



STATE OF WISCONSIN

Department of Safety and Professional Services
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Governor Scott Walker Secretary Dave Ross

NURSING HOME ADMINISTRATOR EXAMINING BOARD
Room 121A, 1400 E. Washington Avenue, Madison
Contact: Tom Ryan (608) 266-2112
March 28, 2013

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 (1-4)

B. Approval of Minutes – August 2, 2012 (5-6)

C. Secretary Matters

D. Executive Director Matters

- 1) Welcome New Board Members
- 2) Recognition of Board Members
- 3) Staff Updates
- 4) **Election of Officers and Liaison Appointments (7-8)**
- 5) **APPEARANCE – Judy Mender, Division of Professional Credential Processing - Consideration and Review of Credentialing Process and Defining the Role of the Credentialing Liaison(s) (9-10)**
- 6) **APPEARANCE – Ashley Horton, Division of Legal Services and Compliance – Monitoring Liaison Roles and Delegated Authorities (11-14)**
- 7) **Paperless Initiative (15-18)**

E. 2013 National Association of Long Term Care Administrator Boards Annual Meeting – June 12-14, 2013 – Seattle, Washington – Consider Meeting Attendance (19-24)

F. Legislative/Administrative Rule Matters:

- 1) **Executive Order 61 (25-32)**

G. Informational Items

H. Items Added After Preparation of Agenda:

- 1) Introductions, Announcements and Recognition
- 2) Presentations of Petition(s) for Summary Suspension

- 3) Presentation of Proposed Stipulation(s), Final Decision(s) and Order(s)
- 4) Presentation of Final Decisions
- 5) Disciplinary Matters
- 6) Executive Director Matters
- 7) Education and Examination Matters
- 8) Credentialing Matters
- 9) Class 1 Hearing(s)
- 10) Practice Matters
- 11) Legislation/Administrative Rule Matters
- 12) Liaison Report(s)
- 13) Informational Item(s)
- 14) Speaking Engagement(s), Travel, or Public Relation Request(s)

I. Public Comments

CONVENE TO CLOSED SESSION to deliberate on cases following hearing (s. 19.85(1)(a), Stats.; consider closing disciplinary investigation with administrative warning (s. 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.)

J. Presentation and Deliberation on Proposed Administrative Warning(s) by the Division of Legal Services and Compliance (DLSC):

- 1) **12 NHA 037 (J.B.B.) (33-36)**

K. DLSC Matters:

- 1) Case Status Report
- 2) Case Closing(s)
 - a. **11 NHA 036 (37-42)**
 - b. **12 NHA 004 (43-48)**
 - c. **12 NHA 006 (49-60)**
 - d. **12 NHA 025 (61-66)**
 - e. **12 NHA 030 (67-70)**
 - f. **12 NHA 053 (71-76)**

L. Deliberation of Items Received After Printing of the Agenda

- 1) Disciplinary Matters
- 2) Education and Examination Matters
- 3) Credentialing Matters
- 4) Class 1 Hearings
- 5) Monitoring Matters
- 6) Professional Assistance Procedure (PAP) Matters
- 7) Petition(s) for Summary Suspensions
- 8) Petition(s) for Extension of Time
- 9) Proposed Stipulations, Final Decisions and Orders
- 10) Administrative Warnings
- 11) Proposed Decisions
- 12) Matters Relating to Costs
- 13) Motions
- 14) Petitions for Rehearing
- 15) Formal Complaints
- 16) Case Closings
- 17) Appearances from Requests Received or Renewed

M. Consulting with Legal Counsel

RECONVENE TO OPEN SESSION IMMEDIATELY FOLLOWING CLOSED SESSION

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

ADJOURNMENT

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**NURSING HOME ADMINISTRATORS EXAMINING BOARD
MEETING MINUTES
AUGUST 2, 2012**

Present: Ken Arneson, Earlene Ronk and Mary Pike

Present by Live Meeting: David Egan

Present by Teleconference: Loreli Dickenson and Mary Lease

Not Present: Susan Kinast-Porter and Paul Peshek

Staff: Thomas Ryan, Executive Director; Yolanda McGowan, Legal Counsel; Michelle Solem, Bureau Assistant; and other Department staff

David Egan, Board Chair, called the meeting to order at 9:39 a.m. A quorum of 6 members was confirmed.

ADOPTION OF AGENDA

MOTION: David Egan moved, seconded by Ken Arneson, to adopt the agenda as published. Motion carried unanimously.

APPROVAL OF MINUTES

MOTION: David Egan moved, seconded by Earlene Ronk, to approve the minutes of March 29, 2012 as drafted. Motion carried unanimously.

CLOSED SESSION

MOTION: David Egan moved, seconded by Earlene Ronk, to convene to closed session to deliberate on cases following hearing (s. 19.85(1) (a), Stats.; consider closing disciplinary investigation with administrative warning (s. 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.). Roll Call Vote: Ken Arneson - yes; Loreli Dickenson - yes; David Egan - yes; Mary Lease - yes; Mary Pike - yes; and Earlene Ronk – yes. Motion carried unanimously. Open session recessed at 9:55 a.m.

RECONVENE TO OPEN SESSION

MOTION: David Egan moved, seconded by Earlene Ronk, to reconvene in open session at 9:59 a.m. Motion carried unanimously.

VOTING ON ITEMS CONSIDERED/DELIBERATED IN CLOSED SESSION

CASE CLOSINGS

MOTION: David Egan moved, seconded by Mary Pike, to close the following cases:
a. 12 NHA 002 (P2)
b. 12NHA 014 (P1)
Motion carried unanimously.

ADJOURNMENT

MOTION: Earlene Ronk moved, seconded by Mary Pike, to adjourn the meeting at 10:02 a.m. Motion carried unanimously.

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

AGENDA REQUEST FORM

1) Name and Title of Person Submitting the Request: Karen Rude-Evans		2) Date When Request Submitted: 3/12/2013 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: Nursing Home Administrator Examining Board			
4) Meeting Date: March 28, 2013	5) Attachments: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	6) How should the item be titled on the agenda page? Election of Officers and Liaison Appointments	
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? <input type="checkbox"/> Yes (Fill out Board Appearance Request) <input checked="" type="checkbox"/> No	9) Name of Case Advisor(s), if required:	
10) Describe the issue and action that should be addressed: Election of officers and appointments of Board Liaisons. The current liaison appointments are: Screening Panel: Mary Ann Clark, David Egan Monitoring Liaison: Kenneth Arneson Education and Examination Liaison: David Egan Credentialing Liaison: David Egan Travel Liaison: none			
11) Authorization			
Karen Rude-Evans		3/12/13	
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.			

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

AGENDA REQUEST FORM

1) Name and Title of Person Submitting the Request: Tom Ryan		2) Date When Request Submitted: 1/7/2013	
		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: Nursing Home Administrators			
4) Meeting Date: 3/28/2013	5) Attachments: <input type="checkbox"/> Yes <input type="checkbox"/> No	6) How should the item be titled on the agenda page? Consideration and Review of Credentialing Process and Defining the Role of the Credentialing Liaison(s)	
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? <input checked="" type="checkbox"/> Yes Judy Mender <input type="checkbox"/> No	9) Name of Case Advisor(s), if required: N/A	
10) Describe the issue and action that should be addressed: The assigned member(s) of credentialing staff will appear and provide the Board/Committee/Council/Section with an overview of the credentialing process for the credentials under its purview. Additionally, the Board/Committee/Council/Section should work to define the role(s) of its credentialing liaison(s) in an effort to clarify its expectations in terms of credentialing liaison work.			
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	
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**State of Wisconsin
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AGENDA REQUEST FORM

1) Name and Title of Person Submitting the Request: Ashley Horton Department Monitor Division of Legal Services and Compliance		2) Date When Request Submitted: March 12, 2013 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: Nursing Home Administrators Examining Board			
4) Meeting Date: March 28, 2013	5) Attachments: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	6) How should the item be titled on the agenda page? Monitoring Liaison Roles and Delegated Authorities	
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? <input checked="" 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: Discuss current roles and delegated authorities of Monitoring Liaison and Department Monitor. Consider additional, proposed delegated authorities.			
11) Authorization <div style="display: flex; justify-content: space-between; align-items: center;"> <div style="text-align: center;">  <hr/> Signature of person making this request </div> <div style="text-align: center;"> February 12, 2013 <hr/> Date </div> </div> <div style="display: flex; justify-content: space-between; align-items: center; margin-top: 10px;"> <div style="text-align: center;"> <hr/> Supervisor (if required) </div> <div style="text-align: center;"> <hr/> Date </div> </div> <div style="display: flex; justify-content: space-between; align-items: center; margin-top: 10px;"> <div style="text-align: center;"> <hr/> Executive Director signature (indicates approval to add post agenda deadline item to agenda) </div> <div style="text-align: center;"> <hr/> Date </div> </div>			
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.			

BOARD APPEARANCE REQUEST FORM

Board Name: Nursing Home Administrators Examining Board

Board Meeting Date: March 28, 2013

Person Submitting Agenda Request: Ashley Horton

Respondent requesting an appearance: Ashley Horton

Mailing address:

Respondent's email address:

Respondent's telephone #:

Reason for Appearance: Monitoring Liaison Roles and Delegated Authorities

Board Services is responsible for scheduling and notifying person appearing before board. Send copy to Dept. Monitor

Is respondent represented by an attorney? No

Attorney's Mailing Address:

Attorney's Email Address:

Attorney's Phone Number:

Roles and Authorities Delegated to the Monitoring Liaison

Board Monitoring Liaison's Roles

Board Monitoring Liaison is a board designee working with department monitors to carry out the Board's orders. The roles of the Board Monitoring Liaison include but are not limited to:

1. Granting stay of suspension, as provided under the order, when Respondent demonstrates sufficient proof of compliance;
2. Removing stay of suspension, as provided under the order, when Respondent repeatedly or substantially violates the order (i.e. positive drug screen results, concerned work reports, etc.); and
3. Granting or denying approval, as provided under the order, when Respondent proposes continuing/remedial education courses, treatment providers, mentors, supervisors, change of employment, etc. to satisfy order requirements.

Current Delegated Authorities to Department Monitor and Board Monitoring Liaison

Department Monitor may draft and sign Board orders on behalf of the Board Monitoring Liaison **ONLY** under the following circumstances:

1. To remove the CE limitation on Respondent's license if he/she has completed the required hours and the CE is sole condition of the limitation. A petition may be required for the CE limitation to be removed.
2. To suspend the license if Respondent does not pay costs and/or forfeiture or does not complete CE course(s) within the time specified by the Board order. When the licensee is in compliance with the order, the Department Monitor may remove the suspension.
3. To grant a stay of suspension (*with permission from the Board Monitoring Liaison*).
4. To remove the stay of suspension (*with permission from the Board Monitoring Liaison*) if there are repeated or substantial violations of the Board order. The stay may be reinstated when the Board Liaison determines that Respondent is in compliance with the order.

Proposed Delegated Authorities to Department Monitor and Board Monitoring Liaison

1. To grant a temporary reduction in random drug screen frequency if Respondent is unemployed and is otherwise compliant with Board order (*with permission from the Board Monitoring Liaison*). The temporary reduction may be in effect until Respondent secures employment in the profession.
2. To grant a maximum 90-day extension to complete Board-ordered CE (*with permission from the Board Monitoring Liaison*).
3. To grant a maximum 90-day extension to pay proceeding costs (*with permission from the Board Monitoring Liaison*).

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AGENDA REQUEST FORM

1) Name and Title of Person Submitting the Request: Karen Rude-Evans Bureau Assistant		2) Date When Request Submitted: 3/12/13 <small>Items will be considered late if submitted after 4:30 p.m. and less than:</small> <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: Nursing Home Administrators Board			
4) Meeting Date: March 28, 2013	5) Attachments: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	6) How should the item be titled on the agenda page? Paperless Initiative	
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? <input type="checkbox"/> Yes (Fill out Board Appearance Request) <input checked="" type="checkbox"/> No	9) Name of Case Advisor(s), if required:	
10) Describe the issue and action that should be addressed: Introduction to the Department's paperless initiative, use of DSPS laptops and introduction to Sharepoint.			
11) Authorization			
Karen Rude-Evans		3/12/2013	
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.			

How to register for a username/password on <http://register.wisconsin.gov> .

In order to access the Board SharePoint site, Board Members must obtain a State of WI/DOA username/password from this site <http://register.wisconsin.gov> . Once registered, Board Members will be provided a DOA credential under the Wisconsin External (wiext) domain. This account is intended to provide users with access to multiple State of Wisconsin web applications, including the DSPS SharePoint site.

To Begin, use the 'Self Registration' link

DOA/Wisconsin Logon Management System

The DOA/Wisconsin Logon Management System allows authorized individuals to access many DOA Internet applications using a single ID and password. When access to information or services is restricted to protect your privacy or the privacy of others, you will be asked to provide your DOA/Wisconsin Logon and password. DOA/Wisconsin Logon and password verifies your identity, so that we can provide you with access to your information and services and prevent access by unauthorized individuals.

User Acceptance Agreement

Please note that only certain types of information will be stored in your user profile, as described in the [User Acceptance Agreement](#). Your user profile will never contain records such as driving history, tax information, unemployment compensation, vehicle registrations or prison records.

Sign Up for your DOA/Wisconsin Logon

Self Registration (Request a DOA/Wisconsin Logon and Password.)

Self Registration allows you to create your **personal** DOA/Wisconsin Logon. This is your key to doing secure business with DOA over the Internet.

Change / Update Your Information

Profile Management allows you to change your account information, e-mail address and other information.

Change Your Password

Password Management allows you to change your password.

Forgot Your Logon ID or Password?

Logon ID/Password Recovery allows you to recover a forgotten DOA/Wisconsin Logon and/or Password.

Updated February 6, 2009
DOA/Wisconsin Logon Management System
Direct Contact: [BISS@DOA](mailto:BISS@DOA.wisconsin.gov)
Content Contact: [BISS@DOA](mailto:BISS@DOA.wisconsin.gov)

[Wisconsin.gov](#) | [Search](#) | [Legal](#) | [DOA Home](#)

Not sure if you already have DOA/State of WI account?

Use the 'Forgot Your Logon ID or Password' link to check

After accepting the user agreement, complete the 'Account Creation' form.

Indicate 'SharePoint' under the section entitled, 'Systems You Will Access'

Account Creation

* Indicates Required Field

Profile Information

First Name *

Middle Initial *

Last Name *

Suffix

E-Mail *

Phone ext.

Mailing Address

Street Address

City

State/Province

Zip Code

Systems You Will Access

Use your mouse to highlight the system that you want to access.

Systems *

Account Information

Your Logon ID must be between 5-20 characters and **CAN** be a combination of letters and numbers. Your Logon ID must not contain spaces or special characters.

Logon ID *

Your Password must be 7-20 characters long and **MUST** contain a combination of letters and either numbers or special characters (except the @ ? / signs). Passwords are case sensitive. Your Password cannot contain the Logon ID.

Password *

Re-enter Password *

Logon ID/Password Recovery

Enter a question and answer for use if you forget your DOA/Wisconsin Logon ID or Password. Your Secret Question and Secret Answer cannot contain your password.

Secret Question *

Secret Answer *

Verification

This step helps prevent automated registrations.
If you cannot see the number below, click here.

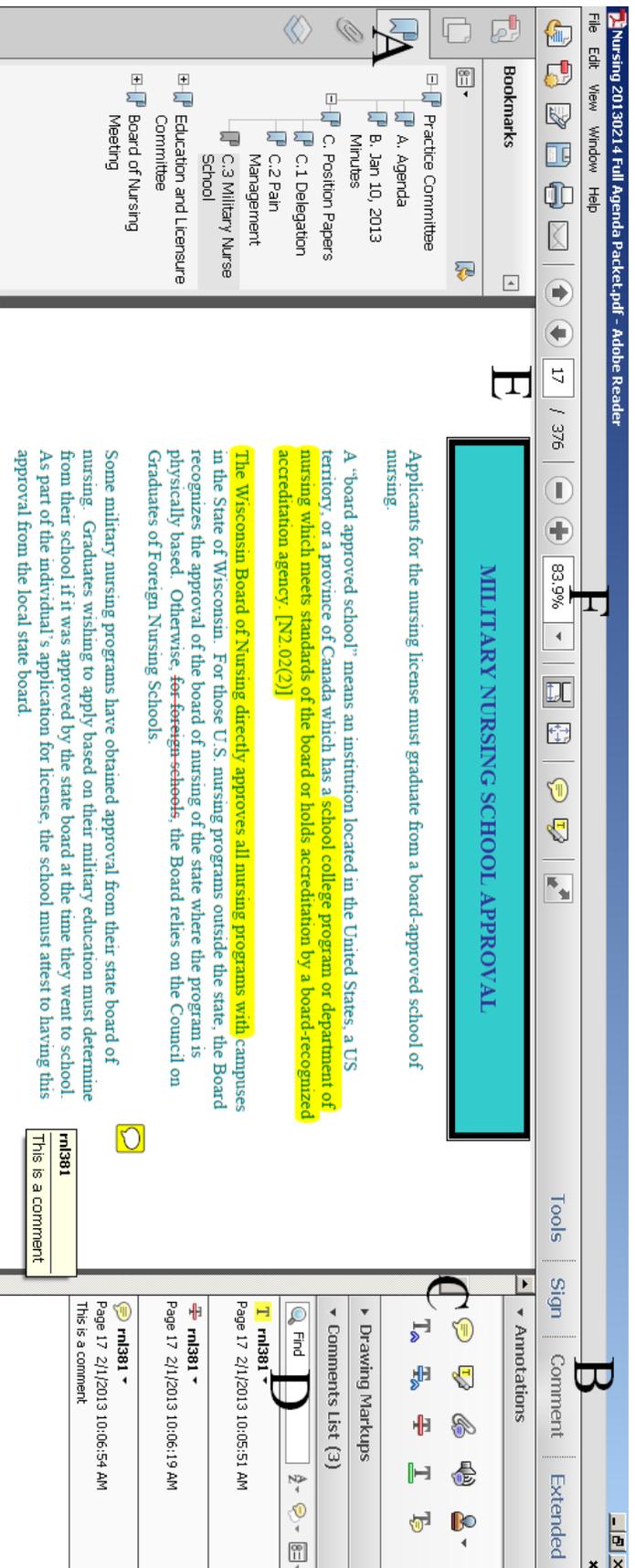
Please enter the number as it is shown in the box to the left.

*

Please use a login ID of your first initial followed by your middle initial followed by your last name, as in the example to the left.

Remember your logon ID, as you will need to provide that to DSPS staff in order for you to receive proper access rights.

Once you have been granted permission to access the Board's website, you should receive an automated 'Welcome to SharePoint' email with a link to the site.



Above is an example of an agenda packet page, with some features you can access through Adobe Reader.

A: Bookmarks – When the Bureau Assistant creates the Agenda Packet, it is possible to place in bookmarks for quick reference during meetings. You can expand and minimize categories to better enable you to jump from section to section of your agenda here.

B: Comment – On specially designated .pdf files, it is possible for Adobe Reader to be given comment privileges. This allows a Board member to make comments on documents, as well as edit, highlight, or insert text in suitable files. Please note, if the file is a scanned copy, it is likely that the highlight and text editing features will not be usable. The comment feature will still work in such an issue.

C: Annotations & Drawing Markups – These are the different options you can use to mark up your document for your reference. If you mouse over an option, it will give a brief description of what it can do for you. Feel free to experiment and find out what works best for you!

D: Comments List – Quickly jump between your comments by selecting them in this list. Never again will you miss out on a note during a discussion with this handy tool.

E: Page List – No more rifling through papers in order to track down that page someone mentioned! With this handy bar, you can simply type in the page you are looking for, hit enter, and Adobe Reader will take you directly to the page.

F: Zoom – Having trouble reading something? You can zoom in and out on a document with this bar. The plus and minus signs to the left can be used to make quick adjustments as well.

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

AGENDA REQUEST FORM

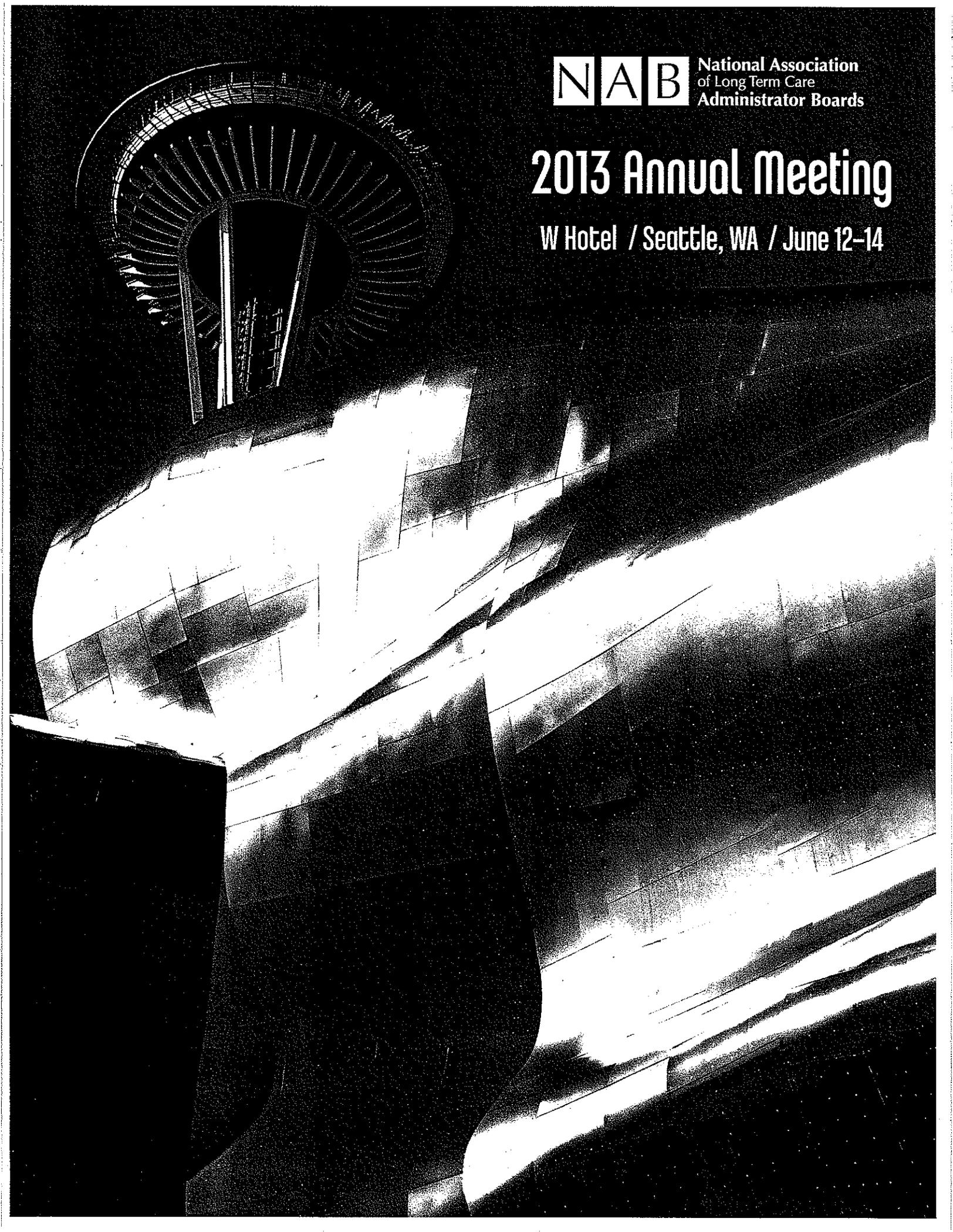
1) Name and Title of Person Submitting the Request:		2) Date When Request Submitted:	
		Items will be considered late if submitted after 4:30 p.m. and less than: <ul style="list-style-type: none"> ▪ 10 work days before the meeting for Medical Board ▪ 14 work days before the meeting for all others 	
3) Name of Board, Committee, Council, Sections: Nursing Home Administrator Examining Board			
4) Meeting Date: March 20, 2013	5) Attachments: x Yes <input type="checkbox"/> No	6) How should the item be titled on the agenda page? 2013 National Association of Long Term Care Administrator Boards Annual Meeting – June 12-14 – Seattle, WA	
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?	9) Name of Case Advisor(s), if required:	
10) Describe the issue and action that should be addressed: Consider meeting attendance.			
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	

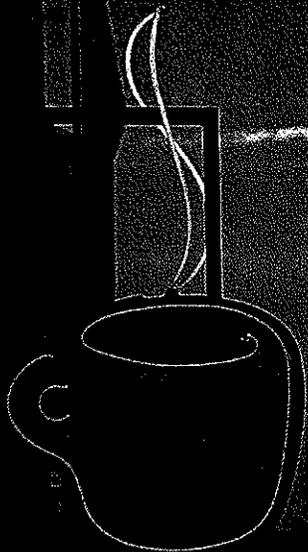


National Association
of Long Term Care
Administrator Boards

2013 Annual Meeting

W Hotel / Seattle, WA / June 12-14





PUBLIC
MARKET

Welcome to Seattle

The National Association of Long Term Care Administrator Boards invites you to Seattle. Known for its rich and innovative music scene, renowned seafood and majestic views of Mt. Rainier and the Cascades, Seattle is a meeting city with abundant opportunities for business and social activity.



THE SPACE NEEDLE Seattle's iconic structure rises 605 feet in the air, giving visitors panoramic views of the Cascade Mountains, Olympic Mountains and Puget Sound. Built in conjunction with the 1962 World's Fair, the Space Needle represents "American aspirations towards technological prowess" and "the belief in commerce, technology and progress." Go to the 520-foot high observation deck, or dine at the world-famous SkyCity restaurant, where you can enjoy fine cuisine as the dining room slowly rotates 360 degrees above the Emerald City.

CHIHULY GARDEN AND GLASS MUSEUM Seattle's newest attraction, this museum is located by the base of the Space Needle and features the works of famed glass artist and Washington State native Dale Chihuly. The museum displays the artist's large-scale glass creations, which depict flowers, plants, sealife and Northwest Indian designs.

EXPERIENCE MUSIC PROJECT Located at Seattle Center by the Space Needle, EMP is an innovative music museum "dedicated to the ideas and risk-taking that fuel contemporary popular culture." The museum combines traditional musical artifact collections with interactive displays allowing patrons to play their own music. The Frank Gehry-designed building also houses the Science Fiction Museum, which displays items from Star Trek, Star Wars and other seminal sci-fi shows.

THE PIKE PLACE MARKET The market is one of the oldest farmer's markets in the country, housing over a hundred shops and food vendors over several city blocks near the waterfront. The famed "fish-throwers" heave huge salmon and halibut (but not the Alaskan king crabs) at the Pike Place Fish Market. Aside from wonderful seafood, you can find coffee, produce, flowers or other gifts. Market tours and tasting tours are available to get the full culinary experience.

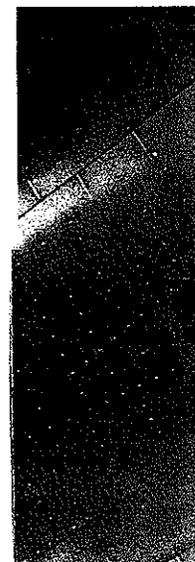
TILlicum VILLAGE Showcasing Native American culture, Tillicum Village is located on Blake Island across Puget Sound from downtown Seattle. The guided 4-hour experience includes round-trip narrated cruises to the island, a salmon buffet and Native American programming, plus the opportunity to explore the island on your own.

BAINBRIDGE ISLAND Take a ferry across Puget Sound to Bainbridge Island and browse the island's many shops for gifts from the Northwest. Ferries leave from the downtown waterfront each hour. Harbor cruises are also available for longer trips to the San Juan Islands and other points in Puget Sound.

THE MUSEUM OF FLIGHT Located south of downtown Seattle, this independent museum has a collection of 150 air- and spacecraft, including the Concorde and the original Air Force One.

For more information on Seattle's attractions and events, please visit

www.visitseattle.org



HOTEL The Annual Meeting will be held at the W Hotel in downtown Seattle. The W Hotel is within walking distance of Pioneer Square and many of the downtown businesses, including the flagship Nordstrom's store. The hotel features the W's unique Pillow Menu service, offering the pillows perfect for your personal satisfaction and relaxation. W Hotels also have their signature "Whatever/ Whenever" concierge service to help you get theater reservations, personal shopping, or any other service you require. Visit www.wseattle.com for more information about the W's accommodations and amenities.

RESERVATIONS A limited number of guestrooms have been reserved at a discounted rate of \$205.00 single/double (additional state and local taxes on room rates will apply, currently at 15.6%) for NAB attendees. To make reservations, call the W Hotel at 1-206-264-6000 **by Monday, May 20, 2013**. In order to receive this special rate, you must mention that you will be attending the NAB Annual Meeting. After May 20, or once the block has been filled (**whichever comes first**), reservations will be accepted on a space- and rate-available basis. Individual cancellations must be made at least 24 hours prior to 4:00 PM of your arrival date in order to avoid a penalty. Check-in time is 3:00 PM and check-out time is 12:00 Noon.

TRANSPORTATION The W Hotel is 14 miles from Seattle-Tacoma International Airport (SEA, also known as Seatac), or about a 25 minute ride. Taxis are available outside the airport and costs approximately \$40.00 one-way. Seattle's Link light rail runs from the airport to downtown for \$2.50 one-way; the W is two blocks from the Link's University Street station (the penultimate stop on the line). The trains leave the airport station every 7.5-10 minutes during the day, and the ride is about 35 minutes each way. Shuttle service is available from Go Shuttle Express for approximately \$33.00 one-way; visit www.shuttleexpress.com to make a reservation.

DRESS Business casual attire is appropriate for all meetings. The outdoor temperature and meeting rooms may vary. We strongly recommend bringing a sweater or light jacket. The average temperature for Seattle in June is in the low 70's F during the day and in the mid 50's F in the evenings. Also keep in mind that sunset in June is after 9:00 PM.

Photos by Tim Thompson, Seattle CVB



NAB National Association
of Long Term Care
Administrator Boards

2013 Annual Meeting
W Hotel / Seattle, WA / June 12-14

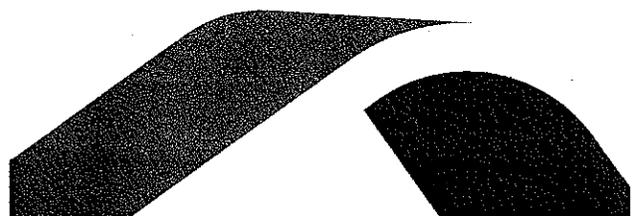
All meetings and events, with the exception of the Thursday night social event, will take place at the W Hotel times are subject to change.

WED 6.12	8:30 am – 12:00 pm	Executive Committee Meeting
	8:30 am – 5:00 pm	NHA Exam Committee Meeting*
		RC/AL Exam Committee Meeting*
	1:00 pm – 3:00 pm	NAB Foundation Meeting
	2:00 pm – 6:00 pm	Registration
	3:00 pm – 4:00 pm	Orientation to NAB (<i>open to all - especially first time attendees</i>)
	4:00 pm – 6:00 pm	State Executive Forum
	State Board Member Forum	
	Academic Forum	
	NCERS Forum	
6:30 pm – 8:00 pm	Chairman's Reception	

THURS 6.13	7:00 am – 8:00 am	Breakfast Buffet
	8:00 am – 10:00 am	Opening Session and Keynote Speaker Presentation: Innovative Board Structures for Regulating Long Term Care Professionals [Part I] Bonnie Kantor-Burman, Sc.D., Director, Ohio Department of Aging
	10:00 am – 10:15 am	Break
	10:15 am – 12:00 pm	Continuing Education Meeting
		Member Relations and Outreach Meeting
	11:00 am – 12:00 pm	Exam Development Orientation (<i>If you are interested in serving on either the NHA or RC/AL Exam Committee or as an Item Writer, or want to learn more about the Exam development process, this orientation is a MUST attend</i>)
	12:00 pm – 2:00 pm	Luncheon and Special Presentation: Innovative Board Structures for Regulating Long Term Care Professionals [Part II] Gaylord "Z" Thomas, Executive Director, Oklahoma State Board of Examiners
	2:00 pm – 4:00 pm	State Governance and Regulatory Issues Meeting
		Education Meeting
	3:00 pm – 3:15 pm	Break
5:30 pm – 10:30 pm	Evening Social Event	

FRI 6.14	8:00 am – 9:00 am	Breakfast Buffet
	9:00 am – 12:00 pm	Board of Governors Meeting

*by invitation only



Committees and Meetings

Bylaws Committee

Chair: Gaylord "Z" Thomas, Oklahoma

The Bylaws Committee reviews the Association's bylaws, policies and procedures to ensure that they are designed to support current governance, operations and the attainment of NAB strategic goals.

Continuing Education Meeting

Co-Chairs: Mary Ellen Wilkinson, Nevada
Michael Hickey, Washington

Topics for discussion include how to determine the quality of continuing education course offerings, recommendations to Boards/Agencies regarding minimal standards for continuing education of licensed administrators, and maintaining the efficiency of the National Continuing Education Review Service (NCERS).

Education Meeting

Chair: Jennifer Johs-Artisensi, Wisconsin
Vice Chair: Marianna Kern Grachek, Michigan

Topics for discussion include evaluating educational materials for preparing candidates for the national exam and working with academic institutions on preparing the long term care administrators of tomorrow.

Member Relations and Outreach Meeting

Chair: Margaret McConnell, Nevada
Vice Chair: Tim Chesney, Ohio

Topics for discussion include increased participation by state boards in NAB programs and initiatives and devising marketing and communications messages to reach administrators, governing bodies and the general public on the issues facing long term care administration.

State Governance and Regulatory Issues Meeting

Chair: Lisa Hahn, Virginia
Vice Chair: Gaylord "Z" Thomas, Oklahoma

Topics for discussion include addressing federal and state regulatory issues and their impact on licensure Boards/Agencies and administrators, exploring new educational opportunities focused on ethics and standards of practice, member needs assessment, development of a mentoring program for non-participating and/or new board chairs/state executives and encouraging standardized practices.

Nursing Home Administrator Examination Committee

Co-Chairs: Jim Bennett, Washington
Jonathan Thomas, North Carolina

The NHA Examination Committee is responsible for the development and continuous review of the NAB Nursing Home Administrators Examination.

Residential Care/Assisted Living Administrator Examination Committee

Chair: Del Zook, Oregon
Vice Chair: Heather Anderson, Michigan

The RC/AL Examination Committee is responsible for the development and continuous review of the NAB RC/AL Examination.

State Executive Forum

Facilitator: Sally McKee, Missouri

The State Executive Forum assists state board executives and board secretaries in resolving problems and issues relating to regulation of the practice of long term care administration, discusses matters relating to licensure/reciprocity and shares best practices.

State Board Member Forum

Facilitator: Jonathan Thomas, North Carolina

The State Board Member Forum assists state licensing boards members in resolving problems and issues relating to the regulation of the practice of long term care administration, discusses matters relating to licensure/reciprocity and shares best practices related to state board operations and governance.

Academic Forum

Facilitator: Jennifer Johs-Artisensi, Wisconsin

The Academic Forum is for members of the academic community with programs in long term care administration. The forum is designed to facilitate a conversation between educators and NAB on the latest trends in education for long term care administrators and as a forum for educators to provide feedback on NAB's Academic Accreditation Program and share best practices.

NCERS Forum

Facilitator: Mary Ellen Wilkinson, Nevada

The NCERS Forum is for sponsors of NAB-approved continuing education programs. The forum is designed to facilitate a conversation between NAB and approved sponsors on the latest trends in continuing education for long term care administrators and as a forum for sponsors to provide feedback on NCERS policy and procedure.





National Association
of Long Term Care
Administrator Boards



2013 Annual Meeting

W Hotel / Seattle, WA / June 12-14

3 Easy Ways to Register

ONLINE Visit www.nabweb.org

FAX Fax completed form to 202-216-9646

MAIL NAB, 1444 I Street, NW, Suite 700,
Washington, DC 20005 Attn: Jason Silberberg

1 ATTENDEE INFORMATION

Name: _____
 Employer: _____
 Mailing Address: _____
 City: _____ State: _____ Zip: _____
 Phone: _____ Fax: _____ Email: _____

2 BADGE INFORMATION

Name: _____
 Affiliation: _____
 City: _____ State: _____
 State Board Member? Yes No Is this your first NAB Meeting? Yes No
 Do you have any special dietary requirements or special accommodations? Yes No Describe: _____

3 ATTENDEE BINDER

NAB will no longer be providing a hard copy of the meeting binder to attendees, unless you specifically indicate that they want one. All attendees will receive an electronic copy of the meeting binder prior to the meeting. **If you would like a hard copy of the meeting binder, please check here.**

4 REGISTRATION FEES

	By May 20	After May 20	Total
Designated State Board Member	\$0	\$0	
Additional State Board Members	\$350	\$425	
Associate and Subscribing Members	\$350	\$425	
Non-Member	\$450	\$525	
Additional Chairman's Reception Tickets (Wednesday)	\$75	\$75	
Additional Social Event Tickets (Thursday)	\$100	\$100	
Additional Breakfast Tickets (Thursday)	\$45	\$45	
Additional Breakfast Tickets (Friday)	\$45	\$45	
Additional Lunch Tickets (Wednesday)	\$60	\$60	
Additional Lunch Tickets (Thursday)	\$60	\$60	
		TOTAL	\$

The above registration fees include all meals and events listed on the meeting program. If you would like to bring a guest, you may purchase individual tickets for selected meals and events above.

5 PAYMENT METHOD NAB requires pre-payment for all meetings.

Check # _____ Mastercard Visa American Express
 Card No. _____ Security Code _____ Exp. Date _____
 Name on Card _____
 Signature _____

All cancellations must be received in writing by NAB via mail, email or fax. A refund, less an administrative fee of \$25.00, will be issued if received by **May 27, 2013**. Due to financial obligations incurred by NAB, no refunds will be issued on cancellations received after **May 27, 2013**. Substitutions from the same company will be permitted at any time prior to the meeting start date without penalty.

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

AGENDA REQUEST FORM

1) Name and Title of Person Submitting the Request: Office of the Governor		2) Date When Request Submitted: <div style="border: 1px solid black; padding: 2px; font-size: small;"> Items will be considered late if submitted after 4:30 p.m. and less than: ▪ 10 work days before the meeting for Medical Board ▪ 14 work days before the meeting for all others </div>	
3) Name of Board, Committee, Council, Sections: Nursing Home Administrators Affiliated Credentialing Board			
4) Meeting Date: March 28, 2013	5) Attachments: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	6) How should the item be titled on the agenda page? Executive Order #61	
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? 	9) Name of Case Advisor(s), if required: 	
10) Describe the issue and action that should be addressed: To comply with Executive Order #61, the Board is being asked to review its rules to identify rules that unnecessarily burden small businesses to conduct their affairs and expand. The following options are suggested for undertaking this assignment, with a report back to the Board at its next meeting: <ol style="list-style-type: none"> 1. Appoint a member of the Board to review the rules; 2. Divide the rules among Board members for review; 3. All Board members could review the rules individually. If the Board decides at the next meeting that there is a need to write rules, the next step would be to draft a scope statement.			
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	



OFFICE OF THE GOVERNOR

EXECUTIVE ORDER # 61

Relating to Job Creation and Small Business Expansion

WHEREAS, creating jobs and growing our state's economy is dependent on a vibrant small business sector; and

WHEREAS, small businesses have generated 64% of net new jobs over the past fifteen years and employ over half of all private sector employees; and

WHEREAS, according to recent U.S. Census data, 86% of Wisconsin business employ fewer than 20 workers, and 74% have ten workers or less; and

WHEREAS, small businesses spend 80% more per worker than large employers to comply with government regulations and, according to a recent National Federation of Independent Business survey of Wisconsin employers, 91% said it was impossible to know about, comply with, and understand all of government's regulations; and

WHEREAS, according to the U.S. Small Business Administration, complying with government regulations costs small businesses \$10,585 per worker, which discourages investment and hiring by small businesses; and

WHEREAS, government regulations are regularly cited as one of the top three concerns for small business growth, according to NFIB's Small Business Optimism Index; and

WHEREAS, 2011 Wisconsin Act 46 strengthened Wisconsin's Small Business Regulatory Review Board (Board) empowering small business owners and giving them the ability to judge the economic impact of government regulation; and

WHEREAS, 2011 Wisconsin Act 46 requires state agencies to submit any rule with an economic impact to the Board for review and allows the Board to suggest changes to the agency that will improve compliance and reduce the rule's burden on small businesses; and

WHEREAS, pursuant to Wis. Stat. § 227.30, the Board has the authority to review rules and guidelines of any agency to determine whether any of those rules or guidelines place an unnecessary burden on the ability of small businesses to conduct their affairs; and

WHEREAS, state agencies and the Board should not only be reviewing new rules but collaborating to reform existing rules that hinder job creation and small business expansion and that this effort would help further the state's goal of creating 250,000 jobs by 2015.

NOW THEREFORE, I, SCOTT WALKER, Governor of the State of Wisconsin, by the authority vested in me by the Constitution and laws of this State, specifically Wis. Stat. § 227.10(2m), do hereby:

1. Require all state agencies to review 2011 Wisconsin Act 46 to ensure they are in compliance, ready to assist small business owners, and properly submitting any proposed rules with an economic impact to the Board;
2. Require all state agencies to cooperate with the Board to identify existing rules hindering job creation and small business growth;

3. Require all state agencies to work with the Board to recommend changes to these rules that will both reduce their burden on job creators while continuing to comply with the intent of the statutes that created them;
4. Require all state agencies to work with the Board to identify strategies that will increase compliance with existing rules;
5. Request that the Board engage small business owners and their representative organizations to gather input on any rules hindering job growth;
6. Request that the Board provide a report and analysis of these rules, in a manner similar to Wis. Stat. § 227.30(1), to the Governor's Office of Regulatory Compliance and the agency with the authority to amend the rules, which details the rules they have identified for modification.



IN TESTIMONY WHEREOF, I have hereunto set my hand and caused the Great Seal of the State of Wisconsin to be affixed. Done in the City of Eau Claire this twenty-second day of February, in the year two thousand twelve.


SCOTT WALKER
Governor

By the Governor:


DOUGLAS LA FOLLETTE
Secretary of State

notice, under ch. 985, of the hearing in the official state newspaper and give any other notice which the committee directs. The hearing shall be conducted in accordance with s. 227.18 and shall be held not more than 60 days after receipt of notice of the requirement.

History: 1985 a. 182 ss. 1, 3, 50; 1987 a. 186; 2005 a. 249.

Rule suspension under sub. (2) (d) does not violate the separation of powers doctrine. *Martinez v. DILHR*, 165 Wis. 2d 687, 478 N.W.2d 582 (1992).

A collective bargaining agreement between the regents and the teaching assistants association is not subject to review by the committee. 59 Atty. Gen. 200.

In giving notice of public hearings held under sub. (2), the committee should concurrently employ the various forms of notice available that best fit the particular circumstances. 62 Atty. Gen. 299.

If an administrative rule is properly adopted and is within the power of the legislature to delegate there is no material difference between it and a law. No law, including a valid rule can be revoked by a joint resolution of the legislature as such a resolution deprives the executive its power to veto an act of the legislature. 63 Atty. Gen. 159.

Legislative committee review of administrative rules in Wisconsin. Bunn and Gallagher. 1977 WLR 935.

227.27 Construction of administrative rules.

- (1) In construing rules, ss. 990.001, 990.01, 990.03 (1), (2) and (4), 990.04 and 990.06 apply in the same manner in which they apply to statutes, except that ss. 990.001 and 990.01 do not apply if the construction would produce a result that is inconsistent with the manifest intent of the agency.
- (2) The code shall be prima facie evidence in all courts and proceedings as provided by s. 889.01, but this does not preclude reference to or, in case of a discrepancy, control over a rule filed with the legislative reference bureau or the secretary of state, and the certified copy of a rule shall also and in the same degree be prima facie evidence in all courts and proceedings.

History: 1983 a. 544; 1985 a. 182 ss. 22, 55 (2), (3); Stats. 1985 s. 227.27; 2005 a. 249; 2007 a. 20.

227.30 Review of administrative rules or guidelines.

- (1) The small business regulatory review board may review the rules and guidelines of any agency to determine whether any of those rules or guidelines place an unnecessary burden on the ability of small businesses, as defined in s. 227.114 (1), to conduct their affairs. If the board determines that a rule or guideline places an unnecessary burden on the ability of a small business to conduct its affairs, the board shall submit a report and recommendations regarding the rule or guideline to the joint committee for review of administrative rules and to the agency.
- (2) When reviewing the report, the joint committee for review of administrative rules shall consider all of the following:
 - (a) The continued need for the rule or guideline.
 - (b) The nature of the complaints and comments received from the public regarding the rule or guideline.
 - (c) The complexity of the rule or guideline.

- (d) The extent to which the rule or guideline overlaps, duplicates, or conflicts with federal regulations, other state rules, or local ordinances.
 - (e) The length of time since the rule or guideline has been evaluated.
 - (f) The degree to which technology, economic conditions, or other factors have changed in the subject area affected by the rule or guideline since the rule or guideline was promulgated.
- (3) The joint committee for review of administrative rules may refer the report regarding the rule or guideline to the presiding officer of each house of the legislature for referral to a committee under s. 227.19 (2) or may review the rule or guideline as provided under s. 227.26.

History: 2003 a. 145; 2005 a. 249.

SUBCHAPTER III

ADMINISTRATIVE ACTIONS AND JUDICIAL REVIEW

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

227.40 Declaratory judgment proceedings.

- (1) Except as provided in sub. (2), the exclusive means of judicial review of the validity of a rule shall be an action for declaratory judgment as to the validity of the rule brought in the circuit court for the county where the party asserting the invalidity of the rule resides or has its principal place of business or, if that party is a nonresident or does not have its principal place of business in this state, in the circuit court for the county where the dispute arose. The officer or other agency whose rule is involved shall be the party defendant. The summons in the action shall be served as provided in s. 801.11 (3) and by delivering a copy to that officer or, if the agency is composed of more than one person, to the secretary or clerk of the agency or to any member of the agency. The court shall render a declaratory judgment in the action only when it appears from the complaint and the supporting evidence that the rule or its threatened application interferes with or impairs, or threatens to interfere with or impair, the legal rights and privileges of the plaintiff. A declaratory judgment may be rendered whether or not the plaintiff has first requested the agency to pass upon the validity of the rule in question.
- (2) The validity of a rule may be determined in any of the following judicial proceedings when material therein:
 - (a) Any civil proceeding by the state or any officer or agency thereof to enforce a statute or to recover thereunder, provided such proceeding is not based upon a matter as to which the opposing party is accorded an administrative review or a judicial review by other provisions of the statutes and such opposing party has failed to exercise such right to review so accorded;
 - (b) Criminal prosecutions;
 - (c) Proceedings or prosecutions for violations of county or municipal ordinances;
 - (d) Habeas corpus proceedings relating to criminal prosecution;

**227.10 Statements of policy and interpretations of law;
discrimination prohibited.**

- (1)** Each agency shall promulgate as a rule each statement of general policy and each interpretation of a statute which it specifically adopts to govern its enforcement or administration of that statute. A statement of policy or an interpretation of a statute made in the decision of a contested case, in a private letter ruling under s. 73.035 or in an agency decision upon or disposition of a particular matter as applied to a specific set of facts does not render it a rule or constitute specific adoption of a rule and is not required to be promulgated as a rule.
- (2)** No agency may promulgate a rule which conflicts with state law.
- (2m)** No agency may implement or enforce any standard, requirement, or threshold, including as a term or condition of any license issued by the agency, unless that standard, requirement, or threshold is explicitly required or explicitly permitted by statute or by a rule that has been promulgated in accordance with this subchapter. The governor, by executive order, may prescribe guidelines to ensure that rules are promulgated in compliance with this subchapter.

227.114 Rule making; considerations for small business.

227.114(2)

- (1) In this section, "small business" means a business entity, including its affiliates, which is independently owned and operated and not dominant in its field, and which employs 25 or fewer full-time employees or which has gross annual sales of less than \$5,000,000.
- (2) When an agency proposes or revises a rule that may have an effect on small businesses, the agency shall consider each of the following methods for reducing the impact of the rule on small businesses:
 - (a) The establishment of less stringent compliance or reporting requirements for small businesses.
 - (b) The establishment of less stringent schedules or deadlines for compliance or reporting requirements for small businesses.
 - (c) The consolidation or simplification of compliance or reporting requirements for small businesses.
 - (d) The establishment of performance standards for small businesses to replace design or operational standards required in the rule.
 - (e) The exemption of small businesses from any or all requirements of the rule.

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