



VIRTUAL/TELECONFERENCE
PHYSICIAN ASSISTANT AFFILIATED CREDENTIALING BOARD
Virtual, 4822 Madison Yards Way, Madison
Contact: Tom Ryan (608) 266-2112
February 23, 2023

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

9:00 A.M.

OPEN SESSION – CALL TO ORDER – ROLL CALL

- A. Adoption of Agenda (1-4)**
- B. Approval of Minutes of January 19, 2023 (5-11)**
- C. Reminders: Conflicts of Interest, Scheduling Concerns
- D. Introductions, Announcements and Recognition
- E. Administrative Matters – Discussion and Consideration**
 - 1) Department, Staff and Board Updates
 - 2) Board Members – Term Expiration Dates
 - a. Collins, Clark A. – 7/1/2023
 - b. Edwards, Jacqueline K. – 7/1/2025
 - c. Elliot, Eric M. – 7/1/2024
 - d. Fischer, Jean M. – 7/1/2023
 - e. Holmes-Drammeh, Emelle S. – 7/1/2024
 - f. Jarrett, Jennifer L. – 7/1/2024
 - g. Martin, Cynthia S. – 7/1/2023
 - h. Sanders, Robert W. – 7/1/2024
 - i. Streit, Tara E. – 7/1/2023
 - 3) Wis. Stat. s 15.085 (3)(b) – Biannual Meeting with the Medical Examining Board
- F. Legislation and Policy Matters – Discussion and Consideration
- G. Federation of State Medical Board (FSMB) Matters – Discussion and Consideration**
- H. Speaking Engagements, Travel, or Public Relation Requests, and Reports**
 - a. Consider Attendance: Federation of State Medical Boards (FSMB) Annual Meeting – May 4 – 6, 2023 – Minneapolis, MN
- I. Professional Title Change to Physician Associate – Discussion and Consideration**

J. Controlled Substances Board March Meeting – Discussion and Consideration

K. Administrative Rule Matters – Discussion and Consideration

- 1) Update on Med 26, relating to Military Medical Personnel
- 2) Update on PA 1 to 4, relating to Physician Assistants
- 3) Pending & Possible Rulemaking Projects

L. Update on Professional Assistance Procedure (PAP) Discussion of Expansion to Include Mental Health Disorders – Discussion and Consideration

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

N. 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.).

O. Deliberation on DLSC Matters

- 1) **Proposed Stipulations, Final Decisions and Orders**
 - a. 21 PAB 002 – Dagmara Z. Beine, P.A.-C. **(12-18)**
- 2) **Case Closings**

a. 21 PAB 008 – G.M.C. (19-31)

P. 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 Orders
- 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

Q. Consulting with Legal Counsel

RECONVENE TO OPEN SESSION IMMEDIATELY FOLLOWING CLOSED SESSION

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

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

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

ADJOURNMENT

VIRTUAL/TELECONFERENCE

ORAL INTERVIEW OF CANDIDATES FOR LICENSURE

10:00 A.M. OR IMMEDIATELY FOLLOWING THE FULL BOARD MEETING

CLOSED SESSION – Reviewing Applications and Conducting Oral Interview of **Zero (0)** (at time of agenda publication) Candidates for Licensure – **Jean Fischer** and **Clark Collins**.

NEXT MEETING: APRIL 20, 2023

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 virtually unless otherwise indicated. In-person meetings are typically conducted at 4822 Madison Yards Way, Madison, Wisconsin, unless an alternative location is listed on the meeting notice. In order to confirm a meeting or to request a complete copy of the board's agenda, please visit the Department website at <https://dps.wi.gov>. 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 hearing, or other accommodations, are considered upon request by contacting the Affirmative Action Officer, or reach the Meeting Staff by calling 608-267-7213.

**VIRTUAL/TELECONFERENCE
PHYSICIAN ASSISTANT
AFFILIATED CREDENTIALING BOARD
JANUARY 19, 2023**

PRESENT: Clark Collins, Jacqueline Edwards, Eric Elliot, Jean Fischer, Jennifer Jarrett, Cynthia Martin, Robert Sanders, Tara Streit

EXCUSED: Emelle Holmes-Drammeh

STAFF: Tom Ryan, Executive Director; Jameson Whitney, Legal Counsel; Nilajah Hardin, Administrative Rules Coordinator; Dialah Azam, Bureau Assistant; and other Department Staff

CALL TO ORDER

Jennifer Jarrett, Chairperson, called the meeting to order at 9:01 a.m. A quorum was confirmed with six (6) members present.

ADOPTION OF AGENDA

MOTION: Clark Collins moved, seconded by Eric Elliot, to adopt the Agenda as published. Motion carried unanimously.

APPROVAL OF MINUTES OF DECEMBER 15, 2022

MOTION: Eric Elliot moved, seconded by Clark Collins, to approve the Minutes of December 15, 2022 as published. Motion carried unanimously.

(Jacqueline Edwards arrived at 9:03 a.m.)

ADMINISTRATIVE MATTERS

Election of Officers, Appointments of Liaisons and Alternates, Delegation of Authorities

Election of Officers

Chairperson

NOMINATION: Jacqueline Edwards nominated Jennifer Jarrett for the Office of Chairperson. Jennifer Jarrett accepted the nomination.

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

Jennifer Jarrett was elected as Chairperson by unanimous voice vote.

Vice Chairperson

NOMINATION: Jacqueline Edwards nominated Eric Elliot for the Office of Vice Chairperson. Eric Elliot accepted the nomination.

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

Eric Elliot was elected as Vice Chairperson by unanimous voice vote.

Secretary

NOMINATION: Eric Elliot nominated Jacqueline Edwards for the Office of Secretary. Jacqueline Edwards accepted the nomination.

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

Jacqueline Edwards was elected as Secretary by unanimous voice vote.

ELECTION RESULTS	
Chairperson	Jennifer Jarrett
Vice Chairperson	Eric Elliot
Secretary	Jacqueline Edwards

Appointment of Liaisons and Alternates

LIAISON APPOINTMENTS	
Credentialing Liaison(s)	Clark Collins, Jean Fischer <i>Alternate:</i> Jaqueline Edwards, Eric Elliot
Legislative Liaison(s)	Jennifer Jarrett <i>Alternate:</i> Eric Elliot
Education, Continuing Education, and Examinations Liaison(s)	Eric Elliot <i>Alternate:</i> Emelle Holmes-Drammeh
Monitoring Liaison(s)	Jennifer Jarrett <i>Alternate:</i> Eric Elliot
Professional Assistance Procedure Liaison(s)	Clark Collins <i>Alternate:</i> Tara Streit
MEB Liaison(s)	Jennifer Jarrett <i>Alternate:</i> Eric Elliot
Administrative Rules Liaison(s)	Eric Elliot <i>Alternate:</i> Tara Streit
Travel Authorization Liaison(s)	Jennifer Jarrett <i>Alternate:</i> Eric Elliot
Website Liaison(s)	Tara Streit <i>Alternate:</i> Clark Collins

Screening Panel	Jean Fischer, Robert Sanders, Cynthia Martin <i>Alternate:</i> Emelle Holmes Drammeh
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Document Signature Delegations

MOTION: Eric Elliot moved, seconded by Jacqueline Edwards, 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: Jean Fischer moved, seconded by Jacqueline Edwards, 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: Eric Elliot moved, seconded by Jennifer Jarrett, 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 Loss of Quorum

MOTION: Eric Elliot moved, seconded by Jacqueline Edwards, to delegate the review and authority to act on disciplinary cases to the Department’s Chief Legal Counsel due to lack of/loss of quorum after two consecutive meetings. Motion carried unanimously.

Delegation to Chief Legal Counsel for Stipulated Resolutions

MOTION: Jennifer Jarrett moved, seconded by Eric Elliot, to delegate to DSPPS Chief Legal Counsel the authority to act on behalf of the Board concerning stipulated resolutions providing for a surrender, suspension, or revocation of a credential, where the underlying merits involve serious and dangerous behavior, and where the signed stipulation is received between Board meetings. The Board further requests that CLC only act on such matters when the best interests of the Board, Department and the Public are best served by acting upon the stipulated resolution at the time the signed stipulation is received versus waiting for the next Board meeting. Motion carried unanimously.

Monitoring Delegations

Delegation of Authorities for Monitoring

MOTION: Clark Collins moved, seconded by Eric Elliot, to adopt the “Roles and Authorities Delegated for Monitoring” document as presented in the January 19, 2023 agenda materials on pages 16-18, except that item number 11 shall not be removed. Motion carried unanimously.

Delegation of Authorities for Legal Counsel to Sign Monitoring Orders

MOTION: Jean Fischer moved, seconded by Eric Elliot, to delegate to Legal Counsel the authority to sign Monitoring orders that result from Board meetings on behalf of the Board Chairperson. Motion carried unanimously.

Credentialing Authority Delegations

Delegation of Authority to Credentialing Liaison

MOTION: Eric Elliot moved, seconded by Jennifer Jarrett, 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, except that potential denial decisions shall be referred to the full Board for final determination. Motion carried unanimously.

Delegation of Authority to DSPS When Credentialing Criteria is Met

MOTION: Jean Fischer moved, seconded by Jacqueline Edwards, to delegate credentialing authority to the Department to act upon applications that meet all credentialing statutory and regulatory requirements without Board or Board liaison review. Motion carried unanimously.

Delegation of Authority for Predetermination Reviews

MOTION: Jean Fischer moved, seconded by Eric Elliot, to delegate authority to the Department Attorneys to make decisions regarding predetermination applications pursuant to Wis. Stat. § 111.335(4)(f). Motion carried unanimously.

Delegation of Authority for Reciprocity/Endorsement Reviews

MOTION: Eric Elliot moved, seconded by Clark Collins, to delegate authority to the Department Attorneys to review and approve reciprocity applications in which the out of state license requirements are substantially equivalent to the Board’s requirements. Motion carried unanimously.

Delegated Authority for Application Denial Reviews

MOTION: Eric Elliot moved, seconded by Jennifer Jarrett, 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. Motion carried unanimously.

Delegation of Authority for Conviction Reviews

MOTION: Eric Elliot moved, seconded by Jennifer Jarrett, to delegate authority to Department Attorneys to review and approve conviction records with up to 2 misdemeanors each more than 4 years old and which are not substantially related to the practice of physician assistants. Motion carried unanimously.

Delegation of Authority for Military Reciprocity Reviews

MOTION: Eric Elliot moved, seconded by Jennifer Jarrett, to delegate authority to the Department Attorneys to review and approve military reciprocity applications in which the individual meets the requirements of Wis. Stat. § 440.09. Motion carried unanimously.

Voluntary Surrenders

MOTION: Eric Elliot moved, seconded by Jennifer Jarrett, 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.

MOTION: Jean Fischer moved, seconded by Jacqueline Edwards, to delegate authority to the Department to accept the voluntary surrender of a credential when there is no pending complaint or disciplinary matter with the Department pursuant to Wis. Stat. § 440.19. Motion carried unanimously.

Education and Examination Liaison(s) Delegation

MOTION: Eric Elliot moved, seconded by Jacqueline Edwards, to delegate authority to the Education and Examination Liaison(s) to address all issues related to continuing education and examinations. Motion carried unanimously.

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

MOTION: Jennifer Jarrett moved, seconded by Jean Fischer, to authorize the Department staff to provide national regulatory related bodies with all board member e-mail address information that the Department retains on file. Motion carried unanimously.

Optional Renewal Notice Insert Delegation

MOTION: Eric Elliot moved, seconded by Jennifer Jarrett, 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: Eric Elliot moved, seconded by Jacqueline Edwards, to delegate authority to the Legislative Liaisons to speak on behalf of the Board regarding legislative matters. Motion carried unanimously.

Travel Authorization Liaison Delegation

MOTION: Jean Fischer moved, seconded by Jacqueline Edwards, to delegate authority to the Travel Authorization Liaison to approve any board member travel to and/or participation in events germane to the board, and to designate representatives from the Board to speak and/or act on the Board's behalf at such events. Motion carried unanimously.

Website Liaison(s) Delegation

MOTION: Eric Elliot moved, seconded by Jacqueline Edwards, to authorize to the Website Liaison(s) to act on behalf of the Board in working with Department staff to identify and execute website updates. Motion carried unanimously.

Medical Examining Board Liaison(s) Delegation

MOTION: Jacqueline Edwards moved, seconded by Robert Sanders, to designate the MEB Liaison to represent the Board before the Medical Examining Board and to confer with the Medical Examining Board on matters of joint interest. Motion carried unanimously.

Administrative Rules Liaison(s) Delegation

MOTION: Jennifer Jarrett moved, seconded by Eric Elliot, to delegate authority to the Administrative Rules Liaison(s) to address all rulemaking as related to drafting and making recommendations to the full Board. Motion carried unanimously.

ADMINISTRATIVE RULE MATTERS

Legislative Report and Final Rule Draft: PA 1 to 4, Relating to Physician Assistants

MOTION: Eric Elliot moved, seconded by Jennifer Jarrett, to request an extension for EmR 2206 (PA 1 to 4) relating to Physician Assistants. Motion carried unanimously.

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

MOTION: Eric Elliot moved, seconded by Jennifer Jarrett, to delegate ratification of examination results to DSPS staff and to ratify all licenses and certificates as issued. Motion carried unanimously.

ADJOURNMENT

MOTION: Jacqueline Edwards moved, seconded by Tara Streit, to adjourn the meeting. Motion carried unanimously.

The meeting adjourned at 11:03 a.m.

DRAFT