

# Nursing Home Administrators Examining Board Delegations

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## *Delegated Authority for Urgent Matters*

**MOTION:** April Folgert moved, seconded by Brittany Cobb, that, in order to facilitate the completion of urgent matters 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. Motion carried unanimously.

## *Delegated Authority for Application Denial Reviews*

**MOTION:** April Folgert moved, seconded by Brittany Cobb, that the Board counsel or another department attorney is formally authorized to serve as the Board's designee for purposes of Wis. Admin Code § SPS 1.08(1). Motion carried unanimously.

## *Document Signature Delegation*

**MOTION:** April Folgert moved, seconded by Brittany Cobb, to delegate authority to the Chair or chief presiding officer, highest ranking officer, or longest serving member of the Board, by order of succession, to sign documents on behalf of the Board. In order to carry out duties of the Board the Chair, highest ranking officer, or longest serving member of the Board has the ability to delegate this signature authority for purposes of facilitating the completion of assignments during or between meetings. The Chair, chief presiding officer, or longest serving member of the Board delegates the authority to Executive Director, or designee, to sign the name of any Board member on documents as necessary and appropriate. Motion carried unanimously.

## *Credentialing Authority Delegations*

**MOTION:** Charles Hawkins moved, seconded by Jessica Radtke, to delegate authority to the Credentialing Liaisons to make all credentialing decisions. Motion carried unanimously.

**MOTION:** April Folgert moved, seconded by Brittany Cobb, to delegate credentialing authority to DSPS for those submitted applications that meet the criteria of Rule and Statute and thereby would not need further Board or Board liaison review. Motion carried unanimously.

### ***Monitoring Delegations***

**MOTION:** April Folgert moved, seconded by Brittany Cobb, to adopt the “Roles and Authorities Delegated to the Monitoring Liaison and Department Monitor” document as presented. Motion carried unanimously.

### ***Travel Delegation***

**MOTION:** April Folgert moved, seconded by Brittany Cobb, to delegate authority to the Travel Liaison to approve any Board Member travel. Motion carried unanimously.

### ***Annual Meeting Delegation***

**MOTION:** Brittany Cobb moved, seconded by Kathleen Bertram, to designate Tom Ryan to attend all annual and mid-year NAB meetings as the Board’s delegate, and to authorize his travel. Motion carried unanimously.

### ***Voluntary Surrenders***

**MOTION:** Charles Hawkins moved, seconded by Brittany Cobb, to delegate authority to the assigned case advisor to accept or refuse a request for voluntary surrender of a license by a licensee who has a pending complaint or disciplinary matter per Wis. Stat. § 440.19. Motion carried unanimously.

### ***Education Delegation***

**MOTION:** April Folgert moved, seconded by Brittany Cobb, to delegate authority to the Office of Education and Examination Liaison(s) to address all issues related to CE, education and examinations. Motion carried unanimously.

### ***Authorization for DSPS to Provide Board Member Contact Information to National Regulatory- Related Bodies***

**MOTION:** Jessica Radtke moved, seconded by Charles Hawkins, to authorize Department staff to provide national regulatory-related bodies with all Board member contact information that the Department retains on file. Motion carried unanimously.

### ***Optional Renewal Notice Insert Delegation***

**MOTION:** Brittany Cobb moved, seconded by Kathleen Bertram to designate the Chair, highest ranking officer, or longest serving member to provide a brief statement or link relating to board-related business within the license renewal notice at the Board’s or Board designee’s request. Motion carried unanimously.

***Rules Liaison Delegation***

**MOTION:** April Folgert moved, seconded by Kathleen Bertram, to grant the Rules Liaison the ability to address all rule-making language. Motion carried unanimously.

***Legislative Liaison Delegation***

**MOTION:** Charles Hawkins moved, seconded by Brittany Cobb, to delegate authority to the Legislative Liaison to speak on behalf of the Board regarding legislative matters. Motion carried unanimously.

***Occupational Licensure Study Liaison***

**MOTION:** Brittany Cobb moved, seconded by April Folgert, to designate Jessica Radtke as the Board's liaison to represent and speak on behalf of the Board regarding occupational license review and related matters. Motion carried unanimously.

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

**AGENDA REQUEST FORM**

1) Name and Title of Person Submitting the Request: Kimberly Wood, Program Assistant Supervisor-Adv.		2) Date When Request Submitted: 1/7/2020	
Items will be considered late if submitted after 12:00 p.m. on the deadline date which is 8 business days before the meeting			
3) Name of Board, Committee, Council, Sections: All Boards			
4) Meeting Date:	5) Attachments: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	6) How should the item be titled on the agenda page? Annual Policy Review	
7) Place Item in: <input checked="" type="checkbox"/> Open Session <input type="checkbox"/> Closed Session		8) Is an appearance before the Board being scheduled? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	9) Name of Case Advisor(s), if required: N/A
10) Describe the issue and action that should be addressed: Please be advised of the following Annual Policy Review items:			
<ol style="list-style-type: none"> <li>Attendance/Quorum – Thank you for your service and for your commitment to meeting attendance. If you cannot attend a meeting, we ask that you let us know ASAP as quorum is required for our Boards, Sections and Councils to meet pursuant to Open Meetings Law. <a href="#">DSPS Boards-Open Meetings Resources</a></li> <li>Walking Quorum – Please refrain from discussing Board/Section/Council business with other members outside of legally noticed meetings so to avoid walking quorum issues pursuant to Open Meetings Law. <a href="#">DSPS Boards-Open Meetings Resources</a></li> <li>Agenda Deadlines – Please let your executive Director know if you have items to be considered on an upcoming agenda no less than 8 business days prior to a meeting when possible. <a href="#">DSPS Boards-Reference Materials-Meeting Timeline</a></li> <li>Travel Voucher and Per Diem Submissions – Please submit all Per Diem and Reimbursement Claims to DSPS within 30 days of date an expense is incurred. <a href="#">DSPS Boards-Travel and Reimbursement-Travel and Reimbursement Overview</a></li> <li>Lodging Accommodations/Hotel Cancellation Policy – Lodging accommodations are provided to members who must leave home before 6:00 a.m. to attend a meeting. If you cannot attend a meeting it is the board member’s responsibility to cancel their reservation within the stated cancellation time frame. If a meeting is changed to a teleconference or cancelled or rescheduled, DSPS staff will make lodging cancellations or modifications as needed. <a href="#">DSPS Boards-Travel and Reimbursement-Travel and Reimbursement Overview</a></li> <li>Inclement Weather Policy – In the event of inclement weather the agency may change a meeting from an in-person meeting to a teleconference.</li> </ol>			
11) Authorization			
<i>Kimberly Wood</i>		1/7/2020	
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:			
<ol style="list-style-type: none"> <li>This form should be attached to any documents submitted to the agenda.</li> <li>Post Agenda Deadline items must be authorized by a Supervisor and the Policy Development Executive Director.</li> <li>If necessary, provide original documents needing Board Chairperson signature to the Bureau Assistant prior to the start of a meeting.</li> </ol>			