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**VIRTUAL/TELECONFERENCE**  
**NURSING HOME ADMINISTRATOR EXAMINING BOARD**  
**Virtual, 4822 Madison Yards Way, Madison, WI**  
**Contact: Tom Ryan (608) 266-2112**  
**November 30, 2023**

*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 August 17, 2023 (5-7)**
- C. Introductions, Announcements and Recognition
  - 1) Recognitions
    - a. Diane C. Lynch-deCombhs, NHA Member (Resigned: October 5, 2023)
- 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
  - 3) Board Member – Term Expiration Dates
    - a. Adams, Charlean M. – 7/1/2027
    - b. Bristol, Echo E. – 7/1/2025
    - c. Gersich, A. James – 7/1/2027
    - d. Herman, Mark A. – 7/1/2027
    - e. Kaiser, Elizabeth A. – 7/1/2027
    - f. Larson, David L. – 7/1/2027
    - g. Radtke, Jessica – DHS Representative
    - h. Williams, Jason L. – 7/1/2026
- F. Administrative Rule Matters – Discussion and Consideration (8-9)**
  - 1) Pending and Possible Rulemaking Projects (9)
- G. Legislative and Policy Matters – Discussion and Consideration
- H. NHA Education Options – Discussion and Consideration
- I. National Association of Long-Term Care Administrator Boards (NAB) Matters – Discussion and Consideration

**J. Reciprocity Applications – Board Discussion (additional item) (27)**

**K. Speaking Engagements, Travel, or Public Relation Requests, and Reports**

- 1) Travel Report: NAB 2023 Mid-year Meeting – New Orleans, LA – October 25-27, 2023 – David Larson

**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) 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

**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. **Case Closings**
  - a. 22 NHA 006 – S.R. (10-14)
  - b. 22 NHA 037 – A.A.R. (15-20)
- 2. **Proposed Stipulations, Final Decisions, and Orders**
  - a. 22 NHA 030 – Brandi O. Shea, N.H.A. (19-26)

**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: MARCH 21, 2024**

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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://dps.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  
AUGUST 17, 2023**

**PRESENT:** Charlean Adams, Echo Bristol, A. James Gersich, Elizabeth Kaiser, Diane Lynch-deCombhs, Jason Williams

**EXCUSED:** Mark Herman, David Larson, Jessica Radtke

**STAFF:** Tom Ryan, Executive Director; Jameson Whitney, Legal Counsel; Sofia Anderson, Administrative Rules Coordinator; Brenda Taylor, Board Services Supervisor; and other Department Staff

**CALL TO ORDER**

Diane Lynch-deCombhs, Chairperson, called the meeting to order at 9:30 a.m. A quorum was confirmed with six (6) members present.

**ADOPTION OF AGENDA**

**MOTION:** Jason Williams moved, seconded by Echo Bristol, to adopt the Agenda as published. Motion carried unanimously.

**APPROVAL OF MINUTES OF APRIL 7, 2023**

**MOTION:** Echo Bristol moved, seconded by Diane Lynch-deCombhs, to approve the Minutes of April 7, 2023 as published. Motion carried unanimously.

**INTRODUCTIONS, ANNOUNCEMENTS AND RECOGNITION**

**MOTION:** Echo Bristol moved, seconded by Diane Lynch-deCombhs, to recognize and thank Patrick M. Shaughnessy for his years of dedicated service to the Board and State of Wisconsin. Motion carried unanimously.

**ADMINISTRATIVE MATTERS**

**Appointment of Liaisons and Alternates**

<b>LIAISON APPOINTMENTS</b>	
<b>Credentialing Liaison(s)</b>	Echo Bristol <i>Alternate:</i> David Larson
<b>Education and Examinations Liaison</b>	Diane Lynch-deCombhs <i>Alternate:</i> Echo Bristol
<b>Monitoring Liaison</b>	Charlean Adams <i>Alternate:</i> Echo Bristol
<b>Professional Assistance Procedure (PAP) Liaison</b>	David Larson <i>Alternate:</i> Diane Lynch-deCombhs

<b>Legislative Liaison</b>	Elizabeth Kaiser <i>Alternate: Echo Bristol</i>
<b>Travel Authorization Liaison</b>	David Larson <i>Alternate: Elizabeth Kaiser</i>
<b>Website Liaison</b>	Elizabeth Kaiser <i>Alternate: Jason Williams</i>
<b>Screening Panel</b>	David Larson <i>Alternate: Echo Bristol</i>

**9:30 A.M. PUBLIC HEARING**

**Public Hearing: NHA 3, relating to board approval of education programs**

**MOTION:** Jason Willams moved, seconded by James Gersich, to accept all Clearinghouse comments for Clearinghouse Rule 23-033 (NHA 3), relating to board approval of education programs. Motion carried unanimously.

**MOTION:** Echo Bristol moved, seconded by James Gersich, to authorize the Chairperson to approve the Legislative Report and Draft for Clearinghouse Rule 23-033 (NHA 3), relating to board approval of education programs, for submission to the Governor’s Office and Legislature. Motion carried unanimously.

**CLOSED SESSION**

**MOTION:** Jason Williams moved, seconded by James Gersich, 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.). Diane Lynch deCombhs, 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; James Gersich-yes; Elizabeth Kaiser-yes; Diane Lynch-deCombhs-yes; and Jason Williams-yes. Motion carried unanimously.

The Board convened into Closed Session at 10:16 a.m.

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

**Case Closings**

***21 NHA 069 – J.P.***

**MOTION:** Diane Lynch- deCombhs moved, seconded by Echo Bristol, to close DLSC Case Number 21 NHA 069, against J.P., for Lack of Jurisdiction. Motion carried unanimously.

**22 NHA 011 – C.L.N.**

**MOTION:** Echo Bristol moved, seconded by Jason Williams, to close DLSC Case Number 22 NHA 011, against C.L.N., for Prosecutorial Discretion (P2). Motion carried unanimously.

**Proposed Stipulations and Final Decision and Orders**

**22 NHA 016 – Tammy L. Kurtz, N.H.A.**

**MOTION:** James Gersich moved, seconded by Jason Williams, to adopt the Findings of Fact, Conclusions of Law and Order in the matter of disciplinary proceedings against Tammy L. Kurtz, N.H.A., DLSC Case Number 22 NHA 016. Motion carried unanimously.

**RECONVENE TO OPEN SESSION**

**MOTION:** Echo Bristol moved, seconded by Diane Lynch- deCombhs, to reconvene in Open Session. Motion carried unanimously.

The Board reconvened to Open Session at 10:32 a.m.

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

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

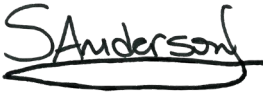
**ADJOURNMENT**

**MOTION:** Jason Williams moved, seconded by Diane Lynch- deCombhs, to adjourn the meeting. Motion carried unanimously.

The meeting adjourned at 10:38 a.m.

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

**AGENDA REQUEST FORM**

<b>1) Name and title of person submitting the request:</b> Sofia Anderson – Administrative Rules Coordinator		<b>2) Date when request submitted:</b> November 17, 2023	
Items will be considered late if submitted after 12:00 p.m. on the deadline date which is 8 business days before the meeting			
<b>3) Name of Board, Committee, Council, Sections:</b> Nursing Home Administrators Examining Board			
<b>4) Meeting Date:</b> November 30, 2023	<b>5) Attachments:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>6) How should the item be titled on the agenda page?</b> Administrative Rules Matters – Discussion and consideration  1. Pending and possible rulemaking projects.	
<b>7) Place Item in:</b> <input checked="" type="checkbox"/> Open Session <input type="checkbox"/> Closed Session	<b>8) Is an appearance before the Board being scheduled?</b> <i>(If yes, please complete <a href="#">Appearance Request</a> for Non-DSPS Staff)</i>  <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<b>9) Name of Case Advisor(s), if required:</b> N/A	
<b>10) Describe the issue and action that should be addressed:</b> Attachments:  1. NHA rules projects chart			
<b>11) Authorization</b>			
		11/17/2023	
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			
<b>Directions for including supporting documents:</b> 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.			



**Nursing Home Administrators Examining Board  
Rule Projects (updated 11/17/2023)**

<b>Clearinghouse Rule Number</b>	<b>Scope #</b>	<b>Scope Expiration</b>	<b>Code Chapter Affected</b>	<b>Relating clause</b>	<b>Synopsis</b>	<b>Current Stage</b>	<b>Next Step</b>
23-033	069-22	02/22/2025	NHA 3	Board approval of education programs	The Board will review chapter NHA 3 in order to revise the criteria for board approval of education programs.	Legislative Review	If no objections, rule can be adopted.

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

**AGENDA REQUEST FORM**

<b>1) Name and title of person submitting the request:</b> Jim Stoa, Wisconsin Health Care Association (WHCA)		<b>2) Date when request submitted:</b> 11/21/2023 Items will be considered late if submitted after 12:00 p.m. on the deadline date which is 8 business days before the meeting	
<b>3) Name of Board, Committee, Council, Sections:</b> Nursing Home Administrators Examining Board			
<b>4) Meeting Date:</b> 11/30/2023	<b>5) Attachments:</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<b>6) How should the item be titled on the agenda page?</b> Reciprocity Applications – Board discussion	
<b>7) Place Item in:</b> <input checked="" type="checkbox"/> Open Session <input type="checkbox"/> Closed Session	<b>8) Is an appearance before the Board being scheduled?</b> <i>(If yes, please complete <a href="#">Appearance Request</a> for Non-DSPS Staff)</i>  <input checked="" type="checkbox"/> Yes, Division of Professional Credential Processing Team Member <input type="checkbox"/> No	<b>9) Name of Case Advisor(s), if applicable:</b> N/A	
<b>10) Describe the issue and action that should be addressed:</b>  The WHCA requests that reciprocity applications be added to the Nov. 30 NHA Examining Board meeting – a briefing on how reciprocity NHA applications are handled, how individual applicants can help streamline the process, and the typical turnaround time.			
<b>11) Authorization</b>			
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
<b>Directions for including supporting documents:</b> 1. This form should be saved with any other documents submitted to the <a href="#">Agenda Items</a> 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.			