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**VIRTUAL/TELECONFERENCE  
MEDICAL EXAMINING BOARD**  
**Virtual, 4822 Madison Yards Way, Madison**  
**Contact: Tom Ryan (608) 266-2112**  
**January 15, 2025**

*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 (1-4)**
- B. Approval of Minutes of December 18, 2024 (5-9)**
- C. Introductions, Announcements and Recognition**
  - 1) Introduction and Welcome – DSPPS Secretary Hereth
- D. Reminders: Conflicts of Interest, Scheduling Concerns**
- E. Administrative Matters – Discussion and Consideration**
  - 1) Department, Staff and Board Updates
  - 2) **2025 Meeting Dates (10)**
  - 3) **Annual Policy Review (11-13)**
  - 4) **Election of Officers, Appointment of Liaisons and Alternates, Delegation of Authorities (14-34)**
  - 5) Board Members – Term Expiration Dates
    - a. Bond, Jr., Milton – 7/1/2027
    - b. Chou, Clarence P. – 7/1/2027
    - c. Clarke, Callisia N. – 7/1/2028
    - d. Ferguson, Kris – 7/1/2025
    - e. Gerlach, Diane M. – 7/1/2028
    - f. Goel, Sumeet K. – 7/1/2027
    - g. Hilton, Stephanie – 7/1/2028
    - h. Lerma, Carmen – 7/1/2024
    - i. Leuthner, Steven R. – 7/1/2027
    - j. Majeed-Haqqi, Lubna – 7/1/2027
    - k. Schmeling, Gregory J. – 7/1/2025
    - l. Siebert, Derrick R. – 7/1/2025
    - m. Yu, Emily S. – 7/1/2028

- 6) **Wis. Stat. § 15.085 (3)(b) – Affiliated Credentialing Boards’ Biannual Meeting with the Medical Examining Board to Consider Matters of Joint Interest**
  - a. Physician Assistant Affiliated Credentialing Board – Jennifer Jarrett, Chairperson
  
- F. Legislative and Policy Matters – Discussion and Consideration
  
- G. **Administrative Rule Matters – Discussion and Consideration (35)**
  - 1) Preliminary Rule Draft: PA 1 to 4, Relating to Implementation of the Physician Assistant Licensure Compact **(36-39)**
  - 2) Pending or Possible Rulemaking Projects **(40-41)**
  
- H. **Federation of State Medical Boards (FSMB) Matters – Discussion and Consideration**
  - 1) Consider Attendance: FSMB Annual Meeting, April 24-26, 2025, in Seattle, WA **(42)**
  
- I. **Newsletter Matters – Discussion and Consideration (43)**
  
- J. Interdisciplinary Advisory Council Liaison Report – Discussion and Consideration
  
- K. Professional Assistance Procedure (PAP) Discussion of Expansion to Include Mental Health Disorders
  
- L. Controlled Substances Board Report – Discussion and Consideration
  
- M. Interstate Medical Licensure Compact Commission (IMLCC) – Report from Wisconsin’s Commissioners – Discussion and Consideration
  
- N. Screening Panel Report
  
- O. Future Agenda Items
  
- P. Discussion and Consideration of Items Added After Preparation of Agenda:
  - 1) Introductions, Announcements and Recognition
  - 2) Elections, Appointments, Reappointments, Confirmations, and Committee, Panel and Liaison 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) Public Health Emergencies
  - 11) Legislative and Policy Matters
  - 12) Administrative Rule Matters
  - 13) Liaison Reports
  - 14) Board Liaison Training and Appointment of Mentors
  - 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

**Q. 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 448.02(8), 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.).**

**R. Deliberation on DLSC Matters**

- 1) Proposed Stipulations, Final Decisions and Orders**
  - a. 22 MED 305 – Jennifer A. Hussli (**44-50**)
  - b. 23 MED 199 – Ryan N. Chellin (**51-57**)
  - c. 23 MED 384 – Karen S. Caldemeyer (**58-63**)
  - d. 23 MED 532 – Lyle M. Harrison (**64-69**)
  - e. 24 MED 0175 – Benjamin J. Hackett (**70-76**)
  - f. 24 MED 0388 – Alyssa R. Kuhse (**77-83**)
- 2) Complaints**
  - a. 23 MED 377 – K.C.H. (**84-87**)
  - b. 23 MED 594 – W.C.Y. (**88-91**)
- 3) Case Closings**
  - a. 23 MED 192 – J.J.S. (**92-712**)
  - b. 23 MED 463 – J.H.K. (**713-721**)
  - c. 23 MED 510 – I.S. (**722-749**)
  - d. 24 MED 0126 – C.A.C. (**750-755**)
  - e. 24 MED 0179 – E.W.L. (**756-769**)
  - f. 24 MED 0185 – A.S. (**770-774**)

**S. Credentialing Matters**

- 1) Application Review**
  - a. J.G.D. – Respiratory Care Practitioner Renewal Applicant (IA 374331) (**775-836**)

**T. 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) Complaints
- 15) Case Closings
- 16) Board Liaison Training
- 17) Petitions for Extension of Time
- 18) Petitions for Assessments and Evaluations
- 19) Petitions to Vacate Orders
- 20) Remedial Education Cases
- 21) Motions
- 22) Petitions for Re-Hearing
- 23) Appearances from Requests Received or Renewed

U. Open Cases

V. Consulting with Legal Counsel

**RECONVENE TO OPEN SESSION IMMEDIATELY FOLLOWING CLOSED SESSION**

W. Vote on Items Considered or Deliberated Upon in Closed Session if Voting is Appropriate

X. Open Session Items Noticed Above Not Completed in the Initial Open Session

Y. Delegation of Ratification of Examination Results and Ratification of Licenses and Certificates

**ADJOURNMENT**

**ORAL INTERVIEWS OF CANDIDATES FOR LICENSURE**

**VIRTUAL/TELECONFERENCE**

**10:00 A.M. OR IMMEDIATELY FOLLOWING THE FULL BOARD MEETING**

**CLOSED SESSION** – Reviewing Applications and Conducting Oral Interview(s) of **two (2)** (at time of agenda publication) Candidate(s) for Licensure – **Dr. Leuthner** and **Dr. Siebert**

**NEXT MEETING: FEBRUARY 19, 2025**

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**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 any agenda item may be changed by the board for the convenience of the parties. The person credentialed by the board has the right to demand that the meeting at which final action may be taken against the credential be held in open session. Requests for interpreters for the hard of hearing, or other accommodations, are considered upon request by contacting the Affirmative Action Officer or reach the Meeting Staff by calling 608-267-7213.

**VIRTUAL/TELECONFERENCE  
MEDICAL EXAMINING BOARD  
MEETING MINUTES  
DECEMBER 18, 2024**

**PRESENT:** Milton Bond, Jr. (*arrived at 8:06 a.m.*) (*excused at 8:50 a.m.*) (*arrived at 10:00 a.m.*); Clarence Chou, M.D.; Callisia Clarke, M.D. (*arrived at 8:04 a.m.*) (*excused at 8:58 a.m.*) (*arrived at 10:22 a.m.*); Kris Ferguson, M.D.; Diane Gerlach, D.O.; Sumeet Goel, D.O., Steven Leuthner, M.D.; Lubna Majeed-Haqqi, M.D.; Gregory Schmeling, M.D.; Derrick Siebert, M.D.; Emily Yu, M.D.

**ABSENT:** Stephanie Hilton; Carmen Lerma

**STAFF:** Tom Ryan, Executive Director; Jameson Whitney, Legal Counsel; Nilajah Hardin, Administrative Rules Coordinator; Dialah Azam, Board Administration Specialist; and other Department staff

**CALL TO ORDER**

Clarence Chou, Chairperson, called the meeting to order at 8:02 a.m. A quorum was confirmed with nine (9) members present.

**ADOPTION OF AGENDA**

**MOTION:** Diane Gerlach moved, seconded by Lubna Majeed-Haqqi, to adopt the Agenda as published. Motion carried unanimously.

**APPROVAL OF MINUTES OF NOVEMBER 20, 2024**

**MOTION:** Lubna Majeed-Haqqi moved, seconded by Diane Gerlach, to approve the Minutes of November 20, 2024 as published. Motion carried unanimously.

*(Callisia Clarke arrived at 8:04 a.m.)*

*(Milton Bond Jr. arrived at 8:06 a.m.)*

**ADMINISTRATIVE RULE MATTERS**

**2025 Wis. Stat. § 227.29 Biennial Report to the Legislature**

**MOTION:** Gregory Schmeling moved, seconded by Steven Leuthner, to approve the report required under Wis. Stat. § 227.29 for submission in March 2025 to the Joint Committee for Review of Administrative Rules. Motion carried unanimously.

**CLOSED SESSION**

**MOTION:** Gregory Schmeling moved, seconded by Sumeet Goel, to convene to Closed Session to deliberate on cases following hearing (§ 19.85(1)(a), Stats.); to consider licensure or certification of individuals (§ 19.85(1)(b), Stats.); to consider closing disciplinary investigations with administrative warnings (§ 19.85(1)(b), Stats. and § 448.02(8), Stats.); to consider

individual histories or disciplinary data (§ 19.85(1)(f), Stats.); and to confer with legal counsel (§ 19.85(1)(g), Stats.). Clarence Chou, Chairperson, read the language of the motion aloud for the record. The vote of each member was ascertained by voice vote. Roll Call Vote: Milton Bond, Jr.-yes; Clarence Chou-yes; Callisia Clarke-yes; Kris Ferguson-yes; Diane Gerlach-yes; Sumeet Goel-yes; Steven Leuthner-yes; Lubna Majeed-Haqqi-yes; Gregory Schmeling-yes; Derrick Siebert-yes; and Emily Yu-yes. Motion carried unanimously.

The Board convened into Closed Session at 8:48 a.m.

### **DELIBERATION ON DIVISION OF LEGAL SERVICES AND COMPLIANCE (DLSC) MATTERS**

*(Milton Bond Jr. excused at 8:50 a.m.)*

#### **Proposed Stipulations, Final Decisions and Orders**

##### ***23 MED 103 – H. Marshall Matthews***

**MOTION:** Gregory Schmeling moved, seconded by Steven Leuthner, to adopt the Findings of Fact, Conclusions of Law and Order in the matter of disciplinary proceedings against H. Marshall Matthews, DLSC Case Number 23 MED 103. Motion carried unanimously.

##### ***24 MED 018 – Kazi Z. Rayhan***

**MOTION:** Gregory Schmeling moved, seconded by Sumeet Goel, to adopt the Findings of Fact, Conclusions of Law and Order in the matter of disciplinary proceedings against Kazi Z. Rayhan, DLSC Case Number 24 MED 018. Motion carried unanimously.

##### ***24 MED 0365 – Neeraj B. Chepuri***

**MOTION:** Lubna Majeed-Haqqi moved, seconded by Kris Ferguson, to adopt the Findings of Fact, Conclusions of Law and Order in the matter of disciplinary proceedings against Neeraj B. Chepuri, DLSC Case Number 24 MED 0365. Motion carried unanimously.

*(Callisia Clarke excused at 8:58 a.m.)*

#### **Case Closings**

**MOTION:** Steven Leuthner moved, seconded by Gregory Schmeling, to close the following DLSC Cases for the reasons outlined below:

- a) 22 MED 543 – S.S. – Insufficient Evidence
- b) 23 MED 058 – S.I.O. – Prosecutorial Discretion (P1)
- c) 23 MED 299 – F.K. – Insufficient Evidence
- d) 23 MED 400 – D.E.A. – Insufficient Evidence
- e) 23 MED 406 – G.P.T. – No Violation

- f) 23 MED 517 – P.C. – Lack of Jurisdiction (L2)
  - g) 23 MED 565 – J.H.V. – Lack of Jurisdiction (L2)
  - h) 23 MED 584 – K.J.B. – No Violation
  - i) 24 MED 055 – P.T.K. – No Violation
  - j) 24 MED 0110 & 24 MED 0241 – A.B.H. – Insufficient Evidence
  - k) 24 MED 0150 – J.W. – No Violation
  - l) 24 MED 0167 – D.C.M., M.J.K., P.J.K., A.J.B. – No Violation
  - m) 24 MED 0220 – D.A.K. – Insufficient Evidence
  - n) 24 MED 0290 – H.F. – No Violation
  - o) 24 MED 0389 – M.A.T. – No Violation
- Motion carried unanimously.

**23 MED 111 – J.T.M.**

**MOTION:** Gregory Schmeling moved, seconded by Sumeet Goel, to return DLSC Case Number 23 MED 111 against J.T.M. for further investigation and action as appropriate. Motion carried unanimously.

**Petition for Mental Health and Professional Competency Examinations**

**22 MED 400 – O.V.A.**

**MOTION:** Diane Gerlach moved, seconded by Lubna Majeed-Haqqi, to require respondent O.V.A. to submit to a professional competency and mental health examination pursuant to Wis. Stat. § 448.02(3)(a). Motion carried unanimously.

*(Gregory Schmeling recused themselves and left the room for deliberation and voting in the matter concerning O.V.A., DLSC Case Number 22 MED 400.)*

**DELIBERATION ON MATTERS RELATING TO COSTS/ORDERS FIXING COSTS**

**Glady R. Gregory, M.D. – DHA Case Number SPS-22-0072/DLSC Case Number 22 MED 235**

**MOTION:** Emily Yu moved, seconded by Sumeet Goel, to adopt the Order Fixing Costs in the matter of disciplinary proceedings against Glady R. Gregory, M.D. – DHA Case Number SPS-22-0072/DLSC Case Number 22 MED 235. Motion carried unanimously.

**Siamak B. Arassi, M.D. – DHA Case Number SPS-23-0044/DLSC Case Number 23 MED 139**

**MOTION:** Steven Leuthner moved, seconded by Diane Gerlach, to adopt the Order Fixing Costs in the matter of disciplinary proceedings against Siamak B. Arassi, M.D. – DHA Case Number SPS-23-0044/DLSC Case Number 23 MED 139. Motion carried unanimously.

*(Kris Ferguson recused themselves and left the room for deliberation and voting in the matter concerning Siamak B. Arassi, M.D. – DHA Case Number SPS-23-0044/DLSC Case Number 23 MED 139.)*

## CREENTIALING MATTERS

### Waiver of 24 Months of ACGME/AOA Accredited Post-Graduate Training

*A.F., M.D. (IA 353415)*

**MOTION:** Steven Leuthner moved, seconded by Emily Yu, to approve the waiver of 24 Months of ACGME/AOA Accredited Post-Graduate Training application of A.F., M.D. Motion carried.

### Application Review

*C.E.N. – Medicine and Surgery Renewal Applicant (38077-20)*

**MOTION:** Sumeet Goel moved, seconded by Gregory Schmeling, to deny the renewal application of C.E.N. license #38077-20. **Reasons for Denial:** violation of board order #7857 (Wis. Admin. Code § Med 10.03(1)(a)), Wis. Stat. § 448.06(2); denial is necessary to protect health & safety of the public (Wis. Stat. § 440.08(4)(a)). Motion carried unanimously.

*(Milton Bond Jr. arrived at 10:00 a.m.)*

**MOTION:** Diane Gerlach moved, seconded by Lubna Majeed-Haqqi, to amend order #7857 with C.E.N.'s additional convictions and violations. Additionally, to amend order #7857 to provide additional limitations as deemed necessary to address rehabilitation, continuous compliance and practice safety. Motion carried unanimously.

*P.W. – Medicine and Surgery Visiting Physician Applicant (IA 472961)*

**MOTION:** Gregory Schmeling moved, seconded by Steven Leuthner, to approve the Medicine and Surgery Visiting Physician application of P.W., once all requirements are met. Motion carried unanimously.

*D.J.A. – Medicine and Surgery Renewal Applicant (IA 302985)*

**MOTION:** Gregory Schmeling moved, seconded by Sumeet Goel, to deny the renewal application of D.J.A., application #IA-302985. **Reasons for Denial:** adverse determination against credential by another state agency (Wis. Admin. Code § Med 10.03(3)(c)), Wis. Stat. § 448.06(2); denial is necessary to protect health & safety of the public (Wis. Stat. § 440.08(4)(a)). Motion carried unanimously.

*(Callisia Clarke arrived at 10:22 a.m.)*

*M.M.B. – Medicine and Surgery Applicant (IA 351102)*

**MOTION:** Sumeet Goel moved, seconded by Gregory Schmeling, to require M.M.B. to submit to a full board oral examination pursuant to Wis. Admin. Code §



Med 1.06(1)(a)4., applicant has been found negligent or been a party in a lawsuit in which it was alleged that the applicant was negligent in the practice of medicine; Wis. Admin. Code § Med 1.06(1)(a)10. applicant has been subject to adverse formal action against the applicant's credential; and Wis. Admin. Code § Med 1.06(1)(a)5. applicant has been convicted of a crime substantially related to the practice of medicine. Motion carried unanimously.

### **RECONVENE TO OPEN SESSION**

**MOTION:** Gregory Schmeling moved, seconded by Emily Yu, to reconvene to Open Session. Motion carried unanimously.

The Board reconvened to Open Session at 10:23 a.m.

### **VOTE ON ITEMS CONSIDERED OR DELIBERATED UPON IN CLOSED SESSION**

**MOTION:** Steven Leuthner moved, seconded by Lubna Majeed-Haqqi, 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.)*

### **DELEGATION OF RATIFICATION OF EXAMINATION RESULTS AND RATIFICATION OF LICENSES AND CERTIFICATES**

**MOTION:** Sumeet Goel moved, seconded by Lubna Majeed-Haqqi, to delegate ratification of examination results to DSPS staff and to ratify all licenses and certificates as issued. Motion carried unanimously.

### **ADJOURNMENT**

**MOTION:** Emily Yu moved, seconded by Diane Gerlach, to adjourn the meeting. Motion carried unanimously.


The meeting adjourned at 10:25 a.m.

**MEDICAL EXAMINING BOARD  
2025 MEETING DATES**

<b>Meeting Date</b>	<b>Start time</b>	<b>Location</b>	<b>Agenda Item Deadline</b>
Wednesday, January 15, 2025	8:00 AM	Virtual	<b>1/3/25</b>
Wednesday, February 19, 2025	8:00 AM	Virtual	<b>2/7/25</b>
Wednesday, March 19, 2025	8:00 AM	Virtual	<b>3/7/25</b>
Wednesday, April 16, 2025	8:00 AM	Virtual	<b>4/4/25</b>
Wednesday, May 21, 2025	8:00 AM	Hybrid	<b>5/9/25</b>
Wednesday, June 18, 2025	8:00 AM	Virtual	<b>6/6/25</b>
Wednesday, July 16, 2025	8:00 AM	Virtual	<b>7/3/25</b>
Wednesday, August 20, 2025	8:00 AM	Virtual	<b>8/8/25</b>
Wednesday, September 17, 2025	8:00 AM	Virtual	<b>9/5/25</b>
Wednesday, October 15, 2025	8:00 AM	Virtual	<b>10/3/25</b>
Wednesday, November 19, 2025	8:00 AM	Virtual	<b>11/7/25</b>
Wednesday, December 17, 2025	8:00 AM	Virtual	<b>12/5/25</b>

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

**AGENDA REQUEST FORM**

1) Name and title of person submitting the request: Brenda Taylor, Board Services Supervisor		2) Date when request submitted: 12/1/2024	
3) Name of Board, Committee, Council, Sections: All Boards			
4) Meeting Date: First Meeting of 2025	5) Attachments: <input checked="" type="checkbox"/> Yes	6) How should the item be titled on the agenda page? Administrative Matters: Annual Policy Review	
7) Place Item in: <input checked="" type="checkbox"/> Open Session	8) Is an appearance before the Board being scheduled? <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: Board SharePoint Site: <a href="https://dsps.boards.wisconsin.gov/">https://dsps.boards.wisconsin.gov/</a>			
<p><b>Please be advised of the following Policy Items:</b></p> <ol style="list-style-type: none"> <li>1. <b>In-Person and Virtual Meetings:</b> Depending on the frequency of scheduled meetings, discussion topics, and member availability, DSPTS may host one or more in-person meetings. Virtual connection options are available for all board meetings.</li> <li>2. <b>Attendance/Quorum:</b> Thank you for your service and commitment to meeting attendance. If you cannot attend a meeting or have scheduling conflicts impacting your attendance, please let us know as soon as possible. A quorum is required for Boards, Sections, and Councils to meet pursuant to Open Meetings Law. Connect to / arrive at meetings 10 minutes before posted start time to allow for audio/connection testing, and timely Call to Order and Roll Call. Virtual meetings include viewable onscreen materials and A/V (speaker/microphone/video) connections.</li> <li>3. <b>Walking Quorum:</b> Board/Section/Council members must not collectively discuss the body's business outside a properly noticed meeting. If several members of a body do so, they could be violating the open meetings law.</li> <li>4. <b>Mandatory Training:</b> All Board Members must complete Public Records and Ethics Training, annually. <a href="#">Register to set up an account</a> in the Cornerstone LearnCenter online portal or <a href="#">Log in</a> to an existing account.</li> <li>5. <b>Agenda Deadlines:</b> Please communicate agenda topics to your Executive Director before the agenda submission deadline at 12:00 p.m., eight business days before a meeting. (Attachment: Timeline of a Meeting)</li> <li>6. <b>Travel Voucher and Per Diem Submissions:</b> Please submit all Per Diem and Reimbursement claims to DSPTS within 30 days of the close of each month in which expenses are incurred. (Attachment: Per Diem Form) Travel Vouchers are distributed on travel approval.</li> <li>7. <b>Lodging Accommodations/Hotel Cancellation Policy:</b> Lodging accommodations are available to eligible members for in-person meetings. Standard eligibility: the member must leave home before 6:00 a.m. to attend an in-person meeting by the scheduled start time.             <ol style="list-style-type: none"> <li>a. If a member cannot attend a meeting, they must cancel their reservation with the hotel within the applicable cancellation timeframe.</li> <li>b. If a meeting is changed to occur remotely, is canceled, or rescheduled, DSPTS staff will cancel or modify reservations as appropriate.</li> </ol> </li> <li>8. <b>Inclement Weather Policy:</b> In inclement weather, the DSPTS may change a meeting from an in-person venue to a virtual/teleconference only.</li> </ol>			
11) Authorization			
		12/02/2024	
<p><b>Directions for including supporting documents:</b></p> <ol style="list-style-type: none"> <li>1. This form should be saved with any other documents submitted to the <a href="#">Agenda Items</a> folders.</li> <li>2. Post Agenda Deadline items must be authorized by a Supervisor and the Policy Development Executive Director</li> </ol>			

## Timeline of a Meeting

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**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 Board Administration Specialist 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 previous meeting Minutes
- Open Session Items
  - Public Hearings (relating to Administrative 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](http://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 the Public Notices and Meeting Minutes website: [publicmeetings.wi.gov](http://publicmeetings.wi.gov).



**MEDICAL EXAMINING BOARD  
2024 Officers and Liaison Appointments**

<b>OFFICERS</b>	
<b>Chairperson</b>	Clarence Chou
<b>Vice Chairperson</b>	Sumeet Goel
<b>Secretary</b>	Gregory Schmeling

<b>LIAISON APPOINTMENTS</b>	
<b>Credentialing Liaison(s)</b>	Callisia Clarke, Lubna Majeed-Haqqi, Emily Yu, Diane Gerlach, Kris Ferguson, Gregory Schmeling, Derrick Siebert, Steven Leuthner <i>Alternate: Clarence Chou</i>
<b>Education and Examinations Liaison(s)</b>	Continuing Education: Diane Gerlach <i>Alternate: Clarence Chou</i> Examinations: Gregory Schmeling <i>Alternate: Clarence Chou</i>
<b>Monitoring Liaison(s)</b>	Kris Ferguson <i>Alternate: Clarence Chou</i>
<b>Professional Assistance Procedure (PAP) Liaison(s)</b>	Kris Ferguson <i>Alternate: Clarence Chou</i>
<b>Legislative Liaison(s)</b>	Clarence Chou <i>Alternate: Sumeet Goel</i>
<b>Travel Authorization Liaison(s)</b>	Sumeet Goel <i>Alternate: Diane Gerlach</i>
<b>Newsletter Liaison(s)</b>	Clarence Chou <i>Alternate: Sumeet Goel</i>
<b>Website Liaison(s)</b>	Sumeet Goel <i>Alternate: Milton Bond Jr</i>
<b>Opioid Abuse Report Liaison(s) per 440.035(2m)(c)</b>	Kris Ferguson <i>Alternate: Derrick Siebert</i>
<b>Prescription Drug Monitoring Program Liaison(s)</b>	Kris Ferguson <i>Alternate: Lubna Majeed-Haqqi</i>
<b>Appointed to Controlled Substances Board as per Wis. Stats. §15.405(5g) (MED)</b>	Gregory Schmeling <i>Alternate: Kris Ferguson</i>

**MEDICAL EXAMINING BOARD**  
**2024 Officers and Liaison Appointments**

<b>OTHER APPOINTMENTS</b>	
<b>Council on Anesthesiologist Assistants</b>	Kris Ferguson
<b>Interdisciplinary Advisory Council</b>	Kris Ferguson <i>Alternate:</i> Clarence Chou
<b>Interstate Medical Licensure Compact Commission (IMLCC) Representatives</b>	Clarence Chou, Sumeet Goel

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

**AGENDA REQUEST FORM**

1) Name and title of person submitting the request: Paralegal Richanda Turner, on behalf of Attorney Renee Parton		2) Date when request submitted: 12/18/2024 <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: Medical Examining Board			
4) Meeting Date: 01/15/25	5) Attachments: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	6) How should the item be titled on the agenda page? Reaffirming 2024 delegations and new 2025 delegations	
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 <a href="#">Appearance Request</a> for Non-DSPS Staff)</i>  <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: The Board members need to review and consider reaffirming 2024 delegations and new delegations for 2025.			
11) <span style="margin-left: 200px;">Authorization</span>			
<i>Richanda Turner</i>		12/18/24	
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: 1. This form should be saved with any other documents submitted to the <a href="#">Agenda Items</a> 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.			





**State of Wisconsin**  
**DEPARTMENT OF SAFETY AND PROFESSIONAL SERVICES**  
**CORRESPONDENCE / MEMORANDUM**

**DATE:** January 1, 2025

**TO:** Board, Council, and Committee Members

**FROM:** Legal Counsel

**SUBJECT:** Liaison Definitions and Delegations Explanations

### **Overall Purpose of Liaison Appointments**

Each Board/Section (Board) has inherent authority that is established in our Wisconsin Statutes. This authority may change from Board to Board. Further information on your Board's authority can be found in Wis. Stat. ch. 15. Generally, each Board has authority to grant credentials, discipline credential holders, and set standards for education and examinations. In order to efficiently accomplish these tasks, Boards may appoint Liaisons. Liaisons assist with the operations of the Boards' purpose by weighing in on legislative matters, traveling to national conferences, or communicating with stakeholders.

The Department asks that each year the Boards make Liaison appointments to assist the Board and Department to accomplish these tasks in an efficient manner. Your practical knowledge and experience, as an appointed member of a professional board, are essential in making determinations regularly. The Liaison positions listed below assist the Department to complete operations between Board meetings. In most cases, Liaisons can make decisions for the full Board in their designated area. However, these areas are determined through the delegation process. Please note, a Liaison may also decide to send the delegated matter to the full Board for consideration as appropriate. Delegations assist the Board in defining the roles and authorities of each Liaison and other Board functions.

### **Liaison Definitions**

**Credentialing Liaison:** The Credentialing Liaison is empowered by the Board to review and make determinations regarding certain credential applications. The Credentialing Liaison may be called on by Department staff to answer questions that pertain to qualifications for licensure, which may include whether a particular degree is suitable for the application requirements, whether an applicant's specific work experience satisfies the requirements in statute or rule for licensure, or

whether an applicant's criminal or disciplinary history is substantially related to the practice of the profession in such a way that granting the applicant a credential would create a risk of harm to the public. Questions will likely be sent by Department staff to the Credentialing Liaison via email and may include application materials. The Credentialing Liaison serves a very important role in the credentialing process.

**Monitoring Liaison:** The Monitoring Liaison is empowered by the Board to make decisions on any credential that is limited either through a disciplinary order or initial licensure. The Department Monitors will send requests from credential holders to the Monitoring Liaison. These requests vary wildly. A common request could be to remove a limitation that has been placed on a credential or to petition for full licensure. The Monitoring Liaison can review these requests and make decisions on behalf of the Board. The Board has the authority to grant decision making latitude to their liaison to any degree. If the Monitoring Liaison has a question on a request, it is advisable for the Liaison to consult further with Department staff or bring the matter to the full Board for consideration.

**Professional Assistance Procedure (PAP) Liaison:** PAP is a voluntary program open to credential holders with substance abuse issues who wish to seek help by being held accountable through treatment and monitoring by the Department and Board. As part of PAP, the credential holder enters into an agreement with the Department to undergo testing, counseling, or other rehabilitation. The PAP Liaison's role includes responding to credential holders' requests for modifications and terminations of provisions of the agreement. Similar to the Monitoring Liaison, the Department Monitors will send requests from credential holders to the PAP Liaison for further review.

**Education and Examination Liaison:** Some Boards are required by statute or rule to approve qualifying education and examinations. The Education and Examination Liaison provides guidance to Department staff to exercise authority of the Board to approve or decline examinations and educational programs. This determination requires a level of professional expertise and should be performed by a professional member of the Board. For some Boards, the Education and Examination Liaison will also be tasked with approving continuing education programs and courses.

**Legislative Liaison:** The Legislative Liaison is permitted to act and speak on the Board's behalf regarding pending and enacted legislation or actions being considered by the legislature outside of Board meetings. The Legislative Liaison is not the Board's designated lobbyist and should exercise their delegated authority carefully.

**Travel Authorization Liaison:** The Travel Authorization Liaison is authorized to approve a Board member to travel to events and speak or act on the Board's behalf between Board meetings. The Travel Authorization Liaison is called upon to make decisions when sufficient notice was not received, and the full Board could not determine a representative to travel. The Travel Authorization Liaison is tasked with making determinations if the Board appointed representative is not able to attend or if the Board becomes authorized to send additional members as scholarship and funding streams can be unpredictable.

**Communication Liaison:** The Communication Liaison responds to questions that arise on behalf of the Board. The Communication Liaison works with the Department to cultivate an appropriate response which will be sent by the Executive Director or Board Counsel. The Communication Liaison **can** be responsible for all types of communication on behalf of the Board. However, the Board can appoint a separate **Website Liaison** to work with DSPS staff to make changes and ensure the Board webpage contains updated and accurate information. Additionally, for the Boards that are required by statute to produce a newsletter or digest, the Board can appoint a separate **Newsletter/Digest Liaison** to assemble and approve content for those communications.

**Screening Panel Members:** Screening Panel Members review incoming complaints against credential holders and determine which complaints should be opened for investigation and which complaints should be closed without further action. The complexity and amount of work in this role depends substantially on your Board. As a member of the Screening Panel, you are asked to apply your professional expertise to determine if a complaint alleges unprofessional conduct.

## **Delegations Explanations**

### **CREDENTIALING DELEGATIONS**

*The overall purpose of credentialing delegations is to allow the credentialing process to proceed as efficiently and effectively as possible.*

#### **Delegation of Authority to Credentialing Liaison (Generic)**

MOTION EXAMPLE: 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.

PURPOSE: To allow a representative of the Board to assist Department staff with credentialing applications and eliminate the need for the entire Board to convene to consider credential application content or questions. Additionally, it is most efficient to have the designated liaison who has assisted with the credentialing process be able to effectuate decisions which require a signature.

#### **Delegation of Authority to DSPS When Credentialing Criteria is Met**

MOTION EXAMPLE: 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.

PURPOSE: To permit Department staff to efficiently issue credentials and eliminate the need for Board/Section/Liaison review when all credentialing legal requirements are met in an application. This delegation greatly decreases workload on Board members and cuts down processing time on applications.

### **Delegation of Authority for Predetermination Reviews**

MOTION EXAMPLE: to delegate authority to the Department Attorneys to make decisions regarding predetermination applications pursuant to Wis. Stat. § 111.335(4)(f).

PURPOSE: In general, the Wisconsin Fair Employment Act (codified in Wis. Stat. Ch. 111) prohibits licensing agencies from discriminating against applicants because of their arrest and/or conviction record. However, there are exceptions which permit denial of a license in certain circumstances. Individuals who do not possess a license have a legal right to apply for a determination of whether they are disqualified from obtaining a license due to their conviction record. This process is called “Predetermination.” Predetermination reviews must be completed within 30 days. This delegation allows Department Attorneys to conduct predetermination reviews and efficiently make these legal determinations without need for Board/Section/Liaison review.

### **Delegation of Authority for Conviction Reviews**

MOTION EXAMPLE: to delegate authority to the Department Attorneys to review and approve applications with convictions which are not substantially related to the relevant professional practice.

PURPOSE: As used here, “substantially related” is a legal standard that is used in the Wisconsin Fair Employment Act. The concept of what is “substantially related” is informed by case law. This delegation permits Department Attorneys to independently conduct conviction reviews and efficiently approve applications if convictions are not substantially related to the practice of the profession. Applications that contain conviction records that may be substantially related to the practice of a profession will still be submitted to the Credentialing Liaison for input.

### **Delegation to DSPS When Applicant’s Disciplinary History Has Been Previously Reviewed**

MOTION EXAMPLE: 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.

PURPOSE: Some Boards offer progressive levels of credentials. This delegation eliminates the need for a re-review of discipline that has already been considered and approved by the Board/Section/Liaison for a lower-level credential.

### **Delegation to DSPS When Applicant’s Conviction History Has Been Previously Reviewed**

MOTION EXAMPLE: 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.

PURPOSE: Some Boards offer progressive levels of credentials. This delegation eliminates the need for a re-review of conviction history that has already been reviewed and approved for a lower-level credential.

### **Delegation of Authority for Reciprocity Reviews**

MOTION EXAMPLE: to delegate authority to the Department Attorneys to review and approve reciprocity applications in which the out of state license requirements meet Wisconsin license requirements. (specific legal standards are referenced in the motion depending on credential/profession type).

PURPOSE: Applications via reciprocity or endorsement require comparison of Wisconsin licensing requirements to the licensing requirements of another jurisdiction. These reviews consider the legal standard for reciprocity, which varies by profession, as well as the specified legal requirements to obtain licensure in the profession. This delegation permits Department Attorneys to independently conduct reciprocity reviews and efficiently approve applications if legal standards and requirements are met for licensure. Applications for which reciprocity may not be available will still be submitted to the Credentialing Liaison for input.

### **Delegation of Authority for Military Reciprocity Reviews**

MOTION EXAMPLE: 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.

PURPOSE: The law permits service members, former service members, and their spouses to be licensed if they hold licensure in other jurisdictions that qualify them to perform acts authorized by the credential they are seeking in Wisconsin. This is a shortened path to licensure that does not require meeting the specific requirements/standards for licensure/reciprocity in a profession. By law, the Department/Board must expedite the issuance of a reciprocal license via military reciprocity. This delegation permits Department Attorneys to independently conduct military reciprocity reviews and efficiently approve applications if legal standards and requirements are met for licensure. Applications for which reciprocity may not be available will still be submitted to the Credentialing Liaison for input.

### **Delegation of Authority for Application Denial Reviews**

MOTION EXAMPLE: to delegate authority to the Department's Attorney Supervisors to serve as the Board designee for purposes of reviewing and acting on requests for hearing as a result of a denial of a credential.

PURPOSE: When an application is denied, the applicant has a legal right to appeal the denial determination. Applicants must meet a specified legal standard in order to have an appeal granted. Additionally, Wisconsin law sets specific time frames for appeal decisions. This delegation permits Department Attorney Supervisors to independently review and efficiently act on requests for hearing as a result of a denial of a credential.

### **Delegation to Department Attorneys to Approve Duplicate Legal Issue**

MOTION EXAMPLE: 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 for that credential holder.

PURPOSE: The intent of this delegation is to be able to approve prior discipline by the Board for the renewal applicant. This delegation eliminates the need for a re-review of discipline that has already been considered and approved by the Board/Section/Liaison.

### **Delegation to Department Attorneys to Approve Prior Discipline**

MOTION EXAMPLE: to delegate authority to Department Attorneys to approve an applicant's prior professional discipline which resulted in a forfeiture/fine/other monetary penalty, remedial education, and/or reprimand, that is 10 years old or older, and the previously disciplined credential is currently in good standing.

PURPOSE: In order to continue improving processing application legal reviews in a timely matter, this delegation gives Department Attorneys authority to approve prior professional discipline which meets all of the following criteria: (1) it is at least ten years old; (2) it resulted in a monetary penalty, remedial education, and/or reprimand; and (3) the previously disciplined credential is currently in good standing.

### **MONITORING DELEGATIONS**

*The overall purpose of monitoring delegations is to be able to enforce the Boards orders and limited licenses as efficiently and effectively as possible. Monitoring delegations have two categories: delegations to the Monitoring Liaison and delegations to the Department Monitor.*

### **Delegation of Authority to Department Monitor**

MOTION EXAMPLE: to delegate authority to the Department Monitor:

- a. to grant full reinstatement of licensure if education is the only limitation and credential holder has submitted the required proof of course completion.
- b. to suspend the credential if the credential holder has not completed Board ordered education, paid costs, paid forfeitures, within the time specified by the Board Order.
- c. to lift a suspension when compliance with education and costs provisions have been met.

PURPOSE: These delegations allow for the Department Monitor to automatically act on requests when certain criteria are met or not met without needing to burden the Monitoring Liaison. The Board can set their own criteria for what actions they would like to be handled by the Department, the Monitoring Liaison, and the full Board.

## **Delegation of Authority to Monitoring Liaison**

MOTION EXAMPLE: to delegate authority to the Monitoring Liaison to approve or deny all requests received by the credential holder.

PURPOSE: These delegations allow the Board to set criteria for what decisions can be made by the Board member(s) serving as the Monitoring Liaison and what matters should be decided by the full Board.

## **Education and Examination Delegations**

MOTION EXAMPLE: to delegate authority to the Education and Examination Liaison(s) to address all issues related to qualifying education, continuing education and examinations. Motion carried unanimously. (Differs by Board)

PURPOSE: Some Boards are responsible for approving qualifying educational programs or continuing education courses. A delegation is executed in order for an Education and Examination Liaison to make these determinations on behalf of the Board and with assistance of the Department. Additionally, some Boards review examinations and individual scores to qualify for a credential.

## **MISCELLANEOUS DELEGATIONS**

### **Document Signature**

MOTION EXAMPLE: 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 EXAMPLE: 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.

PURPOSE: To take the action approved at Board meetings, the Department may need to draft correspondence and/or Orders after the meetings have adjourned. These actions then need to be signed by a Board Member. This interaction usually takes place over email and a Board member can authorize the use of his/her signature that is kept on file.

### **Urgent Matters**

MOTION EXAMPLE: 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.

PURPOSE: Allows for quick responses to urgent matters that may need Board approval or for which the Department requires guidance from the Board.

### **Delegation to Chief Legal Counsel-Due to Loss of Quorum**

MOTION EXAMPLE: 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.

PURPOSE: Sometimes Boards can struggle to meet quorum necessary to conduct business. This happens for a multitude of reasons, but this delegation allows for the Boards to have disciplinary cases decided by Chief Legal Counsel if the Board fails to meet quorum for two consecutive meetings.

### **Delegation to Chief Legal Counsel-Stipulated Resolutions**

MOTION EXAMPLE: to delegate to the Department's 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.

PURPOSE: For matters of public safety, it may be necessary to take immediate action on a stipulated agreement rather than allowing a credential holder to continue practicing unencumbered until the next scheduled meeting. This delegation allows CLC to act on behalf of the Board when there is a stipulated agreement. A stipulated agreement is an agreement to which all relevant parties have consented to the terms.

### **Voluntary Surrenders**

MOTION: 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: 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.

PURPOSE: Credential holders can ask the Boards to accept surrender of their credentials at any time. These delegations are in place for the different situations that arise from those requests. If a credential holder is seeking to surrender their credential because they wish to leave the profession, that can be processed with this delegation by the Department if they have no pending disciplinary complaints. If the credential holder wishes to surrender while they have a pending disciplinary complaint, that request is reviewed by the individual Board member assigned to the case.



### **DLSC Pre-screening**

MOTION EXAMPLE: to delegate pre-screening decision making authority to the DSPS screening attorney for opening cases where the credential holder has failed to respond to allegations contained in the complaint when requested by intake (case will be opened on failure to respond and the merits of the complaint).

PURPOSE: Pre-screening delegations exist so the Board can define specific parameters where the Department can review disciplinary complaints and open those cases if they meet certain criteria. Boards also have the authority to set certain criteria that would allow the Department to review and close a case if the criteria is met.

### **Delegation to Handle Administrative Rule Matters**

MOTION EXAMPLE: to delegate authority to the Chairperson (or, in the absence of the Chairperson, the highest-ranking officer or longest serving Board member in that succession), to act on behalf of the Board regarding administrative rule matters between meetings. Motion carried unanimously.

PURPOSE: In order to advance the administrative rules process, action may need to occur between meetings. This allows for quick responses to urgent matters that may need Board approval or for which the Department requires guidance from the Board.

**MEDICAL EXAMINING BOARD  
JANUARY 17, 2024 & AUGUST 21, 2024  
2024 Delegations**

*All Combined Delegations for 2024:*

**Review and Approval of 2023 Delegations**

**MOTION:** Sumeet Goel moved, seconded by Lubna Majeed-Haqqi, to reaffirm all delegation motions from 2023 as reflected in the agenda materials. Motion carried unanimously.

**Document Signature Delegations**

**MOTION:** Sumeet Goel moved, seconded by Michael Parish, 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:** Lubna Majeed-Haqqi moved, seconded by Steven Leuthner, 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.

**Delegated Authority for Urgent Matters**

**MOTION:** Michael Parish moved, seconded by Sumeet Goel, 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.

**Monitoring Delegations**

**Delegation to Monitoring Liaison**

**MOTION:** Gregory Schmeling moved, seconded by Steven Leuthner, to delegate authority to the Monitoring Liaison(s) to make any determination on

Orders under monitoring and to refer to the Full Board any matter the Monitoring Liaison deems appropriate. Motion carried unanimously.

### **Delegation to Department Monitor**

**MOTION:** Gregory Schmeling moved, seconded by Steven Leuthner, to delegate authority to the Department Monitor as outlined below:

1. to grant reinstatement of licensure if education and/or costs are the sole condition of the order and the credential holder has submitted the required proof of completion for approved courses and paid the costs.
2. to suspend the license if the credential holder has not completed Board ordered education and/or paid costs and forfeitures within the time specified by the Board order. The Department Monitor may remove the suspension and issue an order when proof of completion and/or payment has been received.
3. to suspend the license (or remove stay of suspension) if a credential holder fails to enroll and participate in an Approved Program for drug and alcohol testing within 30 days of the order, or if credential holder ceases participation in the Approved Program without Board approval. This delegated authority only pertains to respondents who must comply with drug and/or alcohol testing requirements.
4. to grant or deny approval when a credential holder proposes treatment providers, mentors, and supervisors unless the Order specifically requires full-Board or Board designee approval.
5. to grant a maximum of one 90-day extension, if warranted and requested in writing by a credential holder, to complete Board ordered continuing, disciplinary, or remedial education.
6. to grant a maximum of one 90-day extension or payment plan for proceeding costs and/or forfeitures if warranted and requested in writing by a credential holder.
7. to grant a maximum of one 90-day extension, if warranted and requested in writing by a credential holder, to complete a Board ordered evaluation or exam.

Motion carried unanimously.

### **Delegation of Authorities for Legal Counsel to Sign Monitoring Orders**

**MOTION:** Clarence Chou moved, seconded by Lemuel Yerby, 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 DSPS When Applicant's Discipline History Has Been Previously Reviewed**

**MOTION:** Gregory Schmeling moved, seconded by Steven Leuthner, to delegate authority to Department staff to approve applications where Applicant's prior discipline has been approved for a previous Wisconsin credential and there is no new discipline. Motion carried unanimously.

### **Delegation to Department Attorneys to Approve Malpractice Legal Issues**

**MOTION:** Sumeet Goal moved, seconded by Gregory Schmeling, to delegate authority to DPCP Legal Team Attorneys to review and approve applications with malpractice suits that are five (5) years or more since resolution, except suits that raise concerns about practice below minimal competence, where sufficient rehabilitation has not been established. Motion carried unanimously.

### **Delegation of Authority to Credentialing Liaison**

**MOTION:** Michael Parish moved, seconded by Carmen Lerma, 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, except that potential denial decisions shall be referred to the full Board for final determination. Motion carried unanimously.

### **Delegation of Authority for Predetermination Reviews**

**MOTION:** Gregory Schmeling moved, seconded by Sumeet Goel, 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:** Michael Parish moved, seconded by Kris Ferguson, to delegate authority to the Department Attorneys to review and approve applications with convictions which are not substantially related to the practice of medicine. The Board requests that the Department provide a statistics report by January 2024. Motion carried unanimously.

### **Delegation of Authority to DSPS When Credentialing Criteria is Met**

**MOTION:** Sumeet Goel moved, seconded by Gregory Schmeling, to delegate credentialing authority to DSPS to act upon applications that meet all credentialing statutory and regulatory requirements without Board or Board liaison review. Motion carried unanimously.

### **Councils Delegation**

**MOTION:** Clarence Chou moved, seconded by Michael Parish, to delegate to the Board's Councils and/or its liaison(s), the authority to review applications and conduct examinations of candidates for licensure and to make recommendations regarding the licensure of applicants based upon the application reviews and examinations. Recommended credential denials should be considered by the Medical Examining Board. This delegation motion is not intended to be exhaustive of the Councils' advisory authority. Motion carried unanimously.

### **Delegated Authority for Application Denial Reviews**

**MOTION:** Lemuel Yerby moved, seconded by Michael Parish, 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:** Sumeet Goel moved, seconded by Michael Parish, 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 to DSPS When Applicant's Conviction History Has Been Previously Reviewed**

**MOTION:** Sumeet Goel moved, seconded by Michael Parish, to delegate authority to Department staff to approve applications where criminal background checks have been approved for a previous Medical Examining Board credential and there is no new conviction record. Motion carried unanimously.

### **Delegation to Chief Legal Counsel for Stipulated Resolutions**

**MOTION:** Gregory Schmeling moved, seconded by Sumeet Goel, 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. Any cases so resolved shall be presented to the Board for the Board's information at the next meeting. Motion carried unanimously.

### **Delegation to Department Attorneys to Approve Duplicate Legal Issue**

**MOTION:** Gregory Schmeling moved, seconded by Sumeet Goel, 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.

### **Voluntary Surrenders**

**MOTION:** Michael Parish moved, seconded by Sumeet Goel, 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. § 448.02(5). Motion carried unanimously.

### **Education and Examination Liaison(s) Delegation**

**MOTION:** Sumeet Goel moved, seconded by Gregory Schmeling, to delegate authority to the Education and Examination Liaisons to address all issues related to continuing education and examinations. Motion carried unanimously.

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

**MOTION:** Michael Parish moved, seconded by Clarence Chou, 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:** Lemuel Yerby moved, seconded by Carmen Lerma, 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.

### **Legislative Liaison(s) Delegation**

**MOTION:** Emily Yu moved, seconded by Sumeet Goel, to delegate authority to the Legislative Liaison(s) to speak on behalf of the Board regarding legislative matters. Motion carried unanimously.

### **Travel Authorization Liaison(s) Delegation**

**MOTION:** Lemuel Yerby moved, seconded by Emily Yu, 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.

### **Newsletter Liaison(s) Delegation**

**MOTION:** Clarence Chou moved, seconded by Gregory Schmeling, to delegate authority to the Newsletter Liaison(s) to handle all matters relating to the Board's newsletter. Motion carried unanimously.

### **Website Liaison(s) Delegation**

**MOTION:** Michael Parish moved, seconded by Lemuel Yerby, to authorize to the Website Liaison(s) to act on behalf of the Board in working with Department staff to identify and execute website updates. Motion carried unanimously.

### **Opioid Abuse Report Liaison(s) Delegation**

**MOTION:** Kris Ferguson moved, seconded by Lemuel Yerby, to authorize the Opioid Abuse Report Liaison authority to review and approve the Annual Opioid Abuse Report required under Wis. Stat. § 440.035 (2m). Motion carried unanimously.

### **Committee Membership Delegation**

**MOTION:** Michael Parish moved, seconded by Gregory Schmeling, 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 its committees between meetings as necessary. Motion carried unanimously.

### **PDMP Liaison(s) Delegation**

**MOTION:** Emily Yu moved, seconded by Derrick Siebert, to delegate authority to the PDMP Liaison(s) to address all matters relating to the PDMP. Motion carried unanimously.

### **Interdisciplinary Advisory Committee**

**MOTION:** Lubna Majeed-Haqqi moved, seconded by Sumeet Goel, to delegate authority to the Interdisciplinary Advisory Committee liaison to speak and take action on behalf of the Medical Examining Board in matters considered by the Committee, and to report back to the Medical Examining Board on any actions taken by the Committee. Motion carried unanimously.



### **Delegation to Approve the Disciplinary Case Report**

**MOTION:** [Board member name] moved, seconded by [Board member name], to authorize the Chairperson (or, in the absence of the Chairperson, the highest-ranking officer or longest serving Board member in that succession) to review and approve the disciplinary case report required by Wis. Stat. § 448.14, for filing with the Legislature.

### **Delegation to Approve the Interstate Medical Licensure Compact Report**

**MOTION:** [Board member name] moved, seconded by [Board member name], to authorize the Chairperson (or, in the absence of the Chairperson, the highest-ranking officer or longest serving Board member in that succession) to review and approve the interstate medical licensure compact investigations and rules report required by Wis. Stat. § 448.981(5), for filing with the Legislature.

### **Delegation to Department Attorneys to Approve Prior Discipline**

**MOTION:** [Board member name] moved, seconded by [Board member name], to delegate authority to Department Attorneys to approve an applicant's prior professional discipline which resulted in a forfeiture/fine/other monetary penalty, remedial education, and/or reprimand, that is 10 years old or older, and the previously disciplined credential is currently in good standing. Motion carried [ ].

### **Delegation of Authority for Conviction Reviews**

**MOTION:** [Board member name] moved, seconded by [Board member name], to delegate authority to the Department Attorneys to review and approve applications with convictions which are not substantially related to the practice of medicine. Motion carried unanimously.

### **Delegation to Handle Administrative Rule Matters**

**MOTION:** [Board member name] moved, seconded by [Board member name], to delegate authority to the Chairperson (or, in the absence of the Chairperson, the highest-ranking officer or longest serving Board member in that succession), to act on behalf of the Board regarding administrative rule matters between meetings. Motion carried [ ].

### **Controlled Substances Board Liaison**


**MOTION:** [Board member name] moved, seconded by [Board member name], to designate the Controlled Substances Board liaison to act as the representative on the Controlled Substances Board on behalf of the Chairperson. Motion carried [ ].

## **Review and Approval of 2024 Delegations including new modifications**

**MOTION:** [Board member name] moved, seconded by [Board member name], to reaffirm all delegation motions made in 2024, as reflected in the January 15, 2025 agenda materials, which were not otherwise modified or amended during the January 15, 2025 meeting. Motion carried [ ].

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

**AGENDA REQUEST FORM**

<b>1) Name and title of person submitting the request:</b> Nilajah Hardin, Administrative Rules Coordinator		<b>2) Date when request submitted:</b> 12/30/24 <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>	
<b>3) Name of Board, Committee, Council, Sections:</b> Medical Examining Board			
<b>4) Meeting Date:</b> 01/15/25	<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 Rule Matters – Discussion and Consideration 1. Preliminary Rule Draft: PA 1 to 4, Relating to Implementation of the Physician Assistant Licensure Compact 2. Pending or Possible Rulemaking Projects a. Rule Projects Chart	
<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> <i>(If yes, please complete <a href="#">Appearance Request</a> for Non-DSPS Staff)</i> <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>  Attachments: PA 1 to 4 Preliminary Rule Draft Rule Project Chart  (Board Rule projects can be Viewed Here if Needed: <a href="https://dsps.wi.gov/Pages/RulesStatutes/PendingRules.aspx">https://dsps.wi.gov/Pages/RulesStatutes/PendingRules.aspx</a> )			
<b>11) Authorization</b>			
		12/30/24	
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.			

STATE OF WISCONSIN  
PHYSICIAN ASSISTANT AFFILIATED CREDENTIALING BOARD

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IN THE MATTER OF RULEMAKING : PROPOSED ORDER OF THE  
PROCEEDINGS BEFORE THE : PHYSICIAN ASSISTANT AFFILIATED  
PHYSICIAN ASSISTANT AFFILIATED : CREDENTIALING BOARD  
CREDENTIALING BOARD : ADOPTING RULES  
: (CLEARINGHOUSE RULE )  
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PROPOSED ORDER

An order of the Physician Assistant Affiliated Credentialing Board to create PA 1.02 (2e), (2m), and (10), and 2.015, and amend PA 2.07 (intro.), 3.03 (1) (intro.), 4.01 (1) (c), (2) (a) and (m), relating to Implementation of the Physician Assistant Licensure Compact.

Analysis prepared by the Department of Safety and Professional Services.

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ANALYSIS

**Statutes interpreted:** ss. 448.973 (1) (c) 1 and 448.974 (1m), Stats.

**Statutory authority:** ss. 15.085 (5) (b) and 448.973 (1), Stats.

**Explanation of agency authority:**

Section 15.085 (5) (b) states that “[each affiliated credentialing board] shall promulgate rules for its own guidance and for the guidance of the trader or profession to which it pertains, and define and enforce professional conduct and unethical practices not inconsistent with the law relating to the particular trade or profession.”

Section 448.973 (1) states that: “

- (a) The board shall promulgate rules implementing s. 448.9785.
- (b) The board shall promulgate rules establishing continuing education requirements for physician assistants.
- (c) The board may promulgate other rules to carry out the purposes of this subchapter, including any of the following
  1. Rules defining what constitutes unprofessional conduct for physician assistants for purposes of s. 448.978 (2) (d).
  2. Rules under s. 448.977 (2).”

Section 448.9885 (3) (b) as quoted in 2023 Wisconsin Act 81, states: “Subject to s. 448.988 and any rules promulgated thereunder, ss. 440.20 to 440.22 and the rules promulgated under s. 440.03 (1) shall apply to an individual who holds a compact privilege in the same manner that they apply to holders of licenses issued under subch. IX.”

**Related statute or rule:** None.

**Plain language analysis:**

The proposed rule implements 2023 Wisconsin Act 81 by making the following changes to the Wisconsin Administrative Code:

- Creates definitions for “compact,” “compact privilege,” and “qualifying license” in PA 1.02.
- Creates a list of requirements for compact privilege in PA 2.015.
- Amends PA 2.07, 3.03, and 4.01 to include compact privilege.

**Summary of, and comparison with, existing or proposed federal regulation:** None.

**Summary of public comments received on statement of scope and a description of how and to what extent those comments and feedback were taken into account in drafting the proposed rule:** None.

**Comparison with rules in adjacent states:**

**Illinois:** Illinois is not a member of the Physician Assistant Licensure Compact. [225 Illinois Compiled Statutes 95].

**Iowa:** Iowa is not a member of the Physician Assistant Licensure Compact [Iowa Code ch. 148C].

**Michigan:** House Bill 5117 of 2023, which includes legislation for the Physician Assistant Licensure Compact, was introduced in the Michigan legislature and referred to the Committee on Health Policy in October 202. No further action has been taken [Michigan Compiled Laws ss. 333.17001 to 333.17084].

**Minnesota:** Minnesota is a member of the Physician Assistant Licensure Compact [Minnesota Statutes ch. 147A].

**Summary of factual data and analytical methodologies:**

The Board reviewed 2023 Wisconsin Act 81 and made changes to the Wisconsin Administrative Code accordingly.

**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 government units, and individuals.

**Fiscal Estimate and Economic Impact Analysis:**

The Fiscal Estimate and Economic Impact Analysis 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:**

Nilajah Hardin, Administrative Rules Coordinator, Department of Safety and Professional Services, Division of Policy Development, P.O. Box 8366, Madison, Wisconsin 53708-8306; email at DSPSAdminRules@wisconsin.gov.

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

Comments may be submitted to Nilajah Hardin, 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, held on a date to be determined, to be included in the record of rule-making proceedings.

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TEXT OF RULE

SECTION 1. PA 1.01 (2e), (2m), and (10) are created to read:

**PA 1.02 (2e)** “Compact” means the physician assistant licensure compact under s. 448.988, Stats.

**(2m)** “Compact Privilege” has the meaning given in s. 448.988 (2) (b), Stats.

**(10)** “Qualifying license” has the meaning given in s. 448.988 (2) (r), Stats.

SECTION 2. PA 2.015 is created to read:

**PA 2.015 Compact privilege.** Every applicant for compact privilege shall meet all of the following requirements:

**(1)** Hold a qualifying license in another state that is a party to the compact.

**(2)** Satisfy all requirements under s. 448.988 (4), Stats.

**(3)** Complete the compact application process.

**(4)** Pay the fee specified in s. 448.9885 (2), Stats.

**Note:** Application instructions for compact privilege may be obtained from the Department of Safety and Professional Services’ website at <http://dsps.wi.gov>.

SECTION 3. PA 2.07 (intro.) is amended to read:

**PA 2.07 Title protection.** No person may designate himself or herself as a “physician assistant” or “physician associate” or use or assume the title “physician assistant” or “physician associate” or append to the person’s name the words or letters “physician assistant”, “physician associate” or “P.A.” or any other titles, letters, or designation which represents or may tend to represent that person as a physician assistant or physician associate unless that person is a physician assistant licensed by

the board or has compact privilege or a federally credentialed physician assistant or physician associate. This section does not apply to a person that meets the requirements under s. 448.974 (1) (a) 3., Stats., but who is not licensed under ss. 448.974 (1) or (1m), Stats.

SECTION 4. PA 3.03 (1) (intro.) is amended to read:

**PA 3.03 (1)** A physician assistant licensed or with compact privilege under ch. PA 2 may perform any of the following:

SECTION 5. PA 4.01 (1) (c), (2) (a) and (m) are created to read:

**PA 4.01 (1) (c)** Knowingly engaging in fraud or misrepresentation or dishonesty in applying, for or procuring a physician assistant license or compact privilege, or in connection with applying for or procuring periodic renewal of a physician assistant license, or in otherwise maintaining such licensure.

**(2) (a)** Practicing or attempting to practice under any license or compact privilege when unable to do so with reasonable skill and safety. A certified copy of an order issued by a court of competent jurisdiction finding that a person is mentally incompetent is conclusive evidence that the physician assistant was, for any period covered by the order, unable to practice with reasonable skill and safety.

**(2) (m)** Practicing as a physician assistant in another state or jurisdiction without appropriate licensure or compact privilege. A physician assistant has not violated this paragraph if, after issuing an order for services that complies with the laws of Wisconsin, their patient requests that the services ordered be provided in another state or jurisdiction.

SECTION 6. EFFECTIVE DATE. The rules adopted in this order shall take effect on the first day of the month following publication in the Wisconsin Administrative Register, pursuant to s. 227.22 (2) (intro.), Stats.

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(END OF TEXT OF RULE)

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**Medical Examining Board  
Rule Projects (updated 12/30/24)**

<b>Clearinghouse Rule Number</b>	<b>Scope #</b>	<b>Scope Expiration</b>	<b>Code Chapter Affected</b>	<b>Relating clause (description)</b>	<b>Current Stage</b>	<b>Next Step</b>
Not Assigned Yet	099-24	03/23/2027	Med 1	Licensure Requirements	Drafting	Board Approval of Preliminary Rule Draft for EIA Comment and Clearinghouse Review
24-039	117-23	06/26/2026	Med 24	Telemedicine and Telehealth	Legislative Review	Board Review and Approval of Adoption Order
Not Assigned Yet	055-24	11/28/2026	Med 27	Provisional Licensure for International Physicians	Clearinghouse Review	Public Hearing Anticipated for 02/19/25 Meeting



**Medical Examining Board**

**Affiliated Credentialing Board (ACB) Rule Projects**

Clearinghouse Rule Number	Scope #	Scope Expiration	ACB Name	Code Chapter Affected	Relating clause (description)	Current Stage	Next Step
Not Assigned Yet	097-22	06/12/2025	Athletic Trainers	AT 4	Protocol Requirements (updates protocol to describe scope of practice more accurately)	Drafting	Submission for EIA Comment and Clearinghouse Review
Not Assigned Yet	064-23	12/03/2026	Dietitians	DI 1	Definitions (Updates the definition of “regionally accredited college or university”)	Clearinghouse Review	Public Hearing Scheduled for 01/16/25 Meeting
Not Assigned Yet	Not Assigned Yet	TBD	Massage Therapy and Bodywork Therapy	MTBT 3	Education (Updates requirements for initial licensure education hours)	Scope Statement Ready for Submission to Governor’s Office for Approval	Governor’s Office Approval and Submission for Publication in Administrative Register
24-054	080-23	04/23/2026	Massage Therapy and Bodywork Therapy	MTBT 6	Temporary License (updates requirements for examination relating to temporary license)	Drafting Final Rule and Legislative Report	Submission for Governor’s Approval and Legislative Review
24-050	072-22	02/22/2025	Occupational Therapists	OT 1 to 5	Implementation of the Occupational Therapy Licensure Compact	Submitted to Governor’s Office on 12/19/24	Governor’s Approval and Legislative Review
Not Assigned Yet	091-24	02/12/2027	Physician Assistant	PA 1 to 4	Implementation of the Physician Assistant Licensure Compact	Medical Examining Board Comment Period (per Wis. Stat. s. 15.085 (5) (b))	Submission for EIA Comment and Clearinghouse Review
Not Assigned Yet	065-24	12/03/2026	Physician Assistant	PA 4	Physical Examinations (Update unprofessional conduct to include standards for physical examinations)	Submission to Clearinghouse	Clearinghouse Review; Public Hearing Anticipated for 02/20/25 Meeting
Not Assigned Yet	Not Assigned Yet	TBD	Podiatry	Pod 1 and 9	Supervision of Physician Assistants (Addresses changes due to 2021 WI Act 23)	Scope Statement Ready for Chairperson Signature and Submission to Governor’s Office for Approval	Governor’s Office Approval and Submission for Publication in Administrative Register

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

**AGENDA REQUEST FORM**

1) Name and title of person submitting the request: Federation of State Medical Boards		2) Date when request submitted: 12/3/2024 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: Medical Examining Board			
4) Meeting Date: 1/15/25	5) Attachments: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	6) How should the item be titled on the agenda page? Federation of State Medical Boards (FSMB) Matters • FSMB Annual Meeting, April 24-26, 2025, Seattle, WA	
7) Place Item in: <input checked="" type="checkbox"/> Open Session <input type="checkbox"/> Closed Session	8) Is an appearance before the Board being scheduled? (If yes, please complete <a href="#">Appearance Request for Non-DSPS Staff</a> ) <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: The Board will consider sending a delegate and alternate(s) to the FSMB Annual Meeting. Meeting information: <a href="https://web.cvent.com/event/590c8be2-5051-4ec6-a178-24a8f88d1104/websitePage:2cba045b-6bfd-4450-a673-4d7e1d75a558">https://web.cvent.com/event/590c8be2-5051-4ec6-a178-24a8f88d1104/websitePage:2cba045b-6bfd-4450-a673-4d7e1d75a558</a>			
11) Authorization			
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: 1. This form should be saved with any other documents submitted to the <a href="#">Agenda Items</a> 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.			

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

**AGENDA REQUEST FORM**

1) Name and title of person submitting the request: <b>Brenda Taylor, Board Services Supervisor</b>		12/19/2025
3) Name of Board: Board of Nursing		
4) Meeting Date: 1/15/2025	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	8) Is an appearance before the Board being scheduled? <input checked="" type="checkbox"/> No	9) Name of Case Advisor(s), if applicable: N/A
<p>10) Describe the issue and action that should be addressed: Please discuss deadlines and consider topics for the next newsletter.</p> <p><b>April 2025 issue</b></p> <ul style="list-style-type: none"> <li>• Chairs Corner</li> <li>• Quick Links</li> <li>• Board Member List</li> <li>• Administrative Rules Information</li> <li>• Announcements/Update: CE Broker</li> <li>• Prescription Drug Monitoring Program (PDMP) – Statistics Dashboard</li> <li>• Professional Assistance Procedure (PAP) Information</li> <li>• Duty To Report Convictions</li> <li>• Enforcement Actions of the Board</li> <li>• Board Orders: October 1, 2024-February 28, 2025</li> <li>• Archive: <a href="https://dsps2016-auth-prod.wi.gov/Pages/BoardsCouncils/MEB/Newsletters.aspx">https://dsps2016-auth-prod.wi.gov/Pages/BoardsCouncils/MEB/Newsletters.aspx</a></li> <li>• <b>Article Deadline: February 21, 2025</b></li> </ul>		
<p>11) <span style="float: right;"><b>Authorization</b></span></p> <div style="display: flex; justify-content: space-between; align-items: center; margin-top: 20px;"> <div style="text-align: center;">  </div> <div style="text-align: right;"> <p style="font-size: 1.2em; margin: 0;"><b>12/19/25</b></p> </div> </div>		
<b>Signature of person making this request</b>		<b>Date</b>
<p><b>Directions for including supporting documents:</b></p> <ol style="list-style-type: none"> <li>1. This form should be saved with any other documents submitted to the <a href="#">Agenda Items</a> folders.</li> <li>2. Post Agenda Deadline items must be authorized by a Supervisor and the Policy Development Executive Director.</li> <li>3. If necessary, provide original documents needing Board Chairperson signature to the Bureau Assistant prior to the start of a meeting.</li> </ol>		