder, R.N. **(267-272)**

4) **Monitoring Matters (273-274)**

a. **Monitor Heller**

1. Sara Elflein, R.N. – Requesting Full Licensure **(275-298)**

2. Tia McCurley, R.N. – Requesting Monitoring Duties go to MN-HPSP Program and Retroactive Approval (06-09-2021) **(299-313)**
 - b. **Monitor Olson**
 1. Margaret Cina, R.N. – Review of Fitness to Practice Evaluation **(314-333)**
 2. Leah Morgan, R.N. – Determination Regarding Off-Site Supervision **(334-357)**
 3. Cheryl Riebe, R.N. – Requesting Full Licensure **(358-377)**
 - c. **Monitor Wagner**
 1. Stacey Johnson, R.N. – Requesting a Reduction in Drug/Alcohol Testing, Elimination of AA/NA Meetings, and Remove the Alcohol Restriction (Item C.8.) **(378-406)**
 2. Camille Robinson, R.N. – Requesting Full Licensure **(407-419)**
 3. Lakeesha Robinson, R.N., A.P.N.P. – Requesting Full Licensure **(420-437)**
 4. Catherine Sauvageau, R.N. – Requesting to Surrender License **(438-445)**
 5. Jennifer Taylor, R.N. – Requesting Full Licensure **(446-471)**
- R. 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
- S. **Consulting with Legal Counsel**
- 1) **Report of Cases Delegated to Chief Legal Counsel**
 - a. Proposed Final Decision and Order: 21 NUR 716 – Suri A. Rosare, R.N. **(472-482)**
 - 2) 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

- T. Vote on Items Considered or Deliberated Upon in Closed Session if Voting is Appropriate
- U. Open Session Items Noticed Above Not Completed in the Initial Open Session
- V. Board Meeting Process (Time Allocation, Agenda Items) – Discussion and Consideration
- W. Board Strategic Planning and its Mission, Vision and Values – Discussion and Consideration

ADJOURNMENT

NEXT MEETING: MARCH 9, 2023

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 virtually unless otherwise indicated. In-person meetings are typically conducted at 4822 Madison Yards Way, Madison, Wisconsin, unless an alternative location is listed on the meeting notice. In order to confirm a meeting or to request a complete copy of the board’s agenda, please visit the Department website at <https://dps.wi.gov>. 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 hard of hearing, or other accommodations, are considered upon request by contacting the Affirmative Action Officer, or the Meeting Staff at 608-267-7213.

**VIRTUAL/TELECONFERENCE
BOARD OF NURSING
MEETING MINUTES
JANUARY 12, 2023**

PRESENT: John Anderson, Janice Edelstein, Vera Guyton, Linda Scott, Robert Weinman, Emily Zentz

EXCUSED: Rosalyn McFarland, Christian Saldivar Frias

STAFF: Brad Wojciechowski, Executive Director; Jameson Whitney, Legal Counsel; Sofia Anderson, Administrative Rules Coordinator; Katlin Schwartz, Bureau Assistant; and other Department Staff

CALL TO ORDER

Robert Weinman, Chairperson, called the meeting to order at 8:02 a.m. A quorum was confirmed with six (6) members present.

ADOPTION OF THE AGENDA

MOTION: Janice Edelstein moved, seconded by John Anderson, to adopt the Agenda as published. Motion carried unanimously.

APPROVAL OF MINUTES DECEMBER 8, 2022

MOTION: Linda Scott moved, seconded by Vera Guyton, to approve the Minutes of December 8, 2022 as published. Motion carried unanimously.

ADMINISTRATIVE MATTERS

Election of Officers

Slate of Officers

NOMINATION: John Anderson nominated the 2022 slate of officers to continue in 2023. All officers accepted their nominations.

Brad Wojciechowski, Executive Director, called for nominations three (3) times.

The Slate of Officers was elected by unanimous voice vote.

ELECTION RESULTS	
Chairperson	Robert Weinman
Vice Chairperson	Emily Zentz
Secretary	Janice Edelstein

Appointments of Liaisons and Alternates

LIAISON APPOINTMENTS	
Credentialing	Rosalyn McFarland, Janice Edelstein, Vera Guyton (<i>LPN Reviews</i>), Robert Weinman <i>Alternate:</i> Vera Guyton
Monitoring	Emily Zentz <i>Alternate:</i> Robert Weinman
Professional Assistance Procedure (PAP)	Linda Scott <i>Alternate:</i> Emily Zentz
Legislative Liaison	John Anderson, Robert Weinman
Newsletter Liaison	Janice Edelstein <i>Alternate:</i> Vera Guyton
Board Practice Liaison	Robert Weinman
Board Education Liaison	Linda Scott <i>Alternate:</i> Janice Edelstein
Controlled Substances Board as per Wis. Stats. §15.405(5g)	Robert Weinman <i>Alternate:</i> Rosalyn McFarland (Primary), Emily Zentz (Secondary)
Wisconsin Coalition for Prescription Drug Abuse Reduction	Rosalyn McFarland
Travel Authorization Liaison	Robert Weinman (Chair) <i>Alternate:</i> Emily Zentz (Vice Chair)
Military Medical Personnel	Robert Weinman <i>Alternate:</i> Linda Scott
COMMITTEE MEMBER APPOINTMENTS	
Legislation and Rules Committee	Janice Edelstein, Robert Weinman (Chair), John Anderson
BOARD APPOINTMENT TO THE INTERSTATE NURSE LICENSURE COMPACT COMMISSION	

Administrator of the Nurse Licensure Compact	Robert Weinman <i>Alternate:</i> Janice Edelstein
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SCREENING PANEL APPOINTMENTS	
Alternates	Robert Weinman
2023 Screening Panel Rotation	
January – March	Janice Edelstein, Vera Guyton
April – June	Robert Weinman, John Anderson
July – September	Emily Zentz, Christian Saldivar Frias
October – December	Robert Weinman, John Anderson

Delegation of Authorities

Document Signature Delegations

MOTION: Robert Weinman moved, seconded by Linda Scott, 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: John Anderson moved, seconded by Vera Guyton, 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: Janice Edelstein moved, seconded by Robert Weinman, 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.

Delegation to Chief Legal Counsel Due to Loss of Quorum

MOTION: Robert Weinman moved, seconded by Linda Scott, 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 after two consecutive meetings. Motion carried unanimously.

Delegation to Chief Legal Counsel for Stipulated Resolutions

MOTION: Janice Edelstein moved, seconded by Robert Weinman, to delegate to DSPS Chief Legal Counsel the authority to act on behalf of the Board concerning stipulated resolutions providing for a surrender, suspension, or revocation of a credential, where the underlying merits involve serious and dangerous behavior, and where the signed stipulation is received between Board meetings. The Board further requests that CLC only act on such matters when the best interests of the Board, Department and the Public are best served by acting upon the stipulated resolution at the time the signed stipulation is received versus waiting for the next Board meeting. Motion carried unanimously.

Monitoring Delegations

Delegation of Authorities for Monitoring

MOTION: John Anderson moved, seconded by Linda Scott, to adopt the "Roles and Authorities Delegated for Monitoring" document as presented in the January 12, 2023 agenda materials on pages 25-27. Motion carried unanimously.

Delegation of Authorities for Legal Counsel to Sign Monitoring Orders

MOTION: Robert Weinman moved, seconded by Vera Guyton, to delegate to Legal Counsel the authority to sign Monitoring orders that result from Board meetings on behalf of the Board Chairperson. Motion carried unanimously.

Credentialing Authority Delegations

Delegation of Authority to Credentialing Liaison

MOTION: Janice Edelstein moved, seconded by Robert Weinman, 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. Motion carried unanimously.

Delegation of Authority to DSPS When Credentialing Criteria is Met

MOTION: Janice Edelstein moved, seconded by Linda Scott, 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. Motion carried unanimously.

Delegation of Authority for Predetermination Reviews

MOTION: John Anderson moved, seconded by Vera Guyton, 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: Janice Edelstein moved, seconded by John Anderson, to delegate authority to the Department Attorneys to review and approve applications with convictions which are not substantially related to the practice of nursing. Motion carried unanimously.

Delegation of Authority for Termination Reviews

MOTION: John Anderson moved, seconded by Vera Guyton, to delegate authority to the Department Attorneys and Paralegals to approve reviews of prior terminations of which the known circumstances underlying the termination are unrelated to the practice of nursing. Motion carried unanimously.

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

MOTION: Janice Edelstein moved, seconded by Linda Scott, to delegate authority to Department staff to approve applications where Applicant's prior discipline has been approved for a previous credential and there is no new discipline. Motion carried unanimously.

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

MOTION: Janice Edelstein moved, seconded by John Anderson, to delegate authority to Department staff to approve applications where criminal background checks have been approved for a previous credential and there is no new conviction record. Motion carried unanimously.

Delegation of Authority to Department Attorneys and Paralegals

MOTION: Linda Scott moved, seconded by Vera Guyton, 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. Motion carried unanimously.

Delegated Authority for Application Denial Reviews

MOTION: John Anderson moved, seconded by Emily Zentz, 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. Motion carried unanimously.

Delegation of Authority for Military Reciprocity Reviews

MOTION: Robert Weinman moved, seconded by Janice Edelstein, to delegate authority to the Department Attorneys to review and approve military reciprocity applications in which the individual meets the requirements of Wis. Stat. § 440.09. Motion carried unanimously.

Delegation for Conviction Review Decision Making Authority to DPCP Legal Team Paralegals

MOTION: Janice Edelstein moved, seconded by Vera Guyton, to delegate decision making authority to DPCP Legal Team paralegals to review and approve applications with the following offenses which are not related to the practice of nursing:

- 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.

Motion carried unanimously.

Delegation to DPCP Legal Team Paralegals and Attorneys to Approve AODA/FTP Evaluators/Assessors

MOTION: Robert Weinman moved, seconded by John Anderson, to delegate authority to the DPCP Legal Team Attorneys and Paralegals to review and approve Applicant’s proposed Evaluators/Assessors for AODA and FTP assessments, unless the request specifically requires full-Board or Board liaison approval. Motion carried unanimously.

Pre-Screening Delegation to Open Cases

MOTION: John Anderson moved, seconded by Emily Zentz, to delegate pre-screening decision making authority to the DSPTS 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.
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.
5. 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).

Motion carried unanimously.

Pre-Screening Delegation to Close Cases

MOTION: Robert Weinman moved, seconded by John Anderson, to delegate pre-screening decision making authority to the DSPTS 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 DHS investigation does not find wrongdoing by a nurse.
3. Complaints that even if allegations are true, do not amount to a violation of statute or rules.

Motion carried unanimously.

Voluntary Surrenders

MOTION: John Anderson moved, seconded by Robert Weinman, 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.

MOTION: Robert Weinman moved, seconded by John Anderson, to delegate authority to the Department to accept the voluntary surrender of a credential when there is no pending complaint or disciplinary matter with the Department pursuant to Wis. Stat. § 440.19. Motion carried unanimously.

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

MOTION: Robert Weinman moved, seconded by Vera Guyton, to authorize the Department staff to provide national regulatory related bodies with all board member contact information that the Department retains on file. Motion carried unanimously.

Optional Renewal Notice Insert Delegation

MOTION: Linda Scott moved, seconded by John Anderson, 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.

Legislation and Rules Committee Delegation

MOTION: Janice Edelstein moved, seconded by Vera Guyton, to grant the Legislation and Rules Committee the ability to address all rulemaking as related to drafting and making recommendations to the full Board. Motion carried unanimously.

Legislation and Rules Committee Membership Delegation

MOTION: Robert Weinman moved, seconded by Emily Zentz, that in order to facilitate the completion of its duties between meetings, the Board delegates 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 members to the Legislation and Rules Committee between meetings as necessary. Motion carried unanimously.

Legislative Liaison Delegation

MOTION: John Anderson moved, seconded by Robert Weinman, to delegate authority to the Legislative Liaisons to speak on behalf of the Board regarding legislative matters. Motion carried unanimously.

Newsletter Liaison(s) Delegation

MOTION: Emily Zentz moved, seconded by John Anderson, to delegate authority to the Newsletter Liaison(s) to handle all matters relating to newsletters. Motion carried unanimously.

Board Practice Liaison(s) Delegation

MOTION: Linda Scott moved, seconded by Vera Guyton, to delegate authority to the Board Practice Liaison(s) to confer with Department staff when necessary to answer practice questions. Motion carried unanimously.

Board Education Liaison(s) Delegation

MOTION: Robert Weinman moved, seconded by Emily Zentz, to delegate authority to the Board Education Liaison(s) to serve as a liaison between DSPS and the Board and to act on behalf of the Board when making recommendations related to Nursing School approval. Motion carried unanimously.

Wisconsin Coalition for Prescription Drug Abuse Reduction Delegation

MOTION: John Anderson moved, seconded by Emily Zentz, to delegate authority to the Wisconsin Coalition for Prescription Drug Abuse Reduction liaison to speak and act on behalf of the Board in matters concerning the Coalition. Motion carried unanimously.

Travel Authorization Liaison Delegation

MOTION: Robert Weinman moved, seconded by John Anderson, to delegate authority to the Travel Authorization Liaison to approve any board member travel to and/or participation in events germane to the board, and to designate representatives from the Board to speak and/or act on the Board's behalf at such events. Motion carried unanimously.

PUBLIC AGENDA REQUEST: SPEAKER AT WALPN CONFERENCE

MOTION: John Anderson moved, seconded by Linda Scott, to designate Vera Guyton to speak on the Board's behalf at the WALPN Conference on April 24, 2023 in Wisconsin Dells, WI. Motion carried unanimously.

CLOSED SESSION

MOTION: John Anderson moved, seconded by Robert Weinman, 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.). Robert Weinman, Chairperson, read the language of the motion. The vote of each member was ascertained by voice vote. Roll Call Vote: John Anderson-yes; Janice Edelstein-yes; Vera Guyton-yes; Linda Scott-yes; Robert Weinman-yes; and Emily Zentz-yes. Motion carried unanimously.

The Board convened into Closed Session at 10:07 a.m.

DIVISION OF LEGAL SERVICES AND COMPLIANCE MATTERS

Administrative Warnings

MOTION: Linda Scott moved, seconded by Vera Guyton, to issue an Administrative Warning in the following DLSC Cases:

1. 21 NUR 667 – Z.M.M.
2. 22 NUR 085 – T.M.L.
3. 22 NUR 185 – L.J.M.
4. 22 NUR 284 – E.A.W.
5. 22 NUR 648 – K.C.D.
6. 22 NUR 697 – C.D.W.

Motion carried unanimously.

Case Closings

MOTION: John Anderson moved, seconded by Emily Zentz, to close the following DLSC Cases for the reasons outlined below:

1. 21 NUR 443 – V.D. – Lack of Jurisdiction (L2)
2. 21 NUR 793 – A.M.Y. – Prosecutorial Discretion (P5)
3. 22 NUR 159 – V.D. – Lack of Jurisdiction (L2)
4. 22 NUR 351 – V.D. – Lack of Jurisdiction (L2)
5. 22 NUR 584 – B.A.S. – No Violation

Motion carried unanimously.

Proposed Stipulations and Final Decisions and Orders

MOTION: Robert Weinman moved, seconded by John Anderson, to adopt the Findings of Fact, Conclusions of Law and Order in the matter of disciplinary proceedings of the following cases:

1. 21 NUR 202 – Amanda J. Macedo, L.P.N.
2. 21 NUR 720 – Gina J. Mitcham, R.N.
3. 21 NUR 750 – Nicole C. Harris, L.P.N.
4. 22 NUR 126 – Andrea L. O’Hearn, R.N.
5. 22 NUR 238 – Jeanne M. Kast, R. N., A.P.N.P.
6. 22 NUR 706 – Dawn M. Fabian, R.N.

Motion carried unanimously.

Monitoring Matters

Melissa Frank, R.N.
Requesting Full Licensure

MOTION: Emily Zentz moved, seconded by John Anderson, to grant the request of Melissa Frank, R.N., for full licensure. Motion carried unanimously.

Laurie Pickard, R.N.
Requesting Full Licensure

MOTION: John Anderson moved, seconded by Janice Edelstein, to grant the request of Laurie Pickard, R.N., for full licensure, once all requirements have been met. Motion carried unanimously.

Kathleen Conley, R.N., A.P.N.P.
Requesting Full Licensure

MOTION: John Anderson moved, seconded by Janice Edelstein, to grant the request of Kathleen Conley, R.N., A.P.N.P., for full licensure. Motion carried unanimously.

Nakisha Dyson, L.P.N.
Requesting Full Licensure

MOTION: Linda Scott moved, seconded by John Anderson, to deny the request of Nakisha Dyson, L.P.N., for full licensure. **Reason for Denial:** Failure to demonstrate continuous and successful compliance (i.e. failure to submit work reports, failure to submit treatment reports, failure to practice in pre-approved work setting). Respondent needs to fully comply with the complete terms and conditions of the original Board Order (2/23/2012). Motion carried unanimously.

Angel Parkinson, L.P.N.
Review of Fitness to Practice Evaluation

MOTION: Emily Zentz moved, seconded by Linda Scott, to impose additional limitations on the license of Angel Parkinson, L.P.N., requiring regularly scheduled psychotherapy at a minimum of twice (2) per month with a pre-approved therapist aimed at coping strategies and stress management with quarterly treatment reports; quarterly work reports; work setting pre-approval and direct supervision as determined by the Board liaison; may petition for modifications after two (2) years and full licensure after at least three (3) years; once all requirements have been met. Motion carried unanimously.

Jere Daniels, L.P.N.
Requesting a Reduction in Drug/Alcohol Screens and Removal of the Work Setting Restrictions

MOTION: John Anderson moved, seconded by Linda Scott, to deny the request of Jere Daniels, L.P.N., for removal of the work setting restriction, but to grant a reduction in drug/alcohol screens to thirty-six (36) screens per year. **Reason for Denial:** Failure to demonstrate continuous and successful compliance under the terms of the Board Order (4/8/2020). Motion carried unanimously.

Ashley Lenz, R.N.
Requesting Full Licensure

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

DELIBERATION ON PROPOSED FINAL DECISION AND ORDERS

Suri A. Rosare, R.N., Respondent – DHA Case Number SPS-22-0050/DLSC Case Number 21 NUR 716

MOTION: Emily Zentz moved, seconded by John Anderson, to delegate to DSPS Chief Legal Counsel the Board's authority to preside over and resolve the matter of disciplinary proceedings against Suri A. Rosare, R.N., Respondent – DHA Case Number SPS-22-0050/DLSC Case Number 21 NUR 716. Motion carried unanimously.

CREENTIALING MATTERS

Application Reviews

Brittney Torrence
RN Renewal Applicant

MOTION: Vera Guyton moved, seconded by Robert Weinman, to request that Brittney Torrence complete a new AODA assessment with a new assessor within sixty (60) days, and to take no further action on her renewal application at this time. Motion carried unanimously.

RECONVENE TO OPEN SESSION

MOTION: John Anderson moved, seconded by Robert Weinman, to reconvene into Open Session. Motion carried unanimously.

The Board reconvened into Open Session at 11:32 a.m.

VOTING ON ITEMS CONSIDERED OR DELIBERATED UPON IN CLOSED SESSION

MOTION: Janice Edelstein moved, seconded by Emily Zentz, 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.)

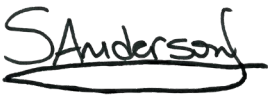
ADJOURNMENT

MOTION: Robert Weinman moved, seconded by Linda Scott, to adjourn the meeting. Motion carried unanimously.

The meeting adjourned at 11:33 a.m.

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

AGENDA REQUEST FORM

1) Name and title of person submitting the request: Sofia Anderson, Administrative Rules Coordinator		2) Date when request submitted: 02/01/2023 <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: February 9, 2023	5) Attachments: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	6) How should the item be titled on the agenda page? 8:00 A.M. Public Hearing – Emergency Rule 2215 Revising N 2, Relating to modification of Board review process to take the NCLEX.	
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: N/A	
10) Describe the issue and action that should be addressed: The Board will hold a Public Hearing on this rule as required by the rulemaking process.			
11) Authorization			
		02/01/2023	
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.			

Notice of Hearing

The Board of Nursing announces that it will hold a public hearing on an emergency rule modifying N 2, relating to modification of Board review process to take the NCLEX at the time and place shown below.

Hearing Information

Date: February 9, 2023

Time: 8:00 A.M.

Location: Information concerning the location of the hearing will be available at:

<https://dsps.wi.gov/Pages/BoardsCouncils/Nursing/Meetings.aspx>

Appearances at the Hearing and Submittal of Written Comments

The rule may be reviewed and comments submitted at:

<http://docs.legis.wisconsin.gov/code/chr/hearings>.

Comments may also be submitted to Sofia Anderson, Administrative Rules Coordinator, Department of Safety and Professional Services, Division of Policy Development, P.O. Box 8366, Madison, WI 53708-8366, or by email to DSPSAdminRules@wisconsin.gov.

Comments must be received at or before the public hearing to be included in the record of rulemaking proceedings.

Initial Regulatory Flexibility Analysis

The proposed rule will not have an effect on small businesses, as defined under s. 227.114 (1).

Agency Small Business Regulatory Coordinator

The Department's Regulatory Review Coordinator may be contacted by email at

Jennifer.Garrett@wisconsin.gov, or by calling (608) 266-2112.

STATE OF WISCONSIN
BOARD OF NURSING

IN THE MATTER OF RULEMAKING : PROPOSED ORDER OF THE
PROCEEDINGS BEFORE THE : BOARD OF NURSING
BOARD OF NURSING : ADOPTING EMERGENCY RULES

The statement of scope for this rule, SS 084-22, was approved by the Governor on October 21, 2022, published in Register 802A4 on October 24, 2022, and approved by the Board of Nursing on November 8, 2022. This emergency rule was approved by the Governor on November 17, 2022.

PROPOSED ORDER

An order of the Board of Nursing to amend N 2.105 (5) (b), N 2.11 (3) (c), and N 2.12 (3) (c); to create N 2.105 (5) (am), (d), (e), N 2.11 (3) (bm), (e), (f), and N 2.12 (3) (bm), (e), (f); and to repeal and recreate N 2.105 (5) (a), N 2.11 (3) (b), and N 2.12 (3) (b), relating to modification of Board review process to take the NCLEX.

Analysis prepared by the Department of Safety and Professional Services.

FINDING OF EMERGENCY

This rule is necessary for the public to increase health care access by modifying the Board review process that allows nurse applicants to take the National Council Licensure Examination (NCLEX). An expeditious promulgation of the proposed rule is in the best interest of Wisconsin's economy and public welfare, as it will help ensure the opportunity for nurses in Wisconsin to join the workforce sooner by making the eligibility process more accessible.

ANALYSIS

Statutes interpreted: Subchapter I of ch. 441, Stats.

Statutory authority: Sections 15.01 (7), 15.08 (5) (b), 227.24 (1) (a), and 441.01 (3), Stats.

Explanation of agency authority:

Section 15.01 (7), Stats., defines examining boards and states that “[e]xamining board’ includes the board of nursing.”

Section 15.08 (5) (b), Stats., provides an examining board “[s]hall promulgate rules for its own guidance and for the guidance of the trade or profession to which it pertains. . .”

Section 227.24 (1) (a), Stats., provides “[a]n agency may, except as provided in s. 227.136 (1), promulgate a rule as an emergency rule without complying with the notice, hearing, and publication requirements under this chapter if preservation of the public peace, health, safety, or welfare necessitates putting the rule into effect prior to the time it would take effect if the agency complied with the procedures.”

Section 441.01 (3), Stats., provides “[t]he board may establish minimum standards for schools for professional nurses and schools for licensed practical nurses, including all related clinical

units and facilities, and make and provide periodic surveys and consultations to such schools. It may also establish rules to prevent unauthorized persons from practicing professional nursing. It shall approve all rules for the administration of this chapter in accordance with ch. 227.”

Related statute or rule:

Subchapter I of ch. 441, Stats.

Plain language analysis:

Chapter N 2 contains the application procedures for single state and multistate licenses, which includes the provision that the Board of Nursing will make the applicants eligible to take the NCLEX upon receiving proof of graduation or completion of the educational requirements of a nursing program. The Board of Nursing has reviewed this requirement in an effort to make nurse applications go through the licensure process much faster than in the past and has decided to make applicants eligible to take the NCLEX once they submit proof of anticipated graduation or completion of the educational program. The modification of the process will require applicants to provide the required information when they start applying for licensure. Applicants will be responsible for providing proof of completion before taking the examination and will have to inform the Board of any changes that may affect their ability to take the NCLEX. However, the Board will still require formal proof of graduation or certificate of approval as a condition of issuing the license.

Summary of, and comparison with, existing or proposed federal regulation:

None.

Comparison with rules in adjacent states:

Illinois:

Illinois Compiled Statutes mentions that nursing applicants need to pass a department approved exam. [225 ILC 65/60-10]. The Illinois Administrative Code states that each applicant shall file an application if the applicant has taken and passed the NCLEX. The application process is initiated by applying with a testing service designated by the Division. [Ill Admin Code Section 1300.300]

Even though, neither Compiled Statutes nor the Administrative Code, explicitly state the requirements of eligibility to take the exam, the process set by the Illinois Department of Financial and Professional Regulation consists of applicants registering through Continental Testing and Pearson VUE. First-time applicants are required to provide certification of education and proof of fingerprinting when applying with Continental Testing, which will approve the applicants upon reception of the required documentation.

Iowa:

The Iowa Board of Nursing establishes that applicants need an authorization to test from the board in order to take the NCLEX. The board will issue an authorization to test upon receipt of:

1. Application with required fee;
2. Proof of fingerprinting;
3. Official transcripts sent directly from the nursing program and;

4. Proof of NCLEX registration, including payment for the exam.

[655 IAC s. 3.4 (4)]

Michigan:

The Michigan Compiled Statutes mentions that nursing applicants need to pass a required examination as approved by the board [333 MCL Section 17213]. Michigan Administrative Code establishes that applicants must show that they meet the eligibility requirements to take the NCLEX, which are:

1. Submit a completed application with the required fee and;
2. Provide proof of completion of an appropriate education program that meets the requirements set forth by the board.

[MI Admin. Rules R 338.10203 and R 338.10204]

Minnesota:

The Minnesota Statutes requires nursing applicants to pass a national examination approved by the board [MN Stats 148.211]. The Minnesota Administrative Code establishes that the board will make applicants eligible to take the NCLEX upon receiving the following:

1. Application with required fee and;
2. Confirmation of program completion.

[MN Admin. Code 6305.0400 Subp. 12]

Summary of factual data and analytical methodologies:

In consultation with staff from the Department of Safety and Professional Services, the Board developed a proposed emergency rule that revises the eligibility process for applicants to take the NCLEX.

Analysis and supporting documents used to determine effect on small business or in preparation of economic impact analysis:

The proposed rule will have minimal to no economic impact on small businesses and the state's economy as a whole.

Fiscal estimate:

The fiscal estimate will be attached upon completion.

Effect on small business:

These proposed rules do not have an economic impact on small businesses, as defined in s. 227.114 (1), Stats. The Department's Regulatory Review Coordinator may be contacted by email at Jennifer.Garrett@wisconsin.gov, or by calling (608) 266-2112.

Agency contact person:

Sofia Anderson, Administrative Rules Coordinator, Department of Safety and Professional Services, Division of Policy Development, P.O. Box 8366, Madison, Wisconsin 53708-8366; email at DSPSAdminRules@wisconsin.gov.

Place where comments are to be submitted and deadline for submission:

Comments may be submitted to Sofia Anderson, Administrative Rules Coordinator, Department of Safety and Professional Services, Division of Policy Development, P.O. Box 8366, Madison, Wisconsin 53708-8366, or by email to DSPSAdminRules@wisconsin.gov. Comments must be submitted by the date and time at which the public hearing on these emergency rules is conducted. Information as to the place, date, and time of the public hearing will be published on the Legislature's website and in the Wisconsin Administrative Register.

TEXT OF RULE

SECTION 1. N 2.105 (5) (a) is repealed and recreated to read:

N 2.105 (5) (a) An applicant is eligible for admission to the NCLEX as of the date of the applicant's anticipated graduation or completion of the requirements for a certificate of approval. Applicants shall report their anticipated date of graduation or completion of the requirements for a certificate of approval as part of the application process. Applicants shall notify the board prior to the original anticipated date of eligibility if the date of eligibility changes and shall not take or attempt to take the NCLEX before graduation or obtaining a certificate of approval from a school of nursing.

SECTION 2. N 2.105 (5) (am) is created to read:

N 2.105 (5) (am) Applicants shall submit proof of graduation or a certificate of approval to the board prior to taking the NCLEX.

SECTION 3. N 2.105 (5) (b) is amended to read:

N 2.105 (5) (b) The applicant shall contact the examination provider to schedule the NCLEX date and time within one year from the time ~~the notice of eligibility is received by the applicant~~ the applicant was eligible to take the examination.

SECTION 4. N 2.105 (5) (d) is created to read:

N 2.105 (5) (d) Failure to comply with the terms of this section may result in a denial of application or licensure.

SECTION 5. N 2.105 (5) (e) is created to read:

N 2.105 (5) (e) If a license is issued based on fraud, deceit, or material omission, the board shall take any action it deems necessary pursuant to s. 441.07 (1g), Stats.

SECTION 6. N 2.11 (3) (b) is repealed and recreated to read:

N 2.11 (3) (b) An applicant is eligible for admission to the NCLEX as of the date of the applicant's anticipated graduation or completion of the requirements for a certificate of approval. Applicants shall report their anticipated date of graduation or completion of the requirements for a certificate of approval as part of the application process. Applicants shall notify the board prior

to the original anticipated date of eligibility if the date of eligibility changes and shall not take or attempt to take the NCLEX before graduation or obtaining a certificate of approval from a school of nursing.

SECTION 7. N 2.11 (3) (bm) is created to read:

N 2.11 (3) (bm) Applicants shall submit proof of graduation or a certificate of approval to the board prior to taking the NCLEX.

SECTION 8. N 2.11 (3) (c) is amended to read:

N 2.11 (3) (c) The applicant shall contact the examination provider to schedule the NCLEX date and time within one year from the time ~~the notice of eligibility is received by the applicant~~ the applicant was eligible to take the examination.

SECTION 9. N 2.11 (3) (e) is created to read:

N 2.11 (3) (e) Failure to comply with the terms of this section may result in a denial of application or licensure.

SECTION 10. N 2.11 (3) (f) is created to read:

N 2.11 (3) (f) If a license is issued based on fraud, deceit, or material omission, the board shall take any action it deems necessary pursuant to s. 441.07 (1g), Stats.

SECTION 11. N 2.12 (3) (b) is repealed and recreated to read:

N 2.12 (3) (b) An applicant is eligible for admission to the NCLEX as of the date of the applicant's anticipated graduation or completion of the requirements for a certificate of approval. Applicants shall report their anticipated date of graduation or completion of the requirements for a certificate of approval as part of the application process. Applicants shall notify the board prior to the original anticipated date of eligibility if the date of eligibility changes and shall not take or attempt to take the NCLEX before graduation or obtaining a certificate of approval from a school of nursing.

SECTION 12. N 2.12 (3) (bm) is created to read:

N 2.12 (3) (bm) Applicants shall submit proof of graduation or a certificate of approval to the board prior to taking the NCLEX.

SECTION 13. N 2.12 (3) (c) is amended to read:

N 2.12 (3) (c) The applicant shall contact the examination provider to schedule the NCLEX date and time within one year from the time ~~the notice of eligibility is received by the applicant~~ the applicant was eligible to take the examination.

SECTION 14. N 2.12 (3) (e) is created to read:

N 2.12 (3) (e) Failure to comply with the terms of this section may result in a denial of application or licensure.

SECTION 15. N 2.12 (3) (f) is created to read:

N 2.12 (3) (f) If a license is issued based on fraud, deceit, or material omission, the board shall take any action it deems necessary pursuant to s. 441.07 (1g), Stats.

SECTION 16. EFFECTIVE DATE. The rules adopted in this order shall take effect upon publication in the official state newspaper, pursuant to s. 227.22 (2) (c), Stats.

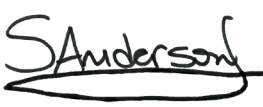
(END OF TEXT OF RULE)

Dated 11/11/2022

Agency *Robert Weinman TW-CCHP*
Chairperson
Board of Nursing

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

AGENDA REQUEST FORM

1) Name and title of person submitting the request: Sofia Anderson, Administrative Rules Coordinator		2) Date when request submitted: 01/30/2023 <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: February 9, 2023	5) Attachments: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	6) How should the item be titled on the agenda page? Administrative Rules Matters – Discussion and Consideration 1. Permanent Rule draft: N 2, relating to modification of Board review process to take the NCLEX 2. 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: N/A	
10) Describe the issue and action that should be addressed: Attachments: 1. Permanent Rule Draft: N 2, relating to modification of Board review process to take the NCLEX. 2. Chapter N 2 Redlined 3. Nursing rule projects chart.			
11) Authorization <div style="display: flex; justify-content: space-between; align-items: flex-end; margin-top: 20px;"> <div style="text-align: center;">  <hr/> Signature of person making this request </div> <div style="text-align: center;"> 01/30/2023 <hr/> Date </div> </div> <div style="margin-top: 10px;"> <hr/> Supervisor (if required) Date </div> <div style="margin-top: 10px;"> <hr/> Executive Director signature (indicates approval to add post agenda deadline item to agenda) Date </div>			
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
BOARD OF NURSING

IN THE MATTER OF RULEMAKING : PROPOSED ORDER OF THE
PROCEEDINGS BEFORE THE : BOARD OF NURSING
BOARD OF NURSING : ADOPTING RULES
: (CLEARINGHOUSE RULE)

PROPOSED ORDER

An order of the Board of Nursing to amend N 2.105 (5) (b), N 2.11 (3) (c), and N 2.12 (3) (c); to create N 2.105 (5) (am), (d), (e), N 2.11 (3) (bm), (e), (f), and N 2.12 (3) (bm), (e), (f); and to repeal and recreate N 2.105 (5) (a), N 2.11 (3) (b), and N 2.12 (3) (b), relating to modification of Board review process to take the NCLEX.

Analysis prepared by the Department of Safety and Professional Services.

ANALYSIS

Statutes interpreted:

Subchapter I of ch. 441, Stats.

Statutory authority:

Sections 15.01 (7), 15.08 (5) (b), 227.24 (1) (a), and 441.01 (3), Stats.

Explanation of agency authority:

Section 15.01 (7), Stats., defines examining boards and states that “[e]xamining board” includes the board of nursing.”

Section 15.08 (5) (b), Stats., provides an examining board “[s]hall promulgate rules for its own guidance and for the guidance of the trade or profession to which it pertains. . .”

Section 227.24 (1) (a), Stats., provides “[a]n agency may, except as provided in s. 227.136 (1), promulgate a rule as an emergency rule without complying with the notice, hearing, and publication requirements under this chapter if preservation of the public peace, health, safety, or welfare necessitates putting the rule into effect prior to the time it would take effect if the agency complied with the procedures.”

Section 441.01 (3), Stats., provides “[t]he board may establish minimum standards for schools for professional nurses and schools for licensed practical nurses, including all related clinical units and facilities, and make and provide periodic surveys and consultations to such schools. It may also establish rules to prevent unauthorized persons from practicing professional nursing. It shall approve all rules for the administration of this chapter in accordance with ch. 227.”

Related statute or rule:

Subchapter I of ch. 441, Stats.

Plain language analysis:

Chapter N 2 contains the application procedures for single state and multistate licenses, which includes the provision that the Board of Nursing will make the applicants eligible to take the NCLEX upon receiving proof of graduation or completion of the educational requirements of a nursing program. The Board of Nursing has reviewed this requirement in an effort to make nurse applications go through the licensure process much faster than in the past and has decided to make applicants eligible to take the NCLEX once they submit proof of anticipated graduation or completion of the educational program. The modification of the process will require applicants to provide the required information when they start applying for licensure. Applicants will be responsible for providing proof of completion before taking the examination and will have to inform the Board of any changes that may affect their ability to take the NCLEX. However, the Board will still require formal proof of graduation or certificate of approval as a condition of issuing the license.

Summary of, and comparison with, existing or proposed federal regulation:

None.

Comparison with rules in adjacent states:

Illinois:

Illinois Compiled Statutes mentions that nursing applicants need to pass a department approved exam. [225 ILC 65/60-10]. The Illinois Administrative Code states that each applicant shall file an application if the applicant has taken and passed the NCLEX. The application process is initiated by applying with a testing service designated by the Division. [Ill Admin Code Section 1300.300]

Even though, neither Compiled Statutes nor the Administrative Code, explicitly state the requirements of eligibility to take the exam, the process set by the Illinois Department of Financial and Professional Regulation consists of applicants registering through Continental Testing and Pearson VUE. First-time applicants are required to provide certification of education and proof of fingerprinting when applying with Continental Testing, which will approve the applicants upon reception of the required documentation.

Iowa:

The Iowa Board of Nursing establishes that applicants need an authorization to test from the board in order to take the NCLEX. The board will issue an authorization to test upon receipt of:

1. Application with required fee;
2. Proof of fingerprinting;
3. Official transcripts sent directly from the nursing program and;
4. Proof of NCLEX registration, including payment for the exam.

[655 IAC s. 3.4 (4)]

Michigan:

The Michigan Compiled Statutes mentions that nursing applicants need to pass a required examination as approved by the board [333 MCL Section 17213]. Michigan Administrative Code establishes that applicants must show that they meet the eligibility requirements to take the NCLEX, which are:

1. Submit a completed application with the required fee and;
2. Provide proof of completion of an appropriate education program that meets the requirements set forth by the board.

[MI Admin. Rules R 338.10203 and R 338.10204]

Minnesota:

The Minnesota Statutes requires nursing applicants to pass a national examination approved by the board [MN Stats 148.211]. The Minnesota Administrative Code establishes that the board will make applicants eligible to take the NCLEX upon receiving the following:

1. Application with required fee and;
2. Confirmation of program completion.

[MN Admin. Code 6305.0400 Subp. 12]

Summary of factual data and analytical methodologies:

In consultation with staff from the Department of Safety and Professional Services, the Board developed a proposed rule that revises the eligibility process for applicants to take the NCLEX.

Fiscal estimate and economic impact analysis:

The fiscal estimate and economic impact analysis are attached.

Analysis and supporting documents used to determine effect on small business or in preparation of economic impact analysis:

The proposed rules will be posted for a period of 14 days to solicit public comment on economic impact, including how the proposed rules may affect businesses, local governmental units, and individuals.

Effect on small business:

These proposed rules do not have an economic impact on small businesses, as defined in s. 227.114 (1), Stats. The Department's Regulatory Review Coordinator may be contacted by email at Jennifer.Garrett@wisconsin.gov, or by calling (608) 266-2112.

Agency contact person:

Sofia Anderson, Administrative Rules Coordinator, Department of Safety and Professional Services, Division of Policy Development, P.O. Box 8366, Madison, Wisconsin 53708-8366; email at DSPSAdminRules@wisconsin.gov.

Place where comments are to be submitted and deadline for submission:

Comments may be submitted to Sofia Anderson, Administrative Rules Coordinator, Department of Safety and Professional Services, Division of Policy Development, 4822 Madison Yards Way, P.O. Box 8366, Madison, WI 53708-8366, or by email to DSPSAdminRules@wisconsin.gov. Comments must be received on or before the public hearing to be held on a date TBD to be included in the record of rule-making proceedings.

TEXT OF RULE

SECTION 1. N 2.105 (5) (a) is repealed and recreated to read:

N 2.105 (5) (a) The board shall determine that an applicant is eligible for admission to the NCLEX as of the date of the applicant's anticipated graduation or completion of the requirements for a certificate of approval. Applicants shall report their anticipated date of graduation or completion of the requirements for a certificate of approval as part of the application process. Applicants shall notify the board prior to the original anticipated date of eligibility if the date of eligibility changes and shall not take or attempt to take the NCLEX before graduation or obtaining a certificate of approval from a school of nursing.

SECTION 2. N 2.105 (5) (am) is created to read:

N 2.105 (5) (am) Applicants shall submit proof of graduation or a certificate of approval to the board prior to taking the NCLEX.

SECTION 3. N 2.105 (5) (b) is amended to read:

N 2.105 (5) (b) The applicant shall contact the examination provider to schedule the NCLEX date and time within one year from the time ~~the notice of eligibility is received by the applicant~~ the board determined that the applicant was eligible to take the examination.

SECTION 4. N 2.105 (5) (d) is created to read:

N 2.105 (5) (d) Failure to comply with the terms of this section may result in a denial of application or licensure.

SECTION 5. N 2.105 (5) (e) is created to read:

N 2.105 (5) (e) If a license is issued based on fraud, deceit, or material omission, the board shall take any action it deems necessary pursuant to s. 441.07 (1g), Stats.

SECTION 6. N 2.11 (3) (b) is repealed and recreated to read:

N 2.11 (3) (b) The board shall determine that an applicant is eligible for admission to the NCLEX as of the date of the applicant's anticipated graduation or completion of the requirements for a certificate of approval. Applicants shall report their anticipated date of

graduation or completion of the requirements for a certificate of approval as part of the application process. Applicants shall notify the board prior to the original anticipated date of eligibility if the date of eligibility changes and shall not take or attempt to take the NCLEX before graduation or obtaining a certificate of approval from a school of nursing.

SECTION 7. N 2.11 (3) (bm) is created to read:

N 2.11 (3) (bm) Applicants shall submit proof of graduation or a certificate of approval to the board prior to taking the NCLEX.

SECTION 8. N 2.11 (3) (c) is amended to read:

N 2.11 (3) (c) The applicant shall contact the examination provider to schedule the NCLEX date and time within one year from the time ~~the notice of eligibility is received by the applicant~~ the board determined that the applicant was eligible to take the examination.

SECTION 9. N 2.11 (3) (e) is created to read:

N 2.11 (3) (e) Failure to comply with the terms of this section may result in a denial of application or licensure.

SECTION 10. N 2.11 (3) (f) is created to read:

N 2.11 (3) (f) If a license is issued based on fraud, deceit, or material omission, the board shall take any action it deems necessary pursuant to s. 441.07 (1g), Stats.

SECTION 11. N 2.12 (3) (b) is repealed and recreated to read:

N 2.12 (3) (b) The board shall determine that an applicant is eligible for admission to the NCLEX as of the date of the applicant's anticipated graduation or completion of the requirements for a certificate of approval. Applicants shall report their anticipated date of graduation or completion of the requirements for a certificate of approval as part of the application process. Applicants shall notify the board prior to the original anticipated date of eligibility if the date of eligibility changes and shall not take or attempt to take the NCLEX before graduation or obtaining a certificate of approval from a school of nursing.

SECTION 12. N 2.12 (3) (bm) is created to read:

N 2.12 (3) (bm) Applicants shall submit proof of graduation or a certificate of approval to the board prior to taking the NCLEX.

SECTION 13. N 2.12 (3) (c) is amended to read:

N 2.12 (3) (c) The applicant shall contact the examination provider to schedule the NCLEX date and time within one year from the time ~~the notice of eligibility is received by the applicant~~ the board determined that the applicant was eligible to take the examination.

SECTION 14. N 2.12 (3) (e) is created to read:

N 2.12 (3) (e) Failure to comply with the terms of this section may result in a denial of application or licensure.

SECTION 15. N 2.12 (3) (f) is created to read:

N 2.12 (3) (f) If a license is issued based on fraud, deceit, or material omission, the board shall take any action it deems necessary pursuant to s. 441.07 (1g), Stats.

SECTION 16. EFFECTIVE DATE. The rules adopted in this order shall take effect upon publication in the official state newspaper, pursuant to s. 227.22 (2) (c), Stats.

(END OF TEXT OF RULE)

Chapter N 2

N 2.105 Application procedure for a multistate license.

(1) Each applicant for a multistate license shall complete and submit an application by the electronic application process or on forms provided by the department, declare Wisconsin as the primary state of residence, and pay the fee.

(2) The educational administrator or designee for a board-approved prelicensure education program shall submit one of the following:

(a) Via the electronic application process a verification that the applicant has graduated.

(b) A certification of graduation.

(c) An official transcript indicating graduation.

(3) If the applicant graduated from a foreign prelicensure education program, the applicant shall submit a certificate or report demonstrating verification from an independent credentials review agency that the prelicensure education program is comparable to a board-approved prelicensure education program.

(4) If the applicant graduated from a foreign prelicensure program that was not taught in English or if English is not the applicant's native language, the applicant shall submit proof of successfully passing an English proficiency examination that includes the components of reading, speaking, writing, and listening.

Repeal and recreate (5) (a)

~~(5) (a) The board shall notify the applicant of eligibility for admission to the NCLEX once it receives verification of one of the following:~~

~~1. Certificate of approval.~~

~~2. Graduation.~~

~~The board shall determine that an applicant is eligible for admission to the NCLEX as of the date of the applicant's anticipated graduation or completion of the requirements for a certificate of approval. Applicants shall report their anticipated date of graduation or completion of the requirements for a certificate of approval as part of the application process. Applicants shall notify the board prior to the original anticipated date of eligibility if the date of eligibility changes and shall not take or attempt to take the NCLEX before graduation or obtaining a certificate of approval from a school of nursing.~~

Create (5) (am):

~~(am) Applicants shall submit proof of graduation or a certificate of approval to the board prior to taking the NCLEX.~~

Amend (5) (b)

~~(b) The applicant shall contact the examination provider to schedule the NCLEX date and time within one year from the time the notice of eligibility is received by the applicant the board determined that the applicant was eligible to take the examination.~~

(c) The board shall send notification of results to applicants who fail to earn a passing score on the NCLEX. An applicant may apply to the board for authorization to schedule reexamination. The reexamination may not occur earlier than 45 days after the most recent sitting for the NCLEX.

Create (5) (d)

(d) Failure to comply may result in a denial of application or licensure.

Create (5) (e)

(e) If a license is issued based on fraud, deceit, or material omission, the board shall take any action it deems necessary pursuant to s. 441.07 (1g), Stats.

(6) The applicant shall submit, through an approved process, fingerprints or other biometric-based information for the purpose of obtaining an applicant's criminal history information from the federal bureau of investigation and the Wisconsin department of justice.

(7) If the applicant has been convicted or found guilty, or has entered into an agreed disposition, of a misdemeanor offense, the applicant shall provide the board all related information necessary for the board to determine whether the circumstances substantially relate to the practice of nursing.

N 2.11 Application procedure for a single state license for applicants from board-approved schools.

(1) Each applicant from a board-approved school shall complete and submit an application by the electronic application process or on forms provided by the department and shall pay the fee.

(2) The educational administrator or designee for a school of professional nursing or practical nursing shall submit any of the following:

(a) Via the electronic application process a verification that the applicant has graduated or received a certificate of completion.

(b) A certification of graduation or completion to the department.

(3)

(a) The examination accepted by the board is the NCLEX.

Repeal and recreate (3) (b)

~~(3) (b) The board shall notify the applicant of eligibility for admission to the NCLEX once it receives verification of one of the following:~~

~~1. Certificate of approval.~~

~~2. Graduation.~~

The board shall determine that an applicant is eligible for admission to the NCLEX as of the date of the applicant's anticipated graduation or completion of the requirements for a certificate of approval. Applicants shall report their anticipated date of graduation or completion of the requirements for a certificate of approval as part of the application process. Applicants shall notify the board prior to the original anticipated date of eligibility if the date of eligibility changes and shall not take or attempt to take the NCLEX before graduation or obtaining a certificate of approval from a school of nursing.

Create (3) (bm):

(bm) Applicants shall submit proof of graduation or a certificate of approval to the board prior to taking the NCLEX.

Amend (3) (c)

(c) The applicant shall contact the examination provider to schedule the NCLEX date and time within one year from the time ~~the notice of eligibility is received by the applicant~~ the board determined that the applicant was eligible to take the examination.

(d) The board shall send notification of results to applicants who fail to earn a passing score on the NCLEX. An applicant may apply to the board for authorization to schedule reexamination. The reexamination may not occur earlier than 45 days after the most recent sitting for the NCLEX.

Create (3) (e)

(e) Failure to comply may result in a denial of application or licensure.

Create (3) (f)

(f) If a license is issued based on fraud, deceit, or material omission, the board shall take any action it deems necessary pursuant to s. 441.07 (1g), Stats.

(4) An applicant who has a pending criminal charge or has been convicted of any crime or ordinance violation shall provide the board all related information necessary for the board to determine whether the circumstances of the arrest or conviction or other offense substantially relate to the practice of nursing.

(5) An applicant who has committed any act, which would be subject to discipline under ch. [N 7](#), shall provide the board with all related information regarding the act necessary for the board to make a determination on the application for licensure.

N 2.12 Application procedure for a single state license for applicants from comparable schools.

(1) Each applicant from a comparable school shall complete and submit an application on forms provided by the department.

(2) The school of professional nursing or practical nursing shall forward directly to the department, official transcripts of nursing education for applicants who graduated from the school. If the applicant graduated from a school of professional nursing or practical nursing not located in the United States or a U.S. territory, the applicant shall submit any of the following:

(a) For a professional nursing applicant, one of the following:

1. A valid certificate issued by the Commission on Graduates of Foreign Nursing Schools or another board-approved entity that evaluates education.
2. A credential evaluation service academic report and demonstration of passing a board-accepted language proficiency exam.

(b) For a practical nursing applicant, a credential evaluation service academic report and demonstration of passing a board-accepted language proficiency exam.

(3)

(a) The examination accepted by the board is the NCLEX.

Repeal and recreate (3) (b)

~~**(3) (b)** The board shall notify the applicant of eligibility for admission to the NCLEX once it receives verification of one of the following:~~

- ~~1. Certificate of approval.~~
- ~~2. Graduation.~~

The board shall determine that an applicant is eligible for admission to the NCLEX as of the date of the applicant's anticipated graduation or completion of the requirements for a certificate of approval. Applicants shall report their anticipated date of graduation or completion of the requirements for a certificate of approval as part of the application process. Applicants shall notify the board prior to the original anticipated date of eligibility if the date of eligibility changes and shall not take or attempt to take the NCLEX before graduation or obtaining a certificate of approval from a school of nursing.

Create (3) (bm):

(bm) Applicants shall submit proof of graduation or a certificate of approval to the board prior to taking the NCLEX.

Amend (3) (c)

(c) The applicant shall contact the examination provider to schedule the NCLEX date and time within one year from the time ~~the notice of eligibility is received by the applicant~~ the board determined that the applicant was eligible to take the examination.

(d) The board shall send notification of results to applicants who fail to earn a passing score on the NCLEX. An applicant may apply to the board for authorization to schedule reexamination.

The reexamination may not occur earlier than 45 days after the most recent sitting for the NCLEX.

Create (3) (e)

(e) Failure to comply may result in a denial of application or licensure.

Create (3) (f)


(f) If a license is issued based on fraud, deceit, or material omission, the board shall take any action it deems necessary pursuant to s. 441.07 (1g), Stats.

(4) An applicant who has a pending criminal charge or has been convicted of any crime or ordinance violation shall provide the board all related information necessary for the board to determine whether the circumstances of the arrest or conviction or other offense substantially relate to the practice of nursing.

(5) An applicant who has committed any act, which would be subject to discipline under ch. [N 7](#), shall provide the board with all related information regarding the act necessary for the board to make a determination on the application for licensure.

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

AGENDA REQUEST FORM

1) Name and title of person submitting the request: Brad Wojciechowski		2) Date when request submitted: 2/2/2023 <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: 2/9/2023	5) Attachments: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	6) How should the item be titled on the agenda page? Administrative Rule Matters – Discussion and Consideration	
7) Place Item in: <input 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 <Appearance Name(s)> <input type="checkbox"/> No	9) Name of Case Advisor(s), if applicable: <Click Here to Add Case Advisor Name or N/A>	
10) Describe the issue and action that should be addressed: 2) Review of Draft Biennial Report under S. 227.29, Wis. Stats			
11) Authorization <div style="display: flex; justify-content: space-between; align-items: flex-end; margin-top: 20px;"> <div style="width: 60%;">  Signature of person making this request </div> <div style="width: 35%; text-align: right;"> 2/2/2023 Date </div> </div> <hr/> <div style="display: flex; justify-content: space-between; align-items: flex-end; margin-top: 10px;"> <div style="width: 60%;">Supervisor (Only required for post agenda deadline items)</div> <div style="width: 35%; text-align: right;">Date</div> </div> <hr/> <div style="display: flex; justify-content: space-between; align-items: flex-end; margin-top: 10px;"> <div style="width: 60%;">Executive Director signature (Indicates approval for post agenda deadline items)</div> <div style="width: 35%; text-align: right;">Date</div> </div>			
Directions for including supporting documents: 1. This form should be saved with any other documents submitted to the Agenda Items folders. 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.			

**Board of Nursing
Rule Projects (Updated 01/27/2022)**

Clearinghouse Rule Number	Scope #	Scope Expiration	Date Scope Requested by Board	Rules Affected	Relating Clause	Synopsis	Stage of Rule Process	Next step
	044-22	11/23/2024	N/A	Med 26	Military Medical Personnel	Medical Board rule project would create provisions in order to implement 2021 WI Act 158.	Drafting rule	EIA Comment Period
	049-22	12/20/2024	N/A	SPS 11	Military Medical Personnel	Rule project would create provisions in SPS code relating to the operation and administration of the military medical personnel program.	Drafting rule	EIA Comment Period

Emergency Rules

EMR Number	Scope #	Scope Expiration	Date Scope Requested by Board	Rules Affected	Relating Clause	Synopsis	Stage of Rule Process	Next step
EmR 2215	084-22	4/24/2025	8/11/2022	N 2	Modification of Board review process to take the NCLEX	The Board would like to revise the requirement that the Board needs to make applicants for licensure eligible to take the NCLEX in order to speed up the application process.	Published in the official newspaper on December 1, 2022. Effective until April 29, 2023.	Public Hearing

**Board of Nursing
Permanent Rules**

Clearinghouse Rule Number	Scope #	Scope Expiration	Date Scope Requested by Board	Rules Affected	Relating Clause	Synopsis	Stage of Rule Process	Next step
	084-22	4/24/2025	8/11/2022	N 2	Modification of Board review process to take the NCLEX	The Board would like to revise the requirement that the Board needs to make applicants for licensure eligible to take the NCLEX in order to speed up the application process.	Drafting Rule	Economic Impact Analysis Comment Period and Submission to Clearinghouse

Scope Statements

Clearinghouse Rule Number	Scope #	Scope Expiration	Date Scope Requested by Board	Rules Affected	Relating Clause	Synopsis	Stage of Rule Process	Next step
			10/8/2020	N 8	APNP prescribing limitations	Review of limitations in N8 regarding APNPs prescribing certain drugs.	Scope submitted to Governor's Office, 11/24/20.	
			7/30/2020	N 8	Collaboration with other health care providers	Review of the collaboration requirements in N8 and other changes throughout the chapter.	Scope submitted to Governor's Office, 10/15/20.	

Board of Nursing

			6/11/2020	N 2	Temporary permits	Requirements for temporary permits to respond to a future emergency and may promulgate a permanent rule to allow the Board to grant a waiver of or variance to the requirements in emergency situations.	Scope submitted to Governor's Office on 10/15/20	
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**State of Wisconsin
Department of Safety & Professional Services**

AGENDA REQUEST FORM

1) Name and title of person submitting the request: Katlin Schwartz, Bureau Assistant		2) Date when request submitted: 1/30/2022 <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: 2/9/2023	5) Attachments: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	6) How should the item be titled on the agenda page? Newsletter Matters	
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: <u>Newsletter Future Planning:</u> Based on the typical schedule of the Board, the next newsletter will be due out in January 2023 with a deadline for article submission on December 23, 2022. A newsletter deadline reminder will be sent to article authors on December 16, 2022. The Board should discuss topics for the next newsletter and consider the topic list as outlined below. Articles/Ideas: <ul style="list-style-type: none"> • Chair's Corner – Robert Weinman <ul style="list-style-type: none"> ○ Wishing Nurses a Happy New Year ○ Administrative Code N7 ○ 48-hour reporting reminder • Rotating Articles on Professional Nursing Roles – Linda Scott (January 2023) & Emily Zentz (May 2023) • Reminder to Update Contact Information – DSPS Staff • Rotating Articles on Nurse Administrative Code • Application Processing Tips – DSPS Staff (<i>Subject to Executive Director approval</i>) • Possibilities in the Nursing Field/Reasons to Become a Nurse – Robert Weinman • Clinician Well-being, Burnout, and Health and Wellness – Linda Scott • New Generation of NCLEX New Test plan (NCSBN Website) – Linda Scott • Recruitment for the Nursing Field – WNA (<i>Subject to Executive Director approval</i>) (<i>May Newsletter</i>) • New Member Introduction Articles/Photos (<i>As needed for new appointments, subject to new member appointments and oath receipts</i>) 			
11) Authorization <div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="width: 60%; border-bottom: 1px solid black; padding-bottom: 5px;"> <i>Katlin Schwartz</i> </div> <div style="width: 35%; border-bottom: 1px solid black; padding-bottom: 5px; text-align: right;"> <i>1/30/2022</i> </div> </div> <div style="display: flex; justify-content: space-between; align-items: flex-end; margin-top: 5px;"> <div style="width: 60%; border-bottom: 1px solid black; padding-bottom: 5px;"> Signature of person making this request </div> <div style="width: 35%; border-bottom: 1px solid black; padding-bottom: 5px; text-align: right;"> Date </div> </div> <div style="display: flex; justify-content: space-between; align-items: flex-end; margin-top: 5px;"> <div style="width: 60%; border-bottom: 1px solid black; padding-bottom: 5px;"> Supervisor (Only required for post agenda deadline items) </div> <div style="width: 35%; border-bottom: 1px solid black; padding-bottom: 5px; text-align: right;"> Date </div> </div> <div style="display: flex; justify-content: space-between; align-items: flex-end; margin-top: 5px;"> <div style="width: 60%; border-bottom: 1px solid black; padding-bottom: 5px;"> Executive Director signature (Indicates approval for post agenda deadline items) </div> <div style="width: 35%; border-bottom: 1px solid black; padding-bottom: 5px; text-align: right;"> Date </div> </div>			
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