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**VIRTUAL/TELECONFERENCE  
COSMETOLOGY EXAMINING BOARD  
Virtual, 4822 Madison Yards Way, Madison  
Contact: Valerie Payne (608) 266-2112  
January 25, 2021**

*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**

**9:30 AM**

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

- A. Adoption of Agenda (1-3)**
- B. Approval of Minutes of November 2, 2020 (4-6)**
- C. Introductions, Announcements and Recognition**
- D. Reminders: Conflicts of Interest, Scheduling Concerns**
- E. Administrative Matters – Discussion and Consideration**
  - 1) Department, Staff, and Board Updates
  - 2) Election of Officers, Appointment of Liaisons and Alternates, Delegation of Authorities **(7-15)**
  - 3) Annual Policy Review **(16)**
  - 4) Board Members – Term Expiration Dates
    - a. Cwojdzinski, Kayla – 7/1/2024
    - b. Halverson, Georgianna – 7/1/2023
    - c. Hoepfner, Ann – 7/1/2023
    - d. Jackson, Megan – 7/1/2023
    - e. Lee, Kristin – 7/1/2023
    - f. McNally, Vicky – 7/1/2020
    - g. Quintal, Daisy – 7/1/2023
- F. Legislative and Policy Matters – Discussion and Consideration**
- G. Administrative Rule Matters – Discussion and Consideration**
  - 1) Preliminary Rule Draft for Cos 2, 3, 5, and 8, Relating to Scope of Practice, Mobile Establishments, and Distance Learning **(17)**
  - 2) Pending and Possible Rulemaking Projects
- H. COVID-19 – Discussion and Consideration**

- I. Deliberation on Items Added After Preparation of Agenda
  - 1) Introductions, Announcements and Recognition
  - 2) Election of Officers, Appointment of Liaison(s), Delegation of Authorities
  - 3) Administrative Matters
  - 4) Education and Examination Matters
  - 5) Credentialing Matters
  - 6) Practice Matters
  - 7) Legislative and Policy Matters
  - 8) Administrative Rule Matters
  - 9) Liaison Reports
  - 10) Board Liaison Training and Appointment of Mentors
  - 11) Informational Items
  - 12) Division of Legal Services and Compliance (DLSC) Matters
  - 13) Presentations of Petitions for Summary Suspension
  - 14) Petitions for Designation of Hearing Examiner
  - 15) Presentation of Stipulations, Final Decisions and Orders
  - 16) Presentation of Stipulations and Interim Orders
  - 17) Presentation of Proposed Final Decision and Orders
  - 18) Presentation of Interim Orders
  - 19) Petitions for Re-Hearing
  - 20) Petitions for Assessments
  - 21) Petitions to Vacate Orders
  - 22) Requests for Disciplinary Proceeding Presentations
  - 23) Motions
  - 24) Petitions
  - 25) Appearances from Requests Received or Renewed
  - 26) Speaking Engagement(s), Travel, or Public Relation Request(s)

J. 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.).**

**K. Deliberation on Division of Legal Services and Compliance (DLSC) Matters**

- 1) **Case Closings**
  - a) 18 BAC 008 – R.S. **(18-22)**
  - b) 18 BAC 075 – C.M.B.R., F.I.H.S. **(23-27)**
  - c) 20 BAC 033 – J.A.F., J.B.B.B. **(28-31)**

L. 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 Suspension
- 7) Petitions for Designation of Hearing Examiner
- 8) Proposed Stipulations, Final Decision(s) and Order(s)
- 9) Proposed Interim Orders
- 10) Administrative Warnings

- 11) Review of Administrative Warnings
- 12) Proposed Final Decisions and Orders
- 13) Orders Fixing Costs/Matters Related to 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-hearings
- 21) Appearances from Requests Received or Renewed

M. Consulting with Legal Counsel

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

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

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

**ADJOURNMENT**

**NEXT MEETING: MARCH 29, 2021**

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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. Requests for interpreters for the deaf or hard of hearing, or other accommodations, are considered upon request by contacting the Affirmative Action Officer, 608-266-2112, or the Meeting Staff at 608-266-5439.

**VIRTUAL/TELECONFERENCE  
COSMETOLOGY EXAMINING BOARD  
MEETING MINUTES  
NOVEMBER 2, 2020**

**PRESENT:** Kayla Cwojdinski, Georgiana Halverson, Ann Hoepner, Megan Jackson, Kristin Lee  
(*arrived at 10:29 a.m.*), Vicky McNally (*excused at 10:35 a.m.*)

**EXCUSED:** Daisy Quintal

**STAFF:** Valerie Payne, Executive Director; Jameson Whitney, Legal Counsel; Jon Derenne,  
Rules Coordinator; Kevyn Radcliffe, Rules Coordinator; Megan Glaeser, Bureau  
Assistant; and other Department staff.

**CALL TO ORDER**

Vicky McNally, Chairperson, called the meeting to order at 9:31 a.m. A quorum was confirmed with five (5) members present.

**ADOPTION OF AGENDA**

**MOTION:** Ann Hoepner moved, seconded by Georgianna Halverson, to adopt the  
Agenda as published. Motion carried unanimously.

**APPROVAL OF MINUTES OF AUGUST 17, 2020**

**MOTION:** Ann Hoepner moved, seconded by Georgianna Halverson, to approve the  
Minutes of August 17, 2020 as published. Motion carried unanimously.

**ADMINISTRATIVE RULE MATTERS**

**Update on Scope: Cos 2, 3, 5, and 8, Relating to Scope to Practice, Mobile Establishments, and  
Distance Learning**

**MOTION:** Kayla Cwojdinski moved, seconded by Vicky McNally, to designate Megan  
Jackson to serve as liaison to DSPS staff for drafting rule Cos 2, 3, 5, and 8,  
relating to scope of practice, mobile establishments, and distance learning.  
Motion carried unanimously.

**Administrative Rules Reporting Requirements Under 2017 Wisconsin Act 108**

**MOTION:** Ann Hoepner moved, seconded by Megan Jackson, to designate Kayla  
Cwojdinski, Georgianna Halverson, Ann Hoepner and Vicky McNally to  
serve as liaisons to DSPS staff for drafting the 2017 Wisconsin Act 108 report  
to be submitted in 2021, relating to administrative rules, and to authorize the  
Chairperson, or highest-ranking officer, or longest serving member of the  
board, in order of succession, to approve the report for submission to the Joint  
Committee for Review of Administrative Rules. Motion carried unanimously.

(Kristin Lee joined the meeting at 10:29 a.m.)

### **CLOSED SESSION**

**MOTION:** Vicky McNally moved, seconded by Ann Hoepner, 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 investigation with administrative warning (ss. 19.85(1)(b), Stats. 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.). Vicky McNally, Chairperson, read the language of the motion. The vote of each member was ascertained by voice vote. Roll Call Vote: Kayla Cwojdzinski-yes; Georgiana Halverson-yes; Ann Hoepner-yes; Megan Jackson-yes; Kristin Lee-yes; and Vicky McNally-yes. Motion carried unanimously.

The Board convened into Closed Session at 10:34 a.m.

(Vicky McNally was excused at 10:35 a.m.)

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

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

##### *18 BAC 006 – Ly Ly Nails & Spa*

**MOTION:** Ann Hoepner moved, seconded by Kayla Cwojdzinski, to adopt the Findings of Fact, Conclusions of Law and Order in the matter of disciplinary proceedings against Ly Ly Nails & Spa, DLSC Case Number 18 BAC 006. Motion carried unanimously.

#### **Case Closings**

**MOTION:** Kayla Cwojdzinski moved, seconded by Ann Hoepner, to close the following DLSC Cases for the reasons outlined below:

1. 18 BAC 072 – D.H.S., M.B. – Insufficient Evidence
2. 18 BAC 092 – K.R., T.M.D., F.N. – Insufficient Evidence
3. 18 BAC 094 – G.B., G.B. – Prosecutorial Discretion (P3)
4. 19 BAC 016 – T.T.P., H.N.S. – Prosecutorial Discretion (P2), Insufficient Evidence, No Violation, Lack of Jurisdiction

Motion carried unanimously.

### **RECONVENE TO OPEN SESSION**

**MOTION:** Georgianna Halverson moved, seconded by Ann Hoepner, to reconvene into open session. Motion carried unanimously.

The Board reconvened into Open Session at 10:40 a.m.

## **VOTING ON ITEMS CONSIDERED OR DELIBERATED ON IN CLOSED SESSION**

**MOTION:** Georgianna Halverson moved, seconded by Ann Hoepner, 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.)*

## **ADJOURNMENT**

**MOTION:** Georgianna Halverson moved, seconded by Ann Hoepner, to adjourn the meeting. Motion carried unanimously.

The meeting adjourned at 10:42 a.m.

DRAFT

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

**AGENDA REQUEST FORM**

<b>1) Name and Title of Person Submitting the Request:</b>  Megan Glaeser, Bureau Assistant		<b>2) Date When Request Submitted:</b> 11 January 2021  Items will be considered late if submitted after 12:00 p.m. on the deadline date which is 8 business days before the meeting	
<b>3) Name of Board, Committee, Council, Sections:</b> Cosmetology Examining Board			
<b>4) Meeting Date:</b>  25 January 2021	<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 Matters 1) Election of Officers, Appointment of Liaisons and Alternates, 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>  N/A	
<b>10) Describe the issue and action that should be addressed:</b>  1) The Board should conduct Election Officers: Chairperson, Vice Chairperson & Secretary 2) The newly elected Chairperson should review and appoint/reappoint Liaisons and Alternates as appropriate 3) The Board should review and then consider its existing delegated authorities and any proposals for modification of delegations. a. Credentialing Delegations (Questions: Sarah Norberg) b. Monitoring Delegations (Questions: Amy Mayo)			
<b>11) Authorization</b>			
Megan Glaeser		11 January 2021	
<b>Signature of person making this request</b>		<b>Date</b>	
<b>Supervisor (if required)</b>		<b>Date</b>	
<b>Executive Director signature (indicates approval to add post agenda deadline item to agenda)   Date</b>			
<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.			

# Cosmetology Examining Board 2020 Officers, Liaisons, and Authorities

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<b>2020 ELECTION RESULTS</b>	
<b>Chairperson</b>	Vicky McNally
<b>Vice Chairperson</b>	Georgianna Halverson
<b>Secretary</b>	Megan Jackson
<b>2020 LIAISON APPOINTMENTS</b>	
<b>Credentialing Liaisons</b>	Georgianna Halverson <i>Alternate: Kayla Cwojdzinski</i>
<b>Monitoring and Professional Assistance Procedure (PAP) Liaison</b>	Kayla Cwojdzinski <i>Alternate: Daisy Quintal</i>
<b>Education and Examinations Liaison</b>	Vicky McNally <i>Alternate: Megan Jackson</i>
<b>Legislative Liaison</b>	Vicky McNally <i>Alternate: Georgianna Halverson</i>
<b>Travel Liaison</b>	Daisy Quintal <i>Alternate: Georgianna Halverson</i>
<b>Screening Panel</b>	Vicky McNally, Georgianna Halverson, Daisy Quintal

### *Document Signature Delegations*

**MOTION:** Georgianna Halverson moved, seconded by Vicky McNally, 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:** Vicky McNally moved, seconded by Georgianna Halverson, 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:** Vicky McNally moved, seconded by Daisy Quintal, 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.

*Delegation to Chief Legal Counsel Due to Lack of or Loss of Quorum*

**MOTION:** Vicky McNally moved, seconded by Megan Jackson, to delegate the review of disciplinary cases to the Department’s Chief Legal Counsel due to lack of/loss of quorum. Motion carried unanimously.

*Monitoring Delegations*

**MOTION:** Vicky McNally moved, seconded by Kayla Cwojdzinski, to adopt the “Roles and Authorities Delegated to the Monitoring Liaison and Department Monitor” as presented in the May 22, 2020 agenda materials. Motion carried unanimously.

*Credentialing Authority Delegations*

**Delegation of Authority to Credentialing Liaison**

**MOTION:** Vicky McNally moved, seconded by Georgianna Halverson, 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:** Megan Jackson moved, seconded by Vicky McNally, 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.

**MOTION:** Vicky McNally moved, seconded by Georgiana Halverson, to authorize and delegate to DSPS Attorneys and paralegals to make decisions regarding reviews approving credentials according to Wis. Stat. § 454.06(1)(b) and predeterminations pursuant to Wis. Stat. § 111.335 (4)(f). Motion carried unanimously.

*Delegated Authority for Application Denial Reviews*

**MOTION:** Kayla Cwojdzinski moved, seconded by Georgianna Halverson, 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.

*Voluntary Surrenders*

**MOTION:** Georgianna Halverson moved, seconded by Kayla Cwojdzinski, 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.

*Education and Examination Liaison Delegation(s)*

**MOTION:** Vicky McNally moved, seconded by Daisy Quintal, to delegate authority to the Education and Examination Liaison(s) to address all issues related to education, and examinations. Motion carried unanimously.

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

**MOTION:** Vicky McNally moved, seconded by Georgianna Halverson, 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:** Megan Jackson moved, seconded by Daisy Quintal 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.

*Legislative Liaison Delegation*

**MOTION:** Vicky McNally moved, seconded by Georgianna Halverson, to delegate authority to the Legislative Liaisons to speak on behalf of the Board regarding legislative matters. Motion carried unanimously.

*Travel Delegation*

**MOTION:** Vicky McNally moved, seconded by Daisy Quintal, to delegate authority to the Travel Liaison to approve any board member travel. Motion carried unanimously.

## **PROPOSED 2021 CREDENTIALING DELEGATION MOTIONS**

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

**MOTION:** to delegate authority to the Credentialing Liaison(s) to serve as a liaison between the Department and the Board and to act on behalf of the Board in regard to credentialing applications or questions presented to them, including the signing of documents related to applications.

### ***Delegation of Authority to DSPS When Credentialing Criteria is Met***

**MOTION:** to delegate credentialing authority to DSPS to act upon applications that meet all credentialing statutory and regulatory requirements without Board or Board liaison review.

### ***Delegation of Authority for Predetermination Reviews***

**MOTION:** to delegate authority to the Department Attorneys to make decisions regarding predetermination applications pursuant to Wis. Stat. § 111.335(4)(f).

### ***Delegation of Authority for Conviction Reviews***

**MOTION:** to delegate authority to the Department Attorneys and Paralegals to make decisions regarding applications according to Wis. Stat. § 454.06(1)(b).

### ***Delegation to DSPS When Applicant's History Has Been Previously Reviewed***

**MOTION:** to delegate authority to Department staff to approve applications where criminal background checks have been approved for a previous Cosmetology credential and there is no new conviction record.

### ***Delegation of Authority for Reciprocity/Endorsement Reviews***

**MOTION:** to delegate authority to the Department Attorneys to review and approve reciprocity/endorsement applications in which the out of state services are substantially equivalent to those in Wisconsin.

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

**MOTION:** to delegate authority to the Department's Attorney Supervisors 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.

## Roles and Authorities Delegated for Monitoring

The Monitoring Liaison (“Liaison”) is a Board/Section designee who works with department monitors (“Monitor”) to enforce Board/Section orders as explained below.

### ~~Current~~ Authorities Delegated to the Monitoring Liaison

The Liaison may take the following actions on behalf of the Board/Section:

1. Grant a temporary reduction in random drug screen frequency upon Respondent’s request if he/she is unemployed and is otherwise compliant with Board/Section order. The temporary reduction will be in effect until Respondent secures employment in the profession. The Department Monitor (“Monitor”) will draft an order and sign on behalf of the Liaison.
2. Grant a stay of suspension if Respondent is eligible per the Board/Section order. The Monitor will draft an order and sign on behalf of the Liaison.
3. Remove the stay of suspension if there are repeated violations or a substantial violation of the Board/Section order. In conjunction with removal of any stay of suspension, the Liaison may prohibit Respondent from seeking reinstatement of the stay for a specified period of time. The Monitor will draft an order and sign on behalf of the Liaison.
4. Grant or deny approval when Respondent proposes continuing/~~disciplinary~~/remedial education courses, treatment providers, mentors, supervisors, change of employment, etc. unless the order specifically requires full-Board/Section approval.
5. Grant a maximum of one 90-day extension, if warranted and requested in writing by Respondent, to complete Board/Section-ordered continuing/~~disciplinary~~/remedial education.
6. Grant a maximum of one extension or payment plan for proceeding costs and/or forfeitures if warranted and requested in writing by Respondent.
7. Grant a maximum of one extension, if warranted and requested in writing by Respondent, to complete a Board/Section-ordered evaluation or exam.
- ~~7.8.~~ Grant full reinstatement of licensure if Respondent has fully complied with all terms of the order without deviation. The Monitor will draft an order and obtain ~~the signature of~~ written authorization from the Liaison to sign on their behalf.
- ~~8.9.~~ Grant or deny a request to appear before the Board/Section in closed session.
- ~~9.10.~~ Board Monitoring The Liaison may determine whether Respondent’s petition is eligible for consideration by the full Board/Section.
- ~~10.11.~~ (*Except Pharmacy and Medical*) Accept Respondent’s written request to surrender credential. If accepted by the Liaison, Monitor will consult with Board Counsel to determine if a stipulation is necessary. If a stipulation is not necessary, Monitor will draft an order and sign on behalf of the Liaison. If denied by the Liaison, the request to surrender credential will go to the full Board for review.

~~11.12.~~ *(Except Pharmacy)* Grant Respondent's petition for a reduction in drug screens per the standard schedule, below. If approved, Monitor will draft an order and sign on behalf of the Liaison. Orders that do not start at 49 screens will still follow the same standard schedule.

- a. ~~Initial Year 1:~~ 49 screens (including 1 hair test, if required by original order)
- b. ~~1st Reduction Year 2:~~ 36 screens (plus 1 hair test, if required by original order)
- c. ~~2<sup>nd</sup> Reduction Year 3:~~ 28 screens plus 1 hair test
- d. ~~Year 4:~~ ~~28 screens plus 1 hair test~~
- e. ~~Year 5:~~ ~~14 screens plus 1 hair test~~
- d. 3<sup>rd</sup> Reduction: 14 screens plus 1 hair test

~~12.13.~~ *(Dentistry only)* Ability to approve or deny all requests from a respondent.

~~13.14.~~ *(Except Nursing)* ~~Board Monitoring~~ The Liaison may approve or deny Respondent's request to be excused from drug and alcohol testing for work, travel, etc.

### ~~Current~~ Authorities Delegated to the Department Monitor

The Monitor may take the following actions on behalf of the Board/Section, draft an order and sign:

1. Grant full reinstatement of licensure if education ~~CE~~ is the sole condition of the limitation and Respondent has submitted the required proof of completion for approved courses.
2. Suspend the license if Respondent has not completed Board/Section-ordered education ~~CE~~ and/or paid costs and forfeitures within the time specified by the Board/Section order. The Monitor may remove the suspension and issue an order when proof of completion and/or payment have been received.
3. Suspend the license (or remove stay of suspension) if Respondent fails to enroll and participate in an Approved Program for drug and alcohol testing within 30 days of the order, or if Respondent ceases participation in the Approved Program without Board approval. This delegated authority only pertains to respondents who must comply with drug and/or alcohol testing requirements.

### Authorities Delegated to Board Legal Counsel

Board Legal Counsel may take the following actions on behalf of the Board/Section:

1. Sign Monitoring orders that result from Board/Section meetings on behalf of the Board/Section Chair.

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

**AGENDA REQUEST FORM**

<b>1) Name and Title of Person Submitting the Request:</b> Kimberly Wood, Program Assistant Supervisor-Adv.		<b>2) Date When Request Submitted:</b> 12/29/2020 <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>	
<b>3) Name of Board, Committee, Council, Sections:</b> All Boards			
<b>4) Meeting Date:</b>	<b>5) Attachments:</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<b>6) How should the item be titled on the agenda page?</b> Annual Policy Review	
<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> N/A	
<b>10) Describe the issue and action that should be addressed:</b> Please be advised of the following Annual Policy Review items: <ol style="list-style-type: none"> <li>1. <b>Attendance/Quorum:</b> Thank you for your service and for your commitment to meeting attendance. If you cannot attend a meeting or if you have scheduling conflicts impacting your attendance, please let us know ASAP. Timely notification is appreciated as quorum is required for our Boards, Sections and Councils to meet pursuant to Open Meetings Law.</li> <li>2. <b>Walking Quorum:</b> 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.</li> <li>3. <b>Agenda Deadlines:</b> Please communicate agenda topics to your Executive Director before the agenda submission deadline which is 8 business days prior to a meeting.</li> <li>4. <b>Travel Voucher and Per Diem Submissions:</b> Please submit all Per Diem and Reimbursement claims to DSPS within 30 days of the close of each month in which expenses are incurred.</li> <li>5. <b>Lodging Accommodations/Hotel Cancellation Policy:</b> Lodging accommodations are available to eligible members. Standard eligibility: member must leave home before 6:00 a.m. to attend a meeting by the indicated start time.                         <ul style="list-style-type: none"> <li>• If a member cannot attend a meeting it is their responsibility to cancel their reservation within the applicable cancellation timeframe. If a meeting is changed to occur remotely or is cancelled or rescheduled DSPS staff will cancel or modify reservations as appropriate.</li> </ul> </li> <li>6. <b>Inclement Weather Policy:</b> In the event of inclement weather the agency may change a meeting from an in-person venue to one that is executed remotely.</li> </ol>			
<b>11) Authorization</b>			
<i>Kimberly Wood</i>		12/29/2020	
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			
<b>Directions for including supporting documents:</b> <ol style="list-style-type: none"> <li>1. This form should be attached to any documents submitted to the agenda.</li> <li>2. Post Agenda Deadline items must be authorized by a Supervisor and the Policy Development Executive Director.</li> <li>3. If necessary, provide original documents needing Board Chairperson signature to the Bureau Assistant prior to the start of a meeting.</li> </ol>			



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

**AGENDA REQUEST FORM**

1) Name and title of person submitting the request: Jon Derenne, Administrative Rules Coordinator		2) Date when request submitted: January 12, 2021 <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: Cosmetology Examining Board			
4) Meeting Date: January 25, 2021	5) Attachments: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	6) How should the item be titled on the agenda page? 1. Preliminary rule draft for Cos 2, 3, 5, and 8 relating to scope of practice, mobile establishments, and distance learning. 2. Pending and possible rulemaking projects.	
7) Place Item in: <input checked="" type="checkbox"/> Open Session <input type="checkbox"/> Closed Session		8) Is an appearance before the Board being scheduled? <i>(If yes, please complete <a href="#">Appearance Request</a> for Non-DSPS Staff)</i> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	9) Name of Case Advisor(s), if required:
10) Describe the issue and action that should be addressed:			
11) Authorization			
<i>Jon Derenne</i>		January 12, 2021	
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 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.			