



VIRTUAL/TELECONFERENCE
NURSING HOME ADMINISTRATOR EXAMINING BOARD
Virtual, 4822 Madison Yards Way, Madison
Contact: Tom Ryan (608) 266-2112
December 4, 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

9:30 A.M.

OPEN SESSION – CALL TO ORDER – ROLL CALL

A. Adoption of Agenda (1-3)

B. Approval of Minutes of August 14, 2025 (4-5)

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 (6)

1. Pending and Possible Rulemaking Projects

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

H. Speaking Engagements, Travel, or Public Relation Requests, and Reports

1. Travel Report: NAB Mid-Year Meeting – October 29-31, 2025 – Sante Fe, New Mexico (Larson)

I. Legislative and Policy 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. 24 NHA 0011 – Denise Johnson (7-12)

M. Deliberation of Items Added After Preparation of the Agenda
Education and Examination Matters

- 1. Credentialing Matters
- 2. DLSC Matters
- 3. Monitoring Matters
- 4. Professional Assistance Procedure (PAP) Matters
- 5. Petitions for Summary Suspensions
- 6. Petitions for Designation of Hearing Examiner
- 7. Proposed Stipulations, Final Decisions and Orders

8. Proposed Interim Orders
9. Administrative Warnings
10. Review of Administrative Warnings
11. Proposed Final Decisions and Orders
12. Matters Relating to Costs/Orders Fixing Costs
13. Case Closings
14. Board Liaison Training
15. Petitions for Assessments and Evaluations
16. Petitions to Vacate Orders
17. Remedial Education Cases
18. Motions
19. Petitions for Re-Hearing
20. 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 26, 2026

 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://dps.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 14, 2025**

PRESENT: Charlean Adams, Echo Bristol, Amber Donovan, A. James Gersich, Elizabeth Kaiser, David Larson, Jason Williams (*arrived at 9:27 a.m.*)

ABSENT: Mark Herman, Jessica Radtke

STAFF: Tom Ryan, Executive Director; Whitney DeVoe, 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 9:10 a.m. A quorum was confirmed with six (6) members present.

ADOPTION OF AGENDA

MOTION: James Gersich moved, seconded by Charlean Adams, to adopt the Agenda as published. Motion carried unanimously.

APPROVAL OF MINUTES OF FEBRUARY 27, 2025

MOTION: James Gersich moved, seconded by Echo Bristol, to approve the Minutes of February 27, 2025, as published. Motion carried unanimously.

**NATIONAL ASSOCIATION OF LONG-TERM CARE ADMINISTRATOR BOARDS (NAB)
MATTERS – DISCUSSION AND CONSIDERATION**

Travel Requests – NAB Mid-Year Meeting – October 29-31, 2025 – Sante Fe, New Mexico

MOTION: Echo Bristol moved, seconded by Charlean Adams, to designate David Larson as the Board’s delegate, to attend the NAB Mid-Year Meeting on October 29-31 in Sante Fe, New Mexico. Motion carried unanimously.

Jason Williams arrived at 9:27 a.m.

CLOSED SESSION

MOTION: James Gersich moved, seconded by Charlean Adams, 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; Elizabeth

Kaiser-yes; David Larson-yes; and Jason Williams-yes. Motion carried unanimously.

The Board convened into Closed Session at 9:28 a.m.

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

Proposed Stipulations, Final Decisions and Orders

23 NHA 047 – Tricia L. Plate

MOTION: David Larson moved, seconded by Amber Donovan, to adopt the Findings of Fact, Conclusions of Law and Order in the matter of disciplinary proceedings against Tricia L. Plate, DLSC Case Number 23 NHA 047. Motion carried unanimously.

Case Closings

23 NHA 061 – E.A.K.

MOTION: Echo Bristol moved, seconded by James Gersich, to close DLSC Case Number 23 NHA 061 against E.A.K. for No Violation. Motion carried unanimously.

RECONVENE TO OPEN SESSION

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

The Board reconvened to Open Session at 9:38 a.m.

VOTING ON ITEMS CONSIDERED OR DELIBERATED ON IN CLOSED SESSION

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

(Be advised that any recusals or abstentions reflected in the closed session motions stand for the purposes of the affirmation vote.)

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

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

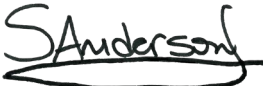
ADJOURNMENT

MOTION: James Gersich moved, seconded by Amber Donovan, to adjourn the meeting. Motion carried unanimously.

The meeting adjourned at 9:40 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: 11/20/2025 <small>Items will be considered late if submitted after 12:00 p.m. on the deadline date which is 8 business days before the meeting</small>	
3) Name of Board, Committee, Council, Sections: Nursing Home Administrators Examining Board			
4) Meeting Date: December 4, 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;">  <hr/> Signature of person making this request </div> <div style="text-align: right;"> 11/20/2025 <hr/> Date </div> </div> <div style="display: flex; justify-content: space-between; align-items: flex-end; margin-top: 10px;"> <div style="width: 60%;"> <hr/> Supervisor (if required) </div> <div style="width: 35%;"> <hr/> Date </div> </div> <div style="display: flex; justify-content: space-between; align-items: flex-end; margin-top: 10px;"> <div style="width: 70%;"> <hr/> Executive Director signature (indicates approval to add post agenda deadline item to agenda) </div> <div style="width: 25%;"> <hr/> Date </div> </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.			