

**URSING HOME ADMINISTRATORS EXAMINING BOARD
TELECONFERENCE/VIRTUAL MEETING
MEETING MINUTES
November 19, 2015**

PRESENT: Kenneth Arneson, Kathleen Bertram, Stefanie Carton, Timothy Conroy, Loreli Dickinson, Charles Hawkins, Patrick Shaughnessy (*attended in person*)

EXCUSED: Jessica Radtke, Susan Kinast-Porter

STAFF: Tom Ryan, Executive Director; Nifty Lynn Dio, Bureau Assistant; and other Department Staff

CALL TO ORDER

Kenneth Arneson, Chair, called the meeting to order at 9:31 a.m. A quorum of eight (8) members was confirmed.

ADOPTION OF AGENDA

Amendments to the Agenda:

- *Remove Item E: 9:40 a.m. Appearance Request to Revise Applications Forms*

MOTION: Timothy Conroy moved, seconded by Kathleen Bertram, to adopt the agenda as amended. Motion carried unanimously.

APPROVAL OF MINUTES

Amendments to the Minutes:

- **Page 1 of the Minutes:** *In the motion to convene to closed session, revise the second in the motion to read as “Patrick Shaughnessy”*
- **Page 1 of the Minutes:** *In the motion to convene to closed session, change the following sentence to read as outlined herein: “Timothy Conroy ~~Kenneth Arneson~~ read the language of the motion”*
- **Page 2 of the Minutes:** *In the first motion appearing under the header “Case Summary”, remove the words “for prosecution”.*
- **Page 1 and 2 of the Minutes:** *Correct the spelling of Stefanie Carton’s name throughout the entirety of the meeting minutes.*

MOTION: Stefanie Carton moved, seconded by Patrick Shaughnessy, to approve the minutes of May 21, 2015 as amended. Motion carried unanimously.

NAB MATTERS

Report on the 2015 NAB Annual Meeting – June 3-5, 2015 – Philadelphia, PA

MOTION: Charles Hawkins moved, seconded by Patrick Shaughnessy, that in order to ensure consistency in representation at the National Association of Long Term Care Administrator Board Meetings, the Board designates Tom Ryan to attend all future annual and mid-year meetings as the Board’s delegate, and authorizes his travel. Motion carried unanimously.

CLOSED SESSION

MOTION: Stefanie Carton moved seconded by April Folgert, 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.). Kenneth Arneson read the language of the motion. The vote of each member was ascertained by voice vote. Roll Call Vote: Kenneth Arneson-yes; Kathleen Bertram-yes; Stefanie Carton-yes; Timothy Conroy-yes; Loreli Dickinson-yes; April Folgert-yes; Charles Hawkins-yes; Patrick Shaughnessy-yes. Motion carried unanimously.

The Board convened into Closed Session at 10:58 a.m.

RECONVENE TO OPEN SESSION

MOTION: Patrick Shaughnessy moved, seconded by Charles Hawkins, to reconvene in Open Session at 11:02 a.m. 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 and votes taken in closed session. Motion carried unanimously.

DELIBERATION ON CASE CLOSINGS**14 NHA 032**

MOTION: Charles Hawkins moved, seconded by Loreli Dickinson, to close DLSC case number 14 NHA 032, against J.B., for Prosecutorial Discretion (P2). Motion carried unanimously.

15 NHA 014

MOTION: Timothy Conroy moved, seconded by Patrick Shaughnessy, to close DLSC case number 15 NHA 014, against G.D.C., for Prosecutorial Discretion (P2). Motion carried unanimously.

ADJOURNMENT

MOTION: Stefanie Carton moved, seconded by Timothy Conroy, to adjourn the meeting at 11:04 a.m. Motion carried unanimously.