

**NURSING HOME ADMINISTRATOR EXAMINING BOARD  
TELECONFERENCE MEETING MINUTES  
MARCH 29, 2012**

**PRESENT:** **Via Phone:** Kenneth Arneson, David Egan, Susan Kinast-Porter, Mary Lease, Kathleen Lyons

**Physical Presence:** Mary Pike, Earlene Ronk

**EXCUSED:** Mary Ann Clark, Loreli Dickinson

**STAFF:** Tom Ryan, Executive Director; Sandy Nowack, Legal Counsel; Kimberly Wood, Bureau Assistant; Sharon Henes, Paralegal; and Other Department Staff

**CALL OPEN SESSION TO ORDER**

David Egan, Chair, called the meeting to order at 9:39 a.m. A quorum of six (6) members was present.

**ADOPTION OF AGENDA**

**Amendments to the Agenda:**

- Item “L-2-f” (closed session) **REMOVE** the agenda item titled: “L. Division of Enforcement; 2) Case Closings; f) 11 NHA 036 – Insufficient Evidence”

**MOTION:** David Egan moved, seconded by Susan Kinast-Porter, to adopt the agenda as amended. Motion carried unanimously.

**APPROVAL OF MINUTES OF AUGUST 4, 2011**

**Amendments to the Minutes:**

- Page 2 of the Minutes: Insert the word “of” after the word “pursuit” in the first sentence of the paragraph appearing under the agenda item titled: “Legislative/Administrative Rules”. ***“The Board discussed its ongoing effort regarding the pursuit of...”***

**MOTION:** David Egan moved, seconded by Susan Kinast-Porter, to approve the minutes of August 4, 2011 as amended. Motion carried unanimously.

**ELECTION OF OFFICERS FOR 2012**

Chairperson David Egan called for nomination of officers to serve in 2012. The Board decided by consensus to re-elect its current Officers to continue in 2012.

**MOTION:** Kenneth Arneson moved, seconded by Susan Kinast-Porter, to retain the current slate of Board Officers until the next election occurs. Motion carried unanimously.

David Egan called for other nominations for three (3) times.

2012 ELECTION RESULTS	
Board Chair	David Egan
Vice Chair	Mary Ann Clark
Secretary	Mary Lease

**BOARD APPOINTMENTS FOR 2012**

David Egan made the following appointments:

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

**MOTION:** Susan Kinast-Porter moved, seconded by Mary Lease, to delegate authority to two (2) of the following, in succession, the Chair of the Nursing Home Administrator Examining Board, highest ranking officer, or most senior member on 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 unanimously.

**ADMINISTRATIVE MATTERS**

Tom Ryan introduced himself to the Board as its new Executive Director. He introduced Sandy Nowack, as Legal Counsel for today’s meeting as Colleen Baird is out of the office.

1) **Annual Policy Review – Board Member Guidebook**

Tom Ryan informed the Board that the Department has requested review of the Board Member Guidebook, and that each board member should acknowledge receipt and understanding of this information by signing the statement page at the end of this publication. He asked that completed signature forms be returned within thirty (30) days of the meeting.

2) **Review of 2012 Meeting Schedule**

The Board took note of its 2012 meeting schedule.

**DISCUSSION AND POSSIBLE ACTION IN TERMS OF THE BOARD'S STATE JURISPRUDENCE EXAMINATION**

The Board discussed whether to conduct a review of its jurisprudence examination questions. The Board requested that an examination review meeting be arranged to occur after the conclusion of the November 8, 2012 meeting.

**MOTION:** David Egan moved, seconded by Earlene Ronk, to appoint Kenneth Arneson, David Egan and Kathleen Lyons to work with Department staff to conduct a review of the state examination questions. Motion carried unanimously.

**LEGISLATIVE/ADMINISTRATIVE RULES**

1) **Update on Legislation relating to the requirements for examinations for nursing home administrator licenses and for reciprocal nursing home administrator licenses, creating an exemption from such requirements, and granting rule-making authority**

Tom Ryan informed the Board that this legislation was not included in the Department's clean-up legislation and as such has not progressed.

2) **Board Discussion and Possible Action as it Relates to Current Rules of Education and Licensure – David Egan and Kenneth Arneson**

David Egan informed the Board as to his progress in determining the scope of changes that will need to be made to the Board's rules of education and licensure. David Egan will provide Tom Ryan with a document outlining recommendations for rule changes for review at the August 2012 meeting.

**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. Roll Call Vote: Kenneth Arneson-yes; David Egan-yes; Susan Kinast-Porter-yes; Mary Lease-yes; Mary Pike-yes; and Earlene Ronk-yes. Motion carried unanimously.

Open Session recessed at 10:18 a.m.

**RECONVENE TO OPEN SESSION**

**MOTION:** Earlene Ronk moved, seconded by Mary Pike, to reconvene to open session. Motion carried unanimously.

Reconvened to Open Session at 10:28 a.m.

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

The Board voted on matters deliberated during closed session, as outlined below.

**DIVISION OF ENFORCEMENT**

**a. Case Status Report**

The Board received a report outlining its pending enforcement cases.

**b. Case Closings:**

- 1) 08 NHA 056 – Insufficient Evidence
- 2) 10 NHA 036 – Prosecutorial Discretion (P2)
- 3) 10 NHA 040 – Prosecutorial Discretion (P2)
- 4) 11 NHA 018 – Prosecutorial Discretion (P6)
- 5) 11 NHA 032 – Insufficient Evidence

**MOTION:** David Egan moved, seconded by Earlene Ronk, to close the cases as identified above. Motion carried unanimously.

*(Consideration of case number 11 NHA 036 was removed from today's agenda.)*

**CONSULTING WITH LEGAL COUNSEL**

Legal Counsel Nowack was available to the Board for consultation purposes throughout the duration of closed session deliberations.

**ADJOURNMENT**

**MOTION:** Kenneth Arneson moved, seconded by Susan Kinast-Porter, to adjourn the meeting. Motion carried unanimously.

The meeting was adjourned at 10:31 a.m.