



VIRTUAL/TELECONFERENCE
NURSING HOME ADMINISTRATOR EXAMINING BOARD
Virtual, 4822 Madison Yards Way, Madison
Contact: Tom Ryan (608) 266-2112
November 21, 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 August 15, 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) 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 (6)**
 - 1) 2025 Biennial Report on Administrative Rules pursuant s. 227.29, Stats.
 - 2) Pending and Possible Rulemaking Projects

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

I. 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

J. 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.).

K. Deliberation on Review of Administrative Warnings (7-10)

- 1) **10:00 A.M. APPEARANCE:** Lesley McKinney, DLSC Attorney; J.S., Respondent: WARN000003767 – 23 NHA 031 – J.S.

L. Deliberation on Division of Legal Services and Compliance Matters

- 1) **Proposed Stipulations, Final Decisions and Orders (11-18)**
 - a. 23 NHA 045 – Andrea E. Bowers
- 2) **Case Closings (19-22)**
 - a. 23 NHA 052 – S.S.A.

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

Q. Delegation of Ratification of Examination Results and Ratification of License and Certificates

ADJOURNMENT

NEXT MEETING: FEBRUARY 27, 2025

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 any agenda item may be changed by the board for the convenience of the parties. The person credentialed by the board has the right to demand that the meeting at which final action may be taken against the credential be held in open session. Requests for interpreters for the hard of hearing, or other accommodations, are considered upon request by contacting the Affirmative Action Officer or reach the Meeting Staff by calling 608-267-7213.

**VIRTUAL/TELECONFERENCE
NURSING HOME ADMINISTRATOR EXAMINING BOARD
MEETING MINUTES
AUGUST 15, 2024**

PRESENT: Charlean Adams, Echo Bristol, Amber Donovan, A. James Gersich, Mark Herman, Elizabeth Kaiser, David Larson, Jason Williams

ABSENT: 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 9:30 a.m. A quorum was confirmed with eight (8) members present.

ADOPTION OF AGENDA

MOTION: Echo Bristol moved, seconded by A. James Gersich, to adopt the Agenda as published. Motion carried unanimously.

APPROVAL OF MINUTES OF MAY 23, 2024

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

CLOSED SESSION

MOTION: A. James Gersich moved, seconded by Echo Bristol, 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; A. James Gersich-yes; Mark Herman-yes; Elizabeth Kaiser-yes; David Larson-yes; and Jason Williams-yes. Motion carried unanimously.

The Board convened into Closed Session at 10:02 a.m.

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

Proposed Stipulations, Final Decisions and Orders

23 NHA 058 – Syble D. Barry

MOTION: Echo Bristol moved, seconded by Jason Williams, to adopt the Findings of Fact, Conclusions of Law and Order in the matter of disciplinary proceedings against Syble D. Barry, DLSC Case Number 23 NHA 058. Motion carried unanimously.

Administrative Warnings

23 NHA 031 – J.S.

MOTION: Mark Herman moved, seconded by Charlean Adams, to issue an Administrative Warning in the matter of J.S., DLSC Case Number 23 NHA 031. Motion carried unanimously.

RECONVENE TO OPEN SESSION

MOTION: Echo Bristol moved, seconded by A. James Gersich, to reconvene in Open Session. Motion carried unanimously.

The Board reconvened to Open Session at 10:16 a.m.

VOTING ON ITEMS CONSIDERED OR DELIBERATED ON IN CLOSED SESSION

MOTION: A. James Gersich moved, seconded by Charlean Adams, to affirm all motions made and votes taken in closed session. Motion carried unanimously.

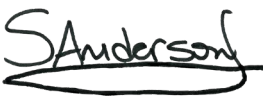
ADJOURNMENT

MOTION: A. James Gersich moved, seconded by Echo Bristol, to adjourn the meeting. Motion carried unanimously.

The meeting adjourned at 10:19 a.m.

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

AGENDA REQUEST FORM

1) Name and title of person submitting the request: Sofia Anderson – Administrative Rules Coordinator		2) Date when request submitted: November 11, 2024							
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: November 21, 2024	5) Attachments: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	6) How should the item be titled on the agenda page? Administrative Rules Matters – Discussion and consideration 1. 2025 Biennial Report on Administrative Rules pursuant s. 227.29, Stats. 2. Pending and possible rulemaking projects.							
7) Place Item in: <input checked="" type="checkbox"/> Open Session <input type="checkbox"/> Closed Session	8) Is an appearance before the Board being scheduled? <i>(If yes, please complete Appearance Request for Non-DSPS Staff)</i> <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: Attachments:									
11) Authorization <div style="display: flex; justify-content: space-between;"> <div style="width: 60%;">  </div> <div style="width: 35%; text-align: right;"> 11/11/2024 </div> </div> <hr/> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%; border-bottom: 1px solid black;">Signature of person making this request</td> <td style="width: 40%; border-bottom: 1px solid black; text-align: right;">Date</td> </tr> <tr> <td style="border-bottom: 1px solid black;">Supervisor (if required)</td> <td style="border-bottom: 1px solid black; text-align: right;">Date</td> </tr> <tr> <td colspan="2" style="border-bottom: 1px solid black;">Executive Director signature (indicates approval to add post agenda deadline item to agenda) Date</td> </tr> </table>				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	
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: 1. This form should be attached to any documents submitted to the agenda. 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.									