

**PODIATRY AFFILIATED CREDENTIALING BOARD
MEETING MINUTES
JANUARY 19, 2017**

PRESENT: *Via GoToMeeting:* Jeffery Giesking, DPM; Thomas Komp, DPM; William Weis, DPM

STAFF: Tom Ryan, Executive Director; Nifty Lynn Dio, Bureau Assistant; and other Department staff

CALL TO ORDER

William Weis, Chair called the meeting to order at 9:02 a.m. A quorum of three (3) members was confirmed.

ADOPTION OF AGENDA

MOTION: Thomas Komp moved, seconded by Jeffery Giesking, to adopt the agenda as published. Motion carried unanimously.

APPROVAL OF MINUTES OF OCTOBER 20, 2016

MOTION: Jeffery Giesking moved, seconded by Thomas Komp, to approve the minutes of October 20, 2016 as published. Motion carried unanimously.

ADMINISTRATIVE UPDATES

ELECTION OF OFFICERS

BOARD CHAIR

NOMINATION: Thomas Komp nominated William Weis for the Office of Board Chair.

Tom Ryan called for nominations three (3) times.

William Weis was elected as Chair by unanimous consent.

VICE CHAIR

NOMINATION: Jeffery Giesking nominated Thomas Komp for the Office of Vice Chair.

Tom Ryan called for nominations three (3) times.

Thomas Komp was elected as Vice Chair by unanimous consent.

SECRETARY

NOMINATION: Thomas Komp nominated Jeffery Giesking for the Office of Secretary.

Tom Ryan called for nominations three (3) times.

Jeffery Giesking was elected as Secretary by unanimous consent.

2016 ELECTION RESULTS

Board Chair	William Weis
Vice Chair	Thomas Komp
Secretary	Jeffery Giesking

LIAISON APPOINTMENTS

2016 LIAISON APPOINTMENTS	
Credentialing Liaison	Jeffery Giesking <i>Alternate – Thomas Komp</i>
Monitoring Liaison	Thomas Komp <i>Alternate – Jeffery Giesking</i>
Education and Exams Liaison	William Weis <i>Alternate: Thomas Komp</i>
Legislative Liaison	Jeffery Giesking <i>Alternate: Thomas Komp</i>
Travel Liaison	Thomas Komp <i>Alternate: William Weis</i>
Rules Liaison	William Weis <i>Alternate: Thomas Komp</i>
Professional Assistance Procedure Liaison	Jeffery Giesking <i>Alternate: William Weis</i>
Screening Panel	Thomas Komp, William Weis <i>Alternate: Jeffery Giesking</i>

MOTION: Thomas Komp moved, seconded by Jeffery Giesking, to affirm the Chair's appointment of liaisons for 2016. Motion carried unanimously.

DELEGATION MOTIONS

Delegated Authority for Urgent Matters

MOTION: Jeffery Giesking moved, seconded by Thomas Komp, that, in order to facilitate the completion of assignments between meetings, the Board delegates its authority by order of succession to the Chair, highest ranking officer, or longest serving member of the Board, to appoint liaisons to the Department to act in urgent matters, make appointments to vacant liaison, panel and committee positions, and to act when knowledge or experience in the profession is required to carry out the duties of the Board in accordance with the law. Motion carried unanimously.

Delegated Authority for Application Denial Reviews

MOTION: Jeffery Giesking moved, seconded by Thomas Komp, that the Board counsel or another department attorney is formally authorized to serve as the Board's designee for purposes of Wis. Admin Code § SPS 1.08(1). Motion carried unanimously.

Document Signature Delegation

MOTION: Jeffery Giesking moved, seconded by Thomas Komp, to delegate authority to the Chair or chief presiding officer, or longest serving member of the Board, by order of succession, to sign documents on behalf of the Board. In order to carry out duties of the Board, the Chair, chief presiding officer, or longest serving member of the Board, has the ability to delegate this signature authority for purposes of facilitating the completion of assignments during or between meetings. The Chair, chief presiding officer, or longest serving member of the Board delegates the authority to Executive Director or designee to sign the name of any Board member on documents as necessary and appropriate. Motion carried unanimously.

Credentialing Authority Delegations

MOTION: Jeffery Giesking moved, seconded by Thomas Komp, to delegate authority to the Credentialing Liaisons to address all issues related to credentialing matters except potential denial decisions should be referred to the full Board for final determination. Motion carried unanimously.

MOTION: Jeffery Giesking moved, seconded by Thomas Komp, to delegate credentialing authority to DSPS for those submitted applications that meet the criteria of Rule and Statute and thereby would not need further Board or Board liaison review. Motion carried unanimously.

Monitoring Delegations

MOTION: Jeffery Giesking moved, seconded by Thomas Komp, to affirm the Chair's appointment of Thomas Komp as the Monitoring Liaison, and Jeffery Giesking as the alternate, to adopt the 'Roles and Authorities Delegated to the Monitoring Liaison and Department Monitor. Motion carried unanimously.

Travel Delegation

MOTION: Jeffery Giesking moved, seconded by Thomas Komp, to authorize the travel liaison to approve all Board travel. Motion carried unanimously.

LEGISLATIVE/ADMINISTRATIVE RULE MATTERS

Proposals for Guideline Regarding Best Practices in Prescribing Controlled Substances

Wisconsin Medical Examining Board Opioid Prescribing Guideline

MOTION: Thomas Komp moved, seconded by Jeffery Giesking, to adopt the Wisconsin Medical Examining Board Opioid Prescribing Guideline published November 16, 2016. Motion carried unanimously.

Review of Draft Language for Pod 1 Relating to Licensure Requirements and Pod 4 Relating to Biennial Registration

MOTION: Thomas Komp moved, seconded by Jeffery Giesking, to delegate William Weis to review and approve the preliminary rule draft of Pod 1 relating to licensure requirements and Pod 4 relating to biennial registration as modified, for posting for economic impact comments and submission to the Clearinghouse. Motion carried unanimously.

CLOSED SESSION

MOTION: Jeffery Giesking moved, seconded by Thomas Komp, 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 448.02(8), 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.). William Weis, Chair, read the language of the motion aloud for the record. The vote of each member was ascertained by voice vote. Roll Call Vote: Jeffery Giesking-yes; Thomas Komp-yes; and William Weis-yes. Motion carried unanimously.

The Board convened into Closed Session at 9:46 a.m.

RECONVENE TO OPEN SESSION

MOTION: Jeffery Giesking moved, seconded by Thomas Komp, to reconvene in Open Session. Motion carried unanimously.

The Board reconvened into Open Session at 9:50 a.m.

VOTE ON ITEMS CONSIDERED OR DELIBERATED UPON IN CLOSED SESSION, IF VOTING IS APPROPRIATE

MOTION: Thomas Komp moved, seconded by Jeffery Giesking, to affirm all Motions made and Votes taken in Closed Session. Motion carried unanimously.

DELIBERATION ON CASE CLOSINGS**15 POD 003**

MOTION: Thomas Komp moved, seconded by Jeffery Giesking, to close case 15 POD 003 (M.W.T.) for No Violation. Motion carried unanimously.

DELEGATION OF RATIFICATION OF EXAMINATION RESULTS AND RATIFICATION OF LICENSES AND CERTIFICATES

MOTION: Jeffery Giesking moved, seconded by Thomas Komp, to delegate ratification of examination results to DSPS staff and to ratify all licenses and certificates as issued. Motion carried unanimously.

ADJOURNMENT

MOTION: Thomas Komp moved, seconded by Jeffery Giesking, to adjourn the meeting. Motion carried unanimously.

The meeting adjourned at 9:51 a.m.