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**TELECONFERENCE/VIRTUAL  
COUNCIL ON PHYSICIAN ASSISTANTS  
Room N208, 4822 Madison Yards Way, Madison  
Contact: Valerie Payne (608) 266-2112  
April 7, 2020**

*The following agenda describes the issues that the Council 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 Council.*

**AGENDA**

**9:00 A.M.**

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

**A. Adoption of Agenda (1-3)**

**B. Approval of Minutes of October 31, 2019 (4)**

**C. Conflicts of Interest**

**D. Administrative Updates – Discussion and Consideration**

1. Department, Staff and Council Updates
2. Annual Policy Review **(5)**
3. Election of Officers, Appointment of Liaisons and Alternates, Delegation of Authorities **(6-9)**
4. 2020 Meeting Dates **(10)**
5. Council Members – Council Member Status
  - a) Jeremiah Barrett – 7/1/2020
  - b) Jennifer Jarrett – 7/1/2019
  - c) Nadine Miller – 7/1/2020
  - d) Jody Wilkins – 7/1/2017

**E. Wisconsin Association of Physician Assistants (WAPA) Matters – Discussion and Consideration**

**F. American Association of Physician Assistants (AAPA) Matters – Discussion and Consideration**

**G. COVID-19 – Discussion and Consideration**

**H. Discussion and Consideration of Items Added After Preparation of Agenda:**

1. Introductions, Announcements and Recognition
2. Nominations, Elections, and Appointments
3. Board Liaison Training and Appointment of Mentors
4. Administrative Updates
5. Education and Examination Matters

6. Credentialing Matters
7. Practice Matters
8. Legislation and Policy Matters
9. Administrative Rule Matters
10. Liaison Report(s)
11. Informational Item(s)
12. Division of Legal Services and Compliance (DLSC) Matters
13. Appearances from Requests Received or Renewed
14. Speaking Engagement(s), Travel, or Public Relation Request(s), and Reports

I. Public Comments

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

J. 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. Stipulations, Final Decisions and Order
9. Proposed Interim Orders
10. Administrative Warnings
11. Review of Administrative Warnings
12. Proposed Final Decision 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

K. Consulting with Legal Counsel

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

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

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

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

**ADJOURNMENT**

**ORAL EXAMINATION OF CANDIDATES FOR LICENSURE**

**ROOM N207**

**9:30 A.M., OR IMMEDIATELY FOLLOWING THE FULL COUNCIL MEETING**

**CLOSED SESSION** – Reviewing Applications and Conducting Oral Examination of One (1) Candidate(s) for Licensure, at time of agenda publication – Jeremiah Barrett, Nadine Miller, and Jennifer Jarrett.

**NEXT MEETING DATE: OCTOBER 22, 2020**

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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 at 4822 Madison Yards Way, Madison, Wisconsin, unless otherwise noted. In order to confirm a meeting or to request a complete copy of the board's agenda, please call the listed contact person. The board may also consider materials or items filed after the transmission of this notice. Times listed for the commencement of disciplinary hearings may be changed by the examiner for the convenience of the parties. Interpreters for the hearing impaired provided upon request by contacting the Affirmative Action Officer, 608-266-2112.

**COUNCIL ON PHYSICIAN ASSISTANTS  
MEETING MINUTES  
OCTOBER 31, 2019**

**PRESENT:** Jeremiah Barrett, Jennifer Jarrett, Nadine Miller (*via Skype*), Jody Wilkins

**STAFF:** Valerie Payne, Executive Director; Jameson Whitney, Legal Counsel; Dale Kleven, Rules Coordinator; Megan Glaeser, Bureau Assistant; and other Department staff

**CALL TO ORDER**

Jennifer Jarrett, Chairperson, called the meeting to order at 9:32 a.m. A quorum was confirmed with four (4) board members present.

**ADOPTION OF AGENDA**

**Amendments to the Agenda:**

**MOTION:** Jeremiah Barrett moved, seconded by Jody Wilkins, to adopt the Agenda as published. Motion carried unanimously.

**APPROVAL OF MINUTES OF APRIL 9, 2019**

**Amendments to the Minutes:**

**MOTION:** Jody Wilkins moved, seconded by Jeremiah Barrett, to approve the Minutes of April 9, 2019 as published. Motion carried unanimously.

**LEGISLATIVE AND POLICY MATTERS**

**Appearance: Reid Bowers – CARES Act (LRB 0196/2)**

**MOTION:** Jeremiah Barrett moved, seconded by Nadine Miller, to acknowledge and thank Reid Bowers and RJ Pirlot on behalf of Wisconsin Association of Physician Assistants for their appearance and presentation to the Board regarding the CARES Act. Motion carried unanimously.

**ADJOURNMENT**

**MOTION:** Jeremiah Barrett moved, seconded by Nadine Miller, to adjourn the meeting. Motion carried unanimously.

The meeting adjourned at 10:51 a.m.

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

**AGENDA REQUEST FORM**

1) Name and Title of Person Submitting the Request: Kimberly Wood, Program Assistant Supervisor-Adv.		2) Date When Request Submitted: 1/7/2020 <small>Items will be considered late if submitted after 12:00 p.m. on the deadline date which is 8 business days before the meeting</small>											
3) Name of Board, Committee, Council, Sections: All Boards													
4) Meeting Date:	5) Attachments: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	6) How should the item be titled on the agenda page? Annual Policy Review											
7) Place Item in: <input checked="" type="checkbox"/> Open Session <input type="checkbox"/> Closed Session		8) Is an appearance before the Board being scheduled? <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: Please be advised of the following Annual Policy Review items: <ol style="list-style-type: none"> <li>1. Attendance/Quorum – Thank you for your service and for your commitment to meeting attendance. If you cannot attend a meeting, we ask that you let us know ASAP as quorum is required for our Boards, Sections and Councils to meet pursuant to Open Meetings Law. <a href="#">DSPS Boards-Open Meetings Resources</a></li> <li>2. Walking Quorum – Please refrain from discussing Board/Section/Council business with other members outside of legally noticed meetings so to avoid walking quorum issues pursuant to Open Meetings Law. <a href="#">DSPS Boards-Open Meetings Resources</a></li> <li>3. Agenda Deadlines – Please let your executive Director know if you have items to be considered on an upcoming agenda no less than 8 business days prior to a meeting when possible. <a href="#">DSPS Boards-Reference Materials-Meeting Timeline</a></li> <li>4. Travel Voucher and Per Diem Submissions – Please submit all Per Diem and Reimbursement Claims to DSPS within 30 days of date an expense is incurred. <a href="#">DSPS Boards-Travel and Reimbursement-Travel and Reimbursement Overview</a></li> <li>5. Lodging Accommodations/Hotel Cancellation Policy – Lodging accommodations are provided to members who must leave home before 6:00 a.m. to attend a meeting. If you cannot attend a meeting it is the board member's responsibility to cancel their reservation within the stated cancellation timeframe. If a meeting is changed to a teleconference or cancelled or rescheduled, DSPS staff will make lodging cancellations or modifications as needed. <a href="#">DSPS Boards-Travel and Reimbursement-Travel and Reimbursement Overview</a></li> <li>6. Inclement Weather Policy – In the event of inclement weather the agency may change a meeting from an in-person meeting to a teleconference.</li> </ol>													
11) <table style="width: 100%; border: none;"> <tr> <td style="width: 60%; text-align: center;">           Authorization  <i>Kimberly Wood</i> </td> <td style="width: 40%; text-align: center;">           1/7/2020         </td> </tr> <tr> <td style="border-top: 1px solid black;">Signature of person making this request</td> <td style="border-top: 1px solid black;">Date</td> </tr> <tr> <td style="border-top: 1px solid black;">Supervisor (if required)</td> <td style="border-top: 1px solid black;">Date</td> </tr> <tr> <td colspan="2" style="border-top: 1px solid black;">Executive Director signature (indicates approval to add post agenda deadline item to agenda)</td> </tr> <tr> <td colspan="2" style="border-top: 1px solid black;">Date</td> </tr> </table>				Authorization <i>Kimberly Wood</i>	1/7/2020	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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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.													

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

**AGENDA REQUEST FORM**

<b>1) Name and Title of Person Submitting the Request:</b> <b>Megan Glaeser, Bureau Assistant</b>		<b>2) Date When Request Submitted:</b> <b>March 27, 2020</b> <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> <b>Council on Physician Assistants</b>													
<b>4) Meeting Date:</b> <b>April 7, 2020</b>	<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> <b>Administrative Matters:</b> 1) Election of Officers, Appointment of Liaisons and Alternates, and Delegation of Authorities											
<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> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<b>9) Name of Case Advisor(s), if required:</b> <b>N/A</b>											
<b>10) Describe the issue and action that should be addressed:</b> 1) The Board should conduct Election of its Officers for 2020. 2) The new Chairperson should review and appoint/reappoint Liaisons and Alternates as appropriate. 3) The Board should review and then consider continuation or modification of previously delegated authorities.													
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## COUNCIL ON PHYSICIAN ASSISTANTS

### 2019 Elections and Liaison Appointments

2019 ELECTION RESULTS	
<b>Council Chairperson</b>	Jennifer Jarrett
<b>Vice Chairperson</b>	Jeremiah Barrett
<b>Secretary</b>	Nadine Miller
2019 LIAISON APPOINTMENTS	
<b>Representative at Medical Examining Board</b>	Jennifer Jarrett <i>Alternate: Jeremiah Barrett</i>
<b>Credentialing Liaison</b>	Nadine Miller <i>Alternate: Jeremiah Barrett, Jennifer Jarrett</i>
<b>Legislative Liaison</b>	Jennifer Jarrett <i>Alternate: Jeremiah Barrett</i>
<b>Education and Exams Liaison</b>	Jeremiah Barrett <i>Alternate: Nadine Miller</i>
<b>Examination Panel</b>	Jeremiah Barrett, Nadine Miller <i>Alternates: Jennifer Jarrett</i>
<b>Practice Question Council Contact</b>	Jeremiah Barrett <i>Alternate: Nadine Miller</i>
<b>Travel Liaison</b>	Jennifer Jarrett <i>Alternate: Nadine Miller</i>
<b>Rules Liaison</b>	Jennifer Jarrett <i>Alternate: Jeremiah Barrett</i>
<b>Website Liaison</b>	Nadine Miller <i>Alternate: Jeremiah Barrett</i>
<b>Prescription Drug Monitoring Program Liaison</b>	Jennifer Jarrett <i>Alternate: Jeremiah Barrett</i>

### Delegation of Authorities

#### *Document Signature Delegations*

**MOTION:** Jody Wilkins moved, seconded by Jeremiah Barrett, 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 Council in order to carry out its duties. Motion carried unanimously.

**MOTION:** Jeremiah Barrett moved, seconded by Jody Wilkins, in order to carry out duties of the Council, the Chairperson (or in absence of the Chairperson, the highest-ranking officer or longest serving council 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 Council hereby delegate to the Executive Director or DPD Division Administrator, the authority to sign on behalf of a council member as necessary. Motion carried unanimously.

#### ***Delegated Authority for Urgent Matters***

**MOTION:** Jennifer Jarrett moved, seconded by Jeremiah Barrett, that in order to facilitate the completion of urgent matters between meetings, the Council delegates its authority to the Chairperson (or in the absence of the Chairperson, the highest-ranking officer or longest serving council member in that succession), to appoint liaisons to the Department to act in urgent matters. Motion carried unanimously.

#### ***Credentialing Authority Delegations***

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

**MOTION:** Jeremiah Barrett moved, seconded by Jody Wilkins, to delegate authority to the Credentialing Liaison(s) to address all issues related to credentialing matters except potential denial decisions which should be referred to the Council on Physician Assistants for recommendation to the Medical Examining Board for final determination. Motion carried unanimously.

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

**MOTION:** Jeremiah Barrett moved, seconded by Jody Wilkins, that the Department's Attorney Supervisors, DLSC Administrator, or their designee are authorized to serve as the Council's designee for purposes of reviewing and acting on requests for hearing as a result of a denial of a credential. Motion carried unanimously.

#### ***Education, Continuing Education and/or Examination Delegation(s)***

**MOTION:** Jennifer Jarrett moved, seconded by Jeremiah Barrett, to delegate authority to the Education, Continuing Education and/or Examination Liaison(s) to address all issues related to education, continuing education, and examinations. Motion carried unanimously.



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

**MOTION:** Jody Wilkins moved, seconded by Jeremiah Barrett, to authorize DSPS staff to provide national regulatory related bodies with all Council member contact information that DSPS retains on file. Motion carried unanimously.

***Optional Renewal Notice Insert Delegation***

**MOTION:** Jeremiah Barrett moved, seconded by Jennifer Jarrett to designate the Chairperson (or in the absence of the Chairperson, the highest-ranking officer or longest serving council member in that succession) to provide a brief statement or link relating to council-related business within the license renewal notice at the Council's or Council designee's request. Motion carried unanimously.

***Legislative Liaison Delegation***

**MOTION:** Jody Wilkins moved, seconded by Jeremiah Barrett, to delegate authority to the Legislative Liaisons to speak on behalf of the Council regarding legislative matters. Motion carried unanimously.

***Travel Delegation***

**MOTION:** Jeremiah Barrett moved, seconded by Jody Wilkins, to delegate authority to the Travel Liaison to approve any council member travel. Motion carried unanimously.

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

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<b>10) Describe the issue and action that should be addressed:</b>  Please review the finalized 2020 meeting date/s. Any conflicts should be identified so to ensure quorum.  <b>4/7/2020</b> <b>10/22/2020</b>			
<b>11) Authorization</b> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 60%;"> <i>Megan Glaeser</i> </div> <div style="width: 35%;">           March 27, 2020         </div> </div> <hr/> <div style="display: flex; justify-content: space-between;"> <div style="width: 60%;">Signature of person making this request</div> <div style="width: 35%;">Date</div> </div> <hr/> <div style="display: flex; justify-content: space-between;"> <div style="width: 60%;">Supervisor (if required)</div> <div style="width: 35%;">Date</div> </div> <hr/> <div style="display: flex; justify-content: space-between;"> <div style="width: 60%;">Executive Director signature (indicates approval to add post agenda deadline item to agenda)</div> <div style="width: 35%;">Date</div> </div> <hr/> <div style="background-color: #f0f0f0; padding: 5px; font-size: small;"> <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.       </div>			