



NURSING HOME ADMINISTRATORS EXAMINING BOARD
Room 121C, 1400 East Washington Avenue, Madison
Contact: Tom Ryan (608) 266-2112
May 22, 2014

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 record of the actions of the Board.

AGENDA

9:30 A.M.

OPEN SESSION – CALL TO ORDER – ROLL CALL

- A) Adoption of Agenda**
- B) Welcome New Members
- C) Approval of Minutes of November 7, 2013**
- D) Administrative Updates**
 - 1) Appointments/Reappointments/Confirmations
 - a) Stefanie Carton
 - b) Timothy Conroy
 - c) Charles Hawkins
 - d) Patrick Shaughnessy
 - 2) Staff Updates
 - 3) Study on Consolidating the Department of Agriculture, Trade and Consumer Protection with the Department of Safety and Professional Services – Discussion of Findings and Recommendations
 - 4) Election of Officers
 - a) Chair
 - b) Vice Chair
 - c) Secretary

- 5) Appointment of Liaisons and Alternates
 - a) Credentialing Liaison
 - b) Monitoring Liaison
 - c) Education and Exams Liaison
 - d) Legislative Liaisons
 - e) Travel Liaison
 - f) Professional Assistance Procedure (PAP) Liaison
 - g) Rules Liaison
 - h) Website Liaison
 - i) Other Liaison(s)
 - j) Screening Panel
- 6) Delegated Authority Motions

E) Legislative/Administrative Rule Matters:

- 1) Current and Future Rule Making and Legislative Initiatives
- 2) Administrative Rules Report
- 3) Executive Order 61 – Board Review of NHA 1 through 5, Wis. Admin. Code for Possible Changes
- 4) 2013 Wisconsin Act 114 Job Readiness Initiative – Discussion of Changes to NHA 2

F) Education and Examination Matters

- 1) NHA State Exam Item Review Discussion
 - a) **APPEARANCE** – Ryan Zeinert, Licensing and Examination Specialist
- 2) Review and Approval/Denial of NHA Educational Program

G) Speaking Engagement(s), Travel, or Public Relation Request(s)

- 1) National Association of Long Term Care Administrator Boards 2014 Annual Meeting, June 4-6, 2014 – Consider Attendance, Designate Delegate and Alternate

H) Items Added After Preparation of Agenda:

- 1) Introductions, Announcements and Recognition
- 2) Administrative Updates
- 3) Education and Examination Matters
- 4) Credentialing Matters
- 5) Practice Matters
- 6) Legislation/Administrative Rule Matters
- 7) Liaison Report(s)
- 8) Informational Item(s)
- 9) Disciplinary Matters
- 10) Presentations of Petition(s) for Summary Suspension
- 11) Presentation of Proposed Stipulation(s), Final Decision(s) and Order(s)
- 12) Presentation of Proposed Decisions
- 13) Presentation of Interim Order(s)
- 14) Petitions for Re-Hearing
- 15) Petitions for Assessments
- 16) Petitions to Vacate Order(s)
- 17) Petitions for Designation of Hearing Examiner
- 18) Requests for Disciplinary Proceeding Presentations
- 19) Motions
- 20) Petitions
- 21) Appearances from Requests Received or Renewed
- 22) Speaking Engagement(s), Travel, or Public Relation Request(s)

I) Public Comments

CONVENE TO CLOSED SESSION to deliberate on cases following hearing (§ 19.85 (1) (a), Stats.); to consider licensure or certification of individuals (§ 19.85 (1) (b), Stats.); to consider closing disciplinary investigations with administrative warnings (§ 19.85 (1) (b), Stats. and § 440.205, Stats.); to consider individual histories or disciplinary data (§ 19.85 (1) (f), Stats.); and to confer with legal counsel (§ 19.85 (1) (g), Stats.).

J) Presentation and Deliberation on Proposed Stipulations, Final Decisions and Orders by the Division of Legal Services and Compliance (DLSC):

- 1) Catherine A. Krentz, N.H.A. – 12 NHA 047
 - a) Case Advisor: Kenneth Arneson
- 2) Rolf F. Donhowe, N.H.A. – 13 NHA 041
 - a) Case Advisor: Kenneth Arneson

~~**K) Monitoring Matters**~~

- ~~1) James Ignarski – Requesting Termination of Suspension and Release of Limitations~~

L) Case Status Report

M) Case Closings

- 1) 12 NHA 021 (C.K.)
- 2) 12 NHA 026 (C.K.)
- 3) 12 NHA 027 (C.K.)
- 4) 12 NHA 034 (M.R.M.)
- 5) 13 NHA 009 (G.S.B.)
- 6) 13 NHA 021 (J.L.S.)
- 7) 13 NHA 023 (C.R.G.)

N) Deliberation of Items Added After Preparation of the Agenda

- 1) Education and Examination Matters
- 2) Credentialing Matters
- 3) Disciplinary Matters
- 4) Monitoring Matters
- 5) Professional Assistance Procedure (PAP) Matters
- 6) Petition(s) for Summary Suspensions
- 7) Proposed Stipulations, Final Decisions and Orders
- 8) Administrative Warnings
- 9) Proposed Decisions
- 10) Matters Relating to Costs
- 11) Complaints
- 12) Case Closings
- 13) Case Status Report
- 14) Petition(s) for Extension of Time
- 15) Proposed Interim Orders
- 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

O) Consulting with Legal Counsel

RECONVENE TO OPEN SESSION IMMEDIATELY FOLLOWING CLOSED SESSION

- P) Open Session Items Noticed Above not Completed in the Initial Open Session
- Q) Vote on Items Considered or Deliberated Upon in Closed Session, if Voting is Appropriate
- R) Ratification of Licenses and Certificates

ADJOURNMENT

MEETINGS AND HEARINGS ARE OPEN TO THE PUBLIC, AND MAY BE CANCELLED WITHOUT NOTICE. IF A BOARD ADJOURNS TO CLOSED SESSION, RECONVENES IN OPEN SESSION TO VOTE ON ITEMS CONSIDERED IN CLOSED SESSION, AND DURING VOTING DETERMINES THAT ADDITIONAL DELIBERATIONS ARE NECESSARY FOR VOTING, THE BOARD MAY ADJOURN TO CLOSED SESSION TO CONTINUE DELIBERATIONS AND THEN RECONVENE INTO OPEN SESSION FOR VOTING.

Times listed for meeting items are approximate and depend on the length of discussion and voting. All meetings are held at 1400 East Washington Avenue, Madison, Wisconsin, unless otherwise noted. In order to confirm a meeting or to request a complete copy of the board's agenda, please call the listed contact person. 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. Interpreters for the hearing impaired provided upon request by contacting the Affirmative Action Officer, 608-266-2112.