

**VIRTUAL/TELECONFERENCE
NURSING HOME ADMINISTRATOR EXAMINING BOARD
MEETING MINUTES
MAY 23, 2024**

PRESENT: Charlean Adams, Echo Bristol, Amber Donovan, Mark Herman, Elizabeth Kaiser, David Larson, Jason Williams

EXCUSED: A. James Gersich, Jessica Radtke

STAFF: Tom Ryan, Executive Director; Jameson Whitney, Legal Counsel; Sofia Anderson, Administrative Rules Coordinator; Ashley Sarnosky, Board Administration Specialist; and other Department Staff

CALL TO ORDER

David Larson, Chairperson, called the meeting to order at 9:33 a.m. A quorum was confirmed with six (6) members present.

ADOPTION OF AGENDA

Amendments to the Agenda:

- To correct the omission in E3 to include Donovan, Amber – 7/1/2024

MOTION: Jason Williams moved, seconded by Charlean Adams, to adopt the Agenda as amended. Motion carried unanimously.

APPROVAL OF MINUTES OF MARCH 21, 2024

MOTION: Echo Bristol moved, seconded by Jason Williams, to approve the Minutes of March 21, 2024, as published. Motion carried unanimously.

(Mark Herman arrived 9:38)

**SPEAKING ENGAGEMENTS, TRAVEL, OR PUBLIC RELATION REQUESTS, AND
REPORTS**

Consideration of Attendance: NAB Mid-Year Meeting, Savannah, GA – November 13-15, 2024.

MOTION: Mark Herman moved, seconded by Echo Bristol, to designate David Larson, as the Board's delegate, to attend the NAB Mid-Year Meeting in Savannah, GA, on November 13-15, 2024. Motion carried unanimously.

CLOSED SESSION

MOTION: Echo Bristol moved, seconded by Mark Herman, 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; Amber Donovan-yes; Mark Herman-yes; Elizabeth Kaiser-yes; David Larson-yes; and Jason Williams-yes. Motion carried unanimously.

The Board convened into Closed Session at 9:43 a.m.

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

Case Closings

23 NHA 057 – D.K.

MOTION: Jason Williams moved, seconded by David Larson, to close DLSC Case Number 23 NHA 057, against D.K. for no violation. Motion carried unanimously.

RECONVENE TO OPEN SESSION

MOTION: Echo Bristol moved, seconded by David Larson, to reconvene in Open Session. Motion carried unanimously.

The Board reconvened to Open Session at 9:48 a.m.

VOTING ON ITEMS CONSIDERED OR DELIBERATED ON IN CLOSED SESSION

MOTION: Jason Williams moved, seconded by David Larson, to affirm all motions made and votes taken in closed session. Motion carried unanimously.

ADJOURNMENT

MOTION: Echo Bristol moved, seconded by Jason Williams, to adjourn the meeting. Motion carried unanimously.

The meeting adjourned at 9:49 a.m.