



VIRTUAL/TELECONFERENCE
GENETIC COUNSELORS AFFILIATED CREDENTIALING BOARD
Virtual, 4822 Madison Yards Way, Madison
Contact: Tom Ryan (608) 266-2112
March 11, 2024

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

12:00 P.M.

OPEN SESSION – CALL TO ORDER – ROLL CALL

- A. Adoption of Agenda (1-3)**
- B. Approval of Minutes February 5, 2024 (4-5)**
- C. Administrative Matters – Discussion and Consideration**
 - 1. Department, Staff and Board Updates
 - 2. Board Members – Board Member Status
 - a) Geurts, Jennifer L. – 7/1/2024
 - b) Grzybowski, Jessica A. – 7/1/2025
 - c) Karwedsky, Stephanie L. – 7/1/2025
 - d) Levonian, Peter J. – 7/1/2027
 - e) Mullane, Michael P. – 7/1/2024
 - f) Muriello, Michael J. – 7/1/2027
 - g) Pabst, Rebecca L. – 7/1/2025
- D. Legislation and Policy Matters – Discussion and Consideration**
- E. Administrative Rule Matters – Discussion and Consideration (6-7)**
 - 1. Emergency Rule: Gen Couns 1 to 5, Relating to Genetic Counselors
 - a) Second Extension Request (7)
 - 2. Permanent Rule: Gen Cous 1 to 4, Relating to Genetic Counselors
 - a) Status Update
 - 3. Pending and Possible Rulemaking Projects
- F. Credentialing Liaison Report – Discussion and Consideration**
- G. 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. Public Health Emergencies
15. Informational Items
16. Division of Legal Services and Compliance (DLSC) Matters
17. Presentations of Petitions for Summary Suspension
18. Petitions for Designation of Hearing Examiner
19. Presentation of Stipulations, Final Decisions and Orders
20. Presentation of Proposed Final Decisions and Orders
21. Presentation of Interim Orders
22. Petitions for Re-Hearing
23. Petitions for Assessments
24. Petitions to Vacate Orders
25. Requests for Disciplinary Proceeding Presentations
26. Motions
27. Petitions
28. Appearances from Requests Received or Renewed
29. Speaking Engagements, Travel, or Public Relation Requests, and Reports

H. Public Comments

ADJOURNMENT

NEXT MEETING: APRIL 8, 2024

 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
GENETIC COUNSELORS AFFILIATED CREDENTIALING BOARD
MEETING MINUTES
FEBRUARY 5, 2024**

PRESENT: Jennifer Geurts, Stephanie Karwedsky, Peter Levonian, Michael Mullane, Rebecca Pabst

EXCUSED: Jessica Grzybowski, Michael Muriello

STAFF: Tom Ryan, Executive Director; Jameson Whitney, Legal Counsel; Nilajah Hardin, Administrative Rules Coordinator; Tracy Drinkwater, Board Administration Specialist; and other Department Staff

CALL TO ORDER

Rebecca Pabst, Vice Chairperson, called the meeting to order at 12:01 p.m. A quorum was confirmed with five (5) members present.

ADOPTION OF AGENDA

MOTION: Michael Mullane moved, seconded by Stephanie Karwedsky, to adopt the Agenda as published. Motion carried unanimously.

APPROVAL OF MINUTES OF JANUARY 8, 2024

MOTION: Stephanie Karwedsky moved, seconded by Michael Mullane, to approve the Minutes of January 8, 2024, as published. Motion carried unanimously.

ADMINISTRATIVE MATTERS

Delegation of Authorities

Review and Approval of 2023 Delegations

MOTION: Michael Mullane moved, seconded by Rebecca Pabst, to reaffirm all delegation motions from 2023 as reflected in the agenda materials. Motion carried unanimously.

Document Signature Delegations

MOTION: Michael Mullane moved, seconded by Stephanie Karwedsky, 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, Board Counsel or DPD Division Administrator, the authority to sign on behalf of a board member as necessary. Motion carried unanimously.

Delegation to Chief Legal Counsel Due to Loss of Quorum

MOTION: Michael Mullane moved, seconded by Rebecca Pabst, to delegate the review and authority to act on disciplinary cases to DSPPS 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: Michael Mullane moved, seconded by Stephanie Karwedsky, to delegate to DSPPS Chief Legal Counsel (CLC) 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: Michael Mullane moved, seconded by Stephanie Karwedsky to adopt the “Roles and Authorities Delegated for Monitoring” document as presented in the January 8, 2024, agenda materials. Motion carried unanimously.

Delegation of Authorities for Legal Counsel to Sign Monitoring Orders

MOTION: Michael Mullane moved, seconded by Stephanie Karwedsky, 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 to DSPPS When Applicant’s Discipline History Has Been Previously Reviewed

MOTION: Michael Mullane moved, seconded by Rebecca Pabst, to delegate authority to Department staff to approve applications where Applicant’s prior discipline has been approved for a previous Genetic Counseling credential and there is no new discipline. Motion carried unanimously.

Delegation to DSPPS When Applicant’s Conviction History Has Been Previously Reviewed

MOTION: Rebecca Pabst moved, seconded by Michael Mullane, to delegate authority to Department staff to approve applications where criminal background checks have been approved for a previous Genetic Counseling credential and there is no new conviction record. Motion carried unanimously.

Delegation to Department Attorneys to Approve Duplicate Legal Issue

MOTION: Michael Mullane moved, seconded by Rebecca Pabst, to delegate authority to Department Attorneys to approve a legal matter in connection with a renewal application when that same/similar matter was already addressed by the Board and there are no new legal issues. Motion carried unanimously.

ADMINISTRATIVE RULE MATTERS

Emergency Rule: Gen Couns 1 to 5, Relating to Genetic Counselors, Second Extension Request

MOTION: Rebecca Pabst moved, seconded by Michael Mullane, to request a second extension for EmR 2313 (Gen Couns 1 to 5) relating to Genetic Counselors. Motion carried unanimously.


ADJOURNMENT

MOTION: Michael Mullane moved, seconded by Stephanie Karwedsky, to adjourn the meeting. Motion carried unanimously.

The meeting adjourned at 12:40 p.m.

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

AGENDA REQUEST FORM

1) Name and title of person submitting the request: Nilajah Hardin Administrative Rules Coordinator		2) Date when request submitted: 02/27/24 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: Genetic Counselors Affiliated Credentialing Board			
4) Meeting Date: 03/11/24	5) Attachments: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	6) How should the item be titled on the agenda page? Administrative Rule Matters Discussion and Consideration 1. Emergency Rule: Gen Couns 1 to 5, Relating to Genetic Counselors a. Second Extension Request 2. Permanent Rule: Gen Couns 1 to 4, Relating to Genetic Counselors a. Status Update 3. Pending or 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: 1. Board discussion of second extension requests for EmR 2313 pursuant to Wis. Stats. s. 227.24 (2) 2. Board discussion of Permanent Rule and Next Steps Attachments: JCRAR Second Extension Request Letter Copies of current Board Rule Projects Can be Viewed Here: https://dsps.wi.gov/Pages/RulesStatutes/PendingRules.aspx			
11) Authorization			
 Signature of person making this request		02/27/24 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.			

Genetic Counselors Affiliated Credentialing Board

Department of Safety and Professional Services
4822 Madison Yards Way
PO Box 8366
Madison WI 53708-8366



February 12, 2024

Senator Stephen Nass, Senate Co-Chairperson
Joint Committee for Review of Administrative Rules
Room 10 South, State Capitol
Madison, WI 53702

Representative Adam Neylon, Assembly Co-Chairperson
Joint Committee for Review of Administrative Rules
Room 204 North, State Capitol
Madison, WI 53702

RE: Second Request for Extension of Emergency Rule, Genetic Counselors Affiliated
Credentialing Board

Dear Senator Nass and Representative Neylon:

Pursuant to Wis. Stat. s. 227.24 (2), I am writing to request a second extension of EmR2313, an emergency rule creating Gen Couns 1 to 5 relating to Genetic Counselors. A copy of the emergency rule is attached.

This rule implements the statutory changes from 2021 Wisconsin Act 251 that include the regulation and licensure of Genetic Counselors. The Board has been working diligently on drafting the permanent rule associated with this project. However, the emergency rule is set to expire on April 11, 2024. The permanent rule was submitted to the Legislature on January 17, 2024. After Legislative Review has been completed and assuming there are no objections, the permanent rule will still need to go back to the Board for Adoption, and then be submitted for publication in the Legislative Administrative Register. Given these remaining steps, a publication and effective date have not been determined yet.

Therefore, the Genetic Counselors Affiliated Credentialing Board is requesting a second extension of the emergency rule to cover the anticipated gap between April 11, 2024 and when the permanent rule will be effective in order to avoid confusion to stakeholders and licensees.

Sincerely,

A handwritten signature in cursive script that reads "Jessica Grzybowski".

Jessica Grzybowski
Chairperson
Genetic Counselors Affiliated Credentialing Board