



COSMETOLOGY EXAMINING BOARD
Room 121A, 1400 East Washington Avenue, Madison
Contact: Brittany Lewin (608) 266-2112
November 7, 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

9:30 AM

OPEN SESSION – CALL TO ORDER – ROLL CALL

- A. Adoption of Agenda (1-3)**
- B. Approval of Minutes:**
 - 1. August 25, 2016 (4-6)
- C. Administrative Matters (7-12)**
 - 1. Board and Staff Updates
 - 2. Liaison Appointments and Delegated Authorities
 - a) Credentialing Delegated Authority for Conviction Review
- D. Legislative and Administrative Rule Matters – Discussion and Consideration**
 - 1. Legislative Liaison Update
 - 2. Discussion and Recommendations Regarding a Statutory Change Relating to Practice Outside of a Licensed Establishment
 - 3. Update on Legislation and Pending and Possible Rulemaking Projects
- E. Office of Education and Examinations Update**
- F. Speaking Engagements, Travel, or Public Relation Requests**
 - 1. National-Interstate Council of State Boards of Cosmetology (NIC) Travel Report
- G. Deliberation on Items Added After Preparation of Agenda:**
 - 1. Introductions, Announcements and Recognition
 - 2. Election of Board Officers
 - 3. Appointment of Board Liaison(s)
 - 4. Administrative Matters
 - 5. Education and Examination Matters
 - 6. Credentialing Matters
 - 7. Practice Matters
 - 8. Legislation/Administrative Rule Matters
 - 9. Liaison Reports

10. Informational Items
11. Disciplinary Matters
12. Presentations of Petitions for Summary Suspension
13. Petitions for Designation of Hearing Examiner
14. Presentation of Proposed Stipulations, Final Decisions and Orders
15. Presentation of Proposed Final Decision and Orders
16. Presentation of Interim Orders
17. Petitions for Re-Hearing
18. Petitions for Assessments
19. Petitions to Vacate Orders
20. Request for Disciplinary Proceeding Presentations
21. Motions
22. Petitions
23. Appearances from Requests Received or Renewed
24. Speaking Engagements, Travel, or Public Relation Requests

H. 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.).

I. Deliberation on Division of Legal Services and Compliance (DLSC) Matters

1. **Administrative Warnings**
 - a) 15 BAC 111 – K.L.B. **(13-14)**
2. **Case Closures**
 - a) 15 BAC 001 **(15-20)**
 - b) 15 BAC 068 **(21-26)**
 - c) 15 BAC 080 **(27-30)**
 - d) 15 BAC 090 **(31-35)**
 - e) 15 BAC 094 **(36-39)**
 - f) 15 BAC 106 **(40-43)**
 - g) 15 BAC 108 **(44-47)**
 - h) 15 BAC 118 **(48-50)**
 - i) 15 BAC 120 **(51-54)**
 - j) 15 BAC 125 **(55-58)**
 - k) 16 BAC 002 **(59-62)**
 - l) 16 BAC 032 **(63-66)**
 - m) 16 BAC 036 **(67-69)**

J. 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. Petitions for Summary Suspension
7. Petitions for Designation of Hearing Examiner
8. Proposed Stipulations, Final Decision(s) and Order(s)
9. Administrative Warnings
10. Review of Administrative Warnings
11. Proposed Final Decisions and Orders
12. Orders Fixing Costs/Matters Related to Costs
13. Case Closings
14. Proposed Interim Orders
15. Petitions for Assessments and Evaluations
16. Petitions to Vacate Orders
17. Remedial Education Cases
18. Motions
19. Petitions for Re-hearings
20. Appearances from Requests Received or Renewed

K. Consulting with Legal Counsel

RECONVENE TO OPEN SESSION IMMEDIATELY FOLLOWING CLOSED SESSION

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

ADJOURNMENT

NEXT MEETING: FEBRUARY 6, 2017

**COSMETOLOGY EXAMINING BOARD
MEETING MINUTES
August 25, 2016**

PRESENT: Kristin Allison, Vicky McNally, Lori Paul (*via GoToMeeting*), Gail Sengbusch, Denise Trokan

EXCUSED: Suresh Misra

STAFF: Brittany Lewin, Executive Director; Nifty Lynn Dio, Bureau Assistant; and other department staff.

CALL TO ORDER

Vicky McNally, Chair, called the meeting to order at 9:34 a.m. A quorum of five (5) members was confirmed.

ADOPTION OF AGENDA

MOTION: Kristin Allison moved, seconded by Denise Trokan, to adopt the agenda as published. Motion carried unanimously.

APPROVAL OF MINUTES

MOTION: Kristin Allison moved, seconded by Gail Sengbusch, to approve the minutes of June 23, 2016 as published. Motion carried unanimously.

LEGISLATIVE/ADMINISTRATIVE RULE MATTERS

MOTION: Denise Trokan moved, seconded by Lori Paul, to note that the Board discussed the possibility of a statutory change creating a biennial special event permit to allow licensees to practice outside of licensed establishments. Motion carried unanimously.

MOTION: Denise Trokan moved, seconded by Kristin Allison, to request DSPS staff to provide information regarding the resources required to implement a special events permit. Motion carried unanimously.

CLOSED SESSION

MOTION: Kristin Allison moved, seconded by Gail Sengbusch, 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 investigation with administrative warning (ss.19.85(1)(b), Stats. 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.). Vicky McNally read the language of the motion. The vote of each member was ascertained by voice vote. Roll Call Vote: Kristin Allison – yes; Vicky McNally – yes; Lori Paul – yes; Gail Sengbusch – yes; Denise Trokan - yes. Motion carried unanimously.

The Board convened into closed session at 10:33 a.m.

RECONVENE TO OPEN SESSION

MOTION: Kristin Allison moved, seconded by Denise Trokan, to reconvene into open session. Motion carried unanimously.

The Board reconvened into open session at 11:00 a.m.

VOTING ON ITEMS CONSIDERED OR DELIBERATED ON IN CLOSED SESSION

MOTION: Kristin Allison moved, seconded by Gail Sengbusch, to affirm all motions made in closed session. Motion carried unanimously.

DELIBERATION ON DIVISION OF LEGAL SERVICES AND COMPLIANCE (DLSC) MATTERS

Administrative Warnings

15 BAC 096 – H.N.&S.

MOTION: Gail Sengbusch moved, seconded by Denise Trokan, to issue an Administrative Warning in the matter of DLSC Case No. 15 BAC 096 against H.N.&S. Motion carried unanimously.

15 BAC 096 – T.P.P.

MOTION: Lori Paul moved, seconded by Gail Sengbusch, to issue an Administrative Warning in the matter of DLSC Case No. 15 BAC 096 against T.P.P. Motion carried unanimously.

Proposed Stipulations, Final Decisions and Orders

MOTION: Gail Sengbusch moved, seconded by Vicky McNally, to adopt the Findings of Fact, Conclusions of Law and Order in the matter of disciplinary proceedings in the following cases:

1. 14 BAC 064 – Hoang Dinh and Bellagio Salon & Spa
2. 14 BAC 064 – Trinh T. Tran
3. 14 BAC 076 and 14 BAC 094 – Cornell Stallworth and Tangled by Cornell
4. 15 BAC 039 – Boa Tram Hoang Le
5. 15 BAC 039 – Paris Salon Nails & Spa

Motion carried unanimously.

Case Closings

MOTION: Denise Trokan moved, seconded by Gail Sengbusch, to close the following cases according to the recommendations by the Division of Legal Services and Compliance:

1. 15 BAC 011 and 15 BAC 107 (V.Y.) – Insufficient Evidence
2. 15 BAC 059 (B.S., E.E. & S.T.) – Insufficient Evidence
3. 15 BAC 063 (S.M., S.S.S.) – Prosecutorial Discretion (P2)
4. 15 BAC 096 (T.T.P.) – Prosecutorial Discretion (P7)

5. 15 BAC 099 (D.O.Y.H.S., D.O.Y.O.10, & L.T.W.) – Prosecutorial Discretion (P3)
 6. 16 BAC 016 (N.A.) – Prosecutorial Discretion (P7)
- Motion carried unanimously.

15 BAC 093 – D.S. & F.T.

MOTION: Gail Sengbusch moved, seconded by Denise Trokan, to close DLSC Case No. 15 BAC 093, against D.S. & F.T., for No Violation. Motion carried unanimously.

ORDER FIXING COSTS

Terrance S. Byrd and Fashion Impressions

MOTION: Gail Sengbusch moved, seconded by Denise Trokan, to adopt the Order Fixing Costs in the matter of disciplinary proceedings against Terrance S. Byrd, and Fashion Impressions, Respondent, DHA Case. No. SPS-16-0012, DLSC Case No. 13 BAC 152. Motion carried unanimously.

ADJOURNMENT

MOTION: Kristin Allison moved, seconded by Lori Paul, to adjourn the meeting. Motion carried unanimously.

The meeting adjourned at 11:02 a.m.

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

AGENDA REQUEST FORM

1) Name and Title of Person Submitting the Request: Stephanie Bloechl-Anderson, Credentialing Attorney		2) Date When Request Submitted: 10.25.2016 <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: Cosmetology Examining Board			
4) Meeting Date: 11.07.2016	5) Attachments: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	6) How should the item be titled on the agenda page? Credentialing Delegated Authority for Conviction Review	
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: Consideration for renewal of delegated conviction review authority for Credentialing. This was previously considered and approved in a motion carried unanimously at the 11.16.2015 Board Meeting (see attached Minutes). Motion language for consideration: MOTION: _____ moved, seconded by _____, to authorize and delegate to DSPS Attorneys and paralegals to make decisions regarding conviction review approving credentials according to Wis. Stats. 454.06. All potential denials will be reviewed by the Credentialing Liaison.			
11) _____ s/Stephanie Bloechl-Anderson Signature of person making this request		Authorization 10.25.2016 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.			

CHAPTER 454

BARBERING AND COSMETOLOGY

SUBCHAPTER I COSMETOLOGY EXAMINING BOARD	
454.01	Definitions.
454.02	Limitations and exceptions.
454.04	Practice.
454.06	Licensure.
454.07	Examinations.
454.075	Examining board approval of accrediting agencies.
454.08	Establishment licenses.
454.10	Apprenticeship.
454.12	Continuing education.
454.13	Licenses of other jurisdictions.
454.14	Inspections.
454.145	Disclosure of temporary permit status.
454.15	Disciplinary proceedings and actions.
454.16	Penalties.

SUBCHAPTER II BARBERING	
454.20	Definitions.
454.21	Limitations and exceptions.
454.22	Practice.
454.23	Licensure.
454.24	Examinations.
454.245	Department approval of accrediting agencies.
454.25	Barbering establishment license.
454.26	Apprenticeship.
454.265	Continuing education.
454.27	Licenses of other jurisdictions.
454.28	Inspections.
454.285	Disclosure of temporary permit status.
454.287	Advisory committee.
454.29	Disciplinary proceedings and actions.
454.295	Penalties.

Cross-reference: See definitions in s. 440.01.

SUBCHAPTER I

COSMETOLOGY EXAMINING BOARD

454.01 Definitions. In this subchapter:

- (1) “Aesthetician” means a person who practices aesthetics.
- (2) “Aesthetics” means, for compensation, caring for or beautifying the skin of the human body, including but not limited to cleaning, applying cosmetics, oils, lotions, clay, creams, antiseptics, powders or tonics to or massaging, stimulating, wrapping or exercising the skin of the human body.
- (3) “Apprentice” means a person who is learning the practice of barbering or cosmetology under s. 454.10.
- (5m) “Barbering” has the meaning given in s. 454.20 (2).
- (7) “Compensation” means direct or indirect payment, including the expectation of payment whether or not actually received.
- (7e) “Cosmetologist” means a person who practices cosmetology.
- (7m) “Cosmetology” means, for compensation, performing one or more of the following:
 - (a) Barbering.
 - (b) Aesthetics.
 - (c) Manicuring.
 - (d) The removal of hair of any person at the root, except by use of an electric needle.
- (7s) “Cosmetology manager” means a person who practices cosmetology and who is responsible for managing the operation of an establishment.
- (8) “Electrologist” means a person who practices electrology.
- (9) “Electrology” means, for compensation, removing hair from the human body by use of an electric needle.
- (10) “Establishment” means any place in which barbering, cosmetology, aesthetics, electrology, or manicuring is performed.
- (11) “Examining board” means the cosmetology examining board.
- (11m) “Inactive license” means a license issued under s. 454.06 (2) to (6) that is classified as inactive by the examining board under s. 454.06 (8m).
- (13) “Manicuring” means, for compensation, cleansing, cutting, shaping, beautifying or massaging limited to the hands, feet or nails of the human body.

(14) “Manicurist” means a person who practices manicuring.

(15) “Student” means a person who is learning and not licensed to practice barbering, cosmetology, aesthetics, electrology, or manicuring at a school licensed under s. 440.62 (3) or exempted under s. 440.61 or a specialty school licensed under s. 440.62 (4).

(15m) “Theoretical instruction” has the meaning given in s. 440.60 (17).

(16) “Training hour” means at least 50 minutes but not more than 60 minutes of instruction.

454.02 Limitations and exceptions. (1) A license to practice cosmetology does not confer the right to diagnose, prescribe for, or treat diseases or conditions except as indicated in the definition of cosmetology in s. 454.01 (7m) or under the direction of a licensed and practicing physician.

(2) Cosmetology, aesthetics, electrology, and manicuring do not include any of the following:

(a) Services performed by a person licensed, certified or registered under the laws of this state as a physician, physician assistant, podiatrist, physical therapist, nurse or funeral director if those services are within the scope of the license, certificate or registration.

(b) Personal care services performed in correctional institutions, hospitals and licensed nursing homes under the supervision of a person responsible for inmate or patient care.

(3) Cosmetology, aesthetics, and manicuring do not include any of the following:

(a) Services performed by masseurs or masseuses.

(b) A service performed preparatory to a live public performance or appearance, whether in-person or through broadcast media, including the Internet.

(bm) A service performed in the course of the production of any digital, analog, or other recording of a moving or still image intended for public release or broadcast, including through the Internet.

(c) Aesthetics, if performed on the face to demonstrate a product without compensation from a patron other than the sale of the product.

History: 1987 a. 265; 1993 a. 105; 2011 a. 190; 2013 a. 356.

454.04 Practice. (1) (a) Except as permitted under pars. (b) and (d), sub. (1m), and subch. II, no person may engage in cosmetology unless the person has received training in the areas of service provided and holds a current cosmetologist license or cosmetology manager license issued by the examining board that is

not an inactive license or temporary permit issued by the examining board or is an apprentice under s. 454.10 or a student in a cosmetology course of instruction.

(b) No person may engage in aesthetics unless the person has received training in the areas of service provided and holds a current aesthetician license, cosmetologist license, or cosmetology manager license issued by the examining board that is not an inactive license or temporary permit or training permit issued by the examining board or is an apprentice under s. 454.10 or a student in an aesthetics or cosmetology course of instruction.

(c) No person may engage in electrology unless the person holds a current electrologist license issued by the examining board that is not an inactive license or temporary permit or training permit issued by the examining board or is a student in an electrology course of instruction.

(d) No person may engage in manicuring unless the person has received training in the areas of service provided and holds a current manicurist license, cosmetologist license, or cosmetology manager license issued by the examining board that is not an inactive license or temporary permit or training permit issued by the examining board or is an apprentice under s. 454.10 or a student in a manicuring or cosmetology course of instruction.

(1m) No license is required under this subchapter for the use of thread to remove hair from the eyebrow, upper lip, or other area of the face of a person.

(2) (a) No person may use the title “cosmetologist” or any other similar title unless the person holds a current cosmetologist license or cosmetology manager license issued by the examining board that is not an inactive license.

(b) No person may use the title “aesthetician” or any other similar title unless the person holds a current aesthetician license, cosmetologist license, or cosmetology manager license issued by the examining board that is not an inactive license.

(c) No person may use the title “electrologist” or any other similar title unless the person holds a current electrologist license issued by the examining board that is not an inactive license.

(d) No person may use the title “manicurist” or any other similar title unless the person holds a current manicurist license, cosmetologist license, or cosmetology manager license issued by the examining board that is not an inactive license.

History: 1987 a. 265; 1995 a. 231; 2011 a. 190.

Cross-reference: See also ch. Cos 2, Wis. adm. code.

454.06 Licensure. (1) APPLICATION. All applications for licenses under this section shall be filed with the examining board. No initial license may be issued under this section unless all of the following conditions are satisfied:

(a) The applicant pays the initial credential fee determined by the department under s. 440.03 (9) (a), except as provided in s. 454.13 (1).

(b) Subject to ss. 111.321, 111.322 and 111.335, the applicant presents evidence satisfactory to the examining board that the applicant has not been convicted of a felony committed while engaged in the practice of barbering or cosmetology.

(c) The applicant has graduated from high school or has attained high school graduation equivalency as determined by the department of public instruction; is participating in a program approved by the examining board; or is at least 18 years old and meets the ability to benefit rule under 20 USC 1091 (d).

(2) COSMETOLOGIST LICENSE. The examining board shall issue a cosmetologist license to any person who does all of the following:

(a) Satisfies the conditions in sub. (1).

(b) Graduates from a course of instruction of at least 1,550 training hours in not less than 10 months in a school of cosmetology licensed under s. 440.62 (3) (ar), exempted under s. 440.61, or accredited by an accrediting agency approved by the board, or has successfully completed an apprenticeship under s. 454.10.

(c) Passes an examination conducted by the examining board to determine fitness to practice cosmetology.

(3) COSMETOLOGY MANAGER LICENSE. The examining board shall issue a cosmetology manager license to any person who does all of the following:

(a) Holds a cosmetologist license.

(b) Completes 4,000 hours of practice as a licensed cosmetologist under the supervision of a licensed cosmetology manager or completes 2,000 hours of practice as a licensed cosmetologist and 150 training hours of theoretical instruction in a school of cosmetology licensed under s. 440.62 (3) (ar), exempted under s. 440.61, or accredited by an accrediting agency approved by the board.

(c) Pays the fee under s. 440.05 (1).

(d) Passes an examination conducted by the examining board to determine fitness to practice as a cosmetology manager.

(4) AESTHETICIAN LICENSE. The examining board shall issue an aesthetician license to any person who does all of the following:

(a) Satisfies the conditions in sub. (1).

(b) Completes either of the following:

1. A course of instruction in aesthetics of at least 450 training hours in not less than 11 weeks and not more than 30 weeks, in a school of cosmetology or a school of aesthetics licensed under s. 440.62 (3) (ar) or (b), exempted under s. 440.61, or accredited by an accrediting agency approved by the board.

2. At least 450 training hours in not less than 11 weeks and not more than 30 weeks under the supervision of a cosmetology instructor or aesthetics instructor certified under s. 440.63 (3) (am) or (b) or a licensed cosmetology manager, in a licensed establishment that is also licensed as a specialty school of aesthetics under s. 440.62 (4) (a).

(c) Passes an examination conducted by the examining board to determine fitness to practice as an aesthetician.

(5) ELECTROLOGIST LICENSE. The examining board shall issue an electrologist license to any person who does all of the following:

(a) Satisfies the conditions in sub. (1).

(b) Completes either of the following:

1. A course of instruction in electrology of at least 450 training hours in not less than 11 weeks and not more than 30 weeks, in a school of cosmetology or a school of electrology licensed under s. 440.62 (3) (ar) or (c), exempted under s. 440.61, or accredited by an accrediting agency approved by the board.

2. At least 450 training hours in not less than 11 weeks and not more than 30 weeks under the supervision of an electrology instructor certified under s. 440.63 (3) (c), or a licensed electrologist who is also a licensed cosmetology manager, in a licensed establishment that is also licensed as a specialty school of electrology under s. 440.62 (4) (b).

(c) Passes an examination conducted by the examining board to determine fitness to practice as an electrologist.

(6) MANICURIST LICENSE. The examining board shall issue a manicurist license to any person who does all of the following:

(a) Satisfies the conditions in sub. (1).

(b) Completes either of the following:

1. A course of instruction in manicuring of at least 300 training hours in not less than 7 weeks and not more than 20 weeks, in a school of cosmetology or a school of manicuring licensed under s. 440.62 (3) (ar) or (d), exempted under s. 440.61, or accredited by an accrediting agency approved by the board.

2. At least 300 training hours of training in not less than 7 weeks and not more than 20 weeks under the supervision of a cosmetology instructor or manicuring instructor certified under s. 440.63 (3) (am) or (d) or a licensed cosmetology manager, in a licensed establishment that is also licensed as a specialty school of manicuring under s. 440.62 (4) (c).

**COSMETOLOGY EXAMINING BOARD
MEETING MINUTES
November 16, 2015**

PRESENT: Kristin Allison(*via GoToMeeting,*) Vicky McNally, Suresh Misra, Gail Sengbusch(*via GoToMeeting,*) Denise Trokan, Dianna Wachter

EXCUSED: Lori Paul

STAFF: Brittany Lewin, Executive Director; Nifty Lynn Dio, Bureau Assistant; and other department staff.

CALL TO ORDER

Vicky McNally, Chair, called the meeting to order at 9:30 a.m. A quorum of six (6) members was confirmed.

ADOPTION OF AGENDA

MOTION: Dianna Wachter moved, seconded by Denise Trokan, to adopt the agenda as published. Motion carried unanimously.

APPROVAL OF MINUTES

MOTION: Suresh Misra moved, seconded by Dianna Wachter, to approve the minutes of September 21, 2015 as published. Motion carried unanimously.

LEGISLATIVE/ADMINISTRATIVE RULE MATTERS

Adoption Order – CR15-035 – Cosmetology Schooling, Licensure, and Practice Requirements:

MOTION: Suresh Misra moved, seconded by Kristin Allison, to approve the Adoption Order for Clearinghouse Rule 15-035. Motion carried unanimously.

ADMINISTRATIVE MATTERS

MOTION: Dianna Wachter moved, seconded by Suresh Misra, to authorize and delegate the Credentialing Attorney to make decisions regarding conviction review approving credentials according to Wis. Stats. 454.06. All potential denials will be reviewed by the Credentialing Liaison. Motion carried unanimously.

CLOSED SESSION

MOTION: Dianna Wachter moved, seconded by Gail Sengbusch, 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 investigation with administrative warning (ss.19.85(1)(b), Stats. 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.). Vicky McNally read the language of the motion. The

vote of each member was ascertained by voice vote. Roll Call Vote: Kristin Allison-yes; Vicky McNally – yes; Suresh Misra – yes; Gail Sengbusch – yes; Denise Trokan – yes; Dianna Wachter – yes. Motion carried unanimously.

The Board convened into closed session at 9:59 a.m.

RECONVENE TO OPEN SESSION

MOTION: Kristin Allison moved, seconded by Suresh Misra, to reconvene into open session. Motion carried unanimously.

The Board reconvened into open session at 10:05 a.m.

VOTING ON ITEMS CONSIDERED OR DELIBERATED ON IN CLOSED SESSION

MOTION: Suresh Misra moved, seconded by Denise Trokan, to affirm all motions made in closed session. Motion carried unanimously.

DELIBERATION ON ADMINISTRATIVE WARNINGS

15 BAC 044 – A.L.W.

MOTION: Gail Sengbusch moved, seconded by Suresh Misra, to issue an Administrative Warning in the matter of DLSC case number 15 BAC 044 A.L.W. Motion carried unanimously.

PROPOSED STIPULATIONS, FINAL DECISIONS, AND ORDERS

14 BAC 045 – Annie K. Tran

MOTION: Dianna Wachter moved, seconded by Denise Trokan, to accept the Findings of Fact, Conclusions of Law and Order in the matter of disciplinary proceedings against Annie K. Tran, DLSC case number 14 BAC 045. Motion carried unanimously.

CASE CLOSINGS

MOTION: Suresh Misra moved, seconded by Denise Trokan, to close the following cases according to the recommendations by the Division of Legal Services and Compliance:

1. 14 BAC 011 (R.L. and H.A., LLC) **Insufficient Evidence**
2. 14 BAC 027 (D.D.K.) **Prosecutorial Discretion (P3)**
3. 14 BAC 034 (A.C.A.T.R.) **Lack of Jurisdiction (L2)**
4. 14 BAC 045 (N.N.T.) **Lack of Jurisdiction (L2)**
5. 14 BAC 058 (C.N. and L.T.N.) **Prosecutorial Discretion (P2)**
6. 14 BAC 061 (A.M.S. and H.B.S.S.) **Insufficient Evidence**
7. 14 BAC 067 (M.H. and T.N.B.A.B.S.) **Insufficient Evidence**
8. 14 BAC 068 (H.V.N., L.T.N., H.N. 1825-71) **Insufficient Evidence**
9. 14 BAC 068 (H.N. 1182-69) **No Violation**
10. 15 BAC 035 (P.N.B., A.R.M., I.M.H., M.R.H.) **Prosecutorial Discretion (P2)**
11. 15 BAC 052 (J.H.) **No Violation**
12. 15 BAC 086 (M.H., T.N.B.A.B.S.) **Insufficient Evidence**

Motion carried unanimously.

ADJOURNMENT

MOTION: Dianna Wachter moved, seconded by Denise Trokan, to adjourn the meeting.
Motion carried unanimously.

The meeting adjourned at 10:55 a.m.