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**VIRTUAL/TELECONFERENCE**  
**NURSING HOME ADMINISTRATOR EXAMINING BOARD**  
**Virtual, 4822 Madison Yards Way, Madison**  
**Contact: Tom Ryan (608) 266-2112**  
**August 15, 2024**

*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 (1-3)**
- B. Approval of Minutes of May 23, 2024 (4-5)**
- C. Introductions, Announcements and Recognition
- D. Reminders: Conflicts of Interest, Scheduling Concerns
- E. Administrative Matters – Discussion and Consideration**
  - 1) Department, Staff, and Board Updates
  - 2) Election of Officers, Appointment of Liaisons and Alternates, Delegation of Authorities
  - 3) Board Member – Term Expiration Dates
    - a. Adams, Charlean M. – 7/1/2027
    - b. Bristol, Echo E. – 7/1/2025
    - c. Donovan, Amber M. – 7/1/2028
    - d. Gersich, A. James – 7/1/2027
    - e. Herman, Mark A. – 7/1/2027
    - f. Kaiser, Elizabeth – 7/1/2027
    - g. Larson, David L. – 7/1/2027
    - h. Radtke, Jessica – DHS Representative
    - i. Williams, Jason L. – 7/1/2026
- F. Legislative and Policy Matters – Discussion and Consideration
- G. Administrative Rule Matters – Discussion and Consideration**
  - 1) Pending and Possible Rulemaking Projects

**H. Speaking Engagements, Travel, or Public Relation Requests, and Reports – Discussion and Consideration**

- 1) Travel Report: NAB Annual Meeting, June 5-7, 2024, Oklahoma City, OK – David Larson

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

**J. 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) Public Health Emergencies
- 13) Liaison Reports
- 14) Board Liaison Training and Appointment of Mentors
- 15) Informational Items
- 16) Division of Legal Services and Compliance (DLSC) Matters
- 17) Presentations of Petitions for Summary Suspension
- 18) Petitions for Designation of Hearing Examiner
- 19) Presentation of Stipulations, Final Decisions and Orders
- 20) Presentation of Proposed Final Decisions and Orders
- 21) Presentation of Interim Orders
- 22) Petitions for Re-Hearing
- 23) Petitions for Assessments
- 24) Petitions to Vacate Orders
- 25) Requests for Disciplinary Proceeding Presentations
- 26) Motions
- 27) Petitions
- 28) Appearances from Requests Received or Renewed
- 29) Speaking Engagements, Travel, or Public Relation Requests, and Reports

**K. 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.).**

**L. Deliberation on Division of Legal Services and Compliance Matters**

- 1) **Proposed Stipulations, Final Decisions and Orders**
  - a. 23 NHA 058 – Syble D. Barry (6-11)
- 2) **Administrative Warnings**
  - a. 23 NHA 031 – J.S. (12-13)

M. 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

N. Consulting with Legal Counsel

**RECONVENE TO OPEN SESSION IMMEDIATELY FOLLOWING CLOSED SESSION**

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

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

**ADJOURNMENT**

**NEXT MEETING: NOVEMBER 21, 2024**

*Board Member Training: November 15*

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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 virtually unless otherwise indicated. In-person meetings are typically conducted at 4822 Madison Yards Way, Madison, Wisconsin, unless an alternative location is listed on the meeting notice. In order to confirm a meeting or to request a complete copy of the board's agenda, please visit the Department website at <https://dsps.wi.gov>. 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 hard of hearing, or other accommodations, are considered upon request by contacting the Affirmative Action Officer, or the Meeting Staff at 608-267-7213.

**VIRTUAL/TELECONFERENCE  
NURSING HOME ADMINISTRATOR EXAMINING BOARD  
MEETING MINUTES  
MAY 23, 2024**

**PRESENT:** Charlean Adams, Echo Bristol, Amber Donovan, Mark Herman, Elizabeth Kaiser, David Larson, Jason Williams

**EXCUSED:** A. James Gersich, Jessica Radtke

**STAFF:** Tom Ryan, Executive Director; Jameson Whitney, Legal Counsel; Sofia Anderson, Administrative Rules Coordinator; Ashley Sarnosky, Board Administration Specialist; and other Department Staff

**CALL TO ORDER**

David Larson, Chairperson, called the meeting to order at 9:33 a.m. A quorum was confirmed with six (6) members present.

**ADOPTION OF AGENDA**

**Amendments to the Agenda:**

- To correct the omission in E3 to include Donovan, Amber – 7/1/2024

**MOTION:** Jason Williams moved, seconded by Charlean Adams, to adopt the Agenda as amended. Motion carried unanimously.

**APPROVAL OF MINUTES OF MARCH 21, 2024**

**MOTION:** Echo Bristol moved, seconded by Jason Williams, to approve the Minutes of March 21, 2024, as published. Motion carried unanimously.

*(Mark Herman arrived 9:38)*

**SPEAKING ENGAGEMENTS, TRAVEL, OR PUBLIC RELATION REQUESTS, AND REPORTS**

**Consideration of Attendance: NAB Mid-Year Meeting, Savannah, GA – November 13-15, 2024.**

**MOTION:** Mark Herman moved, seconded by Echo Bristol, to designate David Larson, as the Board's delegate, to attend the NAB Mid-Year Meeting in Savannah, GA, on November 13-15, 2024. Motion carried unanimously.

**CLOSED SESSION**

**MOTION:** Echo Bristol moved, seconded by Mark Herman, 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.). David Larson, Chairperson, read the language of the motion. The vote of each member was ascertained by voice vote. Roll Call Vote: Charlean Adams-yes; Echo Bristol-yes; Amber Donovan-yes; Mark Herman-yes; Elizabeth Kaiser-yes; David Larson-yes; and Jason Williams-yes. Motion carried unanimously.

The Board convened into Closed Session at 9:43 a.m.

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

**Case Closings**

***23 NHA 057 – D.K.***

**MOTION:** Jason Williams moved, seconded by David Larson, to close DLSC Case Number 23 NHA 057, against D.K. for no violation. Motion carried unanimously.

**RECONVENE TO OPEN SESSION**

**MOTION:** Echo Bristol moved, seconded by David Larson, to reconvene in Open Session. Motion carried unanimously.

The Board reconvened to Open Session at 9:48 a.m.

**VOTING ON ITEMS CONSIDERED OR DELIBERATED ON IN CLOSED SESSION**

**MOTION:** Jason Williams moved, seconded by David Larson, to affirm all motions made and votes taken in closed session. Motion carried unanimously.

**ADJOURNMENT**

**MOTION:** Echo Bristol moved, seconded by Jason Williams, to adjourn the meeting. Motion carried unanimously.

The meeting adjourned at 9:49 a.m.