

**NURSING HOME ADMINISTRATORS EXAMINING BOARD
VIRTUAL MEETING MINUTES
MARCH 28, 2013**

PRESENT: Kenneth Arneson, Loreli Dickinson, David Egan, Susan Kinast-Porter, Mary Pike (at DSPS), Earlene Ronk

EXCUSED: Mary Lease, Paul Peshek

STAFF: Thomas Ryan, Executive Director; Pamela Stach, Legal Counsel (portion of meeting); Karen Rude-Evans, Bureau Assistant; and other Department staff

David Egan, Board Chair, called the meeting to order at 9:45 a.m. A quorum of six (6) members was confirmed.

ADOPTION OF AGENDA

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

APPROVAL OF MINUTES OF AUGUST 2, 2012

MOTION: Loreli Dickinson moved, seconded by Earlene Ronk, to approve the minutes of August 2, 2012 as drafted. Motion carried unanimously.

ADMINISTRATIVE MATTERS

Election of Officers and Liaison Appointments

NOMINATION: Mary Pike nominated David Egan for Board Chair.

Tom Ryan called for nominations a total of three times. Hearing no additional nominations, a vote was called.

David Egan was elected Board Chair by unanimous vote.

NOMINATION: David Egan nominated Kenneth Arneson for Board Vice Chair.

Tom Ryan called for nominations a total of three times. Hearing no additional nominations, a vote was called.

Kenneth Arneson was elected Board Vice Chair by unanimous vote.

NOMINATION: David Egan nominated Mary Lease for Board Secretary.

Tom Ryan called for nominations a total of three times. Hearing no additional nominations, a vote was called.

Mary Lease was elected Board Secretary by unanimous vote.

2013 ELECTION RESULTS	
Chair	David Egan
Vice Chair	Kenneth Arneson
Secretary	Mary Lease

Liaison Appointments

Screening Panel: Kenneth Arneson, David Egan, Earlene Ronk (alternate)
 Credentialing Liaisons: David Egan, Earlene Ronk (alternate)
 DLSC Monitoring Liaisons: Kenneth Arneson, Earlene Ronk (alternate)
 Education and Examinations Liaisons: David Egan, Earlene Ronk (alternate)
 Travel Liaison: none

MOTION: Mary Pike moved, seconded by Kenneth Arneson, to approve the liaisons as appointed. Motion carried unanimously.

MOTION: Kenneth Arneson moved, seconded by Mary Pike, that, in order to facilitate the completion of assignments between meetings, the Board delegates its authority by order of succession to the Chair, highest ranking officer, or longest serving member of the Board, 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. Susan Kinast-Porter abstained.

Monitoring Liaison Roles and Delegated Authorities

MOTION: Kenneth Arneson moved, seconded by Loreli Dickinson, to adopt the Roles and Authorities Delegated to the Monitoring Liaison document. Motion carried unanimously.

2013 NATIONAL ASSOCIATION OF LONG TERM CARE ADMINISTRATOR BOARDS ANNUAL MEETING, JUNE 12-14, 2013, SEATTLE, WASHINGTON

MOTION: David Egan moved, seconded by Susan Kinast-Porter, to designate David Egan as the delegate, with an alternate to be named later as necessary, to represent the Board at the 2013 National Association of Long Term Care Administrator Boards Annual Meeting to be held June 12-14, 2013 in Seattle, Washington, and to authorize the travel. Motion carried unanimously.

LEGISLATIVE/ADMINISTRATIVE RULE MATTERS

Executive Order # 61 Relating to Small Businesses

MOTION: David Egan moved, seconded by Kenneth Arneson, to appoint Earlene Ronk to review the rules and report back to the board at the next meeting. Motion carried unanimously.

CLOSED SESSION

Chair David Egan read the motion to convene to closed session.

MOTION: Mary Pike 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: Kenneth Arneson - yes; Loreli Dickinson - yes; David Egan - yes; Susan Kinast-Porter-yes; Mary Pike - yes; and Earlene Ronk – yes. Motion carried unanimously. Open session recessed at 10:31 a.m.

RECONVENE TO OPEN SESSION

MOTION: David Egan moved, seconded by Loreli Dickinson, to reconvene in open session at 10:59 a.m. Motion carried unanimously.

VOTING ON ITEMS CONSIDERED/DELIBERATED IN CLOSED SESSION

ADMINISTRATIVE WARNING(S)

MOTION: David Egan moved, seconded by Loreli Dickinson, to issue the Administrative Warning in **case 12 NHA 037 against respondent J.B.B as amended.** Motion carried unanimously.

MOTION: Kenneth Arneson moved, seconded by Mary Pike, that the Board delegates authority to the Chair or a Board member to sign documents on behalf of the Board. In order to carry out duties of the Board, the Chair or Board member has the ability to delegate this signature authority to a Department representative for purposes of facilitating the completion of assignments during or between meetings in accordance with the law. The Chair or Board member delegates the authority to the Department representative to sign the name of the Chair or Board member on documents as necessary. Motion carried unanimously.

CASE CLOSINGS

MOTION: Susan Kinast-Porter moved, seconded by David Egan, to close the following cases:

- a. 11 NHA 036 (P2)
- b. 12NHA 004 (P2)
- c. 12 NHA 006 (N2)
- d. 12 NHA 025 (IE)
- e. 12 NHA 030 (P2)
- f. 12 NHA 053 (NV)

Motion carried unanimously.

MOTION: Susan Kinast-Porter moved, seconded by David Egan, to refer the nurse in case **12 NHA 030** to the Board of Nursing for possible violations. Motion carried unanimously.

ADJOURNMENT

MOTION: David Egan moved, seconded by Loreli Dickinson, to adjourn the meeting at 11:05 a.m. Motion carried unanimously.