

**NURSING HOME ADMINISTRATORS EXAMINING BOARD  
TELECONFERENCE/VIRTUAL MEETING  
MEETING MINUTES  
May 21, 2015**

**PRESENT:** Kenneth Arneson (*entered GoToMeeting at 9:50a.m.*), Kathleen Bertram, Stefanie Carton, Timothy Conroy, Loreli Dickinson, Charles Hawkins, Patrick Shaughnessy

**EXCUSED:** Lori Koeppel, Susan Kinast-Porter, Jessica Radtke

**STAFF:** Tom Ryan, Executive Director; Kelly Williams, Bureau Assistant; Katie Paff, Rules Coordinator and Amber Cardenas, Legal Counsel

**CALL TO ORDER**

Timothy Conroy, Vice Chair, called the meeting to order at 9:35 A.M. A quorum of six (6) members was confirmed.

**ADOPTION OF AGENDA**

**MOTION:** Stefanie Carton moved, seconded by Patrick Shaughnessy, to adopt the agenda as amended. Motion carried unanimously.

**APPROVAL OF MINUTES**

**MOTION:** Patrick Shaughnessy moved, seconded by Stefanie Carton, to approve the minutes of February 5, 2015 as amended. Motion carried unanimously.

**APPOINTMENT OF DELEGATED AUTHORITIES**

**MOTION:** Loreli Dickinson moved, seconded by Stefanie Carton, to adopt the “Roles and Authorities Delegated to the Monitoring Liaison and Department Monitor” document. Motion carried unanimously.

**LEGISLATIVE/ADMINISTRATIVE RULE MATTERS**

**UPDATE ON CLEARINGHOUSE RULE 14-078 RELATING TO ENTRANCE TO EXAMINATIONS**

**MOTION:** Stefanie Carton moved, seconded by Charles Hawkins, to authorize Kenneth Arneson to approve the Adoption Order for Clearinghouse Rule 14-078. Motion carried unanimously.

**CLOSED SESSION**

**MOTION:** Timothy Conroy moved seconded by Patrick Shaughnessy, 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.). Timothy Conroy read the language of the motion. The vote of each member was ascertained by voice vote. Roll Call Vote: Kathleen Bertram-yes;

Stefanie Carton-yes; Timothy Conroy-yes; Charles Hawkins-yes; Patrick Shaughnessy-yes; Loreli Dickinson-yes. Motion carried unanimously.

The Board convened into Closed Session at 9:47 A.M.

**RECONVENE TO OPEN SESSION**

**MOTION:** Patrick Shaughnessy moved, seconded by Charles Hawkins, to reconvene in Open Session at 9:55 A.M. Motion carried unanimously.

**CASE SUMMARY**

**13 NHA 052**

**MOTION:** Charles Hawkins moved, seconded by Patrick Shaughnessy, to close DLSC case number 13 NHA 052, against P.T., for Insufficient Evidence ~~for Prosecution~~ (IE). Motion carried unanimously.

**14 NHA 009**

**MOTION:** Timothy Conroy moved, seconded by Stefanie Carton, to close DLSC case number 14 NHA 009, against S.S., for Prosecutorial Discretion (P2). Motion carried unanimously.

**ADMINISTRATIVE WARNING**

**MOTION:** Patrick Shaughnessy moved, seconded by Stefanie Carton, to issue an Administrative Warning in the matter of DLSC case number 15 NHA 009. Motion carried unanimously.

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

**MOTION:** Timothy Conroy moved, seconded by Patrick Shaughnessy to affirm all motions made in closed session. Motion carried unanimously.

**ADJOURNMENT**

**MOTION:** Patrick Shaughnessy moved, seconded by Charles Hawkins, to adjourn the meeting. Motion carried unanimously.

The meeting adjourned at 9:57 A.M.