

**NURSING HOME ADMINISTRATORS EXAMINING BOARD
MEETING MINUTES
May 22, 2014**

PRESENT: Kenneth Arneson; Stefanie Carton; Timothy Conroy; Charles Hawkins; Earlene Ronk; Patrick Shaughnessy

PRESENT VIA GOTOMEETING: Loreli Dickinson

ABSENT: Susan Kinast-Porter; Paul Peshek

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

CALL TO ORDER

Kenneth Arneson, Vice Chair, called the meeting to order at 9:36 A.M. A quorum of seven (7) members was confirmed.

ADOPTION OF AGENDA

MOTION: Earlene Ronk moved, seconded by Stefanie Carton, to adopt the agenda as published. Motion carried unanimously.

APPROVAL OF MINUTES

MOTION: Earlene Ronk moved, seconded by Timothy Conroy, to approve the minutes of November 7, 2013 as published. Motion carried unanimously.

ADMINISTRATIVE UPDATES

ELECTION OF OFFICERS

BOARD CHAIR

NOMINATION: Earlene Ronk nominated Kenneth Arneson for the Office of Board Chair. Nomination carried.

Tom Ryan called for other nominations three (3) times.

Kenneth Arneson was elected as Board Chair.

VICE CHAIR

NOMINATION: Kenneth Arneson nominated Timothy Conroy for the Office of Vice Chair. Nomination carried.

Tom Ryan called for other nominations three (3) times.

Timothy Conroy was elected as Vice Chair.

SECRETARY

NOMINATION: Charles Hawkins nominated himself for the Office of Secretary.
Nomination carried.

Tom Ryan called for other nominations three (3) times.

Charles Hawkins was elected as Secretary.

2014 ELECTION RESULTS	
Board Chair	Kenneth Arneson
Vice Chair	Timothy Conroy
Secretary	Charles Hawkins

APPOINTMENT OF LIAISONS, ALTERNATES, AND DELEGATES

MOTION: Timothy Conroy moved, seconded by Patrick Shaughnessy, to approve the following appointments made by the Chair:

- a) **Credentialing Liaison:** **Patrick Shaughnessy;**
(**Stefanie Carton** as the Alternate)
- b) **Monitoring Liaison:** **Timothy Conroy;**
(**Kenneth Arneson** as the Alternate)
- c) **Education & Exams Liaison:** **Charles Hawkins;**
(**Patrick Shaughnessy** as the Alternate)
- d) **Legislative Liaison:** **Stefanie Carton;**
(**Charles Hawkins** as the Alternate)
- e) **Travel Liaison:** **Kenneth Arneson;**
(**Timothy Conroy** as the Alternate)
- f) **Professional Assistance Procedure (PAP) Liaison:** **Timothy Conroy**
(**Kenneth Arneson** as the Alternate)
- g) **Rules Liaison:** **Stefanie Carton;**
(**Charles Hawkins** as the Alternate)
- h) **Website Liaison:** **Patrick Shaughnessy;**
(**Stefanie Carton** as the Alternate)
- i) **Screening Panel** **Kenneth Arneson; Patrick Shaughnessy;**
(**Timothy Conroy** as the Alternate)

Motion carried unanimously.

DELEGATED AUTHORITY MOTIONS

MOTION: Earlene Ronk moved, seconded by Patrick Shaughnessy, that the Board delegates authority to the Chair (or order of succession) to sign documents on behalf of the Board. In order to carry out duties of the Board, the Chair has the ability to delegate this signature authority for purposes of facilitating the completion of assignments during or between meetings. The Chair delegates the authority to a Department representative to sign the name of the Chair (or order of succession), or any and all Board members, on documents as necessary. Motion carried unanimously.

MOTION: Patrick Shaughnessy moved, seconded by Stefanie Carton, 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 to act in urgent matters and to act when 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: Charles Hawkins moved, seconded by Patrick Shaughnessy, to adopt the Roles and Authorities Delegated to the Monitoring Liaison and Department Monitor document as presented in today's agenda packet. Motion carried unanimously.

LEGISLATIVE/ADMINISTRATIVE RULE MATTERS:

2013 WISCONSIN ACT 114 JOB READINESS INITIATIVE – DISCUSSION OF CHANGES TO NHA 2

MOTION: Patrick Shaughnessy moved, seconded by Stefanie Carton, to request DSPS staff draft a Scope Statement revising Wis. Admin. Code ch. NHA 2, relating to Application for Examination, and to designate Stefanie Carton to approve the Scope Statement for submission to the Governor's Office. Motion carried unanimously.

EDUCATION AND EXAMINATION MATTERS

NHA STATE EXAM ITEM REVIEW DISCUSSION

MOTION: Stefanie Carton moved, seconded by Patrick Shaughnessy, to designate Charles Hawkins and Timothy Conroy to work with Department staff to review and approve NHA State Exam items. Motion carried unanimously.

REVIEW AND APPROVAL/DENIAL OF NHA EDUCATIONAL PROGRAM

MOTION: Earlene Ronk moved, seconded by Stefanie Carton, to request Department staff obtain additional information from Bryant & Stratton College regarding their request for approval of the Health Services Administration Bachelors program, including specific required coursework and syllabi, internship process, practicum sites, faculty credentials, and other information as necessary. Motion carried unanimously.

SPEAKING ENGAGEMENT(S), TRAVEL, OR PUBLIC RELATION REQUEST(S)

**NATIONAL ASSOCIATION OF LONG TERM CARE ADMINISTRATOR BOARDS 2014
ANNUAL MEETING, JUNE 4-6, 2014 – CONSIDER ATTENDANCE, DESIGNATE
DELEGATE AND ALTERNATE**

MOTION: Earlene Ronk moved, seconded by Stefanie Carton, to designate Tom Ryan, Executive Director, or his designee, as available and at the discretion of the Executive Director, to attend part or all of the National Association of Long Term Care Administrator Boards 2014 Annual Meeting as the Board's delegate, on June 4-6, 2014, in Louisville, Kentucky, and to authorize travel. Motion carried unanimously.

CLOSED SESSION

MOTION: Timothy Conroy moved, seconded by Earlene Ronk, 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: Kenneth Arneson - yes; Stefanie Carton - yes; Timothy Conroy - yes; Loreli Dickinson - yes; Charles Hawkins - yes; Earlene Ronk - yes; Patrick Shaughnessy - yes. Motion carried unanimously.

The Board convened into Closed Session at 10:50 A.M.

RECONVENE TO OPEN SESSION

MOTION: Earlene Ronk moved, seconded by Charles Hawkins, to reconvene in Open Session at 11:28 A.M. Motion carried unanimously.

PROPOSED STIPULATIONS, FINAL DECISIONS AND ORDERS

12 NHA 047

CATHERINE A. KRENTZ, N.H.A.

MOTION: Patrick Shaughnessy moved, seconded by Charles Hawkins, to adopt the Findings of Fact, Conclusions of Law, Stipulation and Order, in the matter of 12 NHA 047 - Catherine A. Krentz, N.H.A. Motion carried unanimously.

13 NHA 041

ROLF F. DONHOWE, N.H.A.

MOTION: Charles Hawkins moved, seconded by Stefanie Carton, to adopt the Findings of Fact, Conclusions of Law, Stipulation and Order, in the matter of 13 NHA 041 - Rolf F. Donhowe, N.H.A.. Motion carried unanimously.

CASE CLOSINGS

MOTION: Earlene Ronk moved, seconded by Patrick Shaughnessy, to close the following cases according to the recommendations by the Division of Legal Services and Compliance:

- 1) 12 NHA 021 (C.K.) for prosecutorial discretion (P2)
- 2) 12 NHA 026 (C.K.) for insufficient evidence (IE)
- 3) 12 NHA 027 (C.K.) for prosecutorial discretion (P2)
- 4) 12 NHA 034 (M.R.M.) for prosecutorial discretion (P2)
- 5) 13 NHA 009 (G.S.B.) for no violation (NV)
- 6) 13 NHA 021 (J.L.S.) for prosecutorial discretion (P2)
- 7) 13 NHA 023 (C.R.G.) for prosecutorial discretion (P2)

Motion carried unanimously.

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

MOTION: Stefanie Carton moved, seconded by Timothy Conroy, to affirm all Motions made and Votes taken in Closed Session. Motion carried unanimously.

RATIFICATION OF LICENSES AND CERTIFICATES

MOTION: Charles Hawkins moved, seconded by Patrick Shaughnessy, to delegate ratification of examination results to DSPS staff and to ratify all licenses and certificates as issued. Motion carried unanimously.

ADJOURNMENT

MOTION: Earlene Ronk moved, seconded by Patrick Shaughnessy, to adjourn the meeting. Motion carried unanimously.

The meeting adjourned at 11:30 A.M.