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**VIRTUAL MEETING/TELECONFERENCE  
COUNCIL ON ANESTHESIOLOGIST ASSISTANTS  
Room 121C, 1400 East Washington Avenue, Madison  
Contact: Tom Ryan (608) 266-2112  
February 27, 2018**

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

**AGENDA**

**9:00 A.M.**

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

- A) Adoption of Agenda (1-2)**
- B) Approval of Minutes of March 8, 2017 (3-5)**
- C) Administrative Updates (6-8)**
  - 1) Department and Staff Updates
  - 2) Introductions, Announcements, and Recognitions
    - a) Michael Stout
  - 3) Election of Officers
  - 4) Appointment of Liaisons and Alternates
  - 5) Delegation of Authorities
  - 6) Council Members – Term Expiration Dates
    - a) Michael Bottcher – 07/01/2015
    - b) Lois Connolly – 07/01/2018
    - c) Kenneth Simons
    - d) Michael Stout – 07/01/2018
- D) Conflicts of Interest**
- E) Legislative/Administrative Rule Matters (9-10)**
  - 1) 2017 Wisconsin Act 59 (enacted in State Budget Bill)
  - 2) Update on Other Legislation and Pending or Possible Rulemaking Projects
- F) Update on Anesthesiologist Assistants**
- G) Speaking Engagement(s), Travel, or Public Relation Request(s)**
- H) Informational Items**
- I) Items Added After Preparation of Agenda:**

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

J) Public Comments

## **ADJOURNMENT**

**COUNCIL ON ANESTHESIOLOGIST ASSISTANTS  
MEETING MINUTES  
MARCH 8, 2017**

**PRESENT:** Michael Bottcher, M.D. (*via GoToMeeting;*) Lois Connolly, M.D. (*via GoToMeeting;*)  
Bob Stupi (*via GoToMeeting*)

**EXCUSED:** Kenneth Simons, M.D. (*via GoToMeeting;*)

**STAFF:** Tom Ryan, Executive Director; and Nifty Lynn Dio, Bureau Assistant

**CALL TO ORDER**

Michael Bottcher, Chair, called the meeting to order at 9:05 a.m. A quorum of three (3) members was confirmed.

**ADOPTION OF AGENDA**

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

**APPROVAL OF MINUTES**

**MOTION:** Robert Stupi moved, seconded by Lois Connolly, to approve the minutes of May 27, 2016 as published. Motion carried unanimously.

**ADMINISTRATIVE UPDATES**

**Election of Officers**

*Council Chair*

**NOMINATION:** Lois Connolly nominated Michael Bottcher for the Office of Council Chair.

Tom Ryan called for nominations three (3) times.

Michael Bottcher was elected as Chair by unanimous consent.

*Vice Chair*

**NOMINATION:** Lois Connolly nominated Lois Connolly for the Office of Vice Chair.

Tom Ryan called for nominations three (3) times.

Lois Connolly was elected as Vice Chair by unanimous consent.

*Secretary*

**NOMINATION:** Lois Connolly nominated Robert Stupi for the Office of Secretary.

Tom Ryan called for nominations three (3) times.

Robert Stupi was elected as Secretary by unanimous consent.

<b>2017 ELECTION RESULTS</b>	
<b>Council Chair</b>	Michael Bottcher
<b>Vice Chair</b>	Lois Connolly
<b>Secretary</b>	Robert Stupi

**Liaison Appointments**

<b>2017 LIAISON APPOINTMENTS</b>	
<b>Credentialing Liaison(s)</b>	Lois Connolly Alternate – Michael Bottcher
<b>Legislative Liaison</b>	Michael Bottcher Alternate – Lois Connolly

**MOTION:** Robert Stupi moved, seconded by Michael Bottcher, to affirm the Chair’s appointment of liaisons for 2017. Motion carried unanimously.

**Delegation Motions**

***Delegated Authority for Urgent Matters***

**MOTION:** Lois Connolly moved, seconded by Michael Bottcher, that, in order to facilitate the completion of assignments between meetings, the Council delegates its authority by order of succession to the Chair, highest ranking officer, or longest serving member of the Council, to appoint liaisons to the Department to act in urgent matters, make appointments to vacant liaison, panel and committee positions, and to act when knowledge or experience in the profession is required to carry out the duties of the Board in accordance with the law. Motion carried unanimously.

***Document Signature Delegation***

**MOTION:** Lois Connolly moved, seconded by Michael Bottcher, to delegate authority to the Chair or chief presiding officer, or longest serving member of the Council, by order of succession, to sign documents on behalf of the Council. In order to carry out duties of the Council, the Chair, chief presiding officer, or longest serving member of the Council, has the ability to delegate this signature authority for purposes of facilitating the completion of assignments during or between meetings. The Chair, chief presiding officer, or longest serving member of the Council delegates the authority to Executive Director or designee to sign the name of any Council member on documents as necessary and appropriate. Motion carried unanimously.

***Credentialing Authority Delegations***

**MOTION:** Lois Connolly moved, seconded by Michael Bottcher, to delegate authority to Council liaison(s) authority to advise the Department and the Board on all issues related to credentialing matters. Licenses that meet the criteria of Rule and Statute may be issued by DSPS under the delegated authority outlined by the Medical Examining Board regarding the Council's credentialing advisory authority. Potential denial decisions should be referred to the full Board for final determination. Motion carried unanimously.

**MOTION:** Lois Connolly moved, seconded by Michael Bottcher, to delegate authority to the Credentialing Liaisons to address all issues related to credentialing matters except potential denial decisions should be referred to the full Council for final determination. Motion carried unanimously.

**MOTION:** Lois Connolly moved, seconded by Michael Bottcher, to delegate credentialing authority to DSPS for those submitted applications that meet the criteria of Rule and Statute and thereby would not need further Council or Council liaison review. Motion carried unanimously.

### *Travel Delegation*

**MOTION:** Lois Connolly moved, seconded by Michael Bottcher, to authorize the Chair, or longest serving member of the Council, to approve all Council travel. Motion carried unanimously.

### **COUNCIL APPOINTMENT PROCESS**

**MOTION:** Lois Connolly moved, seconded by Michael Bottcher, to authorize the legislative liaison to discuss the current council appointment statute with representatives from the Wisconsin Society of Anesthesiologists, Inc. and the Wisconsin Academy of Anesthesiologist Assistants. Motion carried unanimously.

### **STATE BUDGET - DISCUSSION**

**MOTION:** Robert Stupi moved, seconded by Michael Bottcher, to authorize Lois Connolly to carry on active discussions regarding the state budget with all stakeholders and elected officials. Motion carried unanimously.

### **ADJOURNMENT**

**MOTION:** Michael Bottcher moved, seconded by Robert Stupi, to adjourn the meeting. Motion carried unanimously.

The meeting adjourned at 9:29 a.m.

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

**AGENDA REQUEST FORM**

<b>1) Name and Title of Person Submitting the Request:</b>  Laura Smith, Bureau Assistant, on behalf of Thomas Ryan, Executive Director		<b>2) Date When Request Submitted:</b> 11/24/17  Items will be considered late if submitted after 12:00 p.m. on the deadline date which is 8 business days before the meeting	
<b>3) Name of Board, Committee, Council, Sections:</b>  Council on Anesthesiologist Assistants			
<b>4) Meeting Date:</b>  2/27/2018	<b>5) Attachments:</b>  <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>6) How should the item be titled on the agenda page?</b>  Administrative Matters/Updates 1) Election of Officers 2) Appointment of Liaisons and Alternates 3) Delegation of Authorities	
<b>7) Place Item in:</b>  <input checked="" type="checkbox"/> Open Session <input type="checkbox"/> Closed Session	<b>8) Is an appearance before the Board being scheduled?</b>  <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<b>9) Name of Case Advisor(s), if required:</b>  N/A	
<b>10) Describe the issue and action that should be addressed:</b>  1) The Council should conduct Election of its Officers for 2018 2) The new Chairperson should review and appoint/reappoint Liaisons and Alternates as appropriate 3) The Council should review and then consider continuation or modification of previously delegated authorities			
<b>11) Authorization</b>			
<i>Laura Smith</i>		11/24/2017	
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			
<b>Directions for including supporting documents:</b> 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.			

# 2017 Election Results, Liaison Appointments, and Delegated Authorities

Robert Stupi's Term ended and he has been replaced by Michael Stout. The Secretary role is functionally vacant. Note: 05/10/17 - LS

2017 ELECTION RESULTS	
<b>Council Chair</b>	Michael Bottcher
<b>Vice Chair</b>	Lois Connolly
<b>Secretary</b>	<b>Robert Stupi</b>
2017 LIAISON APPOINTMENTS	
<b>Credentialing Liaison(s)</b>	Lois Connolly Alternate – Michael Bottcher
<b>Legislative Liaison</b>	Michael Bottcher Alternate – Lois Connolly

### *Delegated Authority for Urgent Matters*

**MOTION:** Lois Connolly moved, seconded by Michael Bottcher, that, in order to facilitate the completion of assignments between meetings, the Council delegates its authority by order of succession to the Chair, highest ranking officer, or longest serving member of the Council, to appoint liaisons to the Department to act in urgent matters, make appointments to vacant liaison, panel and committee positions, and to act when knowledge or experience in the profession is required to carry out the duties of the Board in accordance with the law. Motion carried unanimously.

### *Document Signature Delegation*

**MOTION:** Lois Connolly moved, seconded by Michael Bottcher, to delegate authority to the Chair or chief presiding officer, or longest serving member of the Council, by order of succession, to sign documents on behalf of the Council. In order to carry out duties of the Council, the Chair, chief presiding officer, or longest serving member of the Council, has the ability to delegate this signature authority for purposes of facilitating the completion of assignments during or between meetings. The Chair, chief presiding officer, or longest serving member of the Council delegates the authority to Executive Director or designee to sign the name of any Council member on documents as necessary and appropriate. Motion carried unanimously.

### *Credentialing Authority Delegations*

**MOTION:** Lois Connolly moved, seconded by Michael Bottcher, to delegate authority to Council liaison(s) authority to advise the Department and the Board on all issues related to credentialing matters. Licenses that meet the criteria of Rule and Statute may be issued by DSPS under the delegated authority outlined by the Medical Examining Board regarding the Council's credentialing advisory authority. Potential denial decisions should be referred to the full Board for final determination. Motion carried unanimously.

**MOTION:** Lois Connolly moved, seconded by Michael Bottcher, to delegate authority to the Credentialing Liaisons to address all issues related to credentialing matters except potential denial decisions should be referred to the full Council for final determination. Motion carried unanimously.

**MOTION:** Lois Connolly moved, seconded by Michael Bottcher, to delegate credentialing authority to DSPS for those submitted applications that meet the criteria of Rule and Statute and thereby would not need further Council or Council liaison review. Motion carried unanimously.

### *Travel Delegation*

**MOTION:** Lois Connolly moved, seconded by Michael Bottcher, to authorize the Chair, or longest serving member of the Council, to approve all Council travel. Motion carried unanimously.

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

**AGENDA REQUEST FORM**

<b>1) Name and Title of Person Submitting the Request:</b>  Emily Handel, Bureau Assistant On behalf of Tom Ryan, Executive Director		<b>2) Date When Request Submitted:</b>  2/14/2018  Items will be considered late if submitted after 12:00 p.m. on the deadline date which is 8 business days before the meeting	
<b>3) Name of Board, Committee, Council, Sections:</b>  Council on Anesthesiologist Assistants			
<b>4) Meeting Date:</b>  02/27/2018	<b>5) Attachments:</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<b>6) How should the item be titled on the agenda page?</b>  2017 Wisconsin Act 59 (enacted State Budget Bill) - Discussion	
<b>7) Place Item in:</b> <input checked="" type="checkbox"/> Open Session <input type="checkbox"/> Closed Session	<b>8) Is an appearance before the Board being scheduled?</b>  <input type="checkbox"/> Yes ( <a href="#">Fill out Board Appearance Request</a> ) <input checked="" type="checkbox"/> No	<b>9) Name of Case Advisor(s), if required:</b>  N/A	
<b>10) Describe the issue and action that should be addressed:</b>			
<b>11) Authorization</b>			
<b>Emily Handel</b>		<b>2/14/2018</b>	
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	
<b>Directions for including supporting documents:</b> 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.			

enue shall prescribe a form for the property tax bills prepared under section 74.09 of the statutes that indicates that the state no longer imposes the forestation state tax. The form shall also indicate the amount of the forestation state tax that the taxpayer paid in the previous year.

(1f) SALES AND USE TAX AUDITS; STATISTICAL SAMPLING. Using the procedure under section 227.24 of the statutes, the department of revenue shall promulgate the rules required under section 77.59 (2g) of the statutes for the period before the effective date of the permanent rule promulgated under section 77.59 (2g) of the statutes but not to exceed the period authorized under section 227.24 (1) (c) of the statutes, subject to extension under section 227.24 (2) of the statutes. Notwithstanding section 227.24 (1) (a), (2) (b), and (3) of the statutes, the department is not required to provide evidence that promulgating a rule under this subsection as an emergency rule is necessary for the preservation of the public peace, health, safety, or welfare and is not required to provide a finding of emergency for a rule promulgated under this subsection.

**SECTION 9139. Nonstatutory provisions; Safety and Professional Services.**

(12) PROFESSIONAL ASSISTANCE PROCEDURES; EMERGENCY RULES. The department may use the procedure under section 227.24 of the statutes to promulgate rules under section 440.03 (1c) of the statutes for the period before the effective date of the permanent rule promulgated under section 440.03 (1c) of the statutes but not to exceed the period authorized under section 227.24 (1) (c) of the statutes, subject to one extension of 60 days under section 227.24 (2) of the statutes. If the department uses this procedure to promulgate these rules, the department shall promulgate the rules no later than the 60th day after the effective date of this subsection. Notwithstanding section 227.24 (1) (a), (2) (b), and (3) of the statutes, the department is not required to provide evidence that promulgating a rule under this subsection as an emergency rule is necessary for the preservation of the public peace, health, safety, or welfare and is not required to provide a finding of emergency for a rule promulgated under this subsection.

**(17w) OCCUPATIONAL LICENSE STUDY.**

(a) *Definitions.* In this subsection:

1. "Department" means the department of safety and professional services.
2. "Occupational license" means any of the following:
  - a. A license, permit, certification, registration, or other approval granted under section 167.10 (6m) or chapters 101, 145, or 440 to 480 of the statutes.
  - b. A license, permit, certification, registration, or other approval not included under subdivision 2. a. if granted to a person by this state in order that the person may engage in a profession, occupation, or trade in this

state or in order that the person may use one or more titles in association with his or her profession, occupation, or trade.

(b) *Report.* No later than December 31, 2018, the department shall submit a report to the governor and the chief clerk of each house of the legislature for distribution to the legislature under section 13.172 (2) of the statutes. The report shall include the department's recommendations for the elimination of occupational licenses based on all of the following:

1. The department's evaluation of whether the unregulated practice of the profession, occupation, or trade can clearly harm or endanger the health, safety, or welfare of the public, and whether the potential for the harm is recognizable and not remote or speculative.
2. The department's evaluation of whether the public reasonably benefits from the occupational license requirement.
3. The department's evaluation of whether the public can be effectively protected by any means other than requiring an occupational license.
4. The department's analysis of whether licensure requirements for the regulated profession, occupation, or trade exist in other states.
5. The department's estimate of the number of individuals or entities that are affected by the occupational license requirement.
6. The department's estimate of the total financial burden imposed on individuals or entities as a result of the occupational licensure requirement, including education or training costs, examination fees, private credential fees, occupational license fees imposed by the state, and other costs individuals or entities incur in order to obtain the required occupational license.
7. Any statement or analysis provided by the agency or board administering the occupational license.
8. The department's evaluation of the tangible or intangible barriers people may face in obtaining an occupational license.

**SECTION 9140. Nonstatutory provisions; Secretary of State.**

**SECTION 9141. Nonstatutory provisions; State Fair Park Board.**

**SECTION 9142. Nonstatutory provisions; Supreme Court**

(5f) DECISIONS OF LABOR AND INDUSTRY REVIEW COMMISSION. The chief justice of the supreme court is requested to do all of the following:

- (a) Conduct a survey of decisions and orders of the labor and industry review commission under chapters 102 and 108 and sections 106.52 (4), 106.56 (4), and 111.39 of the statutes, citing the statutes interpreted by the commission and whether the decisions and orders were the subjects of actions for judicial review filed in circuit court.

**Vetoed  
In Part**