



VIRTUAL/TELECONFERENCE
COUNCIL ON ANESTHESIOLOGIST ASSISTANTS
4822 Madison Yards Way, Madison, WI 53705
Contact: Tom Ryan (608) 266-2112
February 23, 2022

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

AGENDA

9:00 A.M.

OPEN SESSION – CALL TO ORDER – ROLL CALL

- A. Adoption of Agenda (1-2)**
- B. Approval of Minutes of February 11, 2021 (3-6)**
- C. Reminders: Conflicts of Interest, Scheduling Concerns
- D. Administrative Updates**
 - 1. Department, Staff and Council Updates
 - 2. Annual Policy Review **(7-9)**
 - 3. Election of Officers, Appointment of Liaisons and Alternates, Delegation of Authorities **(10-13)**
 - 4. Council Members – Term Expiration Dates
 - a. Bottcher, Michael L. – 07/01/2015
 - b. Connolly, Lois A. – 07/01/2021
 - c. Ferguson, Kris
 - d. Stout, Michael D. – 07/01/2021
- E. Legislative and Policy Matters – Discussion and Consideration
- F. Administrative Rule Matters – Discussion and Consideration
 - 1. Pending or Possible Rulemaking Projects
- G. Update on Anesthesiologist Assistants
- H. COVID-19 – Discussion and Consideration**
- I. Discussion of Items Added After Preparation of Agenda:
 - 1. Introductions, Announcements and Recognition
 - 2. Election of Council Officers
 - 3. Appointment of Council Liaison(s)
 - 4. Council Liaison Training and Appointment of Mentors

5. Administrative Updates
6. Education and Examination Matters
7. Credentialing Matters
8. Practice Matters
9. Legislation and Policy Matters
10. Administrative Rule Matters
11. Liaison, Panel, and Committee Report(s)
12. Informational Item(s)
13. Disciplinary Matters
14. Appearances from Requests Received or Renewed
15. Speaking Engagement(s), Travel, or Public Relation Request(s)

J. Public Comments

ADJOURNMENT

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**COUNCIL ON ANESTHESIOLOGIST ASSISTANTS
 2021 WISCONSIN PUBLIC RECORDS LAW FACILITATED TRAINING
 9:30 A.M. OR IMMEDIATELY FOLLOWING THE FULL COUNCIL MEETING**

A quorum of the Council on Anesthesiologist Assistants may be present; however, no council business will be conducted.

 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
COUNCIL ON ANESTHESIOLOGIST ASSISTANTS
MEETING MINUTES
FEBRUARY 11, 2021**

PRESENT: Michael Bottcher, M.D.; Lois Connolly, M.D.; Michael Stout, M.D.; Sheldon Wasserman, M.D.

EXCUSED: Padmaja Doniparthi, M.D.

(Dr. Sheldon Wasserman served as the representative for the Medical Examining Board at this meeting.)

STAFF: Valerie Payne, Executive Director; Jon Derenne, Legal Counsel; Megan Glaeser, Bureau Assistant; and other DSPS Staff

CALL TO ORDER

Michael Bottcher, Chairperson, called the meeting to order at 9:03 a.m. A quorum of four (4) members was confirmed.

ADOPTION OF AGENDA

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

APPROVAL OF MINUTES OF FEBRUARY 26, 2019

MOTION: Lois Connolly moved, seconded by Michael Stout, to approve the minutes of February 26, 2019 as published. Motion carried unanimously.

ADMINISTRATIVE UPDATES

Election of Officers

Chairperson

NOMINATION: Lois Connolly nominated Michael Bottcher for the Office of Chairperson. Michael Bottcher accepted the nomination.

Valerie Payne, Executive Director, called for nominations three (3) times.

Michael Bottcher was elected as Chairperson by unanimous voice vote.

Vice Chairperson

NOMINATION: Michael Bottcher nominated Lois Connolly for the Office of Vice Chairperson. Lois Connolly accepted the nomination.

Valerie Payne, Executive Director, called for nominations three (3) times.

Lois Connolly was elected as Vice Chairperson by unanimous voice vote.

Secretary

NOMINATION: Lois Connolly nominated Michael Stout for the Office of Secretary. Michael Stout accepted the nomination.

Valerie Payne, Executive Director, called for nominations three (3) times.

Michael Stout was elected as Secretary by unanimous voice vote.

ELECTION RESULTS	
Chairperson	Michael Bottcher
Vice Chairperson	Lois Connolly
Secretary	Michael Stout

Appointment of Liaisons and Alternates

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

Delegation of Authorities

Document Signature Delegations

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

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

Delegated Authority for Urgent Matters

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

Credentialing Authority Delegations

Delegation of Authority to Credentialing Liaison (Denial Decisions)

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

Delegation of Authority to DSPS When Credentialing Criteria is Met

MOTION: Lois Connolly moved, seconded by Michael Bottcher, to delegate credentialing authority to the Department to act upon applications that meet all credentialing statutory and regulatory requirements without Council or Council liaison review. Motion carried. (*Sheldon Wasserman was absent for this vote.*)

Delegation of Authority for Predetermination Reviews

MOTION: Michael Stout moved, seconded by Michael Bottcher, to delegate authority to the Department Attorneys to make decisions regarding predetermination applications pursuant to Wis. Stat. § 111.335(4)(f). Motion carried. (*Sheldon Wasserman was absent for this vote.*)

Delegation of Authority for Conviction Reviews

MOTION: Michael Stout moved, seconded by Lois Connolly, to delegate authority to Department Attorneys to review and approve ordinance violations which are not substantially related to the practice of anesthesiologist assistants, limited to:

1. Littering
2. Loitering
3. Up to two (2) Underage Drinking
4. One (1) OWI two or more years prior to application
5. Trespassing
6. Disturbing the Peace

Motion carried unanimously.

Delegated Authority for Application Denial Reviews

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

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

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

Optional Renewal Notice Insert Delegation

MOTION: Michael Stout moved, seconded by Lois Connolly 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 Council's or Council designee's request. Motion carried unanimously.

Legislative Liaison(s) Delegation

MOTION: Michael Stout moved, seconded by Michael Bottcher, to delegate authority to the Legislative Liaison(s) to speak on behalf of the Board regarding legislative matters. Motion carried unanimously.

Travel Liaison(s) Delegation

MOTION: Lois Connolly moved, seconded by Michael Stout, to delegate authority to the Travel Liaison(s) to approve any council member travel. Motion carried unanimously.

ADJOURNMENT

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

The meeting adjourned at 10:56 a.m.

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

AGENDA REQUEST FORM

1) Name and title of person submitting the request: Kimberly Wood, Program Assistant Supervisor-Adv. on behalf of Division of Policy Development Executive Directors		2) Date when request submitted: 12/13/2021 Items will be considered late if submitted after 12:00 p.m. on the deadline date which is 8 business days before the meeting	
3) Name of Board, Committee, Council, Sections: All Boards			
4) Meeting Date: First Meeting of 2022	5) Attachments: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	6) How should the item be titled on the agenda page? Annual Policy Review	
7) Place Item in: <input checked="" type="checkbox"/> Open Session <input type="checkbox"/> Closed Session	8) Is an appearance before the Board being scheduled? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	9) Name of Case Advisor(s), if applicable: N/A	
10) Describe the issue and action that should be addressed: Please be advised of the following Annual Policy Review items: <ol style="list-style-type: none"> 1. Attendance/Quorum: Thank you for your service and for your commitment to meeting attendance. If you cannot attend a meeting or if you have scheduling conflicts impacting your attendance, please let us know ASAP. Timely notification is appreciated as quorum is required for our Boards, Sections and Councils to meet pursuant to Open Meetings Law. 2. Walking Quorum: Board/Section/Council members must not collectively discuss the body's business outside of a properly noticed meeting. Should several members of a body do so, the members could be violating the open meetings law. 3. Agenda Deadlines: Please communicate agenda topics to your Executive Director before the agenda submission deadline which is at 12:00 pm, 8 business days prior to a meeting. (Attachment: Timeline of a Meeting) 4. Travel Voucher and Per Diem Submissions: Please submit all Per Diem and Reimbursement claims to DSPS within 30 days of the close of each month in which expenses are incurred. (Attachments: Per Diem Example, Travel Voucher Example) 5. Lodging Accommodations/Hotel Cancellation Policy: Lodging accommodations are available to eligible members. Standard eligibility: member must leave home before 6:00 a.m. to attend a meeting by the scheduled start time. <ul style="list-style-type: none"> • If a member cannot attend a meeting it is their responsibility to cancel their reservation within the applicable cancellation timeframe. If a meeting is changed to occur remotely or is cancelled or rescheduled DSPS staff will cancel or modify reservations as appropriate. 6. Inclement Weather Policy: In the event of inclement weather the agency may change a meeting from an in-person venue to one that is executed remotely. 			
11) Authorization			
Kimberly Wood		12/13/2021	
Signature of person making this request		Date	
Supervisor (Only required for post agenda deadline items)		Date	
Executive Director signature (Indicates approval for post agenda deadline items)		Date	
Directions for including supporting documents: <ol style="list-style-type: none"> 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. 			

Timeline of a Meeting

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

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

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

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

Agenda Item Examples:

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

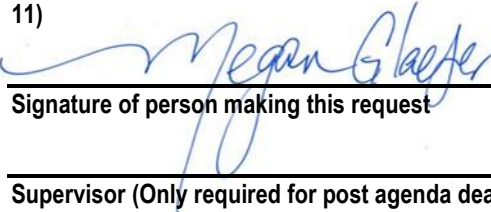
Thursday of the Week Prior to the Meeting: Agendas are published for public notice on the Public Notices and Meeting Minutes website: publicmeetings.wi.gov.

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

5 business days after the Meeting: "To Do" lists are distributed to staff to ensure that board decisions are acted on and/or implemented within the appropriate divisions in the Department. Minutes approved by the board are published on the Department's website.

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

AGENDA REQUEST FORM

1) Name and title of person submitting the request: Megan Glaeser, Bureau Assistant		2) Date when request submitted: 14 February 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: Council on Anesthesiologist Assistants			
4) Meeting Date: 23 February 2022	5) Attachments: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	6) How should the item be titled on the agenda page? Administrative Matters <ul style="list-style-type: none"> • Election of Officers, Appointment of Liaisons and Alternates, Delegation of Authorities 	
7) Place Item in: <input checked="" type="checkbox"/> Open Session <input type="checkbox"/> Closed Session	8) Is an appearance before the Board being scheduled? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	9) Name of Case Advisor(s), if applicable: N/A	
10) Describe the issue and action that should be addressed: <ol style="list-style-type: none"> 1) The Board, Council or Section should conduct Election Officers: Chairperson, Vice Chairperson & Secretary 2) The newly elected Chairperson should review and appoint/reappoint Liaisons and Alternates as appropriate 3) The Board should review and then consider its existing delegated authorities including any modification of these delegations and any proposals for additional delegations. 			
11) 		Authorization	
Signature of person making this request		14 February 2022 Date	
Supervisor (Only required for post agenda deadline items)		Date	
Executive Director signature (Indicates approval for post agenda deadline items)		Date	
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2021 Anesthesiologist Assistants Officers, Liaison Appointments, and Delegated Authorities

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Vice Chairperson	Lois Connolly
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