

**VIRTUAL/TELECONFERENCE  
NURSING HOME ADMINISTRATOR EXAMINING BOARD  
MEETING MINUTES  
NOVEMBER 30, 2023**

**PRESENT:** Charlean Adams, Echo Bristol, A. James Gersich, Mark Herman, Elizabeth Kaiser, David Larson (*arrived at 9:38 a.m.*), Jessica Radtke,

**EXCUSED:** Jason Williams

**STAFF:** Tom Ryan, Executive Director; Jameson Whitney, Legal Counsel; Sofia Anderson, Administrative Rules Coordinator; Brenda Taylor, Board Services Supervisor; and other Department Staff

**CALL TO ORDER**

Echo Bristol, Secretary, called the meeting to order at 9:32 a.m. A quorum was confirmed with six (6) members present.

**ADOPTION OF AGENDA**

**Amendments to the Agenda:**

J. Reciprocity Applications – Board Discussion

**MOTION:** Echo Bristol moved, seconded by A. James Gersich, to adopt the Agenda as amended. Motion carried unanimously.

**APPROVAL OF MINUTES OF AUGUST 17, 2023**

**MOTION:** A. James Gersich moved, seconded by Charlean Adams, to approve the Minutes of August 17, 2023, as published. Motion carried unanimously.

**INTRODUCTIONS, ANNOUNCEMENTS AND RECOGNITION**

**MOTION:** A. James Gersich moved, seconded by Echo Bristol, to recognize and thank Diane C. Lynch-deCombhs for her years of dedicated service to the Board and State of Wisconsin. Motion carried unanimously.

**Election of Officers**

***Vice Chairperson***

**NOMINATION:** A. James Gersich nominated himself for the Office of Vice Chairperson.

Tom Ryan, Executive Director, called for nominations three (3) times.

James Gersich was elected as Vice Chairperson by majority voice vote.

**ELECTION RESULTS**

<b>Chairperson</b>	David Larson
<b>Vice Chairperson</b>	James Gersich
<b>Secretary</b>	Echo Bristol

### Appointment of Liaisons and Alternates

*David Larson arrived at 9:38 a.m.*

<b>LIAISON APPOINTMENTS</b>	
<b>Credentialing Liaison(s)</b>	Echo Bristol <i>Alternate: David Larson</i>
<b>Education and Examinations Liaison</b>	Echo Bristol <i>Alternate: Charlean Adams</i>
<b>Monitoring Liaison</b>	Charlean Adams <i>Alternate: Echo Bristol</i>
<b>Professional Assistance Procedure (PAP) Liaison</b>	David Larson <i>Alternate: Echo Bristol</i>
<b>Legislative Liaison</b>	Elizabeth Kaiser <i>Alternate: Echo Bristol</i>
<b>Travel Authorization Liaison</b>	David Larson <i>Alternate: Elizabeth Kaiser</i>
<b>Website Liaison</b>	Elizabeth Kaiser <i>Alternate: Jason Williams</i>
<b>Screening Panel</b>	David Larson <i>Alternate: Echo Bristol</i>

### **CLOSED SESSION**

**MOTION:** David Larson moved, seconded by Charlean Adams, 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.). David Larson, Chairperson, read the language of the motion. The vote of each member was ascertained by voice vote. Roll Call Vote: Charlean Adams-yes; Echo Bristol-yes; A. James Gersich-yes; Mark Herman-yes; Elizabeth Kaiser-yes; David Larson-yes; and Jessica Radtke-yes. Motion carried unanimously.

The Board convened into Closed Session at 10:29 a.m.

**DELIBERATION ON DIVISION OF LEGAL SERVICES AND  
COMPLIANCE (DLSC) MATTERS**

**Case Closings**

**MOTION:** David Larson moved, seconded by Echo Bristol, to close the following DLSC Cases for the reasons outlined below:  
22 NHA 006 – S.R. – Lack of Jurisdiction (L2)  
22 NHA 037 – A.A.R. – No Violation  
Motion carried unanimously.

**Proposed Stipulations and Final Decision and Orders**

***22 NHA 030 – Brandi O. Shea, N.H.A.***

**MOTION:** A. James Gersich moved, seconded by Charlean Adams, to adopt the Findings of Fact, Conclusions of Law and Order in the matter of disciplinary proceedings against Brandi O. Shea, N.H.A., DLSC Case Number 22 NHA 030. Motion carried unanimously.

**RECONVENE TO OPEN SESSION**

**MOTION:** A. James Gersich moved, seconded by Charlean Adams, to reconvene in Open Session. Motion carried unanimously.

The Board reconvened to Open Session at 10:36 a.m.

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

**MOTION:** A. James Gersich moved, seconded by Charlean Adams, to affirm all motions made and votes taken in closed session. Motion carried unanimously.

**ADJOURNMENT**

**MOTION:** Echo Bristol moved, seconded by A. James Gersich, to adjourn the meeting. Motion carried unanimously.

The meeting adjourned at 10:39 a.m.