



**Scott Walker, Governor**  
**Dave Ross, Secretary**

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**AUCTIONEER BOARD**  
**Room 121A, 1400 E. Washington Avenue, Madison**  
**Contact: Brittany Lewin (608) 266-2112**  
**October 21, 2014**

*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 description of the actions of the Board.*

**AGENDA**

**9:30 A.M.**

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

**A. Adoption of Agenda (1-2)**

**B. Approval of Minutes of June 17, 2014 (3-4)**

**C. APPEARANCES – Secretary Dave Ross and Assistant Deputy Secretary Tom Engels – Department Updates and Q and A**

**D. Administrative Matters – Discussion and Consideration**

- 1) 2015 Meeting Dates
  - January 13, 2015
  - March 17, 2015
  - July 14, 2015
  - October 20, 2015

**E. DLSC Matters – Discussion and Consideration**

- 1) **APPEARANCES – Jane Brischke, Kelley Sankbeil, Kelley Foster and Matthew Niehaus – DLSC Paperless Screening Panel Initiative (5-11)**

**F. Items Added After Preparation of Agenda**

- 1) Informational Items
- 2) DLSC Matters
- 3) Status of Statute and Administrative Rule Matters
- 4) Education and Examination Matters
- 5) Credentialing Matters
- 6) Practice Questions
- 7) Legislative/Administrative Rule Matters
- 8) Liaison Report(s)

- 9) Speaking Engagement(s), Travel, or Public Relation Request(s)
- 10) Consulting with Legal Counsel

**G. Public Comments**

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

**H. Deliberation on Proposed Stipulations, Final Decisions and Orders**

- 1) 13 AUC 002 – Belle City Resale, LLC (12-18)

**I. Deliberation on Order Fixing Costs**

- 1) DLSC Case No. 08 AUC 017 - Order No. 0001973– Dean K. George (19-37)

**J. Case Status Report (38)**

**K. Consulting with Legal Counsel**

**L. Deliberation of Items Received After Preparation of the Agenda**

- 1) Professional Assistance Procedure (PAP)
- 2) Monitoring Matters
- 3) Administrative Warnings
- 4) Review of Administrative Warning
- 5) Proposed Stipulations, Final Decisions and Orders
- 6) Proposed Final Decisions and Orders
- 7) Orders Fixing Costs/Matters Related to Costs
- 8) Petition(s) for Summary Suspensions
- 9) Petition(s) for Extension of Time
- 10) Petition(s) for Re-hearings
- 11) Complaints
- 12) Education and Examination Issues
- 13) Credential Issues
- 14) Appearances from Requests Received or Renewed
- 15) Motions

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

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

**ADJOURNMENT**

**AUCTIONEER BOARD  
MEETING MINUTES  
June 17, 2014**

**PRESENT:** Heather Berlinski, Ronald Polacek (GoToMeeting), Randy Stockwell (GoToMeeting), Timothy Sweeney (GoToMeeting), Jerry Thiel (GoToMeeting), Leonard Yoap (GoToMeeting)

**EXCUSED:** James Wenzler

**STAFF:** Brittany Lewin, Executive Director; Karen Rude-Evans, Bureau Assistant; Pamela Stach, Board Legal Counsel

**CALL TO ORDER**

Timothy Sweeney, Chair, called the meeting to order at 2:09 p.m. with a quorum of six (6) members of the Board confirmed.

**ADOPTION OF AGENDA**

**MOTION:** Ronald Polacek moved, seconded by Jerry Thiel, to adopt the agenda as published. Motion carried unanimously.

**APPROVAL OF MINUTES OF APRIL 14, 2014**

**MOTION:** Jerry Thiel moved, seconded by Leonard Yoap, to approve the minutes of April 14, 2014 as published. Motion carried unanimously.

**CLOSED SESSION**

**MOTION:** Jerry Thiel moved, seconded by Ronald Polacek, 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.). Timothy Sweeney read the language of the motion. The vote of each member was ascertained by voice vote. Roll Call Vote: Heather Berlinski-yes; Ronald Polacek-yes; Randy Stockwell-yes; Timothy Sweeney-yes; Jerry Thiel-yes; Leonard Yoap-yes. Motion carried unanimously.

The Board convened into closed session at 2:15 p.m.

## RECONVENE TO OPEN SESSION

**MOTION:** Jerry Thiel moved, seconded by Ronald Polacek, to reconvene into open session. Motion carried unanimously.

The Board reconvened into open session at 2:47 p.m.

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

**MOTION:** Leonard Yoap moved, seconded by Randy Stockwell, to affirm all motions made in closed session. Motion carried. Timothy Sweeney abstained.

## DELIBERATION ON PETITION FOR REHEARING

**MOTION:** Jerry Thiel moved, seconded by Leonard Yoap, to deny the Petition for Rehearing in the matter of disciplinary proceedings against **Dean. K. George, DLSC case numbers 08 AUC 017 and 09 AUC 006.** Motion carried. Timothy Sweeney recused himself from deliberations and voting on this matter.

**MOTION:** Leonard Yoap moved, seconded by Randy Stockwell, to appoint Jerry Thiel to serve as liaison to work with legal counsel and the Assistant Attorney General regarding the Appeal of **08 AUC 017 and 09 AUC 006.** Motion carried. Timothy Sweeney recused himself from deliberations and voting on this matter.

## ADJOURNMENT

**MOTION:** Timothy Sweeney moved, seconded by Jerry Thiel, to adjourn the meeting. Motion carried unanimously.

The meeting adjourned at 2:49 p.m.

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

**AGENDA REQUEST FORM**

<b>1) Name and Title of Person Submitting the Request:</b>  Matthew C. Niehaus, DSPS WebMaster		<b>2) Date When Request Submitted:</b>  05/16/14  Items will be considered late if submitted after 4:30 p.m. on the deadline date: <ul style="list-style-type: none"> <li>▪ 8 business days before the meeting for paperless boards</li> <li>▪ 14 business days before the meeting for all others</li> </ul>	
<b>3) Name of Board, Committee, Council, Sections:</b>  Auctioneer Board			
<b>4) Meeting Date:</b>  07/15/14	<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>  DLSC Paperless Screening Panel Initiative - APPEARANCE	
<b>7) Place Item in:</b> <input checked="" type="checkbox"/> Open Session <input type="checkbox"/> Closed Session <input type="checkbox"/> Both	<b>8) Is an appearance before the Board being scheduled?</b>  <input checked="" type="checkbox"/> Yes ( <a href="#">Fill out Board Appearance Request</a> ) <input type="checkbox"/> No	<b>9) Name of Case Advisor(s), if required:</b>	
<b>10) Describe the issue and action that should be addressed:</b>  Jane Brischke: Program & Policy Analyst – Advanced Kelley Sankbeil: Records Management Supervisor Kelley Foster: Medical Examining Board Intake Specialist Matthew C. Niehaus: DSPS WebMaster  The above staff will be appearing before the Board to present the DLSC Paperless Screening Panel Initiative.			
<b>11) Authorization</b>			
		04/07/14	
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> 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.			

# **BOARD APPEARANCE REQUEST FORM**

## **Appearance Information**

**Board Name:** Auctioneer Board

**Board Meeting Date:** 07/15/14

**Person Submitting Agenda Request:** Matthew C. Niehaus: DSPS WebMaster

### **Persons requesting an appearance:**

Jane Brischke: Program & Policy Analyst – Advanced

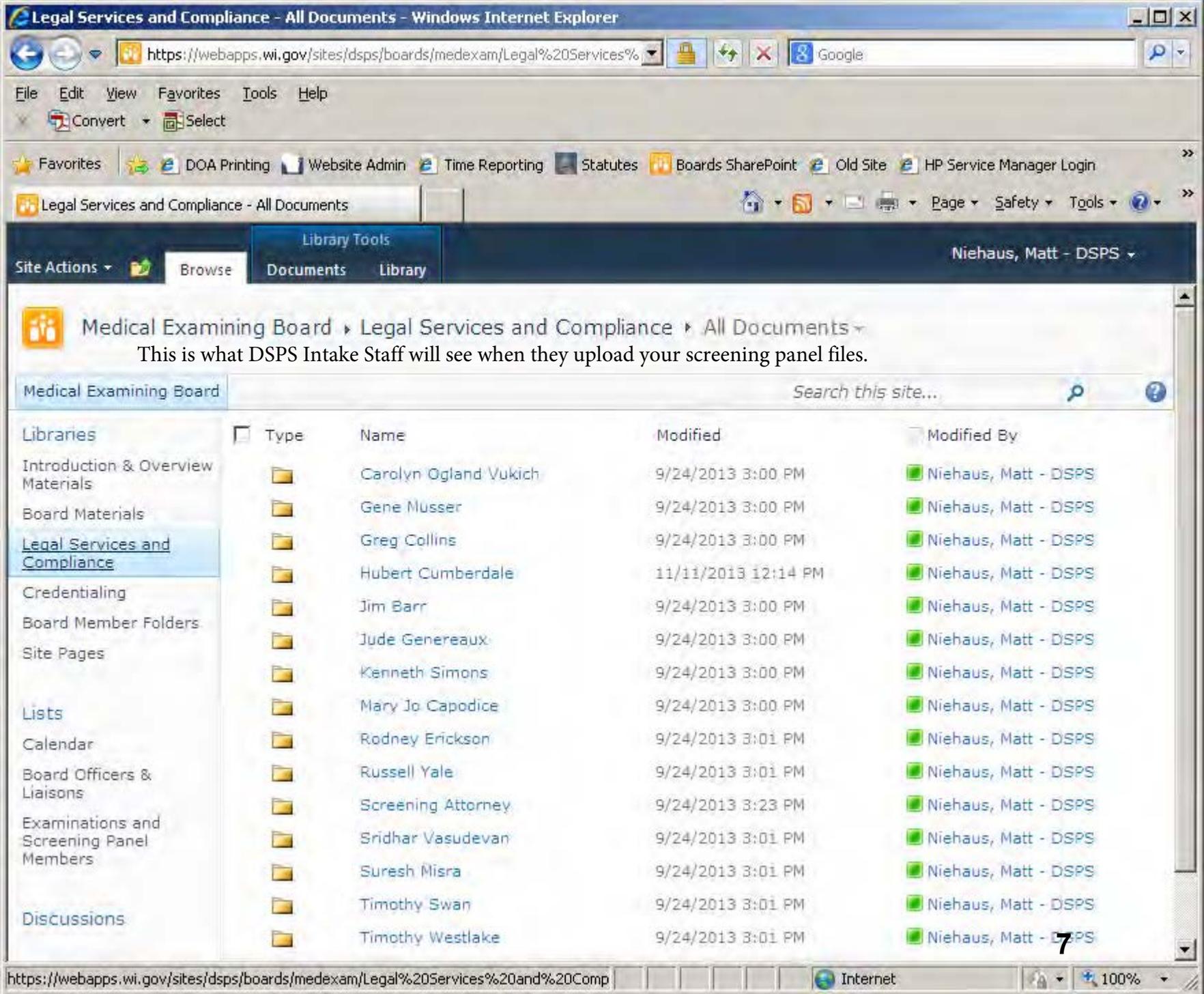
Kelley Sankbeil: Records Management Supervisor

Kelley Foster: Medical Examining Board Intake Specialist

Matthew C. Niehaus: DSPS WebMaster

### **Reason for Appearance:**

The above DSPS staff are appearing before the Board to present the DLSC Paperless Screening Panel.



Medical Examining Board > Legal Services and Compliance > All Documents > This is what DSPS Intake Staff will see when they upload your screening panel files.

Medical Examining Board Search this site...

Libraries	Type	Name	Modified	Modified By
Introduction & Overview Materials	Folder	Carolyn Ogland Vukich	9/24/2013 3:00 PM	Niehaus, Matt - DSPS
Board Materials	Folder	Gene Nusser	9/24/2013 3:00 PM	Niehaus, Matt - DSPS
<b>Legal Services and Compliance</b>	Folder	Greg Collins	9/24/2013 3:00 PM	Niehaus, Matt - DSPS
	Folder	Hubert Cumberlande	11/11/2013 12:14 PM	Niehaus, Matt - DSPS
Credentialing	Folder	Jim Barr	9/24/2013 3:00 PM	Niehaus, Matt - DSPS
Board Member Folders	Folder	Jude Genereaux	9/24/2013 3:00 PM	Niehaus, Matt - DSPS
Site Pages	Folder	Kenneth Simons	9/24/2013 3:00 PM	Niehaus, Matt - DSPS
Lists	Folder	Mary Jo Capodice	9/24/2013 3:00 PM	Niehaus, Matt - DSPS
Calendar	Folder	Rodney Erickson	9/24/2013 3:01 PM	Niehaus, Matt - DSPS
Board Officers & Liaisons	Folder	Russell Yale	9/24/2013 3:01 PM	Niehaus, Matt - DSPS
Examinations and Screening Panel Members	Folder	Screening Attorney	9/24/2013 3:23 PM	Niehaus, Matt - DSPS
	Folder	Sridhar Vasudevan	9/24/2013 3:01 PM	Niehaus, Matt - DSPS
	Folder	Suresh Misra	9/24/2013 3:01 PM	Niehaus, Matt - DSPS
Discussions	Folder	Timothy Swan	9/24/2013 3:01 PM	Niehaus, Matt - DSPS
	Folder	Timothy Westlake	9/24/2013 3:01 PM	Niehaus, Matt - DSPS

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Legal Services and Compliance - All Documents - Windows Internet Explorer

https://webapps.wi.gov/sites/dsps/boards/medexam/Legal%20Services%20Documents

File Edit View Favorites Tools Help

Convert Select

Favorites DOA Printing Website Admin Time Reporting Statutes Boards SharePoint Old Site HP Service Manager Login

Legal Services and Complian... Legal Services and Compl... x

Site Actions Browse Documents Library Hubert Cumberlande

Medical Examining Board > Legal Services and Compliance > All Documents

Medical Examining Board Search this site...

Libraries	Type	Name	Modified	Modified By
Introduction & Overview Materials	Folder	Hubert Cumberlande	11/11/2013 12:14 PM	Niehaus, Matt - DSPS

Board Materials

Legal Services and Compliance

Site Pages

Lists

Calendar

Board Officers & Liaisons

Examinations and Screening Panel Members

Discussions

This is what you will see when you log in to check your screening panel documents. Much like your Board Member folder, this folder is visible only to you and the DSPS staff member responsible for adding the files for your review.

Files will be cleared monthly and password protected for added security.

Bookmarks will be added and comments will be enabled, much like your agenda packets.

One set of Medical Examining Board  
Screening Panel Materials  
(Four of these were mailed every month)



# PAPERLESS SCREENING PANELS

## TOTAL POTENTIAL SAVINGS

★ **\$2,397.57 printing + \$2,582.30 shipping + \$10,200 Canon IR 7086 + \$22,509.24 staff time = \$37,689.11 ANNUALLY<sup>1</sup>**

★ **In addition to the monetary savings:**

- ✓ This process introduces enhanced security for screening panel documents. Under the new system, these documents are carefully controlled and protected by multiple layers of authentication.
- ✓ Environmental impact: save 90 trees annually, landfill space, kilowatts of energy
- ✓ Real time updates and delivery of documents.
- ✓ Document management – ability to recreate misplaced/lost documents, locate/search/distribute files quickly and efficiently

### 1. COPIER/PAPER/MAILING (postage, envelopes) SAVINGS

- ✓ DLSC currently obtains paper for \$33.40 per box. Each box contains 5,000 sheets of paper. Each individual sheet of paper thus costs DSPS \$0.00668.
  - 100 sheets of paper weighs approximately 1 pound, meaning it costs \$0.668 to purchase one pound of paper.
  - Toner costs are covered by our lease on the printing equipment.
  - Print jobs after we surpass the 40,000 monthly page limit permitted in our lease cost us \$0.50 extra per 100 pages
- ✓ Adding in one internal packet for screening panel attorneys every month, DLSC printed approximately 206,500 pages of paper for Screening Panels over 210 calendar days (May 9 – November 26), not factoring in any erroneous print jobs.
- ✓ From May 9 to November 26, DLSC spent \$1,008.05 to ship Tyvek envelopes for large screening packets.
- ✓ \$51.52 is spent on regular envelopes for mailings that are light enough to send through the postal service. Mailing these envelopes costs \$414.96 in postage annually. \$365.82 is spent purchasing white Tyvek envelopes that must be sent through a courier service, for a total of \$832.30 annually on miscellaneous mailing materials.
- ✓ Based upon the above data, shipping costs for screening panels add up to \$2,582.30 annually, with estimated annual printing costs of \$2,397.57.

### 2. STAFF TIME/SAVINGS

- ✓ DLSC staff currently spends an average of 12 hours per Medical Examining Board screening panel packet copying and mailing. The average intake staff salary with fringe is \$24.44 per hour which costs out to \$293.28 of staff time per packet. This results in a \$7,038.72 expenditure in staff time annually. As the paperless scanning process only necessitates one run through the scanner, this will cut down the amount of time spent at the copier to ¼ its current level, a \$5,279.04 savings.
- ✓ Other Boards typically take considerably less time to prepare their screening panel packets. Assuming an average of 5 hours of staff processing time per packet, with 188 meetings that are not representative of the Medical Examining Board per year<sup>2</sup>, there is an additional staff time savings of \$17,230.20 for a grand total of \$22,509.24 in staff expenses that can be reallocated.
- ✓ The time currently spent compiling the printed packets for mailing may be shifted to improving the quality of the materials through bookmarking, page numbering, and running text recognition. This will aid the screening panel in its efforts, potentially saving time screening panel attorneys spend in meetings with screening panel members.

### 3. OTHER FACTORS

- ✓ By drastically reducing the amount of time needed for DLSC staff to physically stand at the copier and as it is possible to print to a copier that is being used to scan documents, we could cease leasing one of our two DLSC copiers. We currently lease the more expensive copier Canon IR 7086 (Mickey) on a 6-month basis for \$850/month (\$10,200 annually.)

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<sup>1</sup> This is achieved with virtually no cost, as the SharePoint Site has already been purchased for the Policy Development paperless initiative.

<sup>2</sup> 332 screening panel meetings are scheduled for 2014. Approximately 40% of all screening panel meetings from 2013 were cancelled due to lack of business, meaning there would be 200 total meetings. The estimate of 5 hours per packet (and 12 hours per Medical Examining Board packet) was taken from interviews with DLSC staff.

# Initiatives for Improving Service

## Division of Legal Services & Compliance – Paperless Screening Panels

- ✓ Drives Wisconsin to the cutting edge of state government technology solutions
- ✓ No potential for loss or damage in the mail
- ✓ Text recognition
  - Adobe can recognize typed (and usually handwritten) notes and allow for searching for specific words and phrases
- ✓ Enlarge text
  - Ability to enlarge the document for easier readability
- ✓ Accessibility of documents
  - No need to transport large files to screen materials
  - SharePoint is accessible anywhere you have a computer, tablet or smart phone and the internet
- ✓ Convenient notes and comments
  - Members have the ability to create a document in Microsoft Word directly from the SharePoint site to keep track of notes
  - This document is also accessible anywhere you can use SharePoint
  - Make comments directly in your electronic copy of each complaint on specific pages or places
  - Easy access to all comments, or specific comments, via a list in Adobe
- ✓ Pages will be numbered and bookmarked so members may easily reference points in the document
- ✓ Transition process
  - First sets of screening materials will be sent via **paper** and **electronic** formats, to ease the transition to paperless panels
- ✓ Financial impact
  - Paperless screening will save approximately \$40,000 on paper, ink, printer maintenance and shipping costs annually (\$240,000 by 2020)
  - There is also time savings in preparing, sorting, copying and mailing
  - Elimination of costs related to destroying screening panel documents
  - Reduction of file space requirements
- ✓ Technical support
  - Intake staff members are available to answer any questions you have regarding paperless screening
    - Kelley Foster – Intake for MED & MED Affiliates  
(608) 267-1818    kelly.foster@wi.gov
  - DLSC staff will follow-up in the months after implementation to obtain feedback and input on the paperless screening process