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**VIRTUAL/TELECONFERENCE**  
**PHYSICIAN ASSISTANT AFFILIATED CREDENTIALING BOARD**  
**Virtual, 4822 Madison Yards Way, Madison**  
**Contact: Tom Ryan (608) 266-2112**  
**December 18, 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 October 30, 2025 (5-7)**

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

**D. Introductions, Announcements and Recognition**

1. Recognition: Jacqueline K. Edwards, Physician Assistant (Resigned 7/1/2025)

**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. Fischer, Jean M. – 7/1/2027
  - c. Holmes-Drammeh, Emelle S. – 7/1/2028
  - d. Horness, Keenan M. – 7/1/2029
  - 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. Credentialing Matters – Discussion and Consideration**

1. PA License Application Question Updates
2. PA License Renewal Workforce Survey Questions

- G. Administrative Rule Matters – Discussion and Consideration (8-10)**
  - 1. Other Rule Updates: **(9)**
    - a. Med 21, Patient Health Care Records
    - b. N 1 to 8, Relating to APRNs and Comprehensive Review
    - c. Pod 1 and 9, Relating to Supervision of Physician Assistants
  - 2. Pending or Possible Rulemaking Projects **(10)**
    - a. Rule Projects Chart
- H. Ongoing Discussions with the Medical Examining Board Liaison – Discussion and Consideration**
- I. Legislative and Policy Matters – Discussion and Consideration**
  - 1. 2025 Wisconsin Act 73, regarding membership on the Controlled Substances Board
- J. Controlled Substances Board Update – Discussion and Consideration**
- K. Physician Assistant Interstate Compact Update – Discussion and Consideration**
- L. DSPS Interdisciplinary Advisory Committee Liaison Report – Discussion and Consideration**
- M. Wisconsin Academy of Physician Assistants – Update**
- N. American Academy of Physician Assistants – Update**
- O. Federation of State Medical Board (FSMB) Matters – Discussion and Consideration**
  - 1. 2026 FSMB Annual Meeting – April 30 – May 2, Baltimore, MD – Consider Attendance
- P. Professional Assistance Procedure (PAP) Discussion of Expansion to Include Mental Health Disorders Update – Discussion and Consideration**
- Q. 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

**R. 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.).**

**S. Deliberation on DLSC Matters**

**1. Case Closings**

- a. 24 PAB 0046 – H.K. (11-17)

**T. Deliberation of Items Added After Preparation of the Agenda**

1. Education and Examination Matters
2. Credentialing Matters
3. DLSC Matters
4. Monitoring Matters
5. Professional Assistance Procedure (PAP) Matters
6. Petitions for Summary Suspensions
7. Petitions for Designation of Hearing Examiner
8. Proposed Stipulations, Final Decisions and Order
9. Proposed Interim Orders
10. Administrative Warnings
11. Review of Administrative Warnings
12. Proposed Final Decisions and Orders
13. Matters Relating to Costs/Orders Fixing Costs
14. 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

**U. Consulting with Legal Counsel**

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

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

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

- X. 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 19, 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  
PHYSICIAN ASSISTANT  
AFFILIATED CREDENTIALING BOARD  
MEETING MINUTES  
OCTOBER 30, 2025**

**PRESENT:** Clark Collins, Jean Fischer, Emelle Holmes-Drammeh (*arrived at 9:22 a.m.; excused at 10:23 a.m.*), Jennifer Jarrett, Amanda Lange, Cynthia Martin, Robert Sanders (*arrived at 9:01 a.m.*), Tara Streit

**ABSENT:** Jacqueline Edwards

**STAFF:** Brad Wojciechowski, 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 six (6) members present.

**ADOPTION OF AGENDA**

*Robert Sanders arrived at 9:01 a.m.*

**MOTION:** Tara Streit moved, seconded by Cynthia Martin, to adopt the Agenda as published. Motion carried unanimously.

**APPROVAL OF MINUTES OF AUGUST 28, 2025**

**MOTION:** Robert Sanders moved, seconded by Tara Streit, to approve the Minutes of August 28, 2025, as published. Motion carried unanimously.

**APPEARANCE: STEF SIMMONS, MD, CHIEF MEDICAL OFFICER, LORNA BREEN  
HEROES' FOUNDATION – "WELLBEING FIRST FOR HEALTHCARE"**

*Emelle Holmes-Drammeh arrived at 9:22 a.m.*

**MOTION:** Tara Streit moved, seconded by Jean Fischer, to acknowledge and thank Dr. Stefanie Simmons, Dr. Lorna Breen Heroes' Foundation, for their appearance and presentation to the Board. Motion carried unanimously.

**CREDENTIALING MATTERS**

**New and renewal application questions**

**Application Language Revisions referring to Medical Conditions**

**MOTION:** Robert Sanders moved, seconded by Jean Fischer, to approve the modifications to physician assistant license applications as discussed. Motion carried unanimously.

**MOTION:** Tara Streit moved, seconded by Cynthia Martin, to authorize the Board Chair to approve the suggested modifications to the physician assistant license applications when finalized. Motion carried unanimously.

### **Health Regulatory Research Institute Workforce Survey Questions**

**MOTION:** Robert Sanders moved, seconded by Tara Streit, to approve the use of Health Regulatory Research Institute Workforce Survey Questions into physician assistant renewal and to authorize Jean Fischer as a liaison to work with the Department to finalize the survey questions. Motion carried unanimously.

**MOTION:** Jean Fischer moved, seconded by Tara Streit, to acknowledge and thank Deputy Secretary Garrett, for her appearance at the October 30, 2025, Board meeting. Motion carried unanimously.

### **Wall Certificate Update**

**MOTION:** Jennifer Jarrett moved, seconded by Jean Fischer, to approve the modifications to physician assistant license applications as discussed. Motion carried unanimously.

**MOTION:** Tara Streit moved, seconded by Cynthia Martin, to approve the physician assistant license wall certificate. Motion carried unanimously.

*Emelle Holmes-Drammeh excused at 10:23 a.m.*

### **CLOSED SESSION**

**MOTION:** Tara Streit moved, seconded by Cynthia Martin, 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; Jennifer Jarrett-yes; Amanda Lange-yes; Cynthia Martin-yes; Robert Sanders-yes; and Tara Streit-yes. Motion carried unanimously.

The Board convened into Closed Session at 10:26 a.m.

### **DLSC MATTERS**

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

#### ***23 PAB 031 – Matthew C. Trom***

**MOTION:** Jean Fischer moved, seconded by Jennifer Jarrett, to adopt the Findings of Fact, Conclusions of Law and Order in the matter of disciplinary proceedings against Matthew C. Trom, DLSC Case Number 23 PAB 031. Motion carried unanimously.

## **Case Closings**

**MOTION:** Cynthia Martin moved, seconded by Tara Streit, to close the following DLSC Cases for the reasons outlined below:

1. 24 PAB 005 – S.L.K. – No Violation
2. 24 PAB 0016 – E.E.P. – No Violation

Motion carried unanimously.

### **RECONVENE TO OPEN SESSION**

**MOTION:** Cynthia Martin moved, seconded by Tara Streit, to reconvene in Open Session. Motion carried unanimously.

The Board reconvened to Open Session at 10:31 a.m.

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

**MOTION:** Jean Fischer moved, seconded by Amanda Lange, 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:** Tara Streit moved, seconded by Robert Sanders, 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 Tara Streit, to adjourn the meeting. Motion carried unanimously.

The meeting adjourned at 10:33 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> 12/4/25 <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> 12/18/25	<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. N 1 to 8, Relating to APRNs and Comprehensive Review c. 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-collapse: collapse;"> <tr> <td colspan="2" style="text-align: center;"><b>11) Authorization</b></td> </tr> <tr> <td style="width: 60%; border-bottom: 1px solid black;"> </td> <td style="width: 40%; text-align: center; border-bottom: 1px solid black;">12/4/25</td> </tr> <tr> <td style="border-top: 1px solid black;">Signature of person making this request</td> <td style="border-top: 1px solid black; text-align: center;">Date</td> </tr> <tr> <td style="border-bottom: 1px solid black; height: 30px;">Supervisor (if required)</td> <td style="border-bottom: 1px solid black; text-align: center; height: 30px;">Date</td> </tr> <tr> <td colspan="2" style="border-top: 1px solid black; border-bottom: 1px solid black; height: 30px;">Executive Director signature (indicates approval to add post agenda deadline item to agenda)</td> </tr> <tr> <td colspan="2" style="border-bottom: 1px solid black; height: 30px;">Date</td> </tr> </table>				<b>11) Authorization</b>			12/4/25	Signature of person making this request	Date	Supervisor (if required)	Date	Executive Director signature (indicates approval to add post agenda deadline item to agenda)		Date	
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Date															
<b>Directions for including supporting documents:</b> 1. This form should be attached to any documents submitted to the agenda. 2. Post Agenda Deadline items must be authorized by a Supervisor and the Policy Development Executive Director. 3. If necessary, provide original documents needing Board Chairperson signature to the Bureau Assistant prior to the start of a meeting.															



**Other Rule Updates (as of 12/04/25):**

- **Med 21, Patient Health Care Records**
  - **Public Hearing held at 10/15/25 meeting**
  - **Next step is drafting Final Rule and Legislative Report**
- **N 1 to 8, Relating to APRNs and Comprehensive Review**
  - **Board approved Scope Statement for submission to Governor, Publication, and Implementation at 11/13/25 meeting**
- **Pod 1 and 9, Relating to Supervision of Physician Assistants**
  - **Full Preliminary rule draft to be reviewed and approved at 2/10/26 meeting**
  - **If approved, rule draft will be added to Medical Examining Board 2/18/26 agenda and Physician Assistant Affiliated Credentialing Board 2/19/26 agenda for review and comment**

**Physician Assistant Affiliated Credentialing 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>
25-029	091-24	02/12/2027	PA 1 to 4	Implementation of the Physician Assistant Licensure Compact	Adoption Order Resubmitted for Publication on 12/4/25	Rule Publication; January 1, 2026 Effective Date