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**TELECONFERENCE/VIRTUAL MEETING  
ATHLETIC TRAINERS AFFILIATED CREDENTIALING BOARD  
Room 121C, 1400 East Washington Avenue, Madison  
Contact: Tom Ryan (608) 266-2112  
May 3, 2016**

*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 November 10, 2015 (4)**
- C) Appointments/Reappointments/Confirmations**
- D) Administrative Updates**
  - 1) Election of Officers **(5-7)**
  - 2) Appointment of Liaisons and Delegated Authorities **(8)**
  - 3) Staff Updates
  - 4) Board Members – Term Expiration Dates
    - a) Ryan Berry – 07/01/2013
    - b) Kurt Fielding – 07/01/2015 (Reappointed)
    - c) James Nesbit – 07/01/2014
    - d) Gregory Vergamini – 07/01/2016
  - 5) Wis. Stat. § 15.085(3)(b) – Biannual Meeting with the Medical Examining Board
- E) Legislative/Administrative Rule Matters:**
  - 1) Current and Future Rule Making and Legislative Initiatives
  - 2) Administrative Rules Report
- F) Federal Trade Commission v. North Carolina Dentistry Board – Discussion and Consideration**
- G) 9:05 a.m. APPEARANCE- Jamie Adams Credentialing Supervisor Review of Title Protection and Employment During Application and Renewal Process. (9)**
- H) Speaking Engagement(s), Travel, or Public Relation Request(s)**
- I) Board of Certification (BOC) Matters**

**J) Informational Items**

- 1) National Conference of State Legislatures (NCSL) Partnership Project on Telehealth: Telehealth Policy Trends and Considerations **(10)**
- 2) White House Report on Occupational Licensing **(11)**

**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  
VIRTUAL TELECONFERENCE MEETING MINUTES  
NOVEMBER 10, 2015**

**PRESENT:** Ryan Berry (*via GoToMeeting*), Kurt Fielding (*via GoToMeeting*), James Nesbit (*via GoToMeeting*), Gregory Vergamini (*via GoToMeeting*)

**STAFF:** Tom Ryan, Executive Director; Nilajah Hardin, Bureau Assistant; and other Department staff

**CALL TO ORDER**

Ryan Berry, Chair, called the meeting to order at 9:00 a.m. A quorum of four (4) members was confirmed.

**ADOPTION OF AGENDA**

**MOTION:** Greg Vergamini moved, seconded by Kurt Fielding, to adopt the agenda as published. Motion carried unanimously.

**APPROVAL OF MINUTES**

**MOTION:** James Nesbit moved, seconded by Greg Vergamini, to approve the minutes of May 12, 2015 as published. Motion carried unanimously.

**ADJOURNMENT**

**MOTION:** James Nesbit moved, seconded by Greg Vergamini to adjourn the meeting. Motion carried unanimously.

The meeting adjourned at 9:26 a.m.

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

**AGENDA REQUEST FORM**

<b>1) Name and Title of Person Submitting the Request:</b>  Nifty Lynn Dio, Bureau Assistant		<b>2) Date When Request Submitted:</b>  12/23/15  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>  Athletic Trainers Affiliated Credentialing Board											
<b>4) Meeting Date:</b>  05/03/2016	<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 Updates 1. Election of Officers 2. Liaison Appointments and Delegated 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 ( <a href="#">Fill out Board Appearance Request</a> ) <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. Elect Officers for 2016 2. The Chair Appoints Liaisons 3. The Board should consider continuation or modification of previously delegated authorities											
<b>11) Authorization</b>  <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%; border-bottom: 1px solid black;"><b>Nifty Lynn Dio</b></td> <td style="width: 30%; border-bottom: 1px solid black; text-align: right;"><b>12/23/15</b></td> </tr> <tr> <td style="border-bottom: 1px solid black;">Signature of person making this request</td> <td style="border-bottom: 1px solid black; text-align: right;">Date</td> </tr> <tr> <td style="border-bottom: 1px solid black;">Supervisor (if required)</td> <td style="border-bottom: 1px solid black; text-align: right;">Date</td> </tr> <tr> <td colspan="2" style="border-bottom: 1px solid black;">Executive Director signature (indicates approval to add post agenda deadline item to agenda)    Date</td> </tr> </table>				<b>Nifty Lynn Dio</b>	<b>12/23/15</b>	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>Nifty Lynn Dio</b>	<b>12/23/15</b>										
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.											

## Athletic Trainers Affiliated Credentialing Board

2015 ELECTION RESULTS	
<b>Chair</b>	Ryan Berry
<b>Vice Chair</b>	Kurt Fielding
<b>Secretary</b>	James Nesbit

### APPOINTMENT OF LIAISONS, ALTERNATES, AND DELEGATES

2015 LIAISONS	
<b>Credentialing Liaison</b>	Ryan Berry James Nesbit – Alternate
<b>DLSC Liaison</b>	James Nesbit Gregory Vergamini – Alternate
<b>Legislative Liaison</b>	Kurt Fielding Ryan Berry – Alternate
<b>Education &amp; Exams Liaison</b>	James Nesbit Gregory Vergamini – Alternate
<b>Monitoring Liaison</b>	James Nesbit Gregory Vergamini – Alternate
<b>PAP Liaison</b>	Kurt Fielding Ryan Berry – Alternate
<b>Travel Liaison</b>	Ryan Berry James Nesbit – Alternate
<b>Screening Panel</b>	James Nesbit, Kurt Fielding Gregory Vergamini - Alternate

### 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.

## **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 one 90-day extension, 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.**

### **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 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 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.



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

**AGENDA REQUEST FORM**

<b>1) Name and Title of Person Submitting the Request:</b>  Nifty Lynn Dio, Bureau Assistant		<b>2) Date When Request Submitted:</b>  12/14/2015  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>  Athletic Trainers Affiliated Credentialing Board			
<b>4) Meeting Date:</b>  05/03/2015	<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>  National Conference of State Legislatures (NCSL) Partnership Project on Telehealth: Telehealth Policy Trends and Considerations	
<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 ( <a href="#">Fill out Board Appearance Request</a> ) <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>  <a href="http://www.ncsl.org/documents/health/telehealth2015.pdf">http://www.ncsl.org/documents/health/telehealth2015.pdf</a>			
<b>11) Authorization</b>			
<b>Nifty Lynn Dio</b>			
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.			

**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:  12/4/2015	
		Items will be considered late if submitted after 4:30 p.m. and less than: <ul style="list-style-type: none"> <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:  Athletic Trainers Affiliated Credentialing Board			
4) Meeting Date:  5/3/2016	5) Attachments: x Yes <input type="checkbox"/> No	6) How should the item be titled on the agenda page?  Informational Item – White House Report on Occupational Licensing	
7) Place Item in: x 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:  Item is informational only. If the Board would like to discuss it, it could be added as a separately listed item on a future agenda.  <a href="https://www.whitehouse.gov/sites/default/files/docs/licensing_report_final_nonembargo.pdf">https://www.whitehouse.gov/sites/default/files/docs/licensing_report_final_nonembargo.pdf</a>			
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	