

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

Tony Evers, Governor Dawn B. Crim, Secretary

#### DENTISTRY EXAMINING BOARD

Room N208, 4822 Madison Yards Way, 2<sup>nd</sup> Floor, Madison Contact: Christian Albouras, (608) 266-2112 January 8, 2020

The following agenda describes the issues that the Dentistry Examining 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 Dentistry Examining Board.

#### **AGENDA**

9:00 A.M.

#### OPEN SESSION – CALL TO ORDER – ROLL CALL

- A. Pledge of Allegiance
- B. Adoption of Agenda (1-4)
- C. Approval of Minutes of November 6, 2019 (5-7)
- D. Introductions, Announcements and Recognition
- E. Conflicts of Interest

#### F. Administrative Matters

- 1) Department, Staff and Board Updates
- 2) Annual Policy Review
- 3) Election of Officers (8-9)
- 4) Appointment of Liaisons and Alternates (9)
- 5) Delegation of Authorities (9-15)
- 6) 2020 Meeting Dates
- 7) Board Members Term Expiration Dates
  - a. Lisa Bahr 7/1/2022
  - b. Matthew Bistan -7/1/2021
  - c. Shaheda Govani 7/1/2022
  - d. Leonardo Huck 7/1/2021
  - e. Herbert Kaske -7/1/2022
  - f. Dennis Myers -7/1/2020
  - g. Wendy Pietz -7/1/2021
  - h. Katherine Schrubbe 7/1/2022
  - i. Peter Sheild 7/1/2022
  - j. Dental Hygienist Member Vacant
  - k. Public Member Vacant
- G. Legislative and Policy Matters Discussion and Consideration

- H. Administrative Rule Matters Discussion and Consideration
  - 1) Pending or Possible Rulemaking Projects

#### I. Credentialing Matters – Discussion and Consideration

- 1) Review of Application Forms and Creation of Forms Committee
- J. 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) Legislative and Policy Matters
  - 10) Administrative Rule Matters
  - 11) Liaison Reports
  - 12) Board Liaison Training and Appointment of Mentors
  - 13) Informational Items
  - 14) Division of Legal Services and Compliance (DLSC) Matters
  - 15) Presentations of Petitions for Summary Suspension
  - 16) Petitions for Designation of Hearing Examiner
  - 17) Presentation of Stipulations, Final Decisions and Orders
  - 18) Presentation of Proposed Final Decisions and Orders
  - 19) Presentation of Interim Orders
  - 20) Petitions for Re-Hearing
  - 21) Petitions for Assessments
  - 22) Petitions to Vacate Orders
  - 23) Requests for Disciplinary Proceeding Presentations
  - 24) Motions
  - 25) Petitions
  - 26) Appearances from Requests Received or Renewed
  - 27) Speaking Engagements, Travel, or Public Relation Requests, and Reports

#### K. 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.).

#### L. Division of Legal Services and Compliance (DLSC) Matters

- 1) Stipulations, Final Decisions and Orders
  - a. 17 DEN 104 Robert A. Kay, D.D.S. (16-22)
  - b. 18 DEN 005 Roberto E. Monteagudo, D.D. S. (23-29)
  - c. 18 DEN 018 Betsy A. Long, D.D.S. (**30-35**)
  - d. 18 DEN 159 Joel P. Crane, D.D.S. (36-42)
  - e. 19 DEN 030 Thomas R. Machak, D.D.S. (43-49)
- 2) Administrative Warnings

- a. 19 DEN 022 C.P.M. (**50-51**)
- 3) Case Closing(s)
  - a. 18 DEN 046 A.A.P. (**52-57**)
  - b. 18 DEN 049 D.W.W. (**58-61**)
  - c. 18 DEN 050 A.A.P. (**62-67**)
  - d. 18 DEN 057 A.A.P. (**68-71**)
  - e. 18 DEN 061 A.A.P. (**72-77**)
  - f. 18 DEN 085 C.T.W. (**78-81**)
  - g. 18 DEN 145 J.D.S. (**82-103**)
- M. 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
- N. Consulting with Legal Counsel

#### RECONVENE TO OPEN SESSION IMMEDIATELY FOLLOWING CLOSED SESSION

- O. Vote on Items Considered or Deliberated Upon in Closed Session, if Voting is Appropriate
- P. Open Session Items Noticed Above Not Completed in the Initial Open Session

#### **ADJOURNMENT**

**NEXT DATE: MARCH 4, 2020** 

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.

#### DENTISTRY EXAMINING BOARD MEETING MINUTES NOVEMBER 6, 2019

**PRESENT:** Lisa Bahr, RDH; Debra Beres, RDH (via Skype, disconnected at 10:06 a.m.);

Matthew Bistan, DDS; Shaheda Govani, DDS; Leonardo Huck, DDS (*joined via Skype at 9:51 a.m.*); Herbert Kaske, DDS (*excused at 12:27 p.m.*); Dennis Myers, Wendy Pietz, DDS; Katherine Schrubbe, RDH (*via Skype*); and Peter Sheild,

**DDS** 

**STAFF:** Christian Albouras, Executive Director; Jameson Whitney, Legal Counsel; Sharon

Henes, Administrative Rules Coordinator; Megan Glaeser, Bureau Assistant; and

other Department staff

#### **CALL TO ORDER**

Matthew Bistan, Chairperson, called the meeting to order at 9:06 a.m. A quorum was confirmed with nine (9) board members present.

#### ADOPTION OF AGENDA

#### Amendments to the Agenda:

• Under Closed Session – M. DLSC Matters, 1. Stipulations, Final Decisions and Orders: Change 18 DEN 012 – Zolya Gller, D.D.S. to 18 DEN 012 – Zolya Geller, D.D.S.

**MOTION:** Dennis Myers moved, seconded by Wendy Pietz, to adopt the Agenda as

amended. Motion carried unanimously.

#### APPROVAL OF MINUTES OF SEPTEMBER 4, 2019

**MOTION:** Dennis Myers moved, seconded by Peter Sheild, to approve the Minutes

of September 4, 2019 as published. Motion carried unanimously.

(Leonardo Huck joined the meeting at 9:51 a.m.)

(Debra Beres disconnected from the meeting at 10:06 a.m.)

## PUBLIC HEARING: CLEARINGHOUSE RULE 19-132, RELATING TO LABORATORY WORK AUTHORIZATIONS, SEDATION AND ANESTHESIA

#### Review and Respond to Clearinghouse Report and Public Hearing Comments

**MOTION**: Dennis Myers moved, seconded by Wendy Pietz, to accept all

Clearinghouse comments for Clearinghouse Rule 19-132, relating to laboratory work authorizations, sedation and anesthesia. Motion carried

unanimously.

**MOTION**: Wendy Pietz moved, seconded by Dennis Myers, to authorize the

Chairperson to approve the Legislative Report and Draft for

Clearinghouse Rule 19-132, relating to laboratory work authorizations,

sedation and anesthesia, for submission to the Governor's Office and Legislature. Motion carried unanimously.

(Herbert Kaske was excused at 12:27 p.m.)

#### ADMINISTRATIVE RULE MATTERS

#### Adoption of CR 18-089, Relating to Preservation of Patient Health Care Records

**MOTION**: Peter Sheild moved, seconded by Dennis Myers, to approve the Adoption

Order for Clearinghouse Rule CR 18-089, relating to preservation of

patient health Care Records. Motion carried unanimously.

#### 2017 Wisconsin Act 262 Report

**MOTION:** Lisa Bahr moved, seconded by Peter Sheild, to authorize the Chairperson

to approve the 2017 Wisconsin Act 262 Report for submission, pursuant to

§ 440.035(2m)(c)2., Wis. Stats.. Motion carried unanimously.

#### CLOSED SESSION

**MOTION:** Dennis Myers moved, seconded by Peter Sheild, 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.). Matthew Bistan, Chairperson, read the language of the motion. The vote of each member was ascertained by voice vote. Roll Call Vote: Lisa Bahr-yes; Matthew Bistan-yes; Shaheda Govani-yes; Leonardo Huck-yes; Dennis Myers-yes; Wendy Pietz-yes; Katherine Schrubbe-yes; and Peter Sheild-yes. Motion carried unanimously.

The Board convened into Closed Session at 1:13 p.m.

#### **CREDENTIALING MATTERS**

#### **Application Reviews**

#### Fred J. de la Cotera – Dentistry Application

**MOTION**: Dennis Myers moved, seconded by Shaheda Govani, to accept the

examination scores submitted by Fred J. de la Cotera, DDS and to approve the Dentistry Application of Fred J. de la Cotera, once all requirements are met, specifically to include submission of a valid and current CPR Card.

Motion carried unanimously.

#### DIVISION OF LEGAL SERVICES AND COMPLIANCE (DLSC) MATTERS

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

#### 18 DEN 012 – Zolya Geller, DDS

**MOTION**: Peter Sheild moved, seconded by Dennis Myers, to adopt the Finding of

Fact, Conclusions of Law and Order in the matter of disciplinary proceedings against Zolya Geller, DDS, DLSC Case Number 18 DEN

012. Motion carried unanimously.

#### **Case Closings**

#### 18 DEN 026 - R.I.V.

**MOTION:** Lisa Bahr moved, seconded by Katherine Schrubbe, to close DLSC Case

Number 18 DEN 026, against R.I.V., for No Violation. Motion carried

unanimously.

#### 18 DEN 028 – I.R.R & S.O.K.

**MOTION:** Peter Sheild moved, seconded by Katherine Schrubbe, to close DLSC

Case Number 18 DEN 028, against I.R.R. for No Violation, and against S.O.K. for Prosecutorial Discretion (P5). Motion carried unanimously.

#### RECONVENE TO OPEN SESSION

**MOTION:** Dennis Myers moved, seconded by Wendy Pietz, to reconvene into Open

Session. Motion carried unanimously.

The Board reconvened into Open Session at 1:33 p.m.

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

**MOTION:** Dennis Myers moved, seconded by Shaheda Govani, 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:** Dennis Myers, seconded by Shaheda Govani, to adjourn the meeting.

Motion carried unanimously.

The meeting adjourned at 1:35 p.m.

# State of Wisconsin Department of Safety & Professional Services

## AGENDA REQUEST FORM

| 1) Name and Title of Per   | son Subr               | nitting the Request                      | :         | 2) Date When Request Submitted:  |   |  |  |  |
|--|------------------------|--|-----------|--|---|--|--|--|
| Megan Glaeser, Bur   | eau As                 | sistant                                  |           | 1/2/2020   |   |  |  |  |
|  |                        |  |           | 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, Comr   | nittee, Co             | uncil, Sections:                         |           |  |   |  |  |  |
| Dentistry Examining Board  |                        |  |           |  |   |  |  |  |
| 4) Meeting Date:   | 5) Attachments: 6) How |  |           | v should the item be titled on the agenda page?  |   |  |  |  |
| 1/8/2020   | ⊠ Yes Adn              |  |           | Administrative Matters:  |   |  |  |  |
|  | □ No                   |  | 1)        | ,  |   |  |  |  |
|  |                        |  |           |  | ppointment of Liaisons and Alternates<br>elegation of Authorities |  |  |  |
| 7) Place Item in:  |                        | 8) Is an appearan                        | ce before | the Board being  | 9) Name of Case Advisor(s), if required:                          |  |  |  |
|  |                        | scheduled?                               |           |  | N/A   |  |  |  |
| ☐ Closed Session   |                        | ☐ Yes                                    |           |  |   |  |  |  |
|  |                        | ⊠ No                                     |           |  |   |  |  |  |
| 10) Describe the issue a   | nd action              | that should be add                       | dressed:  |  |   |  |  |  |
| 1) The Board should con 2) The new Chairperson 3) The Board should rev  11)  Megan Glaeser   | should re              | eview and appoint/<br>hen consider conti | reappoint | : Liaisons and Alterna<br>or modification of pre   | ates as appropriate. viously delegated authorities.               |  |  |  |
|  |                        |  |           | · · ·  |   |  |  |  |
| 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. |                        |  |           |  |   |  |  |  |

#### **DENTISTRY EXAMINING BOARD**

| 2019 ELECTION RESULTS   |  |  |  |  |  |  |
|---|--|--|--|--|--|--|
| Chairperson   | Matthew Bistan   |  |  |  |  |  |
| Vice Chairperson  | Wendy Pietz  |  |  |  |  |  |
| Secretary   | Dennis Myers   |  |  |  |  |  |
| 2019 LIAISON APPOINTMENTS   |  |  |  |  |  |  |
| Credentialing Liaisons  | Debra Beres (Dental Hygiene),<br>Wendy Pietz (Dentistry)<br>Alternate: Leo Huck    |  |  |  |  |  |
| Office of Education and<br>Exams Liaison  | Lisa Bahr  |  |  |  |  |  |
| Monitoring and<br>Professional Assistance<br>Procedure (PAP) Liaison                  | Herbert Kaske  |  |  |  |  |  |
| Legislative Liaison   | Matthew Bistan   |  |  |  |  |  |
| Travel Liaison  | Matthew Bistan   |  |  |  |  |  |
| PDMP Liaison/ Appointed to Controlled Substances Board as per Wis. Stats. §15.405(5g) | Leonardo Huck  |  |  |  |  |  |
| Screening Panel Members   | Dennis Myers, Matthew Bistan,<br>and Katherine Schrubbe<br>Alternate: Peter Sheild |  |  |  |  |  |

#### **Delegation of Authorities**

### Document Signature Delegations

**MOTION:** 

Mark Braden moved, seconded by Christopher J. Callen, 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 duties of the Board, the Chair, chief presiding officer, or longest serving member of the Board. Motion carried unanimously.

**MOTION:** 

Mark Braden moved, seconded by Christopher J. Callen, in order to carry out duties of the Board, the Chairperson, chief presiding officer, or longest serving board member, 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:** 

Debra Beres moved, seconded by Herbert Kaske, 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**

**MOTION:** 

Mark Braden moved, seconded by Debra Beres, 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:** 

Christopher J. Callen moved, seconded by Debra Beres, 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:** 

Mark Braden moved, seconded by Dennis Myers, 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.

#### **Delegation of OWI/Underage Drinking Determinations**

**MOTION:** 

Christopher J. Callen moved, seconded by Debra Beres, to delegate authority to DSPS Attorneys and Paralegals to review and approve applicants with one OWI or underage drinking violation which do not substantially relate to the practice of Dentistry or Dental Hygiene. Motion carried unanimously.

#### **Delegation of Faculty License Credentialing Decisions**

**MOTION:** Debra Beres moved, seconded by Herbert Kaske, to delegate all faculty

license credentialing decisions to the Board's Credentialing Liaisons.

Motion carried unanimously.

#### Delegated Authority for Application Denial Reviews

**MOTION:** Christopher J. Callen moved, seconded by Leonardo Huck, 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:** Mark Braden moved, seconded by Leonardo Huck, 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, Continuing Education and/or Examination Delegation(s)

**MOTION:** Dennis Myers moved, seconded by Leonardo Huck, 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 Board Member Contact Information to National Regulatory Related Bodies

**MOTION:** Mark Braden moved, seconded by Leonardo Huck, 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:** Mark Braden moved, seconded by Katherine Schrubbe to designate the

Chair (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:** Wendy Pietz moved, seconded by Christopher J. Callen, to delegate

authority to the Legislative Liaisons to speak on behalf of the Board

regarding legislative matters. Motion carried unanimously.

#### **Travel Delegation**

**MOTION:** Leonardo Huck moved, seconded by Katherine Schrubbe, to delegate

authority to the Travel Liaison to approve any board member travel.

Motion carried unanimously.

## State of Wisconsin Department of Safety & Professional Services

### **AGENDA REQUEST FORM**

| 1) Name and Title of Person S  | Submitting the Requ | iest:   | 2) Date When Requ   | est Submitted:                           |  |  |  |  |  |
|--|---------------------|---|---|--|--|--|--|--|--|
| Ashley Ayres   |                     |   | December 31, 2019   |  |  |  |  |  |  |
| Monitoring and Intake Super  |                     |   | Items will be considered late if submitted after 4:30 p.m. and less than:   |  |  |  |  |  |  |
| Division of Legal Services an  | nd Compliance       |   | <ul> <li>10 work days before the meeting for Medical Board</li> <li>14 work days before the meeting for all others</li> </ul> |  |  |  |  |  |  |
| 3) Name of Board, Committee, Council, Sections:  |                     |   |   |  |  |  |  |  |  |
| Dentistry Examining Board  |                     |   |   |  |  |  |  |  |  |
| 4) Meeting Date:   | 5) Attachments:     | 6) How should t   | the item be titled on the agenda page?  |  |  |  |  |  |  |
| January 8, 2020  | ⊠ Yes<br>□ No       | Appointment of Monitoring Liaison and Delegated Authorities |   |  |  |  |  |  |  |
| 7) Place Item in:  |                     | appearance before   | the Board being   | 9) Name of Case Advisor(s), if required: |  |  |  |  |  |
|  | schedu              |   |   |  |  |  |  |  |  |
| Closed Session   |                     | s ( <u>Fill out Board A</u> p                               | pearance Request)   |  |  |  |  |  |  |
| Both   | NO NO               | ⊠ No  |   |  |  |  |  |  |  |
| 10) Describe the issue and action that should be addressed:  |                     |   |   |  |  |  |  |  |  |
| Appoint primary and alternate liaisons for Monitoring, and for the Professional Assistance Procedure (PAP).  |                     |   |   |  |  |  |  |  |  |
| Adopt or reject the Roles and Authorities Delegated to the Monitoring Liaison and Department Monitor document as presented in today's agenda packet.   |                     |   |   |  |  |  |  |  |  |
| 3. Delegate authority to Board Counsel to sign Monitoring orders on behalf of the Board/Section, after the Board/Section has taken action on Monitoring agenda items.  |                     |   |   |  |  |  |  |  |  |
| Current practice is for Department Monitors to draft Monitoring orders after Board meetings, send them to Board Counsel for review, and then send them to the Executive Director for subsequent review and signature. With the new proposed process, Department Monitors would only send their orders to Board Counsel for review and signature, eliminating the need for a second review by the Executive Director. |                     |   |   |  |  |  |  |  |  |
| 11) Authorization  |                     |   |   |  |  |  |  |  |  |
| Ashlugtyres  |                     |   | December 31, 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 submitted to the agenda.  |                     |   |   |  |  |  |  |  |  |
| 2. Post Agenda Deadline iten   | ns must be authoriz | ed by a Superviso   | r and the Policy Deve   |  |  |  |  |  |  |
| 3. If necessary, provide original documents needing Board Chairperson signature to the Bureau Assistant prior to the start of a  |                     |   |   |  |  |  |  |  |  |

#### Roles and Authorities Delegated to the Monitoring Liaison and Department Monitor

The Monitoring Liaison ("Liaison") is a Board/Section designee who works with department monitors 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/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 <u>one 90-day extension</u>, if warranted and requested in writing by Respondent, to complete Board/Section-ordered continuing 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 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 or written authorization from the Liaison.
- 8. Grant or deny a request to appear before the Board/Section in closed session.
- 9. Board Monitoring Liaison may determine whether Respondent's petition is eligible for consideration by the full Board/Section.
- 10. (Except Pharmacy) 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. (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.
  - a. Year 1: 49 screens (including 1 hair test, if required by original order)
  - b. Year 2: 36 screens (plus 1 hair test, if required by original order)
  - c. 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

- 12. (Dentistry only) Ability to approve or deny all requests from a respondent.
- 13. (Except Nursing) Board Monitoring Liaison may approve or deny Respondent's request to be excused from drug and alcohol testing for work, travel, etc.

#### <u>Current Authorities Delegated to the Department Monitor</u>

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 CE is the <u>sole condition</u> 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 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 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.

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