



VIRTUAL/TELECONFERENCE
NURSING HOME ADMINISTRATOR EXAMINING BOARD
Virtual, 4822 Madison Yards Way, Madison
Contact: Tom Ryan (608) 266-2112
August 14, 2025

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

9:00 A.M.

OPEN SESSION – CALL TO ORDER – ROLL CALL

A. Adoption of Agenda (1-3)

B. Approval of Minutes of February 27, 2025 (4-7)

C. Introductions, Announcements and Recognition

D. Reminders: Conflicts of Interest, Scheduling Concerns

E. Administrative Matters

- 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. Administrative Rule Matters – Discussion and Consideration (8)

- 1) Pending and Possible Rulemaking Projects

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

H. Legislative and Policy 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 Division of Legal Services and Compliance Matters

- 1) **Proposed Stipulations, Final Decisions and Orders**
 - a. 23 NHA 047 – Tricia L. Plate **(9-15)**
- 2) **Case Closings**
 - a. 23 NHA 061 – E.A.K. **(16-19)**

L. 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

M. Consulting with Legal Counsel

RECONVENE TO OPEN SESSION IMMEDIATELY FOLLOWING CLOSED SESSION

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

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

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

ADJOURNMENT

NEXT MEETING: DECEMBER 4, 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
FEBRUARY 27, 2025**

PRESENT: Charlean Adams, Echo Bristol, Amber Donovan (*arrived 9:02 a.m.*), A. James Gersich, Mark Herman, Elizabeth Kaiser, Jessica Radtke, Jason Williams

ABSENT: David Larson

STAFF: Tom Ryan, Executive Director; Whitney DeVoe, Legal Counsel; Sofia Anderson, Administrative Rules Coordinator; Tracy Drinkwater, Board Administration Specialist; and other Department Staff

CALL TO ORDER

A. James Gersich, Vice Chairperson, called the meeting to order at 9:00 a.m. A quorum was confirmed with seven (7) members present.

ADOPTION OF AGENDA

Amendments to the Agenda:

- Remove C.1.

MOTION: Echo Bristol moved, seconded by Mark Herman, to adopt the Agenda as amended. Motion carried unanimously.

APPROVAL OF MINUTES OF NOVEMBER 21, 2024

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

ADMINISTRATIVE MATTERS

Amber Donovan arrived 9:02 a.m.

Election of Officers

Chairperson

NOMINATION: Echo Bristol nominated David Larson for the Office of Chairperson.

Tom Ryan, Executive Director, called for nominations three (3) times.

David Larson was elected as Chairperson by unanimous voice vote.

Vice Chairperson

NOMINATION: Jason Williams nominated A. James Gersich for the Office of Vice Chairperson. A. James Gersich accepted the nomination.

Tom Ryan, Executive Director, called for nominations three (3) times.

A. James Gersich was elected as Vice Chairperson by majority voice vote.

Secretary

NOMINATION: Echo Bristol nominated Echo Bristol for the Office of Secretary.

Tom Ryan, Executive Director, called for nominations three (3) times.

Echo Bristol was elected as Secretary by unanimous voice vote.

2025 ELECTION RESULTS	
Chairperson	David Larson
Vice Chairperson	A. James Gersich
Secretary	Echo Bristol

Appointment of Liaisons and Alternates

LIAISON APPOINTMENTS	
Credentialing Liaison(s)	Echo Bristol <i>Alternate:</i> David Larson
Education and Examinations Liaison(s)	Echo Bristol <i>Alternate:</i> Charlean Adams
Monitoring Liaison(s)	Charlean Adams, Mark Herman <i>Alternate:</i> Echo Bristol
Professional Assistance Procedure (PAP) Liaison(s)	David Larson <i>Alternate:</i> Echo Bristol
Legislative Liaison(s)	Mark Herman <i>Alternate:</i> Echo Bristol
Travel Authorization Liaison(s)	David Larson <i>Alternate:</i> Charlean Adams
Website Liaison(s)	Elizabeth Kaiser <i>Alternate:</i> Jason Williams
Screening Panel	David Larson, Charlean Adams, Jason Williams, Mark Herman <i>Alternate:</i> Echo Bristol, A. James Gersich

Delegation of Authorities

Delegation to Handle Administrative Rule Matters

MOTION: Mark Herman moved, seconded by Echo Bristol, to delegate authority to the Chairperson (or, in the absence of the Chairperson, the highest-ranking officer or longest serving Board member in that succession), to act on behalf of the Board regarding administrative rule matters between meetings. Motion carried unanimously.

Review and Approval of 2024 Delegations including new modifications

MOTION: Echo Bristol moved, seconded by Charlean Adams, to reaffirm all delegation motions made in 2024, as reflected in the February 27, 2025, agenda materials, which were not otherwise modified or amended during the February 27, 2025, meeting. Motion carried unanimously.

CLOSED SESSION

MOTION: Charlean Adams 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.). A. James Gersich, Vice 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; Jessica Radtke-yes; and Jason Williams-yes. Motion carried unanimously.

The Board convened into Closed Session at 9:23 a.m.

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

Case Closings

23 NHA 055 – L.A.S.

MOTION: Echo Bristol moved, seconded by Jason Williams, to close DLSC Case Number 23 NHA 055, against L.A.S. for No Violation. Motion carried unanimously.

RECONVENE TO OPEN SESSION

MOTION: Charlean Adams moved, seconded by Jason Williams, to reconvene in Open Session. Motion carried unanimously.

The Board reconvened to Open Session at 9:27 a.m.

VOTING ON ITEMS CONSIDERED OR DELIBERATED ON IN CLOSED SESSION

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

DELEGATION OF RATIFICATION OF EXAMINATION RESULTS AND RATIFICATION OF LICENSES AND CERTIFICATES

MOTION: Charlean Adams moved, seconded by Echo Bristol, to delegate ratification of examination results to DSPS staff and to ratify all licenses and certificates as issued. Motion carried unanimously.

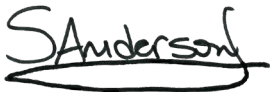
ADJOURNMENT

MOTION: Echo Bristol moved, seconded by Charlean Adams, to adjourn the meeting. Motion carried unanimously.

The meeting adjourned at 9:30 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: 08/04/2025	
		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: August 14, 2025	5) Attachments: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	6) How should the item be titled on the agenda page? Administrative Rules Matters – Discussion and consideration 1. 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; align-items: flex-end; margin-top: 20px;"> <div style="text-align: center;">  </div> <div style="text-align: right;"> 08/04/2025 </div> </div> <hr/> <div style="display: flex; justify-content: space-between;"> Signature of person making this request Date </div> <hr/> <div style="display: flex; justify-content: space-between;"> Supervisor (if required) Date </div> <hr/> <div style="display: flex; justify-content: space-between;"> Executive Director signature (indicates approval to add post agenda deadline item to agenda) Date </div>			
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.			