



VIRTUAL/TELECONFERENCE
NURSING HOME ADMINISTRATOR EXAMINING BOARD
Virtual, 4822 Madison Yards Way, Madison, WI
Contact: Tom Ryan (608) 266-2112
March 17, 2022

The following agenda describes the issues that the Board plans to consider at the meeting. At the time of the meeting, items may be removed from the agenda. Please consult the meeting minutes for a description of the actions of the Board.

AGENDA

9:30 A.M.

OPEN SESSION – CALL TO ORDER – ROLL CALL

- A. Adoption of Agenda (1-4)**
- B. Approval of Minutes of November 11, 2021 (5-7)**
- C. Introductions, Announcements and Recognition**
 - 1) Introduction of Jason L. Williams, Nursing Home Administrator Member (Succeeds: Norder)
- D. Reminders: Conflicts of Interest, Scheduling Concerns**
- E. Administrative Matters – Discussion and Consideration**
 - 1) Department, Staff, and Board Updates
 - 2) Annual Policy Review **(8-11)**
 - 3) Election of Officers, Appointment of Liaisons and Alternates, Delegation of Authorities **(12-19)**
 - 4) Board Member – Term Expiration Dates
 - a. Bristol, Echo E. – 7/1/2025
 - b. Kaiser, Elizabeth A. – 7/1/2023
 - c. Larson, David L. – 7/1/2023
 - d. Lynch-deCombhs, Diane C. – 7/1/2024
 - e. Radtke, Jessica – DHS Representative
 - f. Shaughnessy, Patrick M. – 7/1/2023
 - g. Williams, Jason L. – 7/1/2022
- F. Legislative and Policy Matters – Discussion and Consideration**
- G. Administrative Rule Matters – Discussion and Consideration**
 - 1) Pending or Possible Rulemaking Projects
- H. Speaking Engagements, Travel, Public Relation Requests, and Reports**

- 1) Consideration of Attendance: National Association of Long-Term Care Administrator Boards (NAB) 2022 Annual Meeting – June 8-10, 2022 – Chicago, IL **(20-31)**

I. Board Chair Meeting and Options to Address Department Resources – Discussion and Consideration

J. COVID-19 – Discussion and Consideration

K. National Association of Long-Term Care Administrator Boards (NAB) Matters – Discussion and Consideration

L. Deliberation on Items Added After Preparation of Agenda

- 1) Introductions, Announcements and Recognition
- 2) Nominations, Elections, and Appointments
- 3) Administrative Matters
- 4) Election of Officers
- 5) Appointment of Liaisons and Alternates
- 6) Delegation of Authorities
- 7) Education and Examination Matters
- 8) Credentialing Matters
- 9) Practice Matters
- 10) Legislative and Policy Matters
- 11) Administrative Rule Matters
- 12) Liaison Reports
- 13) Board Liaison Training and Appointment of Mentors
- 14) Informational Items
- 15) Division of Legal Services and Compliance (DLSC) Matters
- 16) Presentations of Petitions for Summary Suspension
- 17) Petitions for Designation of Hearing Examiner
- 18) Presentation of Stipulations, Final Decisions and Orders
- 19) Presentation of Proposed Final Decisions and Orders
- 20) Presentation of Interim Orders
- 21) Petitions for Re-Hearing
- 22) Petitions for Assessments
- 23) Petitions to Vacate Orders
- 24) Requests for Disciplinary Proceeding Presentations
- 25) Motions
- 26) Petitions
- 27) Appearances from Requests Received or Renewed
- 28) Speaking Engagements, Travel, or Public Relation Requests, and Reports

M. Public Comments

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.).

N. Deliberation on Division of Legal Services and Compliance Matters

- 1) **Administrative Warnings**
 - a. 19 NHA 042 – A.C.Z. **(32-33)**
 - b. 21 NHA 062 – C.S. **(34-35)**
- 2) **Case Closings**
 - a. 19 NHA 052 – A.C.Z. **(36-49)**
 - b. 20 NHA 034 – L.A.M. **(50-54)**
- 3) **Proposed Stipulations, Final Decisions, and Orders**
 - a. 19 NHA 059 – Emily A. Rademacher, NHA **(55-60)**
 - b. 20 NHA 003 – Robert D. Walters, NHA **(61-66)**

O. Deliberation of Items Added After Preparation of the Agenda

- 1) Education and Examination Matters
- 2) Credentialing Matters
- 3) DLSC Matters
- 4) Monitoring Matters
- 5) Professional Assistance Procedure (PAP) Matters
- 6) Petitions for Summary Suspensions
- 7) Petitions for Designation of Hearing Examiner
- 8) Proposed Stipulations, Final Decisions and Orders
- 9) Proposed Interim Orders
- 10) Administrative Warnings
- 11) Review of Administrative Warnings
- 12) Proposed Final Decisions and Orders
- 13) Matters Relating to Costs/Orders Fixing Costs
- 14) Case Closings
- 15) Board Liaison Training
- 16) Petitions for Assessments and Evaluations
- 17) Petitions to Vacate Orders
- 18) Remedial Education Cases
- 19) Motions
- 20) Petitions for Re-Hearing
- 21) Appearances from Requests Received or Renewed

P. Consulting with Legal Counsel

RECONVENE TO OPEN SESSION IMMEDIATELY FOLLOWING CLOSED SESSION

Q. Vote on Items Considered or Deliberated Upon in Closed Session if Voting is Appropriate

R. Open Session Items Noticed Above Not Completed in the Initial Open Session

ADJOURNMENT

NEXT MEETING: MAY 26, 2022

**VIRTUAL/TELECONFERENCE
NURSING HOME ADMINISTRATOR EXAMINING BOARD
Virtual, 4822 Madison Yards Way, Madison, WI
Contact: Tom Ryan (608) 266-2112**

March 17, 2022

**NURSING HOME ADMINISTRATOR EXAMINING BOARD
2021 WISCONSIN PUBLIC RECORDS LAW FACILITATED TRAINING
10:15 A.M. OR IMMEDIATELY FOLLOWING THE FULL BOARD MEETING**

A quorum of the Nursing Home Administrator Examining Board may be present; however, no board business will be conducted

MEETINGS AND HEARINGS ARE OPEN TO THE PUBLIC, AND MAY BE CANCELLED WITHOUT NOTICE.

Times listed for meeting items are approximate and depend on the length of discussion and voting. All meetings are held at 4822 Madison Yards Way, Madison, Wisconsin, unless otherwise noted. In order to confirm a meeting or to request a complete copy of the board's agenda, please call the listed contact person. The board may also consider materials or items filed after the transmission of this notice. Times listed for the commencement of disciplinary hearings may be changed by the examiner for the convenience of the parties. Requests for interpreters for the deaf or hard of hearing, or other accommodations, are considered upon request by contacting the Affirmative Action Officer, 608-266-2112, or the Meeting Staff at 608-266-5439.

**VIRTUAL/TELECONFERENCE
NURSING HOME ADMINISTRATOR EXAMINING BOARD
MEETING MINUTES
NOVEMBER 11, 2021**

PRESENT: Echo Bristol, Elizabeth Kaiser, Susan Kinast-Porter, David Larson, Diane Lynch-deCombhs, Jessica Radtke, Patrick Shaughnessy

STAFF: Tom Ryan, Executive Director; Jon Derenne, Legal Counsel; Sofia Anderson, Administrative Rules Coordinator; Katlin Schwartz, Bureau Assistant; Megan Glaeser, Bureau Assistant; and other Department Staff

CALL TO ORDER

Susan Kinast-Porter, Chairperson, called the meeting to order at 9:32 a.m. A quorum was confirmed with seven (7) members present.

ADOPTION OF AGENDA

Amendments to the Agenda:

- Open Session Under item “E. 3) Board Member-Term Expiration Dates” **ADD**
 - “Bristol, Echo E. – 7/1/2025”

MOTION: Patrick Shaughnessy moved, seconded by Susan Kinast-Porter, to adopt the Agenda as amended. Motion carried unanimously.

APPROVAL OF MINUTES OF MAY 6, 2021

MOTION: Susan Kinast-Porter moved, seconded by Patrick Shaughnessy, to approve the Minutes of May 6, 2021 as published. Motion carried unanimously.

INTRODUCTIONS, ANNOUNCEMENTS AND RECOGNITION

Recognition: Susan K. Kinast-Porter, Physician Member – (Resigns: 12/31/2021)

MOTION: Patrick Shaughnessy moved, seconded by Diane Lynch-deCombhs, to recognize and thank Susan K. Kinast-Porter for her years of dedicated service to the Board and State of Wisconsin. Motion carried unanimously.

ADMINISTRATIVE MATTERS

Delegation of Authorities

MOTION: Susan Kinast-Porter moved, seconded by David Larson, to delegate the review and authority to act on disciplinary cases to the Department’s Chief Legal Counsel due to lack of/loss of quorum after one meeting. Motion carried unanimously.

CLOSED SESSION

MOTION: Susan Kinast-Porter moved, seconded by Diane Lynch-deCombhs, 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.). Susan Kinast-Porter, Chairperson, read the language of the motion. The vote of each member was ascertained by voice vote. Roll Call Vote: Echo Bristol-yes; Elizabeth Kaiser-yes; Susan Kinast-Porter-yes; David Larson-yes; Diane Lynch-deCombhs-yes; Jessica Radtke-yes; and Patrick Shaughnessy-yes. Motion carried unanimously.

The Board convened into Closed Session at 9:54 a.m.

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

Administrative Warnings

MOTION: Patrick Shaughnessy moved, seconded by Diane Lynch-deCombhs, to issue an Administrative Warning in the matter of the following DLSC Cases:

1. 19 NHA 043 – D.J.V.
2. 20 NHA 017 – S.K.S.

Motion carried unanimously.

Case Closings

MOTION: Diane Lynch-deCombhs moved, seconded by Patrick Shaughnessy, to close the following DLSC Cases for the reasons outlined below:

1. 19 NHA 015 – S.G. – Insufficient Evidence
2. 20 NHA 016 – R.L.M. – No Violation

Motion carried unanimously.

Proposed Stipulations, Final Decisions, and Orders

MOTION: Susan Kinast-Porter moved, seconded by Patrick Shaughnessy, to adopt the Findings of Fact, Conclusions of Law and Order in the matter of disciplinary proceedings of the following cases:

1. 18 NHA 022 – Paul W. Fiscus, N.H.A.
2. 18 NHA 032 – Timothy C. Dietzen, N.H.A.

Motion carried unanimously.

RECONVENE TO OPEN SESSION

MOTION: Susan Kinast-Porter moved, seconded by Diane Lynch-deCombhs, to reconvene in Open Session. Motion carried unanimously.

The Board reconvened to Open Session at 10:19 a.m.

VOTING ON ITEMS CONSIDERED OR DELIBERATED ON IN CLOSED SESSION

MOTION: Diane Lynch-deCombhs moved, seconded by Echo Bristol, to affirm all motions made and votes taken in closed session. Motion carried unanimously.

ADJOURNMENT

MOTION: Susan Kinast-Porter moved, seconded by David Larson, to adjourn the meeting. Motion carried unanimously.

The meeting adjourned at 10:21 a.m.

DRAFT

**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. on behalf of Division of Policy Development Executive Directors		2) Date when request submitted: 12/13/2021 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: First Meeting of 2022	5) Attachments: <input checked="" type="checkbox"/> Yes <input 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 applicable: 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"> 1. Attendance/Quorum: Thank you for your service and for your commitment to meeting attendance. If you cannot attend a meeting or if you have scheduling conflicts impacting your attendance, please let us know ASAP. Timely notification is appreciated as quorum is required for our Boards, Sections and Councils to meet pursuant to Open Meetings Law. 2. Walking Quorum: Board/Section/Council members must not collectively discuss the body's business outside of a properly noticed meeting. Should several members of a body do so, the members could be violating the open meetings law. 3. Agenda Deadlines: Please communicate agenda topics to your Executive Director before the agenda submission deadline which is at 12:00 pm, 8 business days prior to a meeting. (Attachment: Timeline of a Meeting) 4. Travel Voucher and Per Diem Submissions: Please submit all Per Diem and Reimbursement claims to DSPS within 30 days of the close of each month in which expenses are incurred. (Attachments: Per Diem Example, Travel Voucher Example) 5. Lodging Accommodations/Hotel Cancellation Policy: Lodging accommodations are available to eligible members. Standard eligibility: member must leave home before 6:00 a.m. to attend a meeting by the scheduled start time. <ul style="list-style-type: none"> • If a member cannot attend a meeting it is their responsibility to cancel their reservation within the applicable cancellation timeframe. If a meeting is changed to occur remotely or is cancelled or rescheduled DSPS staff will cancel or modify reservations as appropriate. 6. Inclement Weather Policy: In the event of inclement weather the agency may change a meeting from an in-person venue to one that is executed remotely. 			
11) Authorization			
Kimberly Wood		12/13/2021	
Signature of person making this request		Date	
Supervisor (Only required for post agenda deadline items)		Date	
Executive Director signature (Indicates approval for post agenda deadline items)		Date	
Directions for including supporting documents: <ol style="list-style-type: none"> 1. This form should be saved with any other documents submitted to the Agenda Items folders. 2. Post Agenda Deadline items must be authorized by a Supervisor and the Policy Development Executive Director. 3. If necessary, provide original documents needing Board Chairperson signature to the Bureau Assistant prior to the start of a meeting. 			

Timeline of a Meeting

8 business days prior to the meeting: All agenda materials are due to the Department by 12:00 pm, 8 business days prior to the meeting date.

7 business days prior to the meeting: The draft agenda page is due to the Executive Director. The Executive Director transmits to the Chair for review and approval.

5 business days prior to the meeting: The approved agenda is returned to the Bureau Assistant for agenda packet production and compilation.

4 business days prior to the meeting: Agenda packets are posted on the DSPS Board SharePoint site and on the Department website.

Agenda Item Examples:

- Approval of the Agenda and Minutes (from the last meeting)
- Open Session Items
 - Public Hearings (on Admin Rules)
 - Administrative Matters
 - Legislation and Policy Matters
 - Administrative Rules Matters
 - Credentialing Matters
 - Education and Exam Issues
 - Public Agenda Requests
 - Current Issues Affecting the Profession
 - Public Comments
- Closed Session items
 - Deliberations on Proposed Disciplinary Actions
 - Stipulations
 - Administrative Warnings
 - Case Closings
 - Monitoring Matters
 - Professional Assistance Procedure (PAP) Issues
 - Proposed Final Decisions and Orders
 - Orders Fixing Costs/Matters Relating to Costs
 - Credentialing Matters
 - Education and Exam Issues

Thursday of the Week Prior to the Meeting: Agendas are published for public notice on the Public Notices and Meeting Minutes website: publicmeetings.wi.gov.

1 business day after the Meeting: "Action" lists are distributed by staff detailing board actions on closed session business.

5 business days after the Meeting: "To Do" lists are distributed to staff to ensure that board decisions are acted on and/or implemented within the appropriate divisions in the Department. Minutes approved by the board are published on the the Public Notices and Meeting Minutes website: publicmeetings.wi.gov.

Department of Safety and Professional Services

PER DIEM REPORT

INSTRUCTIONS: Claimant records board-related activities by entering the date of an activity, the duration of time spent in that activity, the relevant purpose code (see purpose code descriptions below), where the activity is conducted, and the type of activity performed. Only one (1) \$25.00 per diem payment can be issued on any given calendar day.

Purpose Codes:

- A. Official meetings including video/teleconference calls** (automatic day of per diem): i.e., board, committee, board training or screening panels; **Hearings**, i.e., Senate Confirmation, legislative, disciplinary or informal settlement conferences; **Examinations and Test Development Sessions**, i.e., test administration, test review or analysis events, national testing events, tour of test facilities, etc.)
- B. Other** (One (1) per diem will be issued for every five (5) hours spent in category B, per calendar month): i.e., review of disciplinary cases, consultation on cases, review of meeting materials, board liaison work e.g., contacts regarding Monitoring, Professional Assistance Procedure, Credentialing, Education and Examinations

NAME OF EXAMINING BOARD OR COUNCIL EXAMPLE EXAMINING BOARD			BOARD OR COUNCIL MEMBER'S NAME MARY SUNSHINE		
Activity Date MM/DD/YY	Duration of Activity Hours/Minutes	Purpose Code A or B	Where Performed City/Location (Home, Work, DSPS)	Activity Describe Activity Performed (see purpose codes)	
12/2/20	2 hrs	B	Pleasant Prairie/Home	Review of screening panel materials	
12/3/20	2 hr / 30 mins	B	Pleasant Prairie/Home	Review of screening panel materials	
12/10/20	1 hr	A	Pleasant Prairie/Home	Screening Panel Meeting - Teleconference	
12/12/20	1 hr / 30 mins	B	Pleasant Prairie/Home	Case consultation	
12/13/20	1 hr	B	Pleasant Prairie/Home	Liaison: Application Review	
12/16/20	6 hrs	A	Madison/DSPS	Board Member Training	
				<p>The 5-hour rule applies to "B" code activities. Add the 'B' codes within the calendar month and then divide by five (5) hours to calculate your per diem payment. In this case the total is seven (7) hours which equals one (1) day of per diem.</p> <p>Each 'A' code is an automatic day of per diem regardless of time spent in that activity. Ms. Sunshine is eligible for two (2) additional days of payment.</p> <p>Department staff completes the fields titled "Total Days Claimed".</p>	
CLAIMANT'S CERTIFICATION			Comments:		
The undersigned certifies, in accordance with § 16.53, Wis. Stats., that this account for per diem, is just and correct; and that this claim is for service necessarily incurred in the performance of duties required by the State, as authorized by law.					
<i>Mary Sunshine</i>		1/4/2021			
Claimant's Signature		Date			

EMPL ID: 100012345-0

To be completed by Department staff: TOTAL DAYS CLAIMED: 3 @ \$25.00 = 75.00

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

AGENDA REQUEST FORM

1) Name and title of person submitting the request: Katlin Schwartz, Bureau Assistant		2) Date when request submitted: 12/14/2021 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: Nursing Home Administrators Examining Board											
4) Meeting Date: 3/14/2022	5) Attachments: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	6) How should the item be titled on the agenda page? Administrative Matters <ul style="list-style-type: none"> • Election of Officers, Appointment of Liaisons and Alternates, Delegation of Authorities 									
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 applicable: N/A									
10) Describe the issue and action that should be addressed: 1) The Board, Council or Section should conduct Election Officers: Chairperson, Vice Chairperson & Secretary 2) The newly elected Chairperson should review and appoint/reappoint Liaisons and Alternates as appropriate 3) The Board should review and then consider its existing delegated authorities including any modification of these delegations and any proposals for additional delegations.											
11) Authorization <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%; border-bottom: 1px solid black;">Katlin Schwartz</td> <td style="width: 30%; border-bottom: 1px solid black; text-align: right;">12/14/2021</td> </tr> <tr> <td style="border-bottom: 1px solid black;">Signature of person making this request</td> <td style="border-bottom: 1px solid black; text-align: right;">Date</td> </tr> <tr> <td style="border-bottom: 1px solid black;">Supervisor (Only required for post agenda deadline items)</td> <td style="border-bottom: 1px solid black; text-align: right;">Date</td> </tr> <tr> <td style="border-bottom: 1px solid black;">Executive Director signature (Indicates approval for post agenda deadline items)</td> <td style="border-bottom: 1px solid black; text-align: right;">Date</td> </tr> </table>				Katlin Schwartz	12/14/2021	Signature of person making this request	Date	Supervisor (Only required for post agenda deadline items)	Date	Executive Director signature (Indicates approval for post agenda deadline items)	Date
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Directions for including supporting documents: 1. This form should be saved with any other documents submitted to the Agenda Items folders. 2. Post Agenda Deadline items must be authorized by a Supervisor and the Policy Development Executive Director. 3. If necessary, provide original documents needing Board Chairperson signature to the Bureau Assistant prior to the start of a meeting.											

Nursing Home Administrators Examining Board 2021

ELECTION RESULTS	
Chairperson	Susan Kinast-Porter
Vice Chairperson	David Larson
Secretary	Diane Lynch-deCombhs

Appointment of Liaisons and Alternates

LIAISON APPOINTMENTS	
Credentialing Liaison(s)	Patrick Shaughnessy Alternate: David Larson
Education and Examinations Liaison	Diane Lynch-deCombhs
Monitoring Liaison	Patrick Shaughnessy
Professional Assistance Procedure (PAP) Liaison	David Larson
Legislative Liaison	Jessica Radtke Alternate: Elizabeth Kaiser
Travel Liaison	Susan Kinast-Porter Alternate: Elizabeth Kaiser
Website Liaison	Elizabeth Kaiser Alternate: Jessica Radtke
Screening Panel	Patrick Shaughnessy, Susan Kinast-Porter Alternate: David Larson

Delegation of Authorities

Document Signature Delegations

MOTION: Susan Kinast-Porter moved, seconded by David Larson, to delegate authority to the Chairperson (or in absence of the Chairperson, the highest-ranking officer or longest serving board member in that succession) to sign documents on behalf of the Board in order to carry out its duties. Motion carried unanimously.

MOTION: Susan Kinast-Porter moved, seconded by David Larson, in order to carry out duties of the Board, the Chairperson (or in absence of the Chairperson, the highest-ranking officer or longest serving board member in that succession) has the ability to delegate signature authority for purposes of facilitating the completion of assignments during or between meetings. The members of the Board hereby delegate to the Executive Director or DPD Division Administrator, the authority to sign on behalf of a board member as necessary. Motion carried unanimously.

Delegated Authority for Urgent Matters

MOTION: Patrick Shaughnessy moved, seconded by David Larson, that in order to facilitate the completion of urgent matters between meetings, the Board delegates its authority to the Chairperson (or, in the absence of the Chairperson, the highest-ranking officer or longest serving board member in that succession), to appoint liaisons to the Department to act in urgent matters. Motion carried unanimously.

Delegation to Chief Legal Counsel Due to Lack/Loss of Quorum

MOTION: Susan Kinast-Porter moved, seconded by Patrick Shaughnessy, to delegate the review and authority to act on disciplinary cases to the Department's Chief Legal Counsel due to lack of/loss of quorum after two consecutive meetings. Motion carried unanimously.

MOTION: Patrick Shaughnessy moved, seconded by Susan Kinast-Porter, to direct DSPS staff to provide a list to the Board of disciplinary cases delegated for review by Chief Legal Counsel due to lack of/loss of quorum, including outcome at the Board's first meeting following the action taken. Motion carried unanimously.

Monitoring Delegations

Delegation of Authorities for Monitoring

MOTION: Patrick Shaughnessy moved, seconded by David Larson, to adopt the “Roles and Authorities Delegated for Monitoring” document as presented in the May 6, 2021 agenda materials on pages 19-20. Motion carried unanimously.

Delegation of Authorities for Legal Counsel to Sign Monitoring Orders

MOTION: Susan Kinast-Porter moved, seconded by Patrick Shaughnessy, to delegate to Board Legal Counsel the authority to sign Monitoring orders that result from Board meetings on behalf of the Board Chairperson. Motion carried unanimously.

Credentialing Authority Delegations

Delegation of Authority to Credentialing Liaison (Generic)

MOTION: Patrick Shaughnessy moved, seconded by David Larson, to delegate authority to the Credentialing Liaison(s) to serve as a liaison between the Department and the Board and to act on behalf of the Board in regard to credentialing applications or questions presented to them, including the signing of documents related to applications. Motion carried unanimously.

Delegation of Authority to DSPS When Credentialing Criteria is Met

MOTION: Patrick Shaughnessy moved, seconded by Susan Kinast-Porter, to delegate credentialing authority to the Department to act upon applications that meet all credentialing statutory and regulatory requirements without Board or Board liaison review. Motion carried unanimously.

Delegation of Authority for Predetermination Reviews

MOTION: Susan Kinast-Porter moved, seconded by Patrick Shaughnessy, to delegate authority to the Department Attorneys to make decisions regarding predetermination applications pursuant to Wis. Stat. § 111.335(4)(f). Motion carried unanimously.

Delegation of Authority for Conviction Reviews

MOTION: Susan Kinast-Porter moved, seconded by Patrick Shaughnessy, to delegate authority to the Department Attorneys to review and approve applications with convictions which are not substantially related to the practice of nursing home administration. Motion carried unanimously.

Delegated Authority for Application Denial Reviews

MOTION: Susan Kinast-Porter moved, seconded by David Larson, to delegate authority to the Department's Attorney Supervisors to serve as the Board's designee for purposes of reviewing and acting on requests for hearing as a result of a denial of a credential. Motion carried unanimously.

Pre-Screening Delegation to Open Cases

MOTION: Patrick Shaughnessy moved, seconded by David Larson, to delegate pre-screening decision making authority to the Department screening attorney for opening cases as outlined below:

1. OWIs of 3 or more that occurred in the last 5 years.
2. Reciprocal discipline cases.
3. Impairment and/or diversion at work that includes a positive drug/alcohol test or admission by respondent.
4. Conviction of a misdemeanor or felony that the attorney believes is substantially related and is not otherwise excluded from consideration via Wis. Stat. ch. 111.
5. No response from the respondent after intake requested a response (case would be opened for the failure to respond issue as well as the merits).

Motion carried unanimously.

Pre-Screening Delegation to Close Cases

MOTION: Susan Kinast-Porter moved, seconded by Patrick Shaughnessy, to delegate pre-screening decision making authority to the Department screening attorney for closing cases as outlined below:

1. One OWI that is non-work related and if AODA assessment completed, assessment does not indicate dependency.
2. Complaints that even if allegations are true, do not amount to a violation of law or rules.

Motion carried unanimously.

Voluntary Surrenders

MOTION: Patrick Shaughnessy moved, seconded by David Larson, to delegate authority to the assigned case advisor to accept or refuse a request for voluntary surrender pursuant to Wis. Stat. § 440.19 for a credential holder who has a pending complaint or disciplinary matter. Motion carried unanimously.

Education and Examination Delegation

MOTION: Patrick Shaughnessy moved, seconded by David Larson, to delegate authority to the Office of Education and Examinations to address all issues related to education, continuing education, and examinations. Motion carried unanimously.

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

MOTION: Patrick Shaughnessy moved, seconded by David Larson, to authorize the 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: Patrick Shaughnessy moved, seconded by Susan Kinast-Porter to designate the Chairperson (or, in the absence of the Chairperson, the highest-ranking officer or longest serving board member in that succession) 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.

Legislative Liaison(s) Delegation

MOTION: Patrick Shaughnessy moved, seconded by David Larson, to delegate authority to the Legislative Liaison(s) to speak on behalf of the Board regarding legislative matters. Motion carried unanimously.

Travel Liaison(s) Delegation

MOTION: David Larson moved, seconded by Patrick Shaughnessy, to delegate authority to the Travel Liaison(s) to identify delegates and approve the delegates' and any board member travel on any board-related business. Motion carried unanimously.

Roles and Authorities Delegated for Monitoring

The Monitoring Liaison (“Liaison”) is a Board/Section designee who works with department monitors (“Monitor”) to enforce Board/Section orders as explained below.

Authorities Delegated to the Monitoring Liaison

The Liaison may take the following actions on behalf of the Board/Section:

1. Grant a temporary reduction in random drug screen frequency upon Respondent’s request if he/she is unemployed and is otherwise compliant with Board/Section order. The temporary reduction will be in effect until Respondent secures employment in the profession. The Department Monitor (“Monitor”) will draft an order and sign on behalf of the Liaison.
2. Grant a stay of suspension if Respondent is eligible per the Board/Section order. The Monitor will draft an order and sign on behalf of the Liaison.
3. Remove the stay of suspension if there are repeated violations or a substantial violation of the Board/Section order. In conjunction with removal of any stay of suspension, the Liaison may prohibit Respondent from seeking reinstatement of the stay for a specified period of time. The Monitor will draft an order and sign on behalf of the Liaison.
4. Grant or deny approval when Respondent proposes continuing/disciplinary/remedial education courses, treatment providers, mentors, supervisors, change of employment, etc. unless the order specifically requires full-Board/Section approval.
5. Grant a maximum of one 90-day extension, if warranted and requested in writing by Respondent, to complete Board/Section-ordered continuing/disciplinary/remedial education.
6. Grant a maximum of one extension or payment plan for proceeding costs and/or forfeitures if warranted and requested in writing by Respondent.
7. Grant a maximum of one extension, if warranted and requested in writing by Respondent, to complete a Board/Section-ordered evaluation or exam.
8. Grant full reinstatement of licensure if Respondent has fully complied with all terms of the order without deviation. The Monitor will draft an order and obtain written authorization from the Liaison to sign on their behalf.
9. Grant or deny a request to appear before the Board/Section in closed session.
10. The Liaison may determine whether Respondent’s petition is eligible for consideration by the full Board/Section.
11. *(Except Pharmacy and Medical)* Accept Respondent’s written request to surrender credential. If accepted by the Liaison, Monitor will consult with Board Counsel to determine if a stipulation is necessary. If a stipulation is not necessary, Monitor will draft an order and sign on behalf of the Liaison. If denied by the Liaison, the request to surrender credential will go to the full Board for review.

12. Grant Respondent's petition for a reduction in drug screens per the standard schedule, below. If approved, Monitor will draft an order and sign on behalf of the Liaison. Orders that do not start at 49 screens will still follow the same standard schedule.
- a. Initial: 49 screens (including 1 hair test, if required by original order)
 - b. 1st Reduction: 36 screens (plus 1 hair test, if required by original order)
 - c. 2nd Reduction: 28 screens plus 1 hair test
 - d. 3rd Reduction: 14 screens plus 1 hair test
13. (*Dentistry only*) Ability to approve or deny all requests from a respondent.
14. The Liaison may approve or deny Respondent's request to be excused from drug and alcohol testing for work, travel, etc.

Authorities Delegated to the Department Monitor

The Monitor may take the following actions on behalf of the Board/Section, draft an order and sign:

- 1) Grant full reinstatement of licensure if education is the sole condition of the limitation and Respondent has submitted the required proof of completion for approved courses.
- 2) Suspend the license if Respondent has not completed Board/Section-ordered education and/or paid costs and forfeitures within the time specified by the Board/Section order. The Monitor may remove the suspension and issue an order when proof of completion and/or payment have been received.
- 3) Suspend the license (or remove stay of suspension) if Respondent fails to enroll and participate in an Approved Program for drug and alcohol testing within 30 days of the order, or if Respondent ceases participation in the Approved Program without Board approval. This delegated authority only pertains to respondents who must comply with drug and/or alcohol testing requirements.
- 4) **Grant or deny approval when Respondent proposes treatment providers [, mentors, supervisors, etc.] unless the Order specifically requires full-Board/Section or Board designee approval.**

Authorities Delegated to Board Legal Counsel

Board Legal Counsel may take the following actions on behalf of the Board/Section:

- 1. Sign Monitoring orders that result from Board/Section meetings on behalf of the Board/Section Chair.
-

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

AGENDA REQUEST FORM

1) Name and title of person submitting the request: Katlin Schwartz, Bureau Assistant		2) Date when request submitted: 3/7/2022 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: Nursing Home Administrators Examining Board			
4) Meeting Date: 3/17/2022	5) Attachments: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	6) How should the item be titled on the agenda page? Speaking Engagements, Travel, Public Relation Requests, and Reports <ul style="list-style-type: none"> • Consideration of Attendance: National Association of Long Term Care Administrator Boards (NAB) 2022 Annual Meeting – June 8-10, 2022 – Chicago, IL 	
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 applicable: N/A	
10) Describe the issue and action that should be addressed: Consider whether the Board will designate someone to attend the annual meeting. MOTION LANGUAGE: to designate NAME (as the Board’s delegate to attend the National Association of Long Term Care Administrator Boards (NAB) 2022 Annual Meeting on June 8-10, 2022 in Chicago, IL. https://www.nabweb.org/2022-annual-meeting-chicago-il			
11) Authorization			
Katlin Schwartz		3/7/2022	
Signature of person making this request		Date	
Supervisor (Only required for post agenda deadline items)		Date	
Executive Director signature (Indicates approval for post agenda deadline items)		Date	
Directions for including supporting documents: <ol style="list-style-type: none"> 1. This form should be saved with any other documents submitted to the Agenda Items folders. 2. Post Agenda Deadline items must be authorized by a Supervisor and the Policy Development Executive Director. 3. If necessary, provide original documents needing Board Chairperson signature to the Bureau Assistant prior to the start of a meeting. 			



2022 Annual Meeting

Renaissance Chicago Downtown Hotel

1 W Wacker Dr
Chicago, IL 60601
June 8 – 10, 2022



NATIONAL ASSOCIATION OF LONG TERM CARE ADMINISTRATOR BOARDS

2022 Annual Meeting Program

All meetings will take place at the Renaissance Chicago Downtown Hotel. Times are subject to change.

Schedule: All times are CST

Wednesday, June 8, 2022

- 1:00 pm – 2:00 pm Foundation Board of Trustees Meeting
- 2:00 pm – 6:00 pm Registration
- 3:00 pm – 4:00 pm Orientation to NAB (*open to all - especially first time attendees*)
- 4:00 pm – 6:00 pm Academic Forum
NCERS Forum
State Executives Forum
State Board Members Forum
- 6:30 pm – 8:00 pm Chairman's Reception

Thursday, June 9, 2022

- 7:30 am – 8:30 am Breakfast & Opening Remarks
- 8:45 am – 10:30 am Continuing Education Meeting
Member Relations and Outreach Meeting
- 10:45 am – 12:30 pm State Governance and Regulatory Issues Meeting
Education Meeting
- 11:30 am – 12:30 pm Exam Development Orientation (*If you are interested in serving on an Exam Committee or as an Item Writer, or want to learn more about the exam development process, this orientation is a MUST attend*)
- 12:30 pm – 1:30 pm Lunch
- 1:45 pm – 3:15 pm DIY Diversity, Equity and Inclusion initiatives in the Regulatory Space
- 3:30 pm – 4:30 pm Bylaws Meeting
- 5:30 pm – 10:00 pm Social Event

Friday, June 10, 2022

- 8:00 am – 9:00 am Breakfast Buffet
- 9:00 am – 12:00 pm Board of Governors Meeting



Cloud Gate “the Bean,” Chicago IL

The past two years have been filled with unparalleled events, beginning with the COVID-19 pandemic followed by an increased nationwide focus on diversity, equity, and inclusion (DEI) initiatives as well as the “Great Resignation”. All of these occurrences have greatly affected our profession across the full continuum of senior living and aging services and will continue to do so for many years to come. We invite you to join us for NAB’s 2022 Annual Meeting, where our governing members and volunteers come together to network and continue the discussion on how the need for licensure portability has grown nationwide. In addition to licensure portability, NAB will share state progress towards acceptance of the HSE™, recruitment strategies underway for state HSE™ adoption, including the rollout of NAB’s newly launched integrated marketing plan.

You will not want to miss this meeting as we discuss the launch plans for NAB’s newly redesigned study guide and learning management system (LMS), new exam forms, and an updated AIT Preceptor Manual, all based on the new NAB Domains of Practice developed from the 2020 Professional Practice Analysis (PPA). Meeting participants will also be the first to see a

glimpse of the newly developed NAB website, which has been redesigned to enhance the overall customer journey experience for future visitors. NAB committee members will evaluate school programs seeking academic accreditation, as well as those CE sponsors seeking to become certified sponsors.

Finally, the NAB Board of Governors will elect and install new officers for the 2022 – 2024 term. A slate of nominees will be put forth following an extensive interview process with the Nominating Committee. Governing member board representatives will receive candidate statements within the NAB newsletter in early April so stay tuned!

Chicago is an amazing place, which has been [ranked](#) as the #1 Best Big City in the US, the second most beautiful city in the world, one of the most Instagrammable in the World, and one of the most Romantic Cities in the US. With all these accolades, Chicago was an easy choice for the NAB’s 2022 Annual Meeting, and we hope you will join us to continue the work of the NAB.

EDUCATION SESSION

Join us on Thursday, June 9, 2022 for our general session featuring Brian Francis.

This session is approved for 1.25 NAB approved CE credits and will count towards in person credits for licensure renewal.

DIY Diversity, Equity and Inclusion initiatives in the Regulatory Space

What does Diversity, Equity and Inclusion (DEI) look like in a regulatory setting? Why does DEI matter? How do I start? NAB's general session by Brian Francis, will help you explore these questions and begin the process of discovering the answers that will work for you and your organization. Brian will share his hard earned insights from his 20 plus years as a regulatory executive on how to start DEI conversations and implement successful initiatives. He will peel away some of the apprehension and uncertainty surrounding these tough but necessary conversations. His presentation will show you the leadership and strategic value of seating more diverse perspectives around your decision-making tables. This presentation will also help you identify a few small steps (investments) you can make in the areas of rulemaking, board composition, training, or team assignments that will pay large dividends on your DEI journey.

Brian Francis

What do you get when you combine one of the most highly regarded statewide executive leaders with a nationally acclaimed slam poet? The answer is Brian Francis. He is a high energy, vision-driven thought leader that understands the importance of authenticity in messaging and in actions. He delivers powerfully engaging presentations that inspire curiosity, transform perspectives, and celebrate humility.

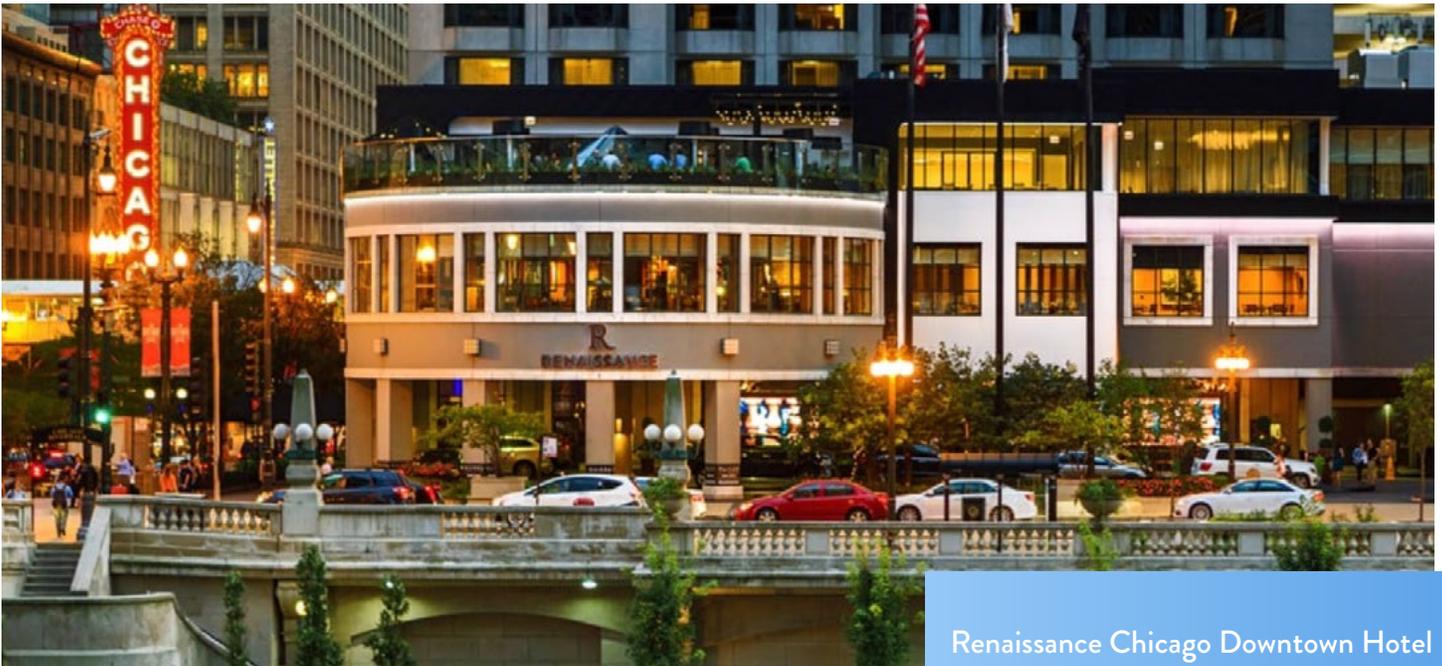
Brian was the top executive of the largest occupational licensing agency in the state of Texas while winning slam competitions across the nation and being a finalist at the National Poetry Slam in his spare time. His personality is as unforgettable and unique as his experience.



Brian Francis

Brian has 36 years of public service experience, 22 of which were in executive level roles. He combines the wisdom of his real world experience with the knowledge gained from his MBA in Public Finance from St. Edwards University. Brian also brings an internationally learned perspective gathered from the Transformative Leadership Program offered by the University of Adelaide in South Australia and the LBJ School of Public Affairs at the University of Texas.

Brian's strategic leadership style and accomplishments has garnered the praise of legislative leaders from both sides of the aisle, a diverse array of professional and industry stakeholders and most importantly his most valued allies - his employees. He shares his hard-earned insights into building diversely dynamic teams that embrace challenges, create options, and deliver on missions. When Brian hits the stage, the audience cannot help but lean in, laugh, and learn.



Renaissance Chicago Downtown Hotel

HOTEL AND RESERVATIONS

The 2022 NAB Annual Meeting will be held at the Renaissance Chicago Downtown Hotel, a Marriott Bonvoy property, situated in the Theater District of downtown Chicago. A contemporary hotel on the Chicago River, which includes an indoor pool and fitness center and striking panoramic views of the surrounding downtown cityscape.

Venture to the hotel’s urban rooftop bar, Raised, for exceptional cocktails and American cuisine, hidden amongst Chicago’s high rise buildings. For those who want to explore the city, enjoy a walk to Millennium Park, the Riverwalk, or the Vietnam Veterans Foundation or hop the L train which is located right outside the Renaissance Chicago’s doors.

Hotel Reservations for the Renaissance Chicago Downtown Hotel

A limited number of guestrooms have been reserved at a discounted rate of \$235.00 single/double per night plus (additional state and local taxes on room rates will apply, currently at 17.4%) for NAB attendees. If you are a state delegate or exam item writer, NAB will send a survey for you to complete your hotel reservations.

To make reservations, please call **1-800-468-3571** or **(312) 372-7200** and mention you are attending the NAB meeting. To receive the discounted group rate reservations must be made by 5:00 PM CST, Tuesday, May 17, 2022. After May 17, 2022, or once the block has been filled (whichever comes first), reservations will be accepted on a space- and rate-available basis. Check-in time is 4:00 PM and check-out time is 12:00

PM. You will be required to provide a credit card in which an advance deposit will be charged to guarantee the reservation.

The following link can also be used to reserve your room <https://book.passkey.com/event/50254183/owner/2497/home>

Transportation

Two airports and a train station serve the Chicago area. [Chicago O’Hare](#) (ORD) is a hub for United and American Airlines and [Midway International](#) ((MDW) is a base for Southwest Airlines. The Chicago [Union Station](#) is served by [Amtrak](#).

To Renaissance Chicago Downtown	From O’Hare Airport	From Midway Airport	Union Station (train)
Drive Time	45-90 minutes*	37 minutes	7 minutes
Lyft Estimated Cost	\$45	\$36	\$12
Uber Estimated Cost	\$32	\$28	\$9

*Depending on time of day and traffic.

Dress

Business casual attire is appropriate for all meetings. The average temperature for Chicago, IL in June is in upper 70s F during the day and in the low 70’s F in the evenings.



SWEET HOME CHICAGO

Welcome to one of the world's most vibrant cities! Chicago's shimmering skyline creates the perfect backdrop to an eclectic mix of fabulous food, rich history, exciting activities, and Midwest hospitality.

Some of the many attractions Chicago has to offer include:



Enjoy the restaurants and nightlife on Rush Street in the Gold Coast

Also colloquially known as the Viagra Triangle Chicago. ... It's the home to some of Chicago's most famous bars and restaurants. Think old-school martini bars like mainstay, Gibson's, one of the most popular steak houses in the city.



Michigan Avenue

Michigan Avenue is known to be the prime shopping destination in Chicago. Water Tower Place is a Chicago landmark on the Magnificent Mile and renowned for its vast selection of over 100 stores



The Loop

The Loop is where you'll find Chicago's vibrant theatre district, a bustling area in the heart of the city with a glittering marquee just about everywhere you turn. It is a hub for world-class productions and premieres, particularly at the district's three Broadway In Chicago theatres: CIBC Theatre, James M. Nederlander Theatre and Cadillac Palace Theatre.



Inside Activities



The Art Institute of Chicago

Located in downtown Chicago, the Art Institute is one of the world's great art museums, housing a collection that spans centuries and the globe.



The Field Museum

The Field Museum of Natural History is one of the largest natural history museums in the world. Be sure to say hello to SUE the T. rex and explore cultures present and past, find the latest scientific discoveries, and travel the world right here in Chicago.



Museum of Science and Industry

The Museum of Science and Industry, Chicago—one of the largest science museums in the world—is home to more than 400,000 square feet of hands-on exhibits designed to spark scientific inquiry and creativity.



Shedd Aquarium

Shedd Aquarium connects nature lovers and animal enthusiasts with the aquatic animal world. Beluga encounters, beach clean-ups and 360 virtual dives with Caribbean reef sharks are all tools that deepen connections with wildlife and work toward this vision.

Outside Activities



Architectural River Cruise

For more than 25 years, the CAC's expertly trained docent volunteers have led the river cruise, sharing fascinating stories behind more than 50 buildings along the Chicago River. Hear how Chicago grew from a small settlement into one of the world's largest cities in less than 100 years.



Lincoln Park Zoo

Founded in 1868, the Lincoln Park Zoo is one of the most established zoos in the country. The zoo is open 365 days a year and entry is always free!



Millennium Park and The Bean (Cloud Gate)

Cloud Gate, aka "The Bean", is one of Chicago's most popular sights. The monumental work of art anchors the city's downtown park, reflecting the city's famous skyline and the surrounding green space.



Navy Pier

Navy Pier is where you go in Chicago for events, free public programs, attractions, culture, dining, shopping and more. Don't miss the spectacular fireworks show, taking place every Wednesday and Saturday night during the summer months.

Outside Activities



Chicago White Sox

The White Sox will be playing at home during NAB's Annual Meeting. Check out their schedule here.



Chicago Cubs/Wrigleyville

Although the Cubs will be away during NAB's Annual Meeting, the area around the stadium, known as Wrigleyville, is bursting at the seams with sports bars, souvenir stalls, and die-hard Cubs fans. Walk up and down Clark Street to stop into the area's many bars and restaurants that are usually filled with locals, even when it's not baseball season.



Chicago Sports Museum

It's "Game On!" at the interactive Chicago Sports Museum, which celebrates the world of Chicago sports using simulated experiences, relics and stats. The Museum combines skill challenges and hi-tech simulated experiences with unique sports memorabilia and an impressive collection of game-used treasures and other artifacts. It's a playground for sports fans of all ages.

Dining



The Dearborn

Stylish American hangout serving market-driven eats & cocktails in handsome architectural digs.



Shaw's Crab House

Seafood restaurant & oyster bar with classic fare & sushi in clubby space with frequent live music.



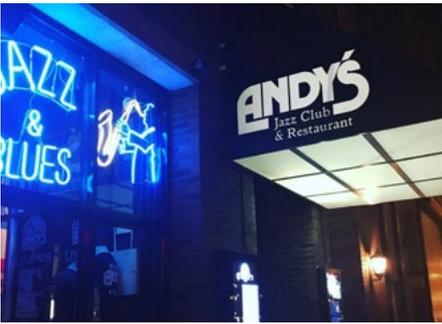
Smith & Wollensky Steakhouse

Steakhouse serving prime, dry-aged steaks, seafood & wine against an impressive view of the Chicago River.



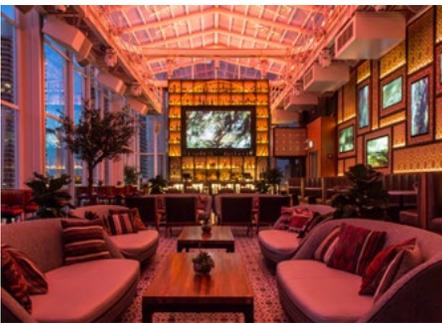
Siena Tavern

Entirely rooted in a “from scratch” approach, Siena Tavern presents upscale, classic Italian fares, straight from Top Chef Alum, Fabio Viviani.



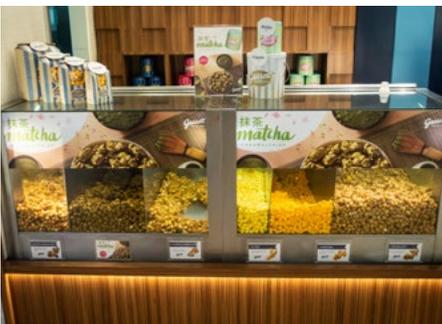
Andy's Jazz Club

Andy's Jazz Club is one of Chicago's best-known and most respected jazz venues and pairs the region's top jazz artists with casual dining for a unique to Chicago cultural experience.



ROOF on theWit

theWit Hotel's rooftop bar, ROOF, offers inspired Neapolitan style pizzas freshly made in their hearth oven along with classic cocktails and unparalleled city views.



Garrett's Popcorn

Attention popcorn lovers! Garrett's is a Chicago institution and a must-stop during your trip to the Windy City. Need a recommendation? Try the Garrett Mix: a blend of their famous CaramelCrisp and CheeseCorn recipes.

For more information on attractions in Chicago, please visit [Enjoy Illinois](#), [Visit Chicago](#), [Choose Chicago](#).



2022 Annual Meeting

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1 W Wacker Dr
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June 8 - 10, 2022

NAB

1120 20th Street, NW, Suite 750
Washington, DC 20036
Tel: 202-712-9040
Email: nab@nabweb.org
www.nabweb.org