

**NURSING HOME ADMINISTRATOR EXAMINING BOARD
LIVE MEETING/TELECONFERENCE MINUTES
MAY 11, 2011**

PRESENT: **Via Phone/Virtual Meeting:** Kenneth Arneson, David Egan, Susan Kinast-Porter
Physical Presence: Kathleen Lyons, Mary Pike, Earlene Ronk

EXCUSED: Mary Ann Clark, Loreli Dickinson, Mary Lease

STAFF: Colleen Baird, Legal Counsel; Kimberly Wood, Bureau Assistant; and Other Department Staff

CALL TO ORDER

David Egan, Chair, called the meeting to order at 9:41 a.m. A quorum of five (5) members was present.

AGENDA

Amendments to the Agenda:

- After Item “D” (open session) ADD the item titled: “Request for Approval of Regular Course of Study Submitted by UW-Milwaukee”

MOTION: David Egan moved, seconded by Kenneth Arneson, to approve the agenda as amended. Motion carried unanimously.

APPROVAL OF MINUTES OF NOVEMBER 11, 2010

MOTION: David Egan moved, seconded by Kenneth Arneson, to approve the minutes of November 11, 2010 as published. Motion carried unanimously.

SEATING OF OFFICERS FOR CALENDAR YEAR 2011

Chair – David Egan; Vice Chair – Mary Ann Clark; Secretary – Mary Lease

Noted.

ADMINISTRATIVE REPORT

Colleen Baird, Legal Counsel and Kimberly Wood, Bureau Assistant, reported to the Board regarding the following administrative items and issues.

- The appointment of Dan Williams as Bureau Director for the Board.
- Due to a scheduling conflict Dan Williams, Bureau Director, was unable to participate in this meeting.
- Travel policy: No out of state travel will be approved for 2011.
- Change to minute format: Minutes will reflect action items only.
- Division of Enforcement (DOE) Case Advisor Training: This training will be held on May 19, 2011.

Introduction of New Department Leadership

Secretary Dave Ross and Executive Assistant John Murray appeared before the Board to provide introductions.

Board Member Emergency Contact Form

Kimberly Wood informed the Board that the Division of Board Services is requesting that the Board's membership submit an updated copy of the emergency contact form.

Annual Policy Review

Kimberly Wood provided an annual review of Department policies to the Board.

BOARD APPOINTMENTS

David Egan made the following appointments:

- Screening Panel – Mary Ann Clark, David Egan
- Monitoring Liaison – Kenneth Arneson
- Education and Examination Liaison – David Egan
- Travel Liaison – None

REQUEST FOR APPROVAL OF REGULAR COURSE OF STUDY SUBMITTED BY UW-MILWAUKEE

The Board considered UW-Milwaukee's request for approval of a regular course of study. The Board posed a number of questions regarding this course and requested that Aaron Knautz work to obtain clarification. Once a response to the Board's questions has been received David Egan will conduct a final review of this course in his role as the Board's Education and Examination liaison.

LEGISLATIVE/ADMINISTRATIVE RULES

The Board discussed its pursuit of legislation to amend the requirements for obtaining a nursing home administrator license. The Board requested that Dan Williams, Bureau Director, communicate with John Murray, Executive Assistant, regarding the Board's pursuit of legislation.

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.; to consider licensure or discipline (s. 19.85(1)(b), 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.: Kenneth Arneson-yes; Mary Ann Clark-yes; Loreli Dickinson-yes; David Egan-yes; Susan Kinast-Porter-yes; Mary Pike-yes; Earlene Ronk-yes. Motion carried unanimously.

Open Session recessed at 10:39 a.m.

RECONVENE TO OPEN SESSION

MOTION: David Egan moved, seconded by Earlene Ronk, to reconvene to open session. Motion carried unanimously.

Open Session reconvened at 12:15 p.m.

VOTING ON ITEMS CONSIDERED OR DELIBERATED UPON IN CLOSED SESSION

**DELIBERATION OF CASE CLOSINGS AND REVIEW OF CASE STATUS REPORT
OR ANY SUBMITTED AFTER AGENDA SUBMISSION DEADLINE**

1. 08 NHA 034 – Prosecutorial Discretion (P3)
2. 09 NHA 050 – No Violation (*Against All Respondents*)
3. 09 NHA 058 – Prosecutorial Discretion (P2)
4. 10 NHA 017 – Prosecutorial Discretion (P2)
5. 10 NHA 022 – Prosecutorial Discretion (P2)
6. 10 NHA 024 – Prosecutorial Discretion (P2)
7. 10 NHA 045 – Prosecutorial Discretion (P2)
8. 10 NHA 050 – Prosecutorial Discretion (P2)
9. 10 NHA 060 – Prosecutorial Discretion (P2)
10. 10 NHA 062 – Prosecutorial Discretion (P2)
11. 10 NHA 063 – No Violation
12. 10 NHA 064 – Prosecutorial Discretion (P2)
13. 10 NHA 067 – No Violation
14. 11 NHA 002 – No Violation

MOTION: David Egan moved, seconded by Mary Pike, to close the cases as identified above. Motion carried unanimously.

**APPLICATION REVIEW OR ANY SUBMITTED AFTER AGENDA SUBMISSION
DEADLINE**

**Pamela M. Cedenó – Review of the Nursing Home Administrator Reinstatement
Application**

MOTION: David Egan moved, seconded by Earlene Ronk, to deny the nursing home administrator reinstatement application of Pamela M. Cedenó. **Reason for Denial:** Based upon nature, frequency, and number of criminal convictions. Motion carried unanimously.

10 NHA 054 and 10 NHA 058

MOTION: Kenneth Arneson moved, seconded by Susan Kinast-Porter, to issue an administrative warning in the matter of case numbers 10 NHA 054 and 10 NHA 058. Motion carried unanimously.

ADJOURNMENT

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

The meeting was adjourned at 12:24 p.m.