

**COUNCIL ON PHYSICIAN ASSISTANTS
MEETING MINUTES
September 29, 2014**

PRESENT: Julie Doyle, Anne Hletko (*via teleconference*), Jody Wilkins

EXCUSED: Jeremiah Barrett, Mary Pangman Schmitt

STAFF: Tom Ryan, Executive Director; Gretchen Mrozinski, Legal Counsel; Taylor Thompson, Bureau Assistant; and other Department staff

CALL TO ORDER

Julie Doyle, Chair, called the meeting to order at 9:11 A.M. A quorum of three (3) members was confirmed.

ADOPTION OF AGENDA

MOTION: Anne Hletko moved, seconded by Jody Wilkins, to adopt the agenda as published. Motion carried unanimously.

APPROVAL OF MINUTES

MOTION: Jody Wilkins moved, seconded by Anne Hletko, to approve the minutes of May 1, 2014 as published. Motion carried unanimously.

ADMINISTRATIVE UPDATES

REVIEW OF POSITION STATEMENTS

MOTION: Anne Hletko moved, seconded by Jody Wilkins, to add “and Physician Assistant” to the heading “What is the Length of Time that a Physician in WI Must Retain Patient Medical Records”. Motion carried unanimously.

NCCPA EXAM ADMINISTRATION

MOTION: Anne Hletko moved, seconded by Jody Wilkins, to continue to monitor applications received that show multiple exam failures and to consider the necessity of any law changes that may be needed. Motion carried unanimously.

PUBLIC RELATION REQUESTS

MOTION: Anne Hletko moved, seconded by Jody Wilkins, to authorize Julie Doyle to request that WAPA publish a notice regarding Council positions in its publication(s). Motion carried unanimously.

CLOSED SESSION

MOTION: Jody Wilkins moved, seconded by Anne Hletko, to 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.). The Chair read the language of the motion aloud for the record. The vote of each member was ascertained by voice vote. Roll Call Vote: Julie Doyle - yes; Anne Hletko – yes; Jody Wilkins - yes. Motion carried unanimously.

The Council convened into Closed Session at 9:42 A.M.

RECONVENE TO OPEN SESSION

MOTION: Anne Hletko moved, seconded by Jody Wilkins, to reconvene in Open Session at 10:21 A.M. Motion carried unanimously.

FULL BOARD REVIEW OF CANDIDATES FOR LICENSURE

EDDIE ROSETE

MOTION: Jody Wilkins moved, seconded by Anne Hletko, to **table** the Physician Assistant application of Eddie Rosete for full licensure, for more information. Motion carried unanimously.

JOHN LITTLEFIELD

MOTION: Jody Wilkins moved, seconded by Anne Hletko, to **table** the Physician Assistant application of John Littlefield for full licensure, for more information. Motion carried unanimously.

VOTE ON ITEMS CONSIDERED OR DELIBERATED UPON IN CLOSED SESSION, IF VOTING IS APPROPRIATE

MOTION: Anne Hletko moved, seconded by Jody Wilkins, to affirm all Motions made and Votes taken in Closed Session. Motion carried unanimously.

ADJOURNMENT

MOTION: Jody Wilkins moved, seconded by Anne Hletko, to adjourn the meeting. Motion carried unanimously.

The meeting adjourned at 10:27 A.M.