

Phone: 608-266-2112 Web: http://dsps.wi.gov Email: <u>dsps@wisconsin.gov</u>

Tony Evers, Governor Dawn B. Crim, Secretary

TELECONFERENCE/VIRTUAL PHARMACY EXAMINING BOARD Room N208, 4822 Madison Yards Way, 2nd Floor, Madison Contact: Debra Sybell (608) 266-2112 April 12, 2019

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 description of the actions of the Board.

AGENDA

9:00 A.M.

OPEN SESSION – CALL TO ORDER – ROLL CALL

A. Adoption of Agenda (1-2)

B. Approval of Minutes of February 27, 2019 (3-14)

C. Administrative Matters – Discussion and Consideration

- 1) Board, Staff, and Department Updates
- 2) Board Member Term Expiration Date
 - a. Thaddeus Schumacher 7/1/2019
 - b. Philip Trapskin 7/1/2021
 - c. John Weitekamp 7/1/2022
 - d. Cathy Winters -7/1/2021
 - e. Pharmacist Member Vacant
 - f. Public Member Vacant
 - g. Public Member Vacant

D. 9:00 A.M. PUBLIC HEARING: Clearinghouse Rule 19-022, Relating to Pharmacist to Delegate Ratios

- 1) Review and Respond to Clearinghouse Reports and Public Hearing Comments
- E. 9:00 A.M. PUBLIC HEARING: Clearinghouse Rule 19-023, Relating to Automated Technology Product Verification Check
 - 1) Review and Respond to Clearinghouse Report and Public Hearing Comments
- **F. 9:00 A.M. PUBLIC HEARING: Clearinghouse Rule 19-024, Relating to Delegate Check Delegate** 1) Review and Respond to Clearinghouse Report and Public Hearing Comments
- G. 9:00 A.M. PUBLIC HEARING: Preliminary Public Hearing on Statement of Scope 026-19 Phar 8, Relating to Requirements for Controlled Substances
- H. Public Comments

ADJOURNMENT

NEXT SCHEDULED MEETING: MAY 22, 2019

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.

PHARMACY EXAMINING BOARD MEETING MINUTES FEBRUARY 27, 2019

- **PRESENT:** Franklin LaDien, Thaddeus Schumacher (*excused at 3:38 p.m.*), Philip Trapskin (*joined the meeting via Skype at 12:12 p.m./arrived in person at 12:34 p.m.*), John Weitekamp, Cathy Winters
- **STAFF:** Tom Ryan, Executive Director; Maximilian Turner, Bureau Assistant; Sharon Henes, Administrative Rules Coordinator, and other Department staff

CALL TO ORDER

Thaddeus Schumacher, Chairperson, called the meeting to order at 11:07 a.m. A quorum of four (4) members was confirmed.

ADOPTION OF AGENDA

Amendments to the Agenda:

- **REMOVE** item "F. Pilot Program Matters Discussion and Consideration, 1) Review of Pilot Program Reports"
- Closed Session: Under item "L. Deliberation on DLSC Matters, 2) Proposed Stipulations, Final Decisions, and Orders" **ADD**:
 - o 16 PHM 019 Steven S. Rough, R.Ph.
 - o 16 PHM 019 University Hospital and Clinic
 - o 16 PHM 019 UW Health Pharmacy Services
 - o 16 PHM 019 Nicholas F. Zetes, R.Ph.
 - o 17 PHM 083 Kathryn M. Lindemann, R.Ph.

MOTION: Franklin LaDien moved, seconded by John Weitekamp, to adopt the agenda as amended. Motion carried unanimously.

APPROVAL OF MINUTES OF DECEMBER 6, 2018

Amendments to the Minutes:

- Page 3 of the Minutes: Correct Kristi Sullivan's name in the Administrative Warning motion as follows:
 - o "MOTION: Philip Trapskin moved, seconded by Kristin Sullivan, to..."
 - **MOTION:** Franklin LaDien moved, seconded by John Weitekamp, to approve the minutes of December 6, 2018 as amended. Motion carried unanimously.

DISCUSSION OF PHARMACY INSPECTIONS

MOTION: Franklin LaDien moved, seconded by Cathy Winters, to direct DSPS staff to explore options regarding pharmacy inspections to include assessing fee structures, staffing, outsourcing of inspection services, and tiered approaches of inspection complexity, and costs. Motion carried unanimously.

LEGISLATIVE/ADMINISTRATIVE RULE MATTERS

Scope Phar 15 Relating to Compounding

MOTION: Cathy Winters moved, seconded by Franklin LaDien, to approve the Scope Statement revising Phar 15, relating to compounding, for submission to the Department of Administration and Governor's Office and for publication. Additionally, the Board authorizes the Chair to approve the Scope Statement for implementation no less than 10 days after publication. Motion carried unanimously.

Phar 17 Relating to Interns

MOTION: Franklin LaDien moved, seconded by John Weitekamp, to authorize the Chair to approve the preliminary rule draft of Phar 17, relating to interns, for posting of economic impact comments and submission to the Clearinghouse. Motion carried unanimously.

(Philip Trapskin joined the meeting via Skype at 12:12 p.m. and arrived in person at 12:34 p.m.)

Updates on Legislation and Pending or Possible Rulemaking Projects

MOTION: Franklin LaDien moved, seconded by Cathy Winters, to authorize the Chair to approve a preliminary working draft of Phar 7 for public review. Motion carried unanimously.

ADMINISTRATIVE MATTERS

Election of Officers

Chairperson

NOMINATION: Thaddeus Schumacher nominated Philip Trapskin for the Office of Chairperson.

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

Philip Trapskin was elected as Chairperson by unanimous consent.

Pharmacy Examining Board Meeting Minutes February 27, 2019 Page 2 of 12

Vice Chairperson

NOMINATION: Philip Trapskin nominated Franklin LaDien for the Office of Vice Chairperson.

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

Franklin LaDien was elected as Vice Chairperson by unanimous consent.

Secretary

NOMINATION: Franklin LaDien nominated Cathy Winters for the Office of Secretary.

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

Cathy Winters was elected as Secretary by unanimous consent.

2019 ELECTION RESULTS						
Chairperson	Philip Trapskin					
Vice Chairperson	Franklin LaDien					
Secretary	Cathy Winters					

Appointment of Liaisons and Alternates

2019 LIAISON APPOINTMENTS				
Credentialing Liaison(s)	Thaddeus Schumacher, Philip Trapskin, John Weitekamp			
Office of Education and Examinations Liaison(s)	John Weitekamp Alternate: Cathy Winters			
Monitoring Liaison(s)	Franklin LaDien Alternate: Cathy Winters Franklin LaDien Alternate: John Weitekamp Thaddeus Schumacher, Philip Trapskin, John Weitekamp Chairperson Alternate: Vice Chairperson Philip Trapskin, Cathy Winters			
Professional Assistance Procedure (PAP) Liaison(s)				
Legislative Liaison(s)				
Travel Liaison				
Pilot Program Liaison(s)				
Digest Liaison(s)	Philip Trapskin			

Appointed to Controlled Substances Board as per Wis. Stats. §15.405(5g)	John Weitekamp				
PHARM Rep to SCAODA	John Weitekamp Alternate: Franklin LaDien				
2019 SCREENING PANEL APPOINTMENTS					
January – December 2019	Franklin LaDien, Thaddeus Schumacher, John Weitekamp <i>Alternate:</i> Cathy Winters				
2019 COMMITTEE MEMBER APPOINTMENTS					
Pharmacy Rules Committee	Thaddeus Schumacher, Philip Trapskin, John Weitekamp <i>Alternate:</i> Franklin LaDien				

Delegation of Authorities

Document Signature Delegations

- **MOTION:** Philip Trapskin moved, seconded by Franklin LaDien, 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:** Philip Trapskin moved, seconded by Franklin LaDien, 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 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: Thaddeus Schumacher moved, seconded by Cathy Winters, 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

Pharmacy Examining Board Meeting Minutes February 27, 2019 Page **4** of **12** **MOTION:** Thaddeus Schumacher moved, seconded by Cathy Winters, to adopt the "Roles and Authorities Delegated to the Monitoring Liaison and Department Monitor" as presented. Motion carried unanimously.

Credentialing Authority Delegations

Delegation of Authority to Credentialing Liaison (Generic)

MOTION: Thaddeus Schumacher moved, seconded by Cathy Winters, to delegate authority to the Credentialing Liaison(s) to serve as a liaison between DSPS and the Board and to act on behalf of the Board in regard to credentialing applications or questions presented to them. Motion carried unanimously.

Delegation of Authority to DSPS When Credentialing Criteria is Met

MOTION: Thaddeus Schumacher moved, seconded by John Weitekamp, 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.

Delegated Authority for Application Denial Reviews

MOTION: Thaddeus Schumacher moved, seconded by John Weitekamp, that the Department's Attorney Supervisors, DLSC Administrator, or their designee are authorized 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 Prescreening Authority to DLSC Staff

- **MOTION:** Thaddeus Schumacher moved, seconded by John Weitekamp, to delegate to DLSC staff the following prescreening authority: to prescreen complaints prior to a meeting of the screening panel to open any case that if the allegations, if taken as true, demonstrate a violation of law; to request additional information if needed; to close at prescreening any case that demonstrates that no violation took place; and to close at prescreening complaints that the Board has already reviewed and acted upon that are the result of multiple-state discipline based on original violations. Motion carried unanimously.
- **MOTION:** Thaddeus Schumacher moved, seconded by John Weitekamp, to delegate to DLSC staff, the authority to prescreen complaints for the purpose of reviewing submitted continuing education (CE) materials and to determine if CE requirements are met. If CE requirements are met, then DLSC staff should remove such CE documentation from the screening materials prior to screening. If the submitted documentation does not clearly establish that CE requirements are met, such documentation shall be forwarded to the screening panel for review. Motion carried unanimously.

Pharmacy Examining Board Meeting Minutes February 27, 2019 Page 5 of 12

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

MOTION: Thaddeus Schumacher moved, seconded by John Weitekamp, to delegate authority to the Office of Education and Examination Liaison(s) to address all issues related to education, continuing education, and examinations. Motion carried unanimously.

Pilot Program Delegation

MOTION: Thaddeus Schumacher moved, seconded by Cathy Winters, to delegate authority to the Pilot Program Liaison to address all issues related to pilot program matters. Motion carried unanimously.

Rules Committee Delegation

MOTION: Cathy Winters moved, seconded by Thaddeus Schumacher, to grant the Rules Committee the ability to address all rule-making as related to drafting and making recommendations to the full Board. Motion carried unanimously.

Legislative Liaison Delegation

MOTION: Cathy Winters moved, seconded by Franklin LaDien, to delegate authority to the Legislative Liaisons to speak on behalf of the Board regarding legislative matters. Motion carried unanimously.

Voluntary Surrenders

MOTION: Cathy Winters moved, seconded by Thaddeus Schumacher, 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 carried unanimously.

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

MOTION: Thaddeus Schumacher moved, seconded by Cathy Winters, to authorize DSPS staff to provide national regulatory related bodies with all Board member contact information that DSPS retains on file. Motion carried unanimously.

Optional Renewal Notice Insert Delegation

MOTION: Thaddeus Schumacher moved, seconded by John Weitekamp 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.

Travel Delegation

MOTION: Thaddeus Schumacher moved, seconded by Cathy Winters, to delegate authority to the Travel Liaison to approve any board member travel. Motion carried unanimously.

CREDENTIALING MATTERS

Reedsburg Area Medical Center – Alternative Security System Approval Request

MOTION: Franklin LaDien moved, seconded by Cathy Winters, to deny the request of Reedsburg Area Medical Center to utilize an alternative security system. **Reason for Denial:** Absence of adequate notification in the central monitoring system in the event of a breach. Motion carried unanimously.

SPEAKING ENGAGEMENTS, TRAVEL, OR PUBLIC RELATION REQUESTS, AND REPORTS

<u>National Association of Boards of Pharmacy (NABP) Annual Meeting – May 16-18, 2019 –</u> <u>Minneapolis, MN</u>

MOTION: Thaddeus Schumacher moved, seconded by John Weitekamp, to designate Cathy Winters, as the Board's delegate, and Franklin LaDien, as the Board's alternate delegate, to attend the National Association of Boards of Pharmacy (NABP) annual meeting on May 16-18, 2019 in Minneapolis, MN and to authorize travel. Motion carried unanimously.

Pharmacy Society of Wisconsin Legislative Day - March 13, 2019 - Madison, WI

MOTION: Thaddeus Schumacher moved, seconded by Cathy Winters, to authorize Franklin LaDien and Philip Trapskin to speak on behalf of the Board at the Pharmacy Society of Wisconsin Legislative Day on March 13, 2019. Motion carried unanimously.

CLOSED SESSION

MOTION: Thaddeus Schumacher moved, seconded by Cathy Winters, 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.). Philip Trapskin, Chairperson, read the language of the motion. The vote of each member was ascertained by voice vote. Roll Call Vote: Franklin LaDien-yes; Thaddeus Schumacher-yes; Philip Trapskin-yes; John Weitekamp-yes; and Cathy Winters-yes. Motion carried unanimously.

The Board convened into Closed Session at 2:01 p.m.

RECONVENE TO OPEN SESSION

MOTION: Franklin LaDien moved, seconded by Thaddeus Schumacher, to reconvene into Open Session. Motion carried unanimously.

The Board reconvened into Open Session at 3:37 p.m.

VOTING ON ITEMS CONSIDERED OR DELIBERATED UPON IN CLOSED SESSION

MOTION: Thaddeus Schumacher moved, seconded by Cathy Winters, 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.)

DELIBERATION ON DIVISION OF LEGAL SERVICES AND COMPLIANCE (DLSC) MATTERS

Administrative Warnings

MOTION: Cathy Winters moved, seconded by Franklin LaDien, to issue Administrative Warnings in the matter of:

- 1. 16 PHM 181 R.T.M.
- 2. 17 PHM 026 O.H.Z.E.E.
- 3. 17 PHM 066 C.C.S.I.S.

Motion carried unanimously.

Pharmacy Examining Board Meeting Minutes February 27, 2019 Page **8** of **12**

Stipulations, Final Decisions and Orders

- **MOTION:** Cathy Winters moved, seconded by John Weitekamp, to adopt the Findings of Fact, Conclusions of Law and Order in the matter of disciplinary proceedings against:
 - 1. 16 PHM 019 Steven R. Rough, R.Ph.
 - 2. 16 PHM 019 University Hospital and Clinic
 - 3. 16 PHM 019 UW Health Pharmacy Services
 - 4. 16 PHM 019 Nicholas F. Zetes, R.Ph.
 - Motion carried.

(Philip Trapskin recused himself and left the room for deliberation and voting in the matter concerning Steven R. Rough, R.Ph., University Hospital and Clinic, UW Health Pharmacy Services, and Nicholas F. Zetes, DLSC Case Number 16 PHM 019. Franklin LaDien, Vice Chairperson, chaired the meeting for the duration of deliberation and voting.)

17 PHM 014 – McKesson Drug Company (Livonia, MI)

MOTION: Franklin LaDien moved, seconded by John Weitekamp, to adopt the Findings of Fact, Conclusions of Law and Order in the matter of disciplinary proceedings against McKesson Drug Company (Livonia, MI), DLSC Case Number 17 PHM 014. Motion carried unanimously.

17 PHM 014 – McKesson Drug Company (Washington Court House, Ohio)

MOTION: Franklin LaDien moved, seconded by John Weitekamp, to adopt the Findings of Fact, Conclusions of Law and Order in the matter of disciplinary proceedings against McKesson Drug Company (Washington Court House, Ohio), DLSC Case Number 17 PHM 014. Motion carried unanimously.

17 PHM 021 and 17 PHM 181 – Sirr C. Grice, R.Ph.

MOTION: Cathy Winters moved, seconded by John Weitekamp, to adopt the Findings of Fact, Conclusions of Law and Order in the matter of disciplinary proceedings against Sirr C. Grice, R.Ph., DLSC Case Numbers 17 PHM 021 and 17 PHM 181. Motion carried unanimously.

(Franklin LaDien recused himself and left the room for deliberation and voting in the matter concerning Sirr C. Grice, R.Ph., DLSC Case Numbers 17 PHM 021 and 17 PHM 181.)

17 PHM 021 – Walgreens #04984

MOTION: Cathy Winters moved, seconded by Thaddeus Schumacher, to adopt the Findings of Fact, Conclusions of Law and Order in the matter of disciplinary proceedings against Walgreens #04984, DLSC Case Number 17 PHM 021. Motion carried.

(Franklin LaDien recused himself and left the room for deliberation and voting in the matter concerning Walgreens #04984, DLSC Case Number 17 PHM 021.)

17 PHM 083 – Kathryn M. Lindemann, R.Ph.

MOTION: Cathy Winters moved, seconded by Franklin LaDien, to adopt the Findings of Fact, Conclusions of Law and Order in the matter of disciplinary proceedings against Kathryn M. Lindemann, R.Ph., DLSC Case Number 17 PHM 083. Motion carried unanimously.

17 PHM 154 – James L. Moore, R.Ph.

MOTION: Thaddeus Schumacher moved, seconded by Cathy Winters, to adopt the Findings of Fact, Conclusions of Law and Order in the matter of disciplinary proceedings against James L. Moore, R.Ph., DLSC Case Number 17 PHM 154. Motion carried unanimously.

17 PHM 181 – Walgreens #07370

MOTION: Cathy Winters moved, seconded by Thaddeus Schumacher, to adopt the Findings of Fact, Conclusions of Law and Order in the matter of disciplinary proceedings against Walgreens #07370, DLSC Case Number 17 PHM 181. Motion carried.

(Franklin LaDien recused himself and left the room for deliberation and voting in the matter concerning Walgreens #07370, DLSC Case Number 17 PHM 181.)

Case Closings

- **MOTION:** Franklin LaDien moved, seconded by Thaddeus Schumacher, to close the DLSC cases for the reasons outlined below:
 - 1. 16 PHM 076 E.S.I No Violation
 - 2. 16 PHM 181 O.W.P. No Violation
 - 3. 17 PHM 026 H.P.6 No Violation
 - 4. 17 PHM 065 T.P.I. Prosecutorial Discretion (P5)
 - 5. 17 PHM 066 T.N.P. Insufficient Evidence
 - 6. 17 PHM 092 C.C. Insufficient Evidence
 - 7. 17 PHM 189 W. & G.S.D. Prosecutorial Discretion (P2)
 - 8. 18 PHM 034 M.H.P. and J.F.-Prosecutorial Discretion (P2), J.W.-Insufficient Evidence, and K.W-No Violation
 - 9. 18 PHM 099 O.P. & K.A.B. Prosecutorial Discretion (P2)
 - 10. 18 PHM 107 B.L.H. Insufficient Evidence

Motion carried unanimously.

Monitoring Matters

Robin Block, R.Ph. - Requesting PIC Hours and Reduction in Testing Frequency

MOTION: John Weitekamp moved, seconded by Thaddeus Schumacher, to grant the request of Robin Block, R.Ph. for 16 hours of unsupervised pharmacy practice and deny the request for reduction in testing frequency. <u>Reason</u> <u>for Denial of the request for reduction in testing frequency</u>: Failure to achieve full compliance with the terms of the order. Motion carried unanimously.

Cynthia Hennen, R.Ph. – Requesting Full Licensure

MOTION: Franklin LaDien moved, seconded by Thaddeus Schumacher, to deny the request of Cynthia Hennen, R.Ph. for full licensure. <u>Reason for Denial:</u> Failure to achieve full compliance with the terms of the order. Motion carried unanimously.

Dirk Larson, R.Ph. - Requesting Full Licensure

MOTION: Franklin LaDien moved, seconded by Thaddeus Schumacher, to grant the request of Dirk Larson, R.Ph. for full licensure. Motion carried unanimously.

(Thaddeus Schumacher left the meeting at 3:38 p.m.)

DELIBERATION OF ITEMS ADDED AFTER PREPARATION OF THE AGENDA

MOTION: Cathy Winters moved, seconded by Franklin LaDien, to acknowledge the contributions of Kristi Sullivan and thank her for her service. Motion carried unanimously.

ADJOURNMENT

MOTION: Cathy Winters moved, seconded by John Weitekamp, to adjourn the meeting. Motion carried unanimously.

The meeting adjourned at 3:39 p.m.

Pharmacy Examining Board Meeting Minutes February 27, 2019 Page **12** of **12**

State of Wisconsin Department of Safety & Professional Services

AGENDA REQUEST FORM						
1) Name and Title of Person Submitting the Request:		2) Date When Request Submitted:				
Sharon Henes Administrative Rules Coordinator		2 April 2019	2 April 2019			
		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, Com	mittee, Co	ouncil, Sections:				
Pharmacy Examining Board						
4) Meeting Date:	5) Attachments: 6) How should the item be titled on the agenda page?			itled on the agenda page?		
12 April 2019				Public Hearing on Clearinghouse Rule 19-022 relating pharmacist to delegate ratios		
			a.	a. Review and respond to Clearinghouse Report and Public Hearing comments		
			Public Hearing on Clearinghouse Rule 19-023 relating automated technology product verification check			
			 Review and respond to Clearinghouse Report and Public Hearing comments 			
			Public H	Public Hearing on Clearinghouse Rule 19-024 relating delegate check delegate		
			a.			
	Preliminary Public Hearing on Statement of Scope 026-19 – Phar 8 relating requirements for controlled substances					
7) Place Item in:				e the Board being	9) Name of Case Advisor(s), if required:	
☑ Open Session		scheduled?				
Closed Session		Yes				
10) Deceribe the issue of	nd action	No	ducacadı			
10) Describe the issue a			aressea:			
Hold Public Hearings at	9:00 a.m					
Discuss any public hearing comments. Review, discuss and respond to any Clearinghouse comments.						
11)			Authoriza	tion		
Sharon Hene	S				2 April 2019	
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						
Directions for including supporting documents:						
1. This form should be	attached	to any documents				
 Post Agenda Deadline items must be authorized by a Supervisor and the Policy Development Executive Director. If necessary, provide original documents needing Board Chairperson signature to the Bureau Assistant prior to the start of a 						
meeting.						