



---

**NURSING HOME ADMINISTRATORS EXAMINING BOARD**  
**Room 121C, 1400 East Washington Avenue, Madison**  
**Contact: Tom Ryan (608) 266-2112**  
**August 18, 2016**

*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) Approval of Minutes of November 19, 2015**
- C) Administrative Updates**
  - 1) Election of Officers
  - 2) Liaison Appointments and Delegated Authorities
  - 3) Department and Staff Updates
  - 4) Board Members – Term Expiration Dates
    - a) Kathleen Bertram – 07/01/2018
    - b) Stefanie Carton – 07/01/2019
    - c) Brittany Cobb – 07/01/2018
    - d) Timothy Conroy – 07/01/2018
    - e) Loreli Dickinson – 07/01/2011
    - f) April Folgert – 07/01/2019
    - g) Charles Hawkins – 07/01/2017
    - h) Susan Kinast-Porter – 07/01/2009
    - i) Jessica Radtke
    - j) Patrick Shaughnessy – 07/01/2019
- D) Legislative and Administrative Rule Matters – Discussion and Consideration**
  - 1) Health Services Executive Qualification of the NAB
  - 2) Update on Legislation or Pending or Possible Rulemaking Projects
- E) The National Association of Long Term Care Administrator Boards (NAB) Matters**
  - 1) NAB Annual Meeting Report
  - 2) NAB Mid-Year Meeting on November 9-11, 2016 in Atlanta, Georgia – Consider Attendance
- F) Informational Items**
- G) Items Added After Preparation of Agenda:**

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

H) 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.).**

I) Deliberation on Division of Legal Services and Compliance (DLSC) Matters

- 1) Monitoring
- 2) Administrative Warnings
- 3) **Proposed Stipulations, Final Decisions and Orders**
  - a) 15 NHA 016 – Deana Westby, NHA
- 4) **Case Closures**
  - a) 14 NHA 034

J) Deliberation of Items Added After Preparation of the Agenda

- 1) Nominations, Elections, and Appointments
- 2) Education and Examination Matters
- 3) Credentialing Matters
- 4) Disciplinary Matters
- 5) Monitoring Matters
- 6) Professional Assistance Procedure (PAP) Matters
- 7) Petition(s) for Summary Suspensions
- 8) Proposed Stipulations, Final Decisions and Orders
- 9) Administrative Warnings
- 10) Proposed Decisions

- 11) Matters Relating to Costs
- 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

K) Consulting with Legal Counsel

**RECONVENE TO OPEN SESSION IMMEDIATELY FOLLOWING CLOSED SESSION**

L) Open Session Items Noticed Above not Completed in the Initial Open Session

M) Vote on Items Considered or Deliberated Upon in Closed Session, if Voting is Appropriate

**ADJOURNMENT**

**NEXT MEETING DATE DECEMBER 8, 2016**

\*\*\*\*\*  
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 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.