



VIRTUAL TELECONFERENCE

ATHLETIC TRAINERS AFFILIATED CREDENTIALING BOARD

Room 121A, 1400 East Washington Avenue, Madison

Contact: Tom Ryan (608) 266-2112

November 10, 2015

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 (1-3)**
- B) **Approval of Minutes of May 12, 2015 (4-7)**
- C) **Appointments/Reappointments/Confirmations**
 - 1) Reappointment – Kurt Fielding (8)
- D) **Administrative Updates**
 - 1) Staff Updates
- E) **9:05 A.M.: APPEARANCE: Al Rohmeyer, Administrator, Division of Legal Services and Compliance (DLSC) – Introduction and Q & A (9)**
- F) **Legislative/Administrative Rule Matters:**
 - 1) Assembly Bill 203 – Epi-Pen Legislation (10)
 - 2) Current and Future Rule Making and Legislative Initiatives
 - 3) Administrative Rules Report
- G) Wis. Stat. § 15.085(3)(b) – Biannual Meeting with the Medical Examining Board
- H) Speaking Engagement(s), Travel, or Public Relation Request(s)
- I) **Board of Certification (BOC) Matters**
 - 1) 2015 BOC State Regulatory Conference Report (11)
- J) Informational Items

- K) Items Added After Preparation of Agenda:
- 1) Introductions, Announcements and Recognition
 - 2) Administrative Updates
 - 3) Education and Examination Matters
 - 4) Credentialing Matters
 - 5) Practice Matters
 - 6) Legislation/Administrative Rule Matters
 - 7) Liaison Report(s)
 - 8) Informational Item(s)
 - 9) Disciplinary Matters
 - 10) Presentations of Petition(s) for Summary Suspension
 - 11) Presentation of Proposed Stipulation(s), Final Decision(s) and Order(s)
 - 12) Presentation of Proposed Decisions
 - 13) Presentation of Interim Order(s)
 - 14) Petitions for Re-Hearing
 - 15) Petitions for Assessments
 - 16) Petitions to Vacate Order(s)
 - 17) Petitions for Designation of Hearing Examiner
 - 18) Requests for Disciplinary Proceeding Presentations
 - 19) Motions
 - 20) Petitions
 - 21) Appearances from Requests Received or Renewed
 - 22) Speaking Engagement(s), Travel, or Public Relation Request(s)
- L) Public Comments

CONVENE TO CLOSED SESSION to deliberate on cases following hearing (§ 19.85 (1) (a), Stats.); to consider licensure or certification of individuals (§ 19.85 (1) (b), Stats.); to consider closing disciplinary investigations with administrative warnings (§ 19.85 (1) (b), Stats. and § 440.205, Stats.); to consider individual histories or disciplinary data (§ 19.85 (1) (f), Stats.); and to confer with legal counsel (§ 19.85 (1) (g), Stats.).

- M) Deliberation of Items Added After Preparation of the Agenda
- 1) Education and Examination Matters
 - 2) Credentialing Matters
 - 3) Disciplinary Matters
 - 4) Monitoring Matters
 - 5) Professional Assistance Procedure (PAP) Matters
 - 6) Petition(s) for Summary Suspensions
 - 7) Proposed Stipulations, Final Decisions and Orders
 - 8) Administrative Warnings
 - 9) Proposed Decisions
 - 10) Matters Relating to Costs
 - 11) Complaints
 - 12) Case Closings
 - 13) Case Status Report
 - 14) Petition(s) for Extension of Time
 - 15) Proposed Interim Orders
 - 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) Open Session Items Noticed Above not Completed in the Initial Open Session

P) Vote on Items Considered or Deliberated Upon in Closed Session, if Voting is Appropriate

ADJOURNMENT

ATHLETIC TRAINERS AFFILIATED CREDENTIALING BOARD
WEB/VIRTUAL MEETING MINUTES
May 12, 2015

PRESENT: Ryan Berry, Kurt Fielding, James Nesbit, Gregory Vergamini

STAFF: Tom Ryan, Executive Director; Kimberly Wood, Bureau Assistant; and other Department staff

CALL TO ORDER

Ryan Berry, Chair, called the meeting to order at 9:02 a.m. A quorum of four (4) members was confirmed.

ADOPTION OF AGENDA

MOTION: James Nesbit moved, seconded by Gregory Vergamini, to adopt the agenda as published. Motion carried unanimously.

APPROVAL OF MINUTES

MOTION: Gregory Vergamini moved, seconded by Kurt Fielding, to approve the minutes of August 22, 2014 as published. Motion carried unanimously.

ADMINISTRATIVE UPDATES

ELECTIONS

Board Chair

NOMINATION: Gregory Vergamini nominated Ryan Berry for the Office of Board Chair. Nomination carried unanimously.

Tom Ryan called for other nominations three (3) times.

Ryan Berry was elected as Board Chair.

Vice Chair

NOMINATION: Ryan Berry nominated Kurt Fielding for the Office of Vice Chair. Nomination carried unanimously.

Tom Ryan called for other nominations three (3) times.

Kurt Fielding was elected as Vice Chair.

Secretary

NOMINATION: Gregory Vergamini nominated James Nesbit for the Office of Secretary. Nomination carried unanimously.

Tom Ryan called for other nominations three (3) times.

James Nesbit was elected as Secretary.

2015 ELECTION RESULTS	
Chair	Ryan Berry
Vice Chair	Kurt Fielding
Secretary	James Nesbit

APPOINTMENT OF LIAISONS, ALTERNATES, AND DELEGATES

MOTION: Kurt Fielding moved, seconded by Gregory Vergamini, to maintain the current liaison appointments as outlined below:

- **Credentialing Liaison: Ryan Berry;**
(James Nesbit as the Alternate)
- **DLSC Liaison: James Nesbit;**
(Gregory Vergamini as the Alternate)
- **Legislative Liaison: Kurt Fielding;**
(Ryan Berry as the Alternate)
- **Education & Exams Liaison: James Nesbit;**
(Gregory Vergamini as the Alternate)
- **Monitoring Liaison: James Nesbit;**
(Gregory Vergamini as the Alternate)
- **PAP Liaison: Kurt Fielding;**
(Ryan Berry as the Alternate)
- **Travel Liaison: Ryan Berry;**
(James Nesbit as the Alternate)
- **Screening Panel: James Nesbit, Kurt Fielding**
(Gregory Vergamini as the Alternate)

Motion carried unanimously.

DELEGATED AUTHORITY MOTIONS

MOTION: James Nesbit moved, seconded by Gregory Vergamini, that the Board delegates authority to the highest ranking 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 highest ranking officer or longest serving member of the Board, by order of succession, has the ability to delegate this signature authority for purposes of facilitating the completion of assignments during or between meetings. The highest ranking officer or longest serving member of the Board, by order of succession, delegates the authority to a Department representative to sign the Chair or any and all Board members, on documents as necessary. Motion carried unanimously.

MOTION: Gregory Vergamini moved, seconded by Kurt Fielding, in order to facilitate the completion of assignments between meetings, the Board delegates its authority to the highest ranking officer or longest serving member of the Board, by order of succession, to appoint liaisons to the Department where knowledge or experience in the profession is required to carry out the duties of the Board in accordance with the law. Motion carried unanimously.

MOTION: Ryan Berry moved, seconded by Kurt Fielding, to adopt the “Roles and Authorities Delegated to the Monitoring Liaison and Department Monitor” document as presented at the meeting. Motion carried unanimously.

MOTION: James Nesbit moved, seconded by Gregory Vergamini, to delegate authority to the Credentialing Liaison(s) 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.

WIS. STAT. § 15.085(3)(B)

BIANNUAL MEETING WITH THE MEDICAL EXAMINING BOARD

MOTION: Kurt Fielding moved, seconded by Gregory Vergamini, to defer this topic until the next meeting. Motion carried unanimously.

SPEAKING ENGAGEMENT(S), TRAVEL, OR PUBLIC RELATION REQUEST(S)

Consider Attendance at the Board of Certification Athletic Trainer Regulatory Conference – July 10-11, 2015 – Omaha, Nebraska

MOTION: Ryan Berry moved, seconded by Gregory Vergamini, to designate James Nesbit to attend the Board of Certification Athletic Trainer Regulatory Conference on July 10-11, 2015 in Omaha, Nebraska, and to authorize travel. Motion carried unanimously. Motion carried unanimously.

CONVENE TO CLOSED SESSION

MOTION: Kurt Fielding moved seconded by Gregory Vergamini, 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.). Ryan Berry read the language of the motion. The vote of each member was ascertained by voice vote. Roll Call Vote: Ryan Berry-yes; Kurt Fielding-yes; James Nesbit-yes; Gregory Vergamini-yes. Motion carried unanimously.

The Board convened to closed session at 9:34 a.m.

RECONVENE TO OPEN SESSION

MOTION: Ryan Berry moved, seconded by Kurt Fielding, to reconvene to open session. Motion carried unanimously.

The Board reconvened to open session at 9:37 a.m.

REAFFIRM ALL VOTES TAKEN IN CLOSED SESSION

MOTION: James Nesbit moved, seconded by Ryan Berry, to reaffirm all motions made and votes taken in closed session. Motion carried unanimously.

DELIBERATION ON ADMINISTRATIVE WARNING(S)

14 ATB 002 (J.R.C.)

MOTION: Ryan Berry moved, seconded by James Nesbit, to issue an Administrative Warning in the matter of DLSC case number 14 ATB 002 (J.R.C.). Motion carried unanimously.

CASE CLOSINGS

14 ATB 001 (M.J.V.)

MOTION: Ryan Berry moved, seconded by Kurt Fielding, to close case 14 ATB 001 (M.J.V.) for no violation. Motion carried unanimously.

ADJOURNMENT

MOTION: Gregory Vergamini moved, seconded by Kurt Fielding, to adjourn the meeting. Motion carried unanimously.

The meeting adjourned at 9:39 a.m.

AGENDA REQUEST FORM

1) Name and Title of Person Submitting the Request: DSPS		2) Date When Request Submitted: 7/28/2015 <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: Athletic Trainers Affiliated Credentialing Board			
4) Meeting Date: 11/10/2015	5) Attachments: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	6) How should the item be titled on the agenda page? Re-appointment – Kurt Fielding	
7) Place Item in: <input type="checkbox"/> Open Session <input type="checkbox"/> Closed Session		8) Is an appearance before the Board being scheduled? <input type="checkbox"/> Yes (Fill out Board Appearance Request) <input type="checkbox"/> No	9) Name of Case Advisor(s), if required:
10) Describe the issue and action that should be addressed: Kurt Fielding was re-appointed to the Board on July 27, for a term to expire July 1, 2019.			
11) Authorization			
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.			

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

AGENDA REQUEST FORM

1) Name and Title of Person Submitting the Request: Al Rohmeyer, Administrator, Division of Enforcement		2) Date When Request Submitted: 6/18/2015 Items will be considered late if submitted after 4:30 p.m. and less than: <ul style="list-style-type: none"> ▪ 10 work days before the meeting for Medical Board ▪ 14 work days before the meeting for all others 	
3) Name of Board, Committee, Council, Sections: Athletic Trainers Affiliated Credentialing Board			
4) Meeting Date: 11/10/2015	5) Attachments: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	6) How should the item be titled on the agenda page? Introduction and Q & A – Al Rohmeyer, Administrator, Division of Legal Services and Compliance (DLSC)	
7) Place Item in: <input checked="" type="checkbox"/> Open Session <input type="checkbox"/> Closed Session <input type="checkbox"/> Both	8) Is an appearance before the Board being scheduled? If yes, who is appearing? Yes, Al Rohmeyer	9) Name of Case Advisor(s), if required:	
10) Describe the issue and action that should be addressed: Al Rohmeyer, Administrator of DLSC, will introduce himself to the Board and respond to questions.			
11) Authorization			
Signature of person making this request		Date	
Supervisor (if required)		Date	
Bureau Director signature (indicates approval to add post agenda deadline item to agenda)		Date	

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

AGENDA REQUEST FORM

1) Name and Title of Person Submitting the Request: Nilajah Hardin, Bureau Assistant on behalf of Tom Ryan, Executive Director		2) Date When Request Submitted: 10/29/15 <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: Athletic Trainers Affiliated Credentialing Board			
4) Meeting Date: 11/10/15	5) Attachments: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	6) How should the item be titled on the agenda page? Assembly Bill 203 – Epi-Pen Legislation	
7) Place Item in: <input checked="" type="checkbox"/> Open Session <input type="checkbox"/> Closed Session	8) Is an appearance before the Board being scheduled? <input type="checkbox"/> Yes (Fill out Board Appearance Request) <input checked="" type="checkbox"/> No	9) Name of Case Advisor(s), if required: N/A	
10) Describe the issue and action that should be addressed: Please go to the following link for information on Assembly Bill 203: http://docs.legis.wisconsin.gov/2015/related/proposals/ab203 .			
11) Authorization			
<i>Nilajah D. Hardin</i>		10/30/15	
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.			

**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: 10/8/2015	
		Items will be considered late if submitted after 4:30 p.m. and less than: <ul style="list-style-type: none"> ▪ 10 work days before the meeting for Medical Board ▪ 14 work days before the meeting for all others 	
3) Name of Board, Committee, Council, Sections: Athletic Trainers Affiliated Credentialing Board			
4) Meeting Date: 11/10/2015	5) Attachments: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	6) How should the item be titled on the agenda page? 2015 BOC State Regulatory Conference Report	
7) Place Item in: <input checked="" type="checkbox"/> Open Session <input type="checkbox"/> Closed Session <input type="checkbox"/> Both	8) Is an appearance before the Board being scheduled? If yes, who is appearing? No	9) Name of Case Advisor(s), if required:	
10) Describe the issue and action that should be addressed: For video of the presentations from the 2015 meeting, go here: http://www.bocatc.org/state-regulation/state-regulatory-conference/state-regulatory-conference-archive			
11) Authorization			
Signature of person making this request		Date	
Supervisor (if required)		Date	
Bureau Director signature (indicates approval to add post agenda deadline item to agenda)		Date	