



VIRTUAL/TELECONFERENCE
PHYSICIAN ASSISTANT AFFILIATED CREDENTIALING BOARD
Virtual, 4822 Madison Yards Way, Madison
Contact: Tom Ryan (608) 266-2112
December 19, 2024

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

AGENDA

9:00 A.M.

OPEN SESSION – CALL TO ORDER – ROLL CALL

- A. Adoption of Agenda (1-4)**
- B. Approval of Minutes of October 10, 2024 (5-7)**
- C. Reminders: Conflicts of Interest, Scheduling Concerns
- D. Introductions, Announcements and Recognition
- E. Administrative Matters – Discussion and Consideration**
 - 1. Department, Staff and Board Updates
 - 2. Board Members – Term Expiration Dates
 - a. Collins, Clark A. – 7/1/2027
 - b. Edwards, Jacqueline K. – 7/1/2025
 - c. Fischer, Jean M. – 7/1/2027
 - d. Holmes-Drammeh, Emelle S. – 7/1/2028
 - e. Jarrett, Jennifer L. – 7/1/2028
 - f. Lange, Amanda C. – 7/1/2028
 - g. Martin, Cynthia S. – 7/1/2027
 - h. Sanders, Robert W. – 7/1/2028
 - i. Streit, Tara E. – 7/1/2027
 - 3. Wis. Stat. § 15.085 (3)(b) – Affiliated Credentialing Boards’ Biannual Meeting with the Medical Examining Board to Consider Matters of Joint Interest – Update
- F. Ongoing Discussions with the Medical Examining Board Liaison – Report, Discussion and Consideration**
- G. Administrative Rule Matters – Discussion and Consideration (8-10)**
 - 1. 2025 Wis. Stat. s. 227.29 Biennial Report to the Legislature (9)
 - 2. Update:
 - a. Med 27, Relating to Provisional Licensure for International Physicians
 - b. Med 24, Relating to Telemedicine and Telehealth

- c. N 6, Relating to Delegated Acts
- d. Pod 1 and 9, Relating to Supervision of Physician Assistants
- 3. Pending or Possible Rulemaking Projects
 - a. Rule Projects Chart **(10)**

H. Physician Assistant Interstate Compact Update – Discussion and Consideration

I. Controlled Substances Board Update and Meeting Attendance – Discussion and Consideration

- 1. 2025 Q1 Meeting Dates: January 10, March 14, May 9

J. DSPS Interdisciplinary Advisory Council Liaison Report – Discussion and Consideration

K. Legislative and Policy Matters – Discussion and Consideration

L. Federation of State Medical Board (FSMB) Matters – Discussion and Consideration

M. Professional Assistance Procedure (PAP) Discussion of Expansion to Include Mental Health Disorders Update – Discussion and Consideration

N. Discussion and Consideration of Items Added After Preparation of Agenda:

- 1. Introductions, Announcements and Recognition
- 2. Administrative Matters
- 3. Election of Officers
- 4. Appointment of Liaisons and Alternates
- 5. Delegation of Authorities
- 6. Education and Examination Matters
- 7. Credentialing Matters
- 8. Practice Matters
- 9. Administrative Rule Matters
- 10. Public Health Emergencies
- 11. Legislative and Policy Matters
- 12. Liaison Reports
- 13. Board Liaison Training and Appointment of Mentors
- 14. Informational Items
- 15. Division of Legal Services and Compliance (DLSC) Matters
- 16. Presentations of Petitions for Summary Suspension
- 17. Petitions for Designation of Hearing Examiner
- 18. Presentation of Stipulations, Final Decisions and Orders
- 19. Presentation of Proposed Final Decisions and Orders
- 20. Presentation of Interim Orders
- 21. Petitions for Re-Hearing
- 22. Petitions for Assessments
- 23. Petitions to Vacate Orders
- 24. Requests for Disciplinary Proceeding Presentations
- 25. Motions
- 26. Petitions
- 27. Appearances from Requests Received or Renewed
- 28. Speaking Engagements, Travel, or Public Relation Requests, and Reports

O. Public Comments

CONVENE TO CLOSED SESSION to deliberate on cases following hearing (s. 19.85(1)(a), Stats.); to consider licensure or certification of individuals (s. 19.85(1)(b), Stats.); to consider closing disciplinary investigations with administrative warnings (ss. 19.85(1)(b), and 440.205, Stats.); to consider individual histories or disciplinary data (s. 19.85(1)(f), Stats.); and to confer with legal counsel (s. 19.85(1)(g), Stats.).

P. Deliberation on DLSC Matters

- 1. Proposed Stipulations, Final Decisions and Orders**
 - a. 22 PAB 009 and 22 PAB 031 – Elizabeth M. Lucht (11-20)
- 2. Case Closings**
 - a. 23 PAB 025 – J.R.H. (22-30)

Q. 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. Case Closings
15. Board Liaison Training
16. Petitions for Assessments and Evaluations
17. Petitions to Vacate Orders
18. Remedial Education Cases
19. Motions
20. Petitions for Re-Hearing
21. Appearances from Requests Received or Renewed

R. Consulting with Legal Counsel

RECONVENE TO OPEN SESSION IMMEDIATELY FOLLOWING CLOSED SESSION

- S. Open Session Items Noticed Above Not Completed in the Initial Open Session
- T. Vote on Items Considered or Deliberated Upon in Closed Session if Voting is Appropriate
- U. Delegation of Ratification of Examination Results and Ratification of Licenses and Certificates

ADJOURNMENT

VIRTUAL/TELECONFERENCE

ORAL INTERVIEW OF CANDIDATES FOR LICENSURE

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

CLOSED SESSION – Reviewing Applications and Conducting Oral Interview of **Zero (0)** (at time of agenda publication) Candidates for Licensure – **Jean Fischer** and **Clark Collins**.

NEXT MEETING: FEBRUARY 20, 2025

MEETINGS AND HEARINGS ARE OPEN TO THE PUBLIC, AND MAY BE CANCELLED WITHOUT NOTICE.

Times listed for meeting items are approximate and depend on the length of discussion and voting. All meetings are held virtually unless otherwise indicated. In-person meetings are typically conducted at 4822 Madison Yards Way, Madison, Wisconsin, unless an alternative location is listed on the meeting notice. In order to confirm a meeting or to request a complete copy of the board's agenda, please visit the Department website at <https://dps.wi.gov>. The board may also consider materials or items filed after the transmission of this notice. Times listed for the commencement of any agenda item may be changed by the board for the convenience of the parties. The person credentialed by the board has the right to demand that the meeting at which final action may be taken against the credential be held in open session. Requests for interpreters for the hard of hearing, or other accommodations, are considered upon request by contacting the Affirmative Action Officer or reach the Meeting Staff by calling 608-267-7213.

**VIRTUAL/TELECONFERENCE
PHYSICIAN ASSISTANT
AFFILIATED CREDENTIALING BOARD
MEETING MINUTES
OCTOBER 10, 2024**

PRESENT: Clark Collins, Jacqueline Edwards (*excused at 9:28 a.m.*), Jean Fischer, Emelle Holmes-Drammeh, Jennifer Jarrett, Amanda Lange, Cynthia Martin, Tara Streit

ABSENT: Robert Sanders

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

CALL TO ORDER

Jennifer Jarrett, Chairperson, called the meeting to order at 9:00 a.m. A quorum was confirmed with eight (8) members present.

ADOPTION OF AGENDA

MOTION: Jacqueline Edwards moved, seconded by Tara Streit, to adopt the Agenda as published. Motion carried unanimously.

APPROVAL OF MINUTES OF AUGUST 22, 2024

MOTION: Tara Streit moved, seconded by Jacqueline Edwards, to approve the Minutes of August 22, 2024, as published. Motion carried unanimously.

ADMINISTRATIVE MATTERS

Delegation of Authorities

Delegation to Monitoring Liaison

MOTION: Jennifer Jarrett moved, seconded by Jacqueline Edwards, 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: Jean Fischer moved, seconded by Jacqueline Edwards, 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.

Jacqueline Edwards excused at 9:28 a.m.

ADMINISTRATIVE RULE MATTERS

Preliminary Rule Draft: PA 1 to 4, Relating to Implementation of the Physician Assistant Licensure Compact

MOTION: Jennifer Jarrett moved, seconded by Amanda Lange, to designate the Jean Fischer to approve the preliminary rule draft of PA 1 to 4, relating to Implementation of the Physician Assistant Licensure Compact, for posting for economic impact comments and submission to the Clearinghouse. Motion carried unanimously.

CLOSED SESSION

MOTION: Jean Fischer moved, seconded by Tara Streit, to convene to closed session to deliberate on cases following hearing (s. 19.85(1)(a), Stats.); to consider licensure or certification of individuals (s. 19.85(1)(b), Stats.); to consider closing disciplinary investigations with administrative warnings (ss. 19.85(1)(b), and 440.205, Stats.); to consider individual histories or disciplinary data (s. 19.85(1)(f), Stats.); and to confer with legal counsel (s. 19.85(1)(g), Stats.). Jennifer Jarrett, Chairperson read the language of the motion. The vote of each member was ascertained by voice vote. Roll Call Vote: Clark Collins-yes; Jean Fischer-yes; Emelle Holmes-Drammeh-yes; Jennifer Jarrett-yes; Amanda Lange-yes; Cynthia Martin-yes; and Tara Streit-yes. Motion carried unanimously.

The Board convened into Closed Session at 10:04 a.m.

DLSC MATTERS

Proposed Stipulations, Final Decisions And Orders

23 PAB 029 – Todd J. Woodhouse

MOTION: Jennifer Jarrett moved, seconded by Clark Collins, to reject the Findings of Fact, Conclusions of Law and Order in the matter of disciplinary proceedings against Todd J. Woodhouse, DLSC Case Number 23 PAB 029. Motion carried unanimously.

(Tara Streit recused herself and left the room for deliberation and voting in the matter concerning Todd J. Woodhouse, DLSC Case Number 23 PAB 029.)

Case Closing

24 PAB 0010 – T.J.S.

MOTION: Tara Streit moved, seconded by Cynthia Martin, to close DLSC Case Number 24 PAB 0010 against T.J.S., for Prosecutorial Discretion (P2). Motion carried unanimously.

RECONVENE TO OPEN SESSION

MOTION: Jennifer Jarrett moved, seconded by Jean Fischer, to reconvene in Open Session. Motion carried unanimously.

The Board reconvened to Open Session at 10:42 a.m.

VOTE ON ITEMS CONSIDERED OR DELIBERATED UPON IN CLOSED SESSION

MOTION: Jean Fischer moved, seconded by Cynthia Martin, 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: Clark Collins moved, seconded by Jean Fischer, to delegate ratification of examination results to DSPS staff and to ratify all licenses and certificates as issued. Motion carried unanimously.

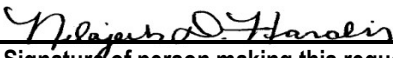
ADJOURNMENT

MOTION: Tara Streit moved, seconded by Emelle Holmes-Drammeh, to adjourn the meeting. Motion carried unanimously.

The meeting adjourned at 10:44 a.m.

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

AGENDA REQUEST FORM

1) Name and title of person submitting the request: Nilajah Hardin Administrative Rules Coordinator		2) Date when request submitted: 12/07/24 Items will be considered late if submitted after 12:00 p.m. on the deadline date which is 8 business days before the meeting	
3) Name of Board, Committee, Council, Sections: Physician Assistant Affiliated Credentialing Board			
4) Meeting Date: 12/19/24	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. 2025 Wis. Stat. s. 227.29 Biennial Report to the Legislature 2. Update: a. Med 27, Relating to Provisional Licensure for International Physicians b. Med 24, Relating to Telemedicine and Telehealth c. N 6, Relating to Delegated Acts d. Pod 1 and 9, Relating to Supervision of Physician Assistants 3. Pending or Possible Rulemaking Projects a. Rule Projects Chart	
7) Place Item in: <input checked="" type="checkbox"/> Open Session <input type="checkbox"/> Closed Session	8) Is an appearance before the Board being scheduled? <i>(If yes, please complete Appearance Request for Non-DSPS Staff)</i> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	9) Name of Case Advisor(s), if required: N/A	
10) Describe the issue and action that should be addressed Attachments: 1. 2025 227.29 Report 2. Rule Projects Chart Pending Rule Project Page: https://dsps.wi.gov/Pages/RulesStatutes/PendingRules.aspx			
11) Authorization			
 Signature of person making this request		12/07/24 Date	
Supervisor (if required)		Date	
Executive Director signature (indicates approval to add post agenda deadline item to agenda) Date			
Directions for including supporting documents: 1. This form should be attached to any documents submitted to the agenda. 2. Post Agenda Deadline items must be authorized by a Supervisor and the Policy Development Executive Director. 3. If necessary, provide original documents needing Board Chairperson signature to the Bureau Assistant prior to the start of a meeting.			



December , 2024

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

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

RE: Report Submitted in Compliance with s. 227.29 (1), Stats.

Dear Senator Nass and Representative Neylon:

This report has been prepared and submitted in compliance with s. 227.29 (1), Stats.

I. Unauthorized rules, as defined in s. 227.26 (4) (a), Stats.:

After careful review of the Board's administrative rules, the Board has determined that no promulgated rules are unauthorized.

II. Rules for which the authority to promulgate has been restricted:

After careful review of the Board's administrative rules, the Board has determined that no promulgated rules have restricted authority.

III. Rules that are obsolete or that have been rendered unnecessary:

After careful review of the Board's administrative rules, the Board has determined that no promulgated rules are obsolete or have been rendered unnecessary.

IV. Rules that are duplicative of, superseded by, or in conflict with another rule, a state statute, a federal statute or regulation, or a ruling of a court of competent jurisdiction:

After careful review of the Board's administrative rules, the Board has determined that no promulgated rules are duplicative of, superseded by, or in conflict with another rule, a state statute, a federal statute or regulation, or a ruling of a court of competent jurisdiction.

V. Rules that are economically burdensome:

After careful review of the Board's administrative rules, the Board has determined that no promulgated rules are economically burdensome.

VI. 2023 Report Follow up

No rules were identified in the 2023 report.

Sincerely,

Jennifer Jarrett
Chairperson
Physician Assistant Affiliated Credentialing Board

**Physician Assistant Affiliated Credentialing Board
Rule Projects (updated 12/07/24)**

Clearinghouse Rule Number	Scope #	Scope Expiration	Code Chapter Affected	Relating clause	Current Stage	Next Step
Not Assigned Yet	091-24	02/12/2027	PA 1 to 4	Implementation of the Physician Assistant Licensure Compact	Preliminary Rule Draft Under Liaison Review	Submission for EIA Comment and Clearinghouse Review
Not Assigned Yet	065-24	12/03/2026	PA 4	Physical Examinations	Submission to Clearinghouse after 12/16/24 (per Wis. Stat. s. 15.085 (5) (b))	Clearinghouse Review; Public Hearing Anticipated for 02/20/25 Meeting