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**VIRTUAL/TELECONFERENCE**  
**PHYSICIAN ASSISTANT AFFILIATED CREDENTIALING BOARD**  
**Virtual, 4822 Madison Yards Way, Madison**  
**Contact: Tom Ryan (608) 266-2112**  
**April 10, 2025**

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

**AGENDA**

**9:00 A.M.**

**OPEN SESSION – CALL TO ORDER – ROLL CALL**

**A. Adoption of Agenda (1-4)**

**B. Approval of Minutes of February 20, 2025 (5-9)**

**C. Reminders: Conflicts of Interest, Scheduling Concerns**

**D. Introductions, Announcements and Recognition**

1. Introduction and Welcome – DSPPS Secretary Hereth

**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 – Discussion and Consideration**

**G. Administrative Rule Matters – Discussion and Consideration (10-12)**

1. Other Rule Updates: **(11)**
  - a. Med 21, Patient Health Care Records
  - b. Med 24, Relating to Telemedicine and Telehealth

- c. Med 27, Relating to Provisional Licensure for International Physicians
  - d. N 6, Relating to Delegated Acts
  - e. Pod 1 and 9, Relating to Supervision of Physician Assistants
- 2. Pending or Possible Rulemaking Projects
  - a. Rule Projects Chart (12)

**H. Physician Assistant Interstate Compact Update – Discussion and Consideration**

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

**J. DSPS Interdisciplinary Advisory Committee Liaison Report – Discussion and Consideration**

**K. Wisconsin Academy of Physician Assistants – Update**

**L. American Academy of Physician Assistants – Update**

**M. Legislative and Policy Matters – Discussion and Consideration**

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

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

**P. 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

**Q. Public Comments**

**CONVENE TO CLOSED SESSION to deliberate on cases following hearing (s. 19.85(1)(a), Stats.); to consider licensure or certification of individuals (s. 19.85(1)(b), Stats.); to consider closing disciplinary investigations with administrative warnings (ss. 19.85(1)(b), and 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.).**

**R. Deliberation on DLSC Matters**

**1. Case Closings**

- a. 23 PAB 019 – D.Z.B. **(13-19)**
- b. 24 PAB 004 & 24 PAB 0015 – G.A. **(20-27)**
- c. 24 PAB 0043 – L.C.B. **(28-34)**

**S. 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

**T. Consulting with Legal Counsel**

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

**U. Open Session Items Noticed Above Not Completed in the Initial Open Session**

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

**W. 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: JUNE 26, 2025**

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

Times listed for meeting items are approximate and depend on the length of discussion and voting. All meetings are held virtually unless otherwise indicated. In-person meetings are typically conducted at 4822 Madison Yards Way, Madison, Wisconsin, unless an alternative location is listed on the meeting notice. In order to confirm a meeting or to request a complete copy of the board's agenda, please visit the Department website at <https://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  
PHYSICIAN ASSISTANT  
AFFILIATED CREDENTIALING BOARD  
MEETING MINUTES  
FEBRUARY 20, 2025**

**PRESENT:** Clark Collins, Jacqueline Edwards, Jean Fischer, Emelle Holmes-Drammeh, Jennifer Jarrett, Amanda Lange (*arrived at 9:15 a.m.*), Cynthia Martin, Tara Streit

**ABSENT:** Robert Sanders

**STAFF:** Tom Ryan, Executive Director; Jameson Whitney, Legal Counsel; Sofia Anderson, 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 seven (7) members present.

**ADOPTION OF AGENDA**

**Amendments to the Agenda**

- Remove Item D.1.
- Item S.1. changed from Presentation of Petition of Summary Suspension to Proposed Stipulations, Final Decisions, and Orders (with no appearances)

**MOTION:** Jennifer Jarrett moved, seconded by Jacqueline Edwards, to adopt the Agenda as amended. Motion carried unanimously.

**APPROVAL OF MINUTES OF DECEMBER 19, 2024**

**MOTION:** Jacqueline Edwards moved, seconded by Jean Fischer, to approve the Minutes of December 19, 2024, as published. Motion carried unanimously.

**PUBLIC HEARING: CLEARINGHOUSE RULE 25-002 ON PA 4, RELATING TO PHYSICAL EXAMINATIONS**

**MOTION:** Jacqueline Edwards moved, seconded by Emelle Holmes-Drammeh, to accept all Clearinghouse comments for Clearinghouse Rule 25-002 on PA 4, Relating to Physical Examinations. Motion carried unanimously.

**And,**

**MOTION:** Jennifer Jarrett moved, seconded by Jacqueline Edwards, to authorize the Chairperson (or other member) to approve the Legislative Report and Draft for Clearinghouse Rule 25-002 on PA 4, Relating to Physical Examinations for submission to the Governor's Office and Legislature. Motion carried unanimously.

## ADMINISTRATIVE MATTERS

### Election of Officers

#### *Chairperson*

**NOMINATION:** Jean Fischer nominated Jennifer Jarrett for the Office of Chairperson. Jennifer Jarrett accepted the nomination.

Tom Ryan, Executive Director, called for nominations three (3) times.

Jennifer Jarrett was elected as Chairperson by unanimous voice vote.

#### *Vice Chairperson*

**NOMINATION:** Jennifer Jarrett nominated Tara Streit for the Office of Vice Chairperson. Tara Streit accepted the nomination.

Tom Ryan, Executive Director, called for nominations three (3) times.

Tara Streit was elected as Vice Chairperson by unanimous voice vote.

#### *Secretary*

**NOMINATION:** Jacqueline Edwards nominated Clark Collins for the Office of Secretary. Clark Collins accepted the nomination.

Tom Ryan, Executive Director, called for nominations three (3) times.

Clark Collins was elected as Secretary by unanimous voice vote.

2025 ELECTION RESULTS	
Chairperson	Jennifer Jarrett
Vice Chairperson	Tara Streit
Secretary	Clark Collins

*Amanda Lange arrived at 9:15 a.m.*

### Appointment of Liaisons and Alternates

LIAISON APPOINTMENTS	
Credentialing Liaison(s)	Clark Collins, Jean Fischer <i>Alternate:</i> Amanda Lange, Emelle Holmes-Drammeh
Legislative Liaison(s)	Jennifer Jarrett <i>Alternate:</i> Tara Streit

<b>Education, Continuing Education, and Examinations Liaison(s)</b>	Emelle Holmes-Drammeh <i>Alternate: Amanda Lange</i>
<b>Monitoring Liaison(s)</b>	Jennifer Jarrett <i>Alternate: Clark Collins</i>
<b>Professional Assistance Procedure Liaison(s)</b>	Clark Collins <i>Alternate: Tara Streit</i>
<b>MEB Liaison(s)</b>	Jennifer Jarrett <i>Alternate: Tara Streit</i>
<b>Administrative Rules Liaison(s)</b>	Tara Streit <i>Alternate: Robert Sanders</i>
<b>Travel Authorization Liaison(s)</b>	Jennifer Jarrett <i>Alternate: Cynthia Martin</i>
<b>Website Liaison(s)</b>	Tara Streit <i>Alternate: Clark Collins</i>
<b>Screening Panel</b>	Jean Fischer, Robert Sanders, Cynthia Martin <i>Alternate: Emelle Holmes Drammeh</i>

### **Delegation of Authorities**

#### **Delegation to Approve Opioid Abuse Report**

**MOTION:** Jean Fischer moved, seconded by Emelle Holmes-Drammeh, 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 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:** Clark Collins moved, seconded by Jean Fischer, 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 to Handle Administrative Rule Matters**

**MOTION:** Jean Fischer moved, seconded by Emelle Holmes-Drammeh, 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.

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

**MOTION:** Jennifer Jarrett moved, seconded by Clark Collins, to reaffirm all delegation motions made in 2024, as reflected in the February 20, 2025, agenda materials, which were not otherwise modified or amended during the February 20, 2025, meeting. Motion carried unanimously.

### **CLOSED SESSION**

**MOTION:** Jean Fischer moved, seconded by Clark Collins, 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; Jacqueline Edwards-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 9:53 a.m.

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

#### ***24 PAB 0012 – Kathleen G. Barnes***

**MOTION:** Jennifer Jarrett moved, seconded by Amanda Lange, to adopt the Findings of Fact, Conclusions of Law and Order in the matter of disciplinary proceedings against Kathleen G. Barnes, DLSC Case Number 24 PAB 0012. Motion carried unanimously.

### **DLSC MATTERS**

#### **Administrative Warnings**

#### ***23 PAB 028– K.J.V.***

**MOTION:** Jean Fischer moved, seconded by Emelle Holmes-Drammeh, to issue an Administrative Warning in the matter of K.J.V., DLSC Case Number 23 PAB 028. Motion carried unanimously.

### **Case Closing**

#### ***24 PAB 0028 – B.R.K.***

**MOTION:** Jennifer Jarrett moved, seconded by Jean Fischer, to close DLSC Case Number 24 PAB 0028 against B.R.K., for No Violation. Motion carried unanimously.



## **RECONVENE TO OPEN SESSION**

**MOTION:** Clark Collins moved, seconded by Emelle Holmes-Drammeh, to reconvene in Open Session. Motion carried unanimously.

The Board reconvened to Open Session at 10:02 a.m.

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

**MOTION:** Jacqueline Edwards moved, seconded by Emelle Holmes-Drammeh, 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 Tara Streit, to delegate ratification of examination results to DSPS staff and to ratify all licenses and certificates as issued. Motion carried unanimously.

## **ADJOURNMENT**

**MOTION:** Jean Fischer moved, seconded by Emelle Holmes-Drammeh, to adjourn the meeting. Motion carried unanimously.

The meeting adjourned at 10:05 a.m.

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

**AGENDA REQUEST FORM**

<b>1) Name and title of person submitting the request:</b> Nilajah Hardin Administrative Rules Coordinator		<b>2) Date when request submitted:</b> 03/28/25 <small>Items will be considered late if submitted after 12:00 p.m. on the deadline date which is 8 business days before the meeting</small>								
<b>3) Name of Board, Committee, Council, Sections:</b> Physician Assistant Affiliated Credentialing Board										
<b>4) Meeting Date:</b> 04/10/25	<b>5) Attachments:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>6) How should the item be titled on the agenda page?</b> Administrative Rule Matters Discussion and Consideration 1. Other Rule Updates: a. Med 21, Patient Health Care Records b. Med 24, Relating to Telemedicine and Telehealth c. Med 27, Relating to Provisional Licensure for International Physicians d. N 6, Relating to Delegated Acts e. Pod 1 and 9, Relating to Supervision of Physician Assistants 2. Pending or Possible Rulemaking Projects a. Rule Projects Chart								
<b>7) Place Item in:</b> <input checked="" type="checkbox"/> Open Session <input type="checkbox"/> Closed Session	<b>8) Is an appearance before the Board being scheduled?</b> <i>(If yes, please complete <a href="#">Appearance Request</a> for Non-DSPS Staff)</i> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<b>9) Name of Case Advisor(s), if required:</b> N/A								
<b>10) Describe the issue and action that should be addressed</b> Attachments: 1. Other Rule Updates 2. Rule Projects Chart Pending Rule Project Page: <a href="https://dsps.wi.gov/Pages/RulesStatutes/PendingRules.aspx">https://dsps.wi.gov/Pages/RulesStatutes/PendingRules.aspx</a>										
<table style="width: 100%; border: none;"> <tr> <td style="width: 60%; border: none;"><b>11) Authorization</b></td> <td style="width: 40%; border: none;"></td> </tr> <tr> <td style="border: none;"> <div style="display: flex; justify-content: space-between;"> <div style="width: 60%;">             Signature of person making this request         </div> <div style="width: 40%; text-align: right;">           03/28/25            Date         </div> </div> </td> </tr> <tr> <td style="border: none;">Supervisor (if required)</td> <td style="border: none; text-align: right;">Date</td> </tr> <tr> <td colspan="2" style="border: none;">           Executive Director signature (indicates approval to add post agenda deadline item to agenda)    Date         </td> </tr> </table>				<b>11) Authorization</b>		<div style="display: flex; justify-content: space-between;"> <div style="width: 60%;">             Signature of person making this request         </div> <div style="width: 40%; text-align: right;">           03/28/25            Date         </div> </div>	Supervisor (if required)	Date	Executive Director signature (indicates approval to add post agenda deadline item to agenda)    Date	
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<b>Directions for including supporting documents:</b> 1. This form should be attached to any documents submitted to the agenda. 2. Post Agenda Deadline items must be authorized by a Supervisor and the Policy Development Executive Director. 3. If necessary, provide original documents needing Board Chairperson signature to the Bureau Assistant prior to the start of a meeting.										

**Other Rule Updates (as of 02/07/25):**

- **Med 21, Patient Health Care Records**
  - Scope Statement submitted to Governor's Office on 03/12/25
  - Next step is publication in Legislature's Administrative Register
- **Med 24, Relating to Telemedicine and Telehealth**
  - Legislative Review
  - Next step is an Adoption Order presented at a future meeting (if there are no objections from JCRAR)
- **Med 27, Relating to Provisional Licensure for International Physicians**
  - Drafting Final Rule and Legislative Report
  - Next step Board approval of Final Rule Draft and Legislative Report
- **N 6, Related to Delegated Acts**
  - Legislative Review
  - Next step is an Adoption Order presented at a future meeting (if there are no objections from JCRAR)
- **Pod 1 and 9, Relating to Supervision of Physician Assistants**
  - Scope Statement submitted to Governor's Office on 02/10/25
  - Next step is publication in Legislature's Administrative Register

**Physician Assistant Affiliated Credentialing Board**  
**Rule Projects (updated 03/28/25)**

<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>
Not Assigned Yet	091-24	02/12/2027	PA 1 to 4	Implementation of the Physician Assistant Licensure Compact	EIA Comment Period	Clearinghouse Review; Public Hearing Anticipated for 06/26/25 Meeting
25-002	065-24	12/03/2026	PA 4	Physical Examinations	Final Rule and Legislative Report Pending Chair Approval and Signature	Submission for Governor Office Approval and Legislative Review