



**VIRTUAL/TELECONFERENCE  
MEDICAL EXAMINING BOARD**  
**Virtual, 4822 Madison Yards Way, Madison**  
**Contact: Tom Ryan (608) 266-2112**  
**January 21, 2026**

*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 (1-5)**
- B. Approval of Minutes of December 17, 2025 (6-9)**
- C. Reminders: Conflicts of Interest, Scheduling Concerns**
- D. Introductions, Announcements and Recognition**
- E. Administrative Matters – Discussion and Consideration (10-36)**
  - 1. Department, Staff and Board Updates
  - 2. **2026 Meeting Dates (10)**
  - 3. **Annual Policy Review (11-14)**
  - 4. **Election of Officers, Appointment of Liaisons and Alternates, Delegation of Authorities (15-36)**
  - 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 – 7/1/2029
    - e. Gerlach, Diane M. – 7/1/2028
    - f. Goel, Sumeet K. – 7/1/2027
    - g. Lerma, Carmen – 7/1/2024
    - h. Leuthner, Steven R. – 7/1/2027
    - i. Majeed-Haqqi, Lubna – 7/1/2027
    - j. Ruud, Emily – 7/1/2028
    - k. Schmeling, Gregory J. – 7/1/2029
    - l. Siebert, Derrick R. – 7/1/2029
    - m. Yu, Emily S. – 7/1/2028
    - n. Gribble, Robert – Chairperson of the Injured Patients and Families Compensation Fund Peer Review Council – Non-Voting Member

- 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. Administrative Rule Matters – Discussion and Consideration (37-40)**
  - 1. Pending or Possible Rulemaking Projects
    - a. Rule Projects Charts (38)
    - b. Affiliated Credentialing Board Rule Summaries (39-40)
- G. Legislative and Policy Matters – Discussion and Consideration (41-51)**
  - 1. Wisconsin Assembly Bill 799
- H. Interdisciplinary Advisory Committee Liaison Report – Discussion and Consideration**
- I. Credentialing Matters – Discussion and Consideration**
- J. Professional Assistance Procedure (PAP) Discussion of Expansion to Include Mental Health Disorders**
- K. Federation of State Medical Board (FSMB) Matters – Discussion and Consideration**
- L. Speaking, Travel, or Public Relation Requests, and Reports – Discussion and Consideration**
- M. Newsletter Matters – Discussion and Consideration**
- N. Controlled Substances Board Report – Discussion and Consideration**
- O. Interstate Medical Licensure Compact Commission (IMLCC) – Report from Wisconsin’s Commissioners – Discussion and Consideration**
- P. Screening Panel Report**
- Q. Future Agenda Items**
- R. 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

## **S. Public Comments**

**CONVENE TO CLOSED SESSION to deliberate on cases following hearing (Wis. Stat. § 19.85(1)(a)); to consider licensure or certification of individuals (Wis. Stat. § 19.85(1)(b)); to consider closing disciplinary investigations with administrative warnings (Wis. Stat. §§ 19.85(1)(b), and 448.02(8)); to consider individual histories or disciplinary data (Wis. Stat. § 19.85(1)(f)); and to confer with legal counsel (Wis. Stat. § 19.85(1)(g)).**

## **T. Credentialing Matters**

- 1. Full Board Review**
  - a. J.M. – Waiver of 24 Months of ACGME/AOA Accredited Post-Graduate Training (IA-682326) **(52-147)**
  - b. M.C. – Waiver of 24 Months of ACGME/AOA Accredited Post-Graduate Training (IA-684167) **(148-180)**
  - c. N.P. – Waiver of 24 Months of ACGME/AOA Accredited Post-Graduate Training (IA-744440) **(181-216)**
  - d. M.A.W. – Physician MD Renewal Application (IA-728518) **(217-224)**
  - e. M.S.H. – Physician MD Renewal Application (IA-729369) **(225-230)**
  - f. V.P.L. – Physician DO Renewal Application (IA-744030) **(231-237)**
  - g. D.C. – CME Waiver Request Renewal Application (IA-753032) **(238-240)**
  - h. J.K. – Provisional License Application (IA-763149) **(241-262)**

## **U. Deliberation on DLSC Matters**

- 1. Proposed Stipulations, Final Decisions and Orders**
  - a. 22 MED 175 – Jeffrey T. Junig **(263-269)**
  - b. 24 MED 0383 – Pravachan V.C. Hegde **(270-276)**
- 2. Complaints**
  - a. 25 MED 0001 – D.H. **(277-280)**
  - b. 25 MED 0001 – N.C.D. **(281-284)**
  - c. 25 MED 0019 – M.J.R. **(285-288)**
- 3. Case Closings**
  - a. 23 MED 175 – R.J.D. **(289-296)**
  - b. 25 MED 0220 – S.R.K. **(297-303)**
  - c. 25 MED 0244 – L.L.N. **(304-313)**
  - d. 25 MED 0253 – T.M.R. **(314-320)**
  - e. 25 MED 0284 – W.B.L. **(321-332)**
  - f. 25 MED 0357 – D.M.C. **(333-337)**
  - g. 25 MED 0401 – B.J.K. **(338-353)**

- h. 25 MED 0408 – R.A., K.A.A. **(354-377)**
- i. 25 MED 0411 – E.B.W. **(378-383)**
- j. 25 MED 0469 – T.B.S. **(384-388)**
- k. 25 MED 0533 – N.E.M. **(389-406)**

V. 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

W. Open Cases

X. Consulting with Legal Counsel

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

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

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

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

**ADJOURNMENT**

**ORAL INTERVIEWS OF CANDIDATES FOR LICENSURE**

**VIRTUAL/TELECONFERENCE**

**9:00 A.M. OR IMMEDIATELY FOLLOWING THE FULL BOARD MEETING**

**CLOSED SESSION** – Reviewing Applications and Conducting Oral Interviews of **seven (7)** (at time of agenda publication) Candidates for Licensure – **Dr. Chou, Dr. Gerlach, Dr. Goel and Dr. Schmeling**

**NEXT MEETING: FEBRUARY 18, 2026**

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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://dsps.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 17, 2025**

**PRESENT:** Milton Bond, Jr. (*arrived at 8:01 a.m.*); Clarence Chou, M.D.; Callisia Clarke, M.D. (*arrived at 8:04 a.m.*); Diane Gerlach, D.O.; Sumeet Goel, D.O.; Robert Gribble, M.D. (*arrived at 8:01 a.m.*); Steven Leuthner, M.D.; Lubna Majeed-Haqqi, M.D.; Emily Ruud; Gregory Schmeling, M.D.; Derrick Siebert, M.D. (*arrived at 8:05 a.m.*); Emily Yu, M.D.

**ABSENT:** Kris Ferguson, M.D.; Carmen Lerma

**STAFF:** Tom Ryan, Executive Director; Renee Parton, Assistant Deputy Chief Legal Counsel; Nilajah Hardin, Administrative Rules Coordinator; Tracy Drinkwater, Board Administration Specialist; and other Department staff

**CALL TO ORDER**

Gregory Schmeling, Chairperson, called the meeting to order at 8:00 a.m. A quorum was confirmed with eight (8) members present.

*Robert Gribble, M.D. arrived at 8:01 a.m.*

*Milton Bond Jr. arrived at 8:01 a.m.*

**ADOPTION OF AGENDA**

**MOTION:** Emily Ruud moved, seconded by Steven Leuthner, to adopt the Agenda as published. Motion carried unanimously.

**APPROVAL OF MINUTES OF NOVEMBER 19, 2025**

**MOTION:** Sumeet Goel moved, seconded by Emily Ruud, to approve the Minutes of November 19, 2025, as published. Motion carried unanimously.

*Callisia Clarke, M.D. arrived at 8:04 a.m.*

*Derrek Siebert, M.D. arrived at 8:05 a.m.*

**FEDERATION OF STATE MEDICAL BOARDS (FSMB) MATTERS**

**MOTION:** Callisia Clarke moved, seconded by Sumeet Goel, to authorize the Department to draft and send a Letter of Nomination on behalf of the Board to the Federation of State Medical Boards Nominating Committee in support of Board Member Milton Bond's candidacy for elected office and to authorize travel. Motion carried unanimously.

## CLOSED SESSION

**MOTION:** Callisia Clarke moved, seconded by Steven Leuthner, to convene to Closed Session to deliberate on cases following hearing (Wis. Stat. § 19.85(1)(a)); to consider licensure or certification of individuals (Wis. Stat. § 19.85(1)(b)); to consider closing disciplinary investigations with administrative warnings (Wis. Stat. §§ 19.85(1)(b) and 448.02(8)); to consider individual histories or disciplinary data (Wis. Stat. § 19.85(1)(f)); and to confer with legal counsel (Wis. Stat. § 19.85(1)(g)). Gregory Schmeling, 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; Diane Gerlach-yes; Sumeet Goel-yes; Steven Leuthner-yes; Lubna Majeed-Haqqi-yes; Emily Ruud-yes; Gregory Schmeling-yes; Derrick Siebert-yes; and Emily Yu-yes. Motion carried unanimously.

The Board convened into Closed Session at 8:28 a.m.

## CREDENTIALING MATTERS

### Full Board Review

#### *A.D. – Waiver of 24 Months of ACGME/AOA Accredited Post-Graduate Training (IA-701031)*

**MOTION:** Emily Yu moved, seconded by Sumeet Goel, to approve the Waiver of 24 Months of ACGME/AOA Accredited Post-Graduate Training of A.D. (IA-701031), once all requirements are met. Motion carried unanimously.

#### *H.P.G. – Waiver of 24 Months of ACGME/AOA Accredited Post-Graduate Training (IA-304967)*

**MOTION:** Sumeet Goel moved, seconded by Clarence Chou, to approve the Waiver of 24 Months of ACGME/AOA Accredited Post-Graduate Training of H.P.G. (IA-304967), once all requirements are met. Motion carried unanimously.

#### *R.H. – Provisional License Application (IA-755297)*

**MOTION:** Callisia Clarke moved, seconded by Emily Yu, to issue a three-option letter for application for R.H. (IA-755297) for a Provisional License application. Motion carried unanimously.

#### *S.B.M. – Renewal Application (IA-712489)*

**MOTION:** Milton Bond, Jr. moved, seconded by Sumeet Goel, to deny the Renewal application of S.B.M. (IA-712489). Reason for Denial: Wis. Stat. §§ 448.05(1)(a), 448.06(2), Wis. Stat. § 440.08(4). Motion carried unanimously.

***W.S.C. – Initial Physician MD Application (IA-688350)***

**MOTION:** Sumeet Goel moved, seconded by Clarence Chou, finds grounds exist to deny the Initial Physician MD application of W.S.C. (IA-688350), and offer a limited license. **Reason for Denial:** Wis. Stat. § 448.06(2) and Wis. Admin. Code § Med 10.03(2)(a), (3)(c). Motion carried unanimously.

**DELIBERATION ON DIVISION OF LEGAL SERVICES AND COMPLIANCE (DLSC) MATTERS****Proposed Stipulations, Final Decisions and Orders**

**MOTION:** Callisia Clarke moved, seconded by Steven Leuthner, to adopt the Findings of Fact, Conclusions of Law and Order in the matter of disciplinary proceedings of the following cases:

1. 24 MED 0403 – Azber Azher Ansar
2. 24 MED 0505 – Timothy W. Swain
3. 25 MED 0380 – Landon S. Pryor

Motion carried unanimously.

**Administrative Warnings*****24 MED 0432 – C.Y.M.***

**MOTION:** Emily Yu moved, seconded by Callisia Clarke, to issue an Administrative Warning in the matter of C.Y.M., DLSC Case Number 24 MED 0432. Motion carried unanimously.

**Case Closings**

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

1. 24 MED 0410 – M.D.H. – No Violation
2. 24 MED 0458 – D.M. – Insufficient Evidence
3. 25 MED 0114 – I.S.N. – Lack of Jurisdiction (L2)
4. 25 MED 0238 – J.A.A. – Lack of Jurisdiction (L2)
5. 25 MED 0273 – J.J. – No Violation
6. 25 MED 0275 – J.M. – No Violation
7. 25 MED 0293 – C.S.M – No Violation
8. 25 MED 0383 – R.C.P. – No Violation
9. 25 MED 0403 – L.B. – Lack of Jurisdiction (L2)
10. 25 MED 0514 – N.A.P – Lack of Jurisdiction (L2)

Motion carried unanimously.

***24 MED 0281 – B.E.P., C.L.S.***

**MOTION:** Milton Bond, Jr. moved, seconded by Lubna Majeed-Haqqi, to close DLSC Case 24 MED 0281 against B.E.P., C.L.S., for no violation. Motion carried unanimously.

*(Emily Yu recused and left the room for deliberation and voting in the matter concerning B.E.P., C.L.S., DLSC Case Number 24 MED 0281.)*

### **RECONVENE TO OPEN SESSION**

**MOTION:** Sumeet Goel moved, seconded by Lubna Majeed-Haqqi, to reconvene to Open Session. Motion carried unanimously.

The Board reconvened to Open Session at 9:05 a.m.

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

**MOTION:** Lubna Majeed-Haqqi moved, seconded by Callisia Clarke, 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:** Milton Bond, Jr. moved, seconded by Steven Leuthner, to delegate ratification of examination results to DSPS staff and to ratify all licenses and certificates as issued. Motion carried unanimously.

### **ADJOURNMENT**

**MOTION:** Sumeet Goel moved, seconded by Lubna Majeed-Haqqi, to adjourn the meeting. Motion carried unanimously.

The meeting adjourned at 9:07 a.m.

**MEDICAL EXAMINING BOARD**  
**2026 MEETING DATES**

<b>Meeting Date</b>	<b>Start time</b>	<b>Location</b>	<b>Agenda Item Deadline</b>
Wednesday, January 21, 2026	8:00 AM	Virtual	1/9/26
Wednesday, February 18, 2026	8:00 AM	Virtual	2/6/26
Wednesday, March 18, 2026	8:00 AM	Virtual	3/6/26
Wednesday, April 15, 2026	8:00 AM	Virtual	4/3/26
Wednesday, May 20, 2026	8:00 AM	Hybrid	5/8/26
Wednesday, June 17, 2026	8:00 AM	Virtual	6/5/26
Wednesday, July 15, 2026	8:00 AM	Virtual	7/3/26
Wednesday, August 19, 2026	8:00 AM	Virtual	8/7/26
Wednesday, September 16, 2026	8:00 AM	Virtual	9/3/26
Wednesday, October 21, 2026	8:00 AM	Virtual	10/9/26
Wednesday, November 18, 2026	8:00 AM	Virtual	11/6/26
Wednesday, December 16, 2026	8:00 AM	Virtual	12/4/26

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

**AGENDA REQUEST FORM**

- 1) Name and title of person submitting the request: Audra Cohen-Plata, DPD Division Administrator
- 2) Date When Request Submitted: 12/11/2025
- 3) Name of Board, Committee, Council, Section: **All Boards**
- 4) Meeting Date: **First Meeting of 2026**

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- 5) Attachments: **Yes**
- 6) How should the item be titled on the agenda page? **Administrative Matters: Annual Policy Review**
- 7) Place Item in: **Open Session**
- 8) Is an appearance before the Board being scheduled? No
- 9) Name of Case Advisor(s), if applicable: N/A

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- 10) Describe the issue and action that should be addressed:

**Please be advised of the following policy item attachments:**

- 1) 2026 Annual Policy Review Memo
- 2) Timeline of a Meeting
- 3) Sample Per Diem Report



**DATE: January 1, 2026**

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

**FROM: Division of Policy Development**

**SUBJECT: 2026 Administrative Policy Reminders**

**Please be advised of the following policy items:**

1. **In-Person and Virtual Meetings:** Depending on the frequency of scheduled meetings, discussion topics, and member availability, DSPS may host one or more in-person meetings. Virtual connection options are available for all board meetings. If you are traveling internationally, please see item 9 below.
2. **Attendance/Quorum:** 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.
3. **Walking Quorum:** 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.
4. **Mandatory Training:** All Board Members must complete Public Records and Ethics Training, annually. [Register to set up an account](#) in the Cornerstone LearnCenter online portal or [Log in](#) to an existing account.
5. **Agenda Deadlines:** 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)
6. **Travel Voucher and Per Diem Submissions:** Please submit all Per Diem and Reimbursement claims to DSPS within 30 days of the close of each month in which expenses are incurred. (Attachment: Per Diem Form) Travel Vouchers are distributed on travel approval.
7. **Lodging Accommodations/Hotel Cancellation Policy:** 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.
  - a. If a member cannot attend a meeting, they must cancel their reservation with the hotel within the applicable cancellation timeframe.
  - b. If a meeting is changed to occur remotely, is canceled, or rescheduled, DSPS staff will cancel or modify reservations as appropriate.
8. **Inclement Weather Policy:** In inclement weather, the DSPS may change a meeting from an in-person venue to a virtual/teleconference only.
9. **International Travel:** Use of State-managed IT resources and access of State data outside the United States are strictly prohibited, as they cause an unacceptable level of cybersecurity risk. This prohibition includes all State-provided or State-managed IT resources housed on personal devices. Please advise your Executive Director of any planned international travel commitments that may coincide with board meetings or other board business in advance of your departure.

# Timeline of a Meeting

## At least 2 weeks (10 business days) prior to the meeting

Submit Agenda Item suggestions to the Board's Executive Director. Include background materials. Copyright-protected materials must be accompanied by written permission from the publisher to share documents.

## 8 business days prior to the meeting

The Agenda is drafted. (All agenda materials are due to the Department by 12:00 p.m.)

## 7 business days prior to the meeting

The draft agenda is submitted to the Executive Director; the Executive Director transmits it to the Chair for review and approval.

## 5 business days prior to the meeting

The approved agenda is returned to the Board Administration Specialist (BA) 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 Board webpage.

### Agenda Item Examples:

- Open Session Items
  - Public Hearings and Administrative Rules Matters
  - Administrative Matters
  - Legislation and Policy Matters
  - Credentialing Matters
  - Education and Exam Issues
  - Public Agenda Requests
  - Current Issues Affecting the Profession
- Closed Session items
  - Deliberations on Proposed Disciplinary Actions
  - 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 Wisconsin Public Notices and Meeting Minutes website: [publicmeetings.wi.gov](http://publicmeetings.wi.gov).

## 1 business day after the Meeting

"Action" lists are distributed to Department 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 open session decisions are acted on and/or implemented within the appropriate divisions in the Department. Minutes approved by the board are published on the Wisconsin Public Notices and Meeting Minutes website: [publicmeetings.wi.gov](http://publicmeetings.wi.gov).

# **Department of Safety and Professional Services**

## **PER DIEM REPORT**

**INSTRUCTIONS:** Record board-related activities by date, indicate relevant purpose code, the duration of time spent in B-code activities, location, and activity description. Only one \$25.00 per diem payment will be issued on any given calendar day. Submit one form per month and within 60 days of the last activity being reported. Send completed forms to your Board's Administrative Specialist.

### **Purpose Codes:**

## **A CODE Official meetings including Board Meetings, Hearings and Examinations and Test Development Sessions**

(automatic day of per diem) Examples: board, committee, board training or screening panels; Senate Confirmation hearings, legislative and disciplinary hearings, or informal settlement conferences; test administration, test review or analysis events, national testing events, tour of test facilities, etc.

**B CODE** **Other** (One (1) per diem will be issued for every five (5) hours spent in category B, per calendar month): i.e., review of disciplinary cases, consultation on cases, review of meeting materials, board liaison work, e.g., contacts regarding Monitoring, Professional Assistance Procedure, Credentialing, Education and Examinations

**CLAIMANT'S CERTIFICATION** The Board/Council member named above, certifies, in accordance with § 16.53, Wis. Stats., that this account for per diem, is just and correct; and that this claim is for service necessarily incurred in the performance of duties required by the State, as authorized by law. (Rev.04/24)

(Rev.04/24)

Board Member Approval & Date: \_\_\_\_\_

**TOTAL DAYS CLAIMED:** \_\_\_\_\_ @ \$25.00 = \_\_\_\_\_

Supervisor Approval & Date: \_\_\_\_\_

**Medical Examining Board  
2025 Officers & Liaisons**

<b>ELECTION RESULTS</b>	
<b>Chairperson</b>	Gregory Schmeling
<b>Vice Chairperson</b>	Sumeet Goel
<b>Secretary</b>	Emily Yu

**Appointment of Liaison and Alternates**

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

**Medical Examining Board  
2025 Officers & Liaisons**

<b>OTHER APPOINTMENTS</b>	
<b>Council on Anesthesiologist Assistants</b>	Kris Ferguson
<b>Interdisciplinary Advisory Committee</b>	Gregory Schmeling <i>Alternate:</i> Emily Yu
<b>Interstate Medical Licensure Compact Commission (IMLCC) Representatives</b>	Clarence Chou, Tom Ryan <i>Alternate:</i> Gregory Schmeling

12/17/2025

**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: 12/19/25 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: 01/21/26	5) Attachments: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	6) How should the item be titled on the agenda page? Reaffirming 2025 delegations and new 2026 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? (If yes, please complete <a href="#">Appearance Request</a> for Non-DSPS Staff) <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 2025 delegations and new delegations for 2026.			
11) Authorization  <i>Richanda Turner</i> <span style="float: right;"><i>12/19/25</i></span> Signature of person making this request <span style="float: right;">Date</span>			
Supervisor (Only required for post agenda deadline items) <span style="float: right;">Date</span>			
Executive Director signature (Indicates approval for post agenda deadline items) <span style="float: right;">Date</span>			
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, 2026**

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

**FROM: Legal Counsel**

**SUBJECT: Liaison Definitions and Delegations Explanations**

### **Executive Summary**

This memorandum provides an overview of the liaison roles and common delegation authorities that enable DSPS Boards, Sections, and Committees to efficiently fulfill their statutory responsibilities. It explains the function of each liaison position, such as, Credentialing, Monitoring, PAP, Education and Examination, Legislative, Travel Authorization, and Communication Liaisons, as well as Screening Panel Members, and outlines how these roles support Board operations between meetings. This memorandum also includes model motions for liaisons, Department staff, and Department attorneys to ensure timely processing of credential applications, monitoring requests, disciplinary matters, and administrative tasks. The delegations promote consistency, reduce delays, and allow the Department and Boards to respond promptly to legal and operational needs while maintaining their responsibility to protect public health, safety, and welfare.

### **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 and unprofessional conduct. 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.

At the first Board meeting of each year, the Department asks the Boards to make Liaison appointments. 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. The Credentialing Liaison serves a very important role in the credentialing process. If the Credentialing 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.

**Monitoring Liaison:** The Monitoring Liaison is empowered by the Board to make decisions on any credential that is subject to Monitoring either through a disciplinary order or initial licensure. The Department Monitors will send requests from credential holders to the Monitoring Liaison. 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. 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 and related requests. 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 not the Board's designated lobbyist and should exercise their delegated authority carefully. 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. Please review Wis. Stat. ch. 13 for important reminders on lobbying.

**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 the workload of 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 from 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 their 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 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 Chief Legal Counsel 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 Chief Legal Counsel 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 EXAMPLE: 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 EXAMPLE: 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 15, 2025**  
**2025 Delegations**

*New Delegations for 2025*

**Delegation to Approve the Disciplinary Case Report**

**MOTION:** Sumeet Goel moved, seconded by Lubna Majeed-Haqqi, 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. Motion carried unanimously.

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

**MOTION:** Steven Leuthner moved, seconded by Emily Yu, 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. Motion carried unanimously.

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

**MOTION:** Emily Yu moved, seconded by Diane Gerlach, 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 review and approve the opioid abuse report required by Wis. Stat. § 440.035(2m)(c)1., for filing with the Legislature. Motion carried unanimously.

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

**MOTION:** Sumeet Goel moved, seconded by Steven Leuthner, 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 unanimously.

**Delegation of Authority for Conviction Reviews**

**MOTION:** Clarence Chou moved, seconded by Diane Gerlach, 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:** Sumeet Goel moved, seconded by Lubna Majeed-Haqqi, 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 or appoint a liaison to act on behalf of the Board regarding administrative rule matters between meetings. Motion carried unanimously.

## **Controlled Substances Board Liaison**

**MOTION:** Emily Yu moved, seconded by Steven Leuthner, to designate the Controlled Substances Board liaison to act as the representative on the Controlled Substances Board on behalf of the Chairperson. Motion carried unanimously.

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

**MOTION:** Lubna Majeed-Haqqi moved, seconded by Milton Bond Jr., 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 unanimously.

## *All Combined Delegations for 2025:*

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

**MOTION:** Lubna Majeed-Haqqi moved, seconded by Milton Bond Jr., 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 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:** Clarence Chou moved, seconded by Diane Gerlach, 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 Department Attorneys to Approve Prior Discipline**

**MOTION:** Sumeet Goel moved, seconded by Steven Leuthner, 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 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 Chief Legal Counsel 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.

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

**MOTION:** Sumeet Goel moved, seconded by Lubna Majeed-Haqqi, 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. Motion carried unanimously.

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

**MOTION:** Emily Yu moved, seconded by Diane Gerlach, 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 review and approve the opioid abuse report required by Wis. Stat. § 440.035(2m)(c)1., for filing with the Legislature. Motion carried unanimously.

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

**MOTION:** Steven Leuthner moved, seconded by Emily Yu, 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. 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 Handle Administrative Rule Matters**

**MOTION:** Sumeet Goel moved, seconded by Lubna Majeed-Haqqi, 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 or appoint a liaison to act on behalf of the Board regarding administrative rule matters between meetings. Motion carried unanimously.

## **Controlled Substances Board Liaison**

**MOTION:** Emily Yu moved, seconded by Steven Leuthner, to designate the Controlled Substances Board liaison to act as the representative on the Controlled Substances Board on behalf of the Chairperson. Motion carried unanimously.

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

**MOTION:** [Board member name] moved, seconded by [Board member name], 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. Motion carried [                ].

## **OR IN THE ALTERNATIVE**

## **Delegation of Authority for Predetermination Decisions**

**MOTION:** [Board member name] moved, seconded by [Board member name], to delegate authority to the Department Attorneys to make decisions regarding predetermination applications pursuant to Wis. Stat. § 111.335(4)(f). For matters where the Department Attorney has indicated underlying convictions may result in a denial, the Credentialing Liaison(s) can act on behalf of the Board in regard to any denial due to predetermination decisions. Motion carried [                ].

## **Review and Approval of 2025 Delegations including new modifications**

**MOTION:** [Board member name] moved, seconded by [Board member name], to reaffirm all delegation motions made in 2025, as reflected in the January 21, 2026 agenda materials, which were not otherwise modified or amended during the January 21, 2026 meeting. Motion carried [                ].

**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:  1/8/26  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:  1/21/26	5) Attachments:  <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	6) How should the item be titled on the agenda page?  Administrative Rule Matters – Discussion and Consideration 1. Pending or Possible Rulemaking Projects a. Rule Projects Charts b. Affiliated Credentialing Board Rule Summaries
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</a> for Non-DSPS Staff)  <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:  Attachments: Rule Project Charts ACB Rule Summaries  (Board Rule projects can be Viewed Here if Needed: <a href="https://dspc.wi.gov/Pages/RulesStatutes/PendingRules.aspx">https://dspc.wi.gov/Pages/RulesStatutes/PendingRules.aspx</a> )		
11)  <u>Nilajah Hardin</u> Signature of person making this request		Authorization  1/8/26 Date
Supervisor (if required)  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.		

**Medical Examining Board**  
**Rule Projects (updated 12/4/25)**

<b>Clearinghouse Rule Number</b>	<b>Scope #</b>	<b>Scope Expiration</b>	<b>Code Chapter Affected</b>	<b>Relating clause</b>	<b>Current Stage</b>	<b>Next Step</b>
<a href="#"><u>25-048</u></a>	<a href="#"><u>099-24</u></a>	03/23/2027	Med 1	Licensure Requirements	Drafting Final Rule and Legislative Report	Submission to Governor's Office for Approval, Notification to the Legislature, and for Publication
Not Assigned Yet	<a href="#"><u>066-25</u></a>	03/29/2028	Med 14	Renewal	Drafting Rule	Board Review and Approval of Preliminary Rule Draft
<a href="#"><u>25-070</u></a>	<a href="#"><u>025-25</u></a>	10/14/2027	Med 21	Patient Health Care Records	Drafting Final Rule and Legislative Report	Submission to Governor's Office for Approval, Notification to the Legislature, and for Publication

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

Clearinghouse Rule Number	Scope #	Scope Expiration	ACB Name	Code Chapter Affected	Relating clause	Current Stage	Next Step
Not Assigned Yet	Not Assigned Yet	TBD	Dietitians Affiliated Credentialing Board	DI 1 to 5	Implementation of the Dietitian Licensure Compact	Scope Statement Drafted for Review at 1/27/26 Meeting	Board Approval of Scope Statement for Governor Approval and for Publication
Not Assigned Yet	Not Assigned Yet	TBD	Massage Therapy and Bodywork Therapy	MTBT 2 and 4	CPR Requirements	Scope Statement Pending Chairperson Signature for Publication	Submission for Governor Approval and for Publication (Preliminary Hearing likely to be Ordered by JCRAR)
Not Assigned Yet	<a href="#"><u>009-25</u></a>	02/17/2027	Massage Therapy and Bodywork Therapy	MTBT 3	Education	Drafting	Board Review of Preliminary Rule Draft at a Future Meeting
<a href="#"><u>25-029</u></a>	<a href="#"><u>091-24</u></a>	02/12/2027	Physician Assistant	PA 1 to 4	Implementation of the Physician Assistant Licensure Compact	Adoption Order Resubmitted for Publication on 12/4/25	Publication and Effective Date TBD
Not Assigned Yet	<a href="#"><u>024-25</u></a>	10/14/2027	Podiatry	Pod 1 and 9	Supervision of Physician Assistants	Drafting	Board Review of Preliminary Rule Draft at a Future Meeting
Not Assigned Yet	<a href="#"><u>023-25</u></a>	10/14/2027	Podiatry	Pod 1 and 10	Podiatrists and Telehealth	Medical Examining Board Comment Period (Wis. Stat. s. 15.085 (5) (b))	Submission for EIA Comment and Clearinghouse Review (after 60 days from 11/19/25)

## **Affiliated Credentialing Board (ACB) Rule Summaries**

Athletic Trainers: None

Dietitians:

- DI 1 to 5, Implementation of the Dietitian Licensure Compact
  - 2025 WI Act 20 outlines all compact requirements in the statute.
  - This rule project adds compact privilege as a license option to the rules.

Massage Therapy and Bodywork Therapy:

- MTBT 2 and 4, CPR Requirements
  - The ACB plans to review Chapter MTBT 2 and 4 to determine if updating requirements for CPR training is appropriate.
- MTBT 3, Relating to Education
  - The ACB plans to change the initial licensure requirement of 600 education hours to match the standard recommended by the Federation of State Massage Therapy Boards.
  - Other updates may be made to the chapter to align with current practice if needed

Occupational Therapists: None

Physician Assistant:

- PA 1 to 4, Relating to Implementation of the Physician Assistant Licensure Compact
  - 2023 WI Act 81 outlines all compact requirements in the statute.
  - This rule project adds compact privilege as a license option to the rules.

Podiatry:

- Pod 1 and 9, Relating to Supervision of Physician Assistants
  - Due to 2021 WI Act 23, the ACB plans to create requirements for supervision of Physician Assistants by a Podiatrist.
- Pod 1 and 10, Relating to Podiatrists and Telehealth
  - The ACB created requirements on Telehealth for Podiatrists in line with 2021 WI Act 121.

## AGENDA REQUEST FORM

1) Name and title of person submitting the request: DSPS		2) Date when request submitted: 12/30/2025  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: 1/21/2026	5) Attachments: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	6) How should the item be titled on the agenda page?  Legislative and Policy Matters  • Wisconsin Assembly Bill 799	
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</a> for Non-DSPS Staff)  <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:  Board Review.			
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.			

# ASSEMBLY BILL 799

December 23, 2025 - Introduced by Representatives BROOKS, DITTRICH, KURTZ, DOYLE, JOHNSON, ORTIZ-VELEZ, SPAUDE, SUBECK, VINING and O'CONNOR, cosponsored by Senators FEYEN, JAMES, WANGGAARD and CABRAL-GUEVARA. Referred to Committee on Health, Aging and Long-Term Care.

- 1     **AN ACT** *to amend* 440.03 (9) (a) (intro.) and 448.115 (1) (intro.); ***to create***
- 2     20.165 (1) (hr) and 440.10 of the statutes; **relating to:** a health professional assistance program and making an appropriation.

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### *Analysis by the Legislative Reference Bureau*

This bill directs the Department of Safety and Professional Services to contract with an entity to establish and operate a health professional assistance program to coordinate detection, evaluation, treatment, and continuing care monitoring for health care providers who are suffering from a condition that could lead to impairment, which the bill defines as the inability of a health care provider to practice with reasonable skill or safety due to a health condition.

Under the bill, the entity selected by DSPS to provide the program must be sponsored by a health care provider professional association or society, be organized as a not-for-profit entity, contract with or employ a medical director who specializes or has training or expertise in addiction medicine, and contract with or employ health care providers as needed for the program's operation. In addition, the program must adopt certain procedures, including procedures for 1) determining eligibility for the program; 2) contracting or coordinating with a network of health care providers to provide care for participants; 3) monitoring the continuing care and support of participants; 4) intervening when participants violate any terms of program participation or when participants may require additional evaluation or treatment; and 5) safeguarding confidentiality.

The bill allows a credentialing board that regulates health care providers to participate in the program with respect to one or more credentials issued by that board. If a credentialing board participates in the program, the credentialing board is not required to participate in the program with respect to each credential issued by the board, but may limit its participation to one or more specified credentials.

The bill provides that the program must allow health care providers who are suffering from a condition that could lead to impairment to participate on a voluntary and confidential basis. The bill provides that voluntary participation in the program does not limit a credentialing board's authority to investigate or discipline the participating health care provider on the basis of conduct that is unrelated to the health care provider's participation in the program.

The bill permits health care providers and credentialing boards that have reason to believe that a health care provider has a condition that could lead to impairment to report the health care provider to the program. The bill requires the program to receive and assess the reports and determine whether the health care provider who is the subject of the report requires further screening, evaluation, treatment, or other action. If the program determines that a health care provider requires further screening, evaluation, treatment, or other action, the program must offer the health care provider the option to voluntarily participate in the program.

Under current law, a physician who has reason to believe that certain facts about another physician are true, including that the other physician is engaging or has engaged in acts that constitute a pattern of unprofessional conduct or that the other physician is or may be medically incompetent, must promptly submit a written report to the Medical Examining Board that includes facts relating to the conduct of the other physician. The bill provides that a physician can fulfill their reporting obligation by submitting a written report to the program, instead of the Medical Examining Board, if the Medical Examining Board is participating in the program with respect to physician credentials.

The bill provides that a health care provider's participation in the program, any treatment received through the program, and any information reported to the program shall remain confidential except as provided in the bill; that the program may disclose information about a health care provider to a credentialing board only in certain circumstances; and that no person may require that a health care provider disclose their participation in the program or any treatment received through the program. The bill further provides that information, interviews, reports, statements, memoranda, and other documents that are furnished to the program or produced by the program are privileged and confidential.

The bill provides immunity from civil liability as specified in the bill for the program and its employees, officers, and agents and reporting health care providers.

Finally, the bill directs DSPS to charge a fee of \$70 to each health care provider whose credential is served by the program to be paid at the time the health care provider is issued or

renews their credential. The bill provides funding for the program costs using moneys collected from those fees.

1

For further information see the state fiscal estimate, which will be printed as an appendix to this bill.

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***The people of the state of Wisconsin, represented in senate and assembly, do enact as follows:***

1        **SECTION 1.** 20.165 (1) (hr) of the statutes is created to read:

2        20.165 (1) (hr) *Health professional assistance programs.* All moneys received  
3        from fees under s. 440.10 (2) (d) for costs associated with the health professional 4  
assistance program under s. 440.10.

5 **SECTION 2.** 440.03 (9) (a) (intro.) of the statutes, as affected by 2025 6 Wisconsin Act 20, is amended  
to read:

7        440.03 (9) (a) (intro.) Subject to pars. (b) and (c) and ~~s. ss. 440.10 (2) (d) and~~  
8        458.33 (2) (b) and (5), the department shall, biennially, determine each fee for an  
9        initial credential for which no examination is required, for a reciprocal credential,  
10      and for a credential renewal and any fees imposed under ss. 447.51 (2), 448.986 (2),  
11      448.9875 (2), 448.9885 (2), 448.9888 (2), 457.51 (2), and 459.71 (2) by doing all of the  
12      following:

13      **SECTION 3.** 440.10 of the statutes is created to read:

14      **440.10 Health professional assistance program.** (1) **DEFINITIONS.** In 15 this section:

16 (a) “Impairment” means an inability of a health care provider to practice with 17 reasonable skill or  
safety due to a health condition.

(b) "Participant" means a holder of a participating credential who participates in the program, as described in sub. (3) (b).

(c) "Participating credential" means a credential with respect to which a credentialing board is participating in the program, as provided in sub. (2) (b).

(d) "Participating credentialing board" means a credentialing board that is participating in the program with respect to one or more credentials, as provided in 5 sub. (2) (b).

6 (e) "Program" means the health professional assistance program operated by 7 an entity with which the department enters into a contract under sub. (2) (a).

**(2) CONTRACT; PARTICIPATION AND FEES.** (a) The department shall contract with an entity to establish and operate a health professional assistance program to coordinate detection, evaluation, treatment, and continuing care monitoring for health care providers described in sub. (3) (b) who are suffering from a condition that could lead to impairment. A contract under this paragraph shall establish the specific services that the program may provide. The entity described under this paragraph must meet all of the following requirements:

15 1. The entity is sponsored by one or more professional associations or societies 16 of health care providers.

2. The entity is an entity organized under the law of this state that is described in section 501 (c) (3) of the Internal Revenue Code and that is exempt 19 from

21 to practice medicine and surgery under subch. II ch. 448 and specializes or has 22 training  
22 and expertise in addiction medicine.

23 4. The entity contracts with or employs health care providers necessary for  
24 the entity's operations.

(b) A credentialing board that regulates health care providers may participate in the  
program with respect to one or more credentials issued by that board. If a  
3 credentialing board participates in the program, the credentialing board is not  
4 required to participate in the program with respect to each credential issued by the  
5 board, but may limit its participation to one or more specified credentials.

6 (c) The program shall adopt procedures for all of the following:

7 1. Determining eligibility for the services of program.  
8 2. Contracting or coordinating with a network of health care providers to  
9 provide care for participants.  
10 3. Receiving and assessing reports under sub. (5).  
11 4. Safeguarding confidentiality as required under sub. (6).  
12 5. Monitoring the continuing care and support of participants.  
13 6. Intervening when participants violate any terms of program participation 14 or when  
participants may require additional evaluation or treatment.

15 7. Reporting to the participating credentialing board on the progress and  
16 program compliance of participants who have consented to the disclosure of such  
17 information under sub. (6) (a) 3.  
18 8. Performing any other agreed upon activities.

(d) The department shall, in addition to the applicable fee determined under s. 440.03 (9), charge a fee of \$70 to the holder of each participating credential, to be paid at the time the health care provider is issued an initial credential and at the time the health care provider renews their credential.

(e) The department shall ensure that the program is coordinated with the procedure under s. 440.03 (1c).

(f) The department shall pay the costs associated with the contract under this subsection from the appropriation under s. 20.165 (1) (hr).

**(3) HEALTH PROFESSIONAL ASSISTANCE PROGRAM.** All of the following apply to the program:

- (a) The program shall provide all services established under sub. (2) (a).
- (b) The program shall allow holders of participating credentials who are suffering from a condition that could lead to impairment to participate in the 8 program on a voluntary and confidential basis.

(c) The program and its employees, officers, and agents shall be immune from civil liability for any damages that result from the provision of services described, or 11 the taking of any action authorized, under this section.

(d) The program shall base the scope of services provided to participants on information that is science-based and published in peer-reviewed journals and 14 textbooks and accords with national standards.

**(4) VOLUNTARY ASSISTANCE.** (a) A health care provider who holds a participating credential may voluntarily request participation in the program for a

17 condition that could lead to impairment if the health care provider believes that 18 their  
participation is necessary to prevent or reverse impairment.

19 (b) A participant's voluntary participation in the program or any treatment  
20 received through the program shall not limit a credentialing board's authority to  
21 investigate, discipline, or take action to suspend, limit, or revoke the credential of  
22 the health care provider on the basis of violations based on conduct unrelated to the 23  
health care provider's participation in the program.

24 (5) REPORTS TO PROGRAM. (a) 1. A health care provider who reasonably believes that a colleague  
health care provider has a condition that could lead to impairment may report the colleague health care  
provider to the program.

3 2. A participating credentialing board may report a health care provider who  
4 holds a participating credential from that credentialing board to the program if the  
5 credentialing board has reason to believe that the health care provider has a 6 condition  
that could lead to impairment.

7 3. No person that in good faith reports a health care provider to the program  
8 under subd. 1. or 2. may be held civilly liable for any damages as a result of the  
9 report.

10 (b) 1. Whenever the program receives a report under par. (a) 1. or 2., the  
11 program shall, except as provided in subd. 2., assess the report to determine  
12 whether the health care provider who is the subject of the report requires further  
13 screening, evaluation, treatment, or other action. If the program determines that  
14 the health care provider requires further screening, evaluation, treatment, or other

15 action, the program shall offer the health care provider the option to voluntarily 16  
participate in the program under sub. (4) (a).

17 2. If the health care provider who is the subject of a report under par. (a) 1. or  
18 2. does not hold a participating credential, the program may inform the health care  
19 provider of that fact and may refer the health care provider to other resources that 20  
may be available, including the procedure under s. 440.03 (1c).

**(6) CONFIDENTIALITY.** (a) A health care provider's participation in the program, any  
treatment received by a health care provider through the program, and any information  
received by the program under sub. (5) shall remain  
confidential, except as follows:

1. The program may disclose a health care provider's participation in the program, any  
treatment received by the health care provider through the program,  
3 or any information received under sub. (5) to a law enforcement official if the  
4 program reasonably believes that the health care provider poses an immediate 5 danger to  
themselves or the public.

6 2. The name of a reporting health care provider and any other identifying  
7 information of a reporting health care provider may be disclosed with the consent of 8  
the reporting health care provider.

9 3. For a health care provider who is a participant, any information that  
10 documents the health care provider's participation in the program or any treatment  
11 received through the program may be disclosed with the consent of the health care  
12 provider.

13 (b) Except as provided in par. (a), the program may not disclose to a  
14 credentialing board that regulates health care providers the name of a health care  
15 provider or any records relating to a health care provider unless any of the following  
16 occurs:

17 1. The health care provider is determined to be ineligible to participate in the  
18 program.

19 2. The health care provider requests the disclosure.

20 3. The health care provider is unwilling or unable to comply with any term of 21  
21 program participation.

22 4. The health care provider presents an imminent danger to themself or the  
23 public as a result of their impairment.

24 5. The health care provider's impairment has not been substantially prevented or  
25 reversed by participation in the program.

3 (c) No person may require that a health care provider disclose their  
4 participation in the program under sub. (4) or any treatment received through the  
5 program.

6 (d) All information, interviews, reports, statements, memoranda, or other  
7 documents that are furnished by the credentialing board or other source to the  
8 program or that are produced by the program are declared to be privileged and  
9 confidential. All records of the program shall be confidential and may be used by  
10 the program and its employees and agents only in the exercise of the proper  
11 function of the program pursuant to its contract under sub. (2) (a). Such

12 information, interviews, reports, statements, memoranda, or other documents  
13 furnished to or produced by the program and any findings, conclusions,  
14 recommendations, or reports resulting from the monitoring or rehabilitation of  
15 health care providers shall not be subject to subpoena and are not subject to  
16 discovery or admissible in evidence in any private civil action.

17 **SECTION 4.** 448.115 (1) (intro.) of the statutes is amended to read:

18 448.115 (1) (intro.) A physician who has reason to believe any of the following  
19 about another physician shall promptly submit a written report to the board, if the  
20 board is participating in the health professional assistance program with respect to  
physicians under s. 440.10 (2) (b), or to the health professional assistance program under s.  
440.10 that shall include facts relating to the conduct of the other physician:

(END)