



VIRTUAL/TELECONFERENCE
PHYSICIAN ASSISTANT AFFILIATED CREDENTIALING BOARD
Virtual, 4822 Madison Yards Way, Madison
Contact: Tom Ryan (608) 266-2112
December 10, 2021

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

AGENDA

9:00 A.M.

OPEN SESSION – CALL TO ORDER – ROLL CALL

A. Adoption of Agenda (1-3)

B. Approval of Minutes of November 29, 2021 (4-7)

C. Administrative Matters – Discussion and Consideration

1. Department, Staff and Council Updates
2. Open Government Compliance Training Reminder
3. Board Members – Council Member Status
 - a) Collins, Clark A. – 7/1/2023
 - b) Edwards, Jacqueline K. – 7/1/2025
 - c) Elliot, Eric M. – 7/1/2024
 - d) Fischer, Jean M. – 7/1/2023
 - e) Holmes-Drammeh, Emelle S. – 7/1/2024
 - f) Jarrett, Jennifer L. – 7/1/2024
 - g) Martin, Cynthia S. – 7/1/2023
 - h) Sanders, Robert W. – 7/1/2024
 - i) Streit, Tara E. – 7/1/2023

D. Legislation and Policy Matters – Discussion and Consideration

E. Administrative Rule Matters – Discussion and Consideration

1. Pending & Possible Rulemaking Projects

F. 2021 Wisconsin Act 23, Relating to Regulation of Physician Assistants – Discussion and Consideration

- a. Briefing Points
- b. Board PowerPoint Presentation

G. Website Updates – Discussion and Consideration

H. Board Member Participation in Organizations with an Interest in the Physician Assistant Profession – Discussion and Consideration

I. COVID-19 – Discussion and Consideration

J) Discussion and Consideration of Items Added After Preparation of Agenda:

- 1. Introductions, Announcements and Recognition
- 2. Nominations, Elections, and Appointments
- 3. Administrative Matters
- 4. Election of Officers
- 5. Appointment of Liaisons and Alternates
- 6. Delegation of Authorities
- 7. Education and Examination Matters
- 8. Credentialing Matters
- 9. Practice Matters
- 10. Legislative and Policy Matters
- 11. Administrative Rule Matters
- 12. Liaison Reports
- 13. Board Liaison Training and Appointment of Mentors
- 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, or Public Relation Requests, and Reports

K) Public Comments

ADJOURNMENT

NEXT MEETING: JANUARY 27, 2022

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
PHYSICIAN ASSISTANT
AFFILIATED CREDENTIALING BOARD
NOVEMBER 29, 2021**

PRESENT: Clark Collins (*arrived at 9:03 a.m.*), Jacqueline Edwards, Eric Elliot, Jean Fischer, Emelle Holmes-Drammeh, Jennifer Jarrett, Robert Sanders, Tara Streit

EXCUSED: Cynthia Martin

STAFF: Tom Ryan, Executive Director; Jameson Whitney, Legal Counsel; Nilajah Hardin, Administrative Rules Coordinator; Megan Glaeser, Bureau Assistant; and other Department Staff

CALL TO ORDER

Tom Ryan, Executive Director, called the meeting to order at 9:01 a.m. A quorum was confirmed with eight (8) members present.

ADOPTION OF AGENDA

MOTION: Jennifer Jarrett moved, seconded by Robert Sanders, to adopt the Agenda as published. Motion carried unanimously.

(*Clark Collins arrived at 9:03 a.m.*)

ADMINISTRATIVE MATTERS

Election of Officers

Chairperson

NOMINATION: Eric Elliot nominated Jennifer Jarrett for the Office of Chairperson. Jen accepted the nomination.

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

Jennifer Jarrett was elected as Chairperson by unanimous voice vote.

Vice Chairperson

NOMINATION: Jacqueline Edwards nominated Eric Elliot for the Office of Vice Chairperson. Eric accepted the nomination.

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

Eric Elliot was elected as Vice Chairperson by unanimous voice vote.

Secretary

NOMINATION: Eric Elliot nominated Jacqueline Edwards for the Office of Secretary. Jackie accepted the nomination.

NOMINATION: Jean Fischer nominated Clark Collins for the Office of Secretary. Clark accepted the nomination.

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

Roll Call Vote: Clark Collins: Clark Collins, Jacqueline Edwards: Jacqueline Edwards, Eric Elliot: Jacqueline Edwards, Jean Fischer: Clark Collins, Emelle Holmes-Drammeh: Jacqueline Edwards, Jennifer Jarrett: Jacqueline Edwards, Robert Sanders: Clark Collins, and Tara Streit: Jacqueline Edwards.

Jacqueline Edwards was elected as Secretary by majority roll call vote.

ELECTION RESULTS	
Chairperson	Jennifer Jarrett
Vice Chairperson	Eric Elliot
Secretary	Jacqueline Edwards

Appointment of Liaisons and Alternates

LIAISON APPOINTMENTS	
Legislative Liaison(s)	Jennifer Jarrett <i>Alternate: Eric Elliot</i>
MEB Liaison(s)	Jennifer Jarrett <i>Alternate: Eric Elliot</i>
Administrative Rules Liaison(s)	Eric Elliot <i>Alternate: Tara Streit</i>
Travel Authorization Liaison(s)	Jennifer Jarrett <i>Alternate: Eric Elliot</i>
Website Liaison(s)	Tara Streit <i>Alternate: Clark Collins</i>

Delegation of Authorities

Document Signature Delegations

MOTION: Eric Elliot moved, seconded by Clark Collins, 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: Tara Streit moved, seconded by Jacqueline Edwards, 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: Tara Streit moved, seconded by Jacqueline Edwards, 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.

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

MOTION: Jacqueline Edwards moved, seconded by Tara Streit, to authorize the Department staff to provide national regulatory related bodies with all board member e-mail address information that the Department retains on file. Motion carried unanimously.

Legislative Liaison(s) Delegation

MOTION: Eric Elliot moved, seconded by Tara Streit, to delegate authority to the Legislative Liaison(s) to speak on behalf of the Board regarding legislative matters. Motion carried unanimously.

Medical Examining Board Liaison(s) Delegation

MOTION: Eric Elliot moved, seconded by Tara Streit, to designate the MEB Liaison to represent the Board before the Medical Examining Board and to confer with the Medical Examining Board on matters of joint interest. Motion carried unanimously.

Administrative Rules Liaison(s) Delegation

MOTION: Eric Elliot moved, seconded by Tara Streit, to delegate authority to the Administrative Rules Liaison(s) to address all rulemaking as related to drafting and making recommendations to the full Board. Motion carried unanimously.

Travel Authorization Liaison(s) Delegation

MOTION: Eric Elliot moved, seconded by Tara Streit, to delegate authority to the Travel Liaison(s) to approve any board member travel. Motion carried unanimously.

Website Liaison(s) Delegation

MOTION: Eric Elliot moved, seconded by Tara Streit, to delegate authority to the Website Liaison(s) to act on behalf of the Board regarding website updates. Motion carried unanimously.

ADMINISTRATIVE RULE MATTERS

Scope Statement: 2021 Wisconsin Act 23

MOTION: Jacqueline Edwards moved, seconded by Eric Elliot, to designate the Chairperson to approve the Scope Statement on PA 1 to 5, relating to Physician Assistants, for submission to the Department of Administration and Governor's Office and for publication. Additionally, the Board authorizes the Chairperson to approve the Scope Statement for implementation no less than 10 days after publication. If the Board is directed to hold a preliminary public hearing on the Scope Statement, the Chairperson is authorized to approve the required notice of hearing. Motion carried unanimously.

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

MOTION: Clark Collins moved, seconded by Jacqueline Edwards, to designate Tara Streit and Eric Elliot to speak on the Board's behalf at the Wisconsin Academy of Physician Assistants (WAPA) Spring Conference on April 6-8, 2022 in Madison, WI regarding Wisconsin Act 23. Motion carried unanimously.

ADJOURNMENT

MOTION: Tara Streit moved, seconded by Jacqueline Edwards, to adjourn the meeting. Motion carried unanimously.

The meeting adjourned at 11:06 a.m.