

**NURSING HOME ADMINISTRATORS EXAMINING BOARD
TELECONFERENCE/VIRTUAL MEETING MINUTES
February 2, 2017**

PRESENT: Kathleen Bertram, Stefanie Carton, Brittany Cobb, Timothy Conroy, Loreli Dickinson, April Folgert, Charles Hawkins, Jessica Radtke, Patrick Shaughnessy

EXCUSED: Susan Kinast-Porter

STAFF: Tom Ryan, Executive Director; Nifty Lynn Dio, Bureau Assistant; and other Department Staff

CALL TO ORDER

Timothy Conroy, Vice Chair, called the meeting to order at 9:32 a.m. A quorum of nine (9) members was confirmed.

ADOPTION OF AGENDA

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

APPROVAL OF MINUTES

Amendments to the Minutes:

- *Correct year on footer of page from 2015 to 2016*
- *Correct Motion to Adopt Agenda from Michael Carton to Stefanie Carton*

MOTION: Patrick Shaughnessy moved, seconded by Stefanie Carton, to approve the minutes of August 18, 2016 as amended. Motion carried unanimously.

ADMINISTRATIVE UPDATES

ELECTION OF OFFICERS

BOARD CHAIR

NOMINATION: Patrick Shaughnessy nominated Timothy Conroy for the Office of Board Chair.

Tom Ryan called for nominations three (3) times.

Timothy Conroy was elected as Chair by unanimous consent.

VICE CHAIR

NOMINATION: Patrick Shaughnessy nominated Patrick Shaughnessy for the Office of Vice Chair.

Tom Ryan called for nominations three (3) times.

Patrick Shaughnessy was elected as Vice Chair by unanimous consent.

SECRETARY

NOMINATION: Charles Hawkins nominated Charles Hawkins for the Office of Secretary.

Tom Ryan called for nominations three (3) times.

Charles Hawkins was elected as Secretary by unanimous consent.

2017 ELECTION RESULTS	
Board Chair	Timothy Conroy
Vice Chair	Patrick Shaughnessy
Secretary	Charles Hawkins

LIAISON APPOINTMENTS

2017 LIAISON APPOINTMENTS	
Credentialing Liaison(s)	Patrick Shaughnessy Alternate – Stefanie Carton
Monitoring Liaison	Timothy Conroy Alternate – Patrick Shaughnessy
Office of Education and Exams Liaison	Charles Hawkins Alternate – Patrick Shaughnessy
Legislative Liaison	Stefanie Carton Alternate – Charles Hawkins
Travel Liaison	Timothy Conroy Alternate – Charles Hawkins
Professional Assistance Procedure (PAP) Liaison	Timothy Conroy Alternate – Patrick Shaughnessy
Administrative Rules Liaison	Stefanie Carton Alternate – Charles Hawkins
Website Liaison	Patrick Shaughnessy Alternate – Stefanie Carton
Screening Panel	Timothy Conroy, Patrick Shaughnessy Alternate – Kate Bertram

MOTION: April Folgert moved, seconded by Stefanie Carton, to affirm the Chair’s appointment of liaisons for 2017. Motion carried unanimously.

DELEGATION MOTIONS

Delegated Authority for Urgent Matters

MOTION: Charles Hawkins moved, seconded by Patrick Shaughnessy, 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, make appointments to vacant liaison, panel and committee positions, 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.

Delegated Authority for Application Denial Reviews

MOTION: Charles Hawkins moved, seconded by Patrick Shaughnessy, 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: Charles Hawkins moved, seconded by Patrick Shaughnessy, to delegate authority to the Chair or chief presiding 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, chief presiding 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 Patrick Shaughnessy, to delegate authority to the Credentialing Liaisons to address all issues related to credentialing matters except potential denial decisions should be referred to the full Board for final determination. Motion carried unanimously.

MOTION: Charles Hawkins moved, seconded by Patrick Shaughnessy, 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: Charles Hawkins moved, seconded by Patrick Shaughnessy, to affirm the Chair's appointment of Timothy Conroy as the Monitoring Liaison, and Patrick Shaughnessy as the alternate, to adopt the 'Roles and Authorities Delegated to the Monitoring Liaison and Department Monitor; document as presented. Motion carried unanimously.

Travel Delegation

MOTION: Charles Hawkins moved, seconded by Patrick Shaughnessy, to authorize the travel liaison to approve all Board travel. Motion carried unanimously.

Annual Meeting Delegation

MOTION: Patrick Shaughnessy moved, seconded by April Folgert, to designate Tom Ryan or alternate to attend all annual and mid-year NAB meetings as the Board's

delegate, and to authorize his travel, with the exception of the 2017 annual meeting. Motion carried unanimously.

CLOSED SESSION

MOTION: Patrick Shaughnessy moved seconded by Loreli Dickinson, to convene to closed session to deliberate on cases following hearing (s. 19.85(1)(a), Stats.); to consider licensure or certification of individuals (s. 19.85(1)(b), Stats.); to consider closing disciplinary investigations with administrative warnings (ss. 19.85 (1)(b), 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.). Timothy Conroy read the language of the motion. The vote of each member was ascertained by voice vote. Roll Call Vote: Kathleen Bertram-yes; Stefanie Carton-yes; Brittany Cobb-yes; Timothy Conroy-yes; Loreli Dickinson-yes; April Folgert-yes; Charles Hawkins-yes; Jessica Radtke-yes; Patrick Shaughnessy-yes. Motion carried unanimously.

The Board convened into Closed Session at 9:59 a.m.

RECONVENE TO OPEN SESSION

MOTION: Patrick Shaughnessy moved, seconded by Kathleen Bertram, to reconvene in Open Session at 10:03 a.m. Motion carried unanimously.

VOTING ON ITEMS CONSIDERED OR DELIBERATED ON IN CLOSED SESSION

MOTION: Charles Hawkins moved, seconded by Patrick Shaughnessy, to affirm all votes taken and motions made in closed session. Motion carried unanimously.

DELIBERATION ON DIVISION OF LEGAL SERVICES AND COMPLIANCE (DLSC) MATTERS

Case Closing

16 NHA 006

MOTION: Charles Hawkins moved, seconded by Patrick Shaughnessy, to close DLSC Case No. 16 NHA 006 against N.E., for Prosecutorial Discretion (P5). Motion carried unanimously.

16 NHA 009

MOTION: Timothy Conroy moved, seconded by Stefanie Carton, to close DLSC Case No. 16 NHA 009 against S.M., for Prosecutorial Discretion (P2). Motion carried unanimously.

RATIFICATION

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

ADJOURNMENT

MOTION: Timothy Conroy moved, seconded by Stefanie Carton, to adjourn the meeting at 10:04 a.m. Motion carried unanimously.