

**NURSING HOME ADMINISTRATORS EXAMINING BOARD
TELECONFERENCE/VIRTUAL MEETING
MEETING MINUTES
February 5, 2015**

PRESENT: Kenneth Arneson, Stefanie Carton, Charles Hawkins, Lori Koeppel, Patrick Shaughnessy, Paul Peshek

EXCUSED: Timothy Conroy, Loreli Dickinson, Susan Kinast-Porter

STAFF: Tom Ryan, Executive Director; Kelly Williams and Taylor Thompson, Bureau Assistants

CALL TO ORDER

Kenneth Arneson, Chair, called the meeting to order at 9:34 AM. A quorum of six (6) members was confirmed.

ADOPTION OF AGENDA

MOTION: Stephanie Carton moved, seconded by Patrick Shaughnessy, to adopt the agenda as published. Motion carried unanimously.

APPROVAL OF MINUTES

MOTION: Charles Hawkins moved, seconded by Lori Koeppel, to approve the minutes of November 20, 2014 as published. Motion carried unanimously.

ADMINISTRATIVE UPDATES

ELECTION OF OFFICERS

BOARD CHAIR

NOMINATION: Stephanie Carton nominated Kenneth Arneson for the Office of Board Chair.

Tom Ryan called for other nominations three (3) times.

Kenneth Arneson was elected as Board Chair by unanimous consent.

VICE CHAIR

NOMINATION: Kenneth Arneson nominated Timothy Conroy for the Office of Vice Chair.

Tom Ryan called for other nominations three (3) times.

Timothy Conroy was elected as Vice Chair by unanimous consent.

SECRETARY

NOMINATION: Patrick Shaughnessy nominated Charles Hawkins for the Office of Secretary.

Tom Ryan called for other nominations three (3) times.

Charles Hawkins was elected as Secretary by unanimous consent.

2015 ELECTION RESULTS	
Board Chair	Kenneth Arneson
Vice Chair	Timothy Conroy
Secretary	Charles Hawkins

APPOINTMENT OF LIAISONS, ALTERNATES, AND DELEGATES

MOTION: Charles Hawkins moved, seconded by Stephanie Carton, to affirm the following appointments made by the Chair:

- a) **Credentialing Liaison:** **Patrick Shaughnessy;**
(**Stefanie Carton** as the Alternate)
- b) **Monitoring Liaison:** Timothy Conroy;
(**Kenneth Arneson** as the Alternate)
- c) **Education & Exams Liaison:** **Charles Hawkins;**
(**Patrick Shaughnessy** as the Alternate)
- d) **Legislative Liaison:** **Stefanie Carton;**
(**Charles Hawkins** as the Alternate)
- e) **Travel Liaison:** **Kenneth Arneson;**
(**Timothy Conroy** as the Alternate)
- f) **Professional Assistance Procedure (PAP) Liaison:** **Timothy Conroy**
(**Kenneth Arneson** as the Alternate)
- g) **Rules Liaison:** **Stefanie Carton;**
(**Charles Hawkins** as the Alternate)
- h) **Website Liaison:** **Patrick Shaughnessy;**
(**Stefanie Carton** as the Alternate)
- i) **Screening Panel** **Kenneth Arneson; Patrick Shaughnessy;**
(**Timothy Conroy** as the Alternate)

Motion carried unanimously.

DELEGATED AUTHORITY MOTIONS

- MOTION:** Patrick Shaughnessy moved, seconded by Lori Koepfel, in order to facilitate the completion of assignments between meetings, the Board delegates its authority by order of succession to the Chair, highest ranking officer, or longest serving member of the Board, to appoint liaisons to the Department to act in urgent matters, to fill vacant appointment positions, where knowledge or experience in the profession is required to carry out the duties of the Board in accordance with the law. Motion carried unanimously.
- MOTION:** Stephanie Carton moved, seconded by Charles Hawkins, that the Board delegates authority to the Chair, highest ranking officer, or longest serving member of the Board, to sign documents on behalf of the Board. In order to carry out duties of the Board, the Chair has the ability to delegate this signature authority to the Board's Executive Director for purposes of facilitating the completion of assignments during or between meetings. Motion carried unanimously.
- MOTION:** Charles Hawkins moved, seconded by Patrick Shaughnessy, that Board Counsel or another Department attorney is formally authorized to serve as the Board's designee for purposes of Wis. Admin. Code § SPS 1.08(1). Motion carried unanimously.
- MOTION:** Patrick Shaughnessy moved, seconded by Lori Koepfel, to adopt the 'Roles and Authorities Delegated to the Monitoring Liaison and Department Monitor' document as presented. Motion carried unanimously.

LEGISLATIVE/ADMINISTRATIVE RULE MATTERS

PUBLIC HEARING ON CLEARINGHOUSE RULE 14-078 RELATING TO ENTRANCE TO EXAMINATIONS

The Public Hearing was held – no public in attendance.

- MOTION:** Patrick Shaughnessy moved, seconded by Charles Hawkins, to authorize Stephanie Carton to approve the Legislative Report and draft for Clearinghouse Rule 14-078 for submission to the Governor's Office and Legislature. Motion carried unanimously.

SPEAKING ENGAGEMENT(S), TRAVEL, OR PUBLIC RELATION REQUEST(S)

2015 NAB ANNUAL MEETING, JUNE 3-5, 2015, PHILADELPHIA, PA

- MOTION:** Lori Koepfel moved, seconded by Stephanie Carton, to designate a Board member or Department staff person to be named later, to attend the National Association of Long Term Care Administrator Boards (NAB) Annual Meeting as the board's delegate on June 3-5 in Philadelphia, PA, and to authorize travel. Motion carried unanimously.

RATIFICATION OF LICENSES AND CERTIFICATES

MOTION: Charles Hawkins moved, seconded by Patrick Shaughnessy, to delegate ratification of examination results to DSPS staff and to ratify all licenses and certificates as issued. Motion carried unanimously.

ADJOURNMENT

MOTION: Patrick Shaughnessy moved, seconded by Lori Koeppel, to adjourn the meeting. Motion carried unanimously.

The meeting adjourned at 10:15 AM.