BEFORE THE MINNESOTA

BOARD OF EXECUTIVES FOR LONG-TERM SERVICES AND SUPPORTS

In the Matter of Gonlakpor Mensah, LALD License No. 2577	**FINDINGS OF FACT, CONCLUSIONS, AND FINAL ORDER**

The above-entitled matter came on for a prehearing conference on January 8, 2024, before Administrative Law Judge ("ALJ") Suzanne Todnem at the request of the Minnesota Board of Executives for Long-Term Services and Supports ("Board") Standards of Practice Committee ("Committee"). The matter was initiated pursuant to the Notice and Order for Prehearing Conference and Hearing ("Notice of Hearing") issued by the Committee on November 30, 2023. Alex Mountain, Assistant Attorney General, represented the Committee. Licensee did not appear. The Committee moved for a recommendation of default judgment at the prehearing conference.

On February 5, 2024, the ALJ issued Findings of Fact, Conclusions of Law and Recommendation Upon Default ("ALJ's report"), recommending the Board take disciplinary action against Licensee's license. (A true and correct copy of the ALJ's report is attached hereto and incorporated herein as Exhibit A.)

The Board convened to consider this matter at a regularly scheduled meeting on April 24, 2024, at 335 Randolph Avenue, Suite 210-B, St. Paul, Minnesota 55102, and via video conference. Alex Mountain, Assistant Attorney General, appeared on behalf of the Board Committee. Board members Amanda Johnson, Katie Davis, Mike Tripple, and Natalie Morland did not participate in deliberations and did not vote in the matter. Board staff members Rebecca Bollig, Director of Assisted Living, and Steve Jobe, Executive Director, did not participate in the deliberations.

Licensee did not appear. Jamal Zayed, Assistant Attorney General, was present as legal advisor to the Board.

FINDINGS OF FACT

The Board has reviewed the record of this proceeding and hereby accepts the ALJ's February 5, 2024 report and accordingly adopts and incorporates by reference the Findings of Fact therein. Paragraph 12 of the ALJ's Findings of Fact provides that "[p]ursuant to Minn. R. 1400.6000, the allegations contained in the Notice and Order for Hearing . . . are taken as true [and] deemed proven without further evidence." ALJ's report Exhibit A at A3.

The allegations contained in the Notice of Hearing are as follows:

> 1. The Board granted Licensee an assisted living director license on July 23, 2021.
>
> 2. On Licensee's Application for License Renewal, dated November 4, 2022, Licensee attested to completing 15 hours of continuing education. Licensee acknowledged on the Application that Licensee would maintain proof of completion of continuing education for three years and, if audited, provide documentation to validate completion.
>
> 3. On November 10, 2022, the Board sent Licensee an email to the email address Licensee placed on file with the Board, requesting that Licensee provide evidence to support Licensee's reported completion of the required 15 hours of continuing education and giving Licensee 15 days to respond. Licensee failed to respond.
>
> 4. On or about December 7, 2022, the Board sent Licensee a letter via U.S. mail to the mailing address Licensee placed on file with the Board. The letter informed Licensee that his licensure status would be reviewed based on Licensee's failure to provide evidence supporting his reported completion of the required continuing education hours. The Board's letter stated that Licensee's response to the audit request was due by December 16, 2022 to avoid further action on Licensee's license. Licensee did not respond.
>
> 5. On or about January 30, 2023, the Board sent a certified letter via U.S. mail to the address Licensee placed on file with the Board. The letter informed Licensee that he had failed to follow through with the Board's continuing education audit request; that under Minnesota Rule 6400.7090, subpart 2, Licensee is required to maintain proof of completion of the required number of continuing education

credits; that under Minnesota Rule 6400.7050, Licensee is required to comply with licensure requirements; and that failure to comply with the audit by February 15, 2023 could result in disciplinary action against Licensee's license. The letter was returned to the Board as unable to forward.

6. In April 2023, Board staff communicated with Licensee by telephone and resent its request to Licensee by email to provide evidence to support the required 15 hours of continuing education.

7. Licensee failed to respond to the Board's inquires and failed to submit proof of completion of 15 hours of continuing education.

8. On April 24, 2023, the Committee sent Licensee a Notice of Conference scheduling a conference for June 20, 2023 as part of its investigation into Licensee's noncompliance with reporting requirements. The Notice was sent to Licensee via U.S. mail and email at the mailing address and email address Licensee placed on file with the Board. Licensee did not respond to the Notice of Conference, did not appear for the conference, and did not respond to subsequent communications from the Committee.

ALJ's report Exhibit A at A8.

CONCLUSIONS

The Board accepts the ALJ's February 5, 2024 report and accordingly adopts and incorporates the Conclusions of Law therein.

ORDER

Based on the foregoing Findings of Fact and Conclusions, the Board issues the following Order:

1. NOW, THEREFORE, IT IS HEREBY ORDERED that the license of Licensee as an assisted living director in the State of Minnesota is **SUSPENDED** immediately for an indefinite period of time.

2. IT IS FURTHER ORDERED that during the period of suspension Licensee shall not engage in any conduct that constitutes the practice of an assisted living director as defined in

Minnesota Rules 6400.5100, subpart 4c and shall not imply to any person by words or conduct that Licensee is authorized to practice as an assisted living director in the State of Minnesota.

3. IT IS FURTHER ORDERED that Licensee may petition the Board to have the suspended status removed from his license at such time as he is willing to respond to the Findings of Fact set forth above, has applied for reinstatement of his license and paid all required fees, and following 12 months from the date of this Order. His license may be reinstated, if at all, as the evidence dictates and based upon the need to protect the public. The burden of proof shall be upon Licensee to demonstrate by a preponderance of the evidence that he is capable of conducting himself in a fit and competent manner in the practice as an assisted living director. At the time of Licensee's petition, Licensee may be required to meet with a Board Committee to review his response to the Findings of Facts.

4. IT IS FURTHER ORDERED that Licensee shall meet all licensure requirements in effect at the time of his petition, including but not limited to completing the appropriate application, paying the requisite fees, and completing any necessary continuing education requirements.

5. IT IS FURTHER ORDERED that Licensee's violation of this Order shall constitute violation of a Board order for purposes of Minnesota Rules 6400.7092, subpart 1(E) and provide grounds for further disciplinary action.

6. IT IS FURTHER ORDERED that the Board may, at any regularly scheduled meeting following Licensee's petition for reinstatement pursuant to paragraph 3 above, take any of the following actions:

a. Grant unconditional assisted living director licensure to Licensee;

b. Grant assisted living director licensure to Licensee with limitations upon the scope of Licensee's practice and/or with conditions for Licensee's practice; or

c. Continue the suspension of Licensee's license upon his failure to meet the burden of proof.

Dated: May 1, 2024

MINNESOTA BOARD
OF EXECUTIVES FOR LONG-TERM
SERVICES AND SUPPORTS

Steven Chies

PRESIDING BOARD MEMBER

OAH 23-0909-39668

STATE OF MINNESOTA
OFFICE OF ADMINISTRATIVE HEARINGS

FOR THE BOARD OF EXECUTIVES FOR LONG TERM SERVICES AND SUPPORTS

In the Matter of Gonlakpor Mensah, LALD
License No. 2577

FINDINGS OF FACT, CONCLUSIONS OF LAW AND RECOMMENDATION UPON DEFAULT

This matter came on for a prehearing conference before Administrative Law Judge Suzanne Todnem on January 8, 2024.

Alexandria Mountain, Assistant Attorney General, appeared on behalf of the Minnesota Board of Executives for Long Term Services and Supports (Board) Standards of Practice Committee (Committee). There was no appearance by, or on behalf of, Gonlakpor Mensah (Respondent).

The record in this matter closed on January 29, 2024.

STATEMENT OF THE ISSUES

1. Does the Board have grounds to take disciplinary action?

2. Did Respondent fail to provide proof of having completed the number of continuing education credits claimed at the time of renewal on request of the Board, in violation of Minn. R. 6400.7090, subp. 2 (2023)?

3. Did Respondent violate a statute or rule that the Board is empowered to enforce that pertains to directing an assisted living facility, in violation of Minn. R. 6400.7095, subp. 1(E) (2023)?

4. Did Respondent fail to cooperate with an investigation of the Board, in violation of Minn. R. 6400.7095, subp. 1(U) (2023)?

SUMMARY OF RECOMMENDATION

The Administrative Law Judge concludes that Respondent is in default and recommends that the allegations in the Notice and Order for Prehearing Conference and Hearing be accepted as true and deemed proven.

Based on the evidence in the hearing record, the Administrative Law Judge makes the following:

EXHIBIT A

FINDINGS OF FACT

1. On November 30, 2023, the Committee mailed a Notice and Order for Prehearing Conference and Hearing (Notice and Order for Hearing) by U.S. Mail to the address Respondent provided to the Board.[1]

2. The Notice and Order for Hearing was not returned to the Committee as undeliverable.[2]

3. The Notice and Order for Hearing advised Respondent that a telephone prehearing conference would be held in this matter on January 8, 2024, at 11:00 a.m.[3] The Order provided a call-in number and instructions for the parties to participate in the telephone conference.[4]

4. In conformity with Minn. R. 1400.5700 (2023), the Notice and Order for Hearing requires that any party intending to "appear at the prehearing conference and hearing must file a Notice of Appearance form and return it to the Administrative Law Judge within 20 days of the date of service" of the Notice and Order for Hearing.[5]

5. In conformity with Minn. R. 1400.6000 (2023), the Notice and Order for Hearing in this matter also includes the following statement:

> Your failure to appear at the prehearing conference, settlement conference, or hearing may result in a finding that you are in default. A default means that the allegations contained in this Notice of Hearing may be taken as true or deemed proved without further evidence needing to be presented. If you are found to be in default, the Committee may recommend disciplinary action, which may be imposed by the full Board.

6. Respondent did not file a Notice of Appearance with the Office of Administrative Hearings.

7. No one appeared at the January 8, 2024, Prehearing Conference on behalf of Respondent. No request was made for a continuance, nor was any communication received by the undersigned from Respondent prior to the January 8, 2024, Prehearing Conference.

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[1] Attachment A at Affidavit of Service. Respondent's last known address as reported to the Board is in Blaine, Minnesota.
[2] Prehearing Conference Digital Recording (January 8, 2024) (on file with the Minn. Office Admin. Hearings).
[3] Attachment A at 2.
[4] *Id*.
[5] *Id.* at 1.

8. A staff member of the Office of Administrative Hearings attempted to contact Respondent at the time of the scheduled prehearing conference.[6]

9. On January 10, 2024, the Administrative Law Judge issued an Order to Show Cause, giving Respondent until January 29, 2024, to respond. No response was received.

10. Respondent's failure to appear at the prehearing conference was without consent of the Administrative Law Judge.

11. Because Respondent failed to appear at the prehearing conference, Respondent is in default.

12. Pursuant to Minn. R. 1400.6000, the allegations contained in the Notice and Order for Hearing, appended hereto as Attachment A, are taken as true, deemed proven without further evidence, and incorporated by reference into these Findings of Fact.

Based on the Findings of Fact, the Administrative Law Judge makes the following:

CONCLUSIONS OF LAW

1. The Board and the Administrative Law Judge have jurisdiction in this matter pursuant to Minn. Stat. §§ 14.50, 144A.19, .21, .23, .24 (2022); and Minn. R. 6400.6900 (2023).

2. Respondent received timely and proper notice of the prehearing conference in this matter when the Board sent the Notice and Order for Hearing to his last known address, as provided by Respondent.

3. The Committee has complied with all relevant procedural requirements of statute and rule.

4. Pursuant to Minn. R. 1400.6000, Respondent is in default as a result of his failure to appear at the scheduled prehearing conference.

5. Under Minn. R. 1400.6000, when a party defaults by failing to appear at a prehearing conference without the prior consent of the judge, the allegations and the issues set out in the Notice and Order for Prehearing Conference and Hearing may be taken as true and deemed proven. The Administrative Law Judge therefore deems the allegations to be true and proven.

[6] Prehearing Conference Digital Recording (January 8, 2024) (on file with the Minn. Office Admin. Hearings).

6. Minn. Stat. § 144A.24 and Minn. R. 6400.6900 provide that the Board may discipline a licensee who engages in conduct that violates the rules or law applicable to a licensee.

7. In addition, Minn. R. 6400.6900, subp. 2, provides that the Board may deny, revoke, or suspend a license; impose limitations or conditions on a licensee's practice; censure or reprimand a licensee; or take any other action authorized by law.

8. Based upon the allegations contained in the Notice and Order for Hearing, the Board has grounds to take disciplinary action against the Respondent's license.

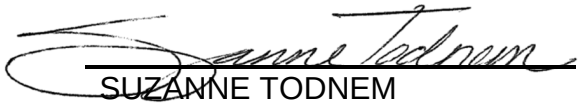
9. An order by the Board taking disciplinary action against the Respondent's license is in the public interest.

Based upon the foregoing Findings of Fact and Conclusions of Law, the Administrative Law Judge makes the following:

RECOMMENDATION

The Board should take reasonable and appropriate disciplinary action against the assisted living director license of Gonlakpor Mensah, LALD.

Dated: February 5, 2024



SUZANNE TODNEM
Administrative Law Judge

Reported: Default

NOTICE

This Report is a recommendation, not a final decision. The Board of Executives for Long-Term Services and Supports (Board) will make the final decision after a review of the record. Under Minn. Stat. § 14.61 (2022), the Board shall not make a final decision until this Report has been made available to the parties for at least ten calendar days. The parties may file exceptions to this Report and the Board must consider the exceptions in making a final decision. Parties should contact Stephen Jobe, Executive Director of the Minnesota Board of Executives for Long-Term Services and Supports, 335 Randolph Avenue, Suite 210-B, St. Paul, MN 55102, telephone (651) 201-2730, steve.jobe@state.mn.us to learn the procedure for filing exceptions or presenting argument.

The record closes upon the filing of exceptions to the Report and the presentation of argument to the Board, or upon the expiration of the deadline for doing so. The Board must notify the parties and Administrative Law Judge of the date the record closes. If the Board fails to issue a final decision within 90 days of the close of the record, this Report will constitute the final agency decision under Minn. Stat. § 14.62, subd. 2a (2022). In order to comply with this statute, the Board must then return the record to the Administrative Law Judge within ten working days to allow the Judge to determine the discipline to be imposed.

Under Minn. Stat. § 14.62, subd. 1 (2022), the Board is required to serve its final decision upon each party and the Administrative Law Judge by first class mail or as otherwise provided by law.

ATTACHMENT A

OAH Docket No. 23-0909-39668

STATE OF MINNESOTA
OFFICE OF ADMINISTRATIVE HEARINGS
FOR THE BOARD OF EXECUTIVES
FOR LONG-TERM SERVICES AND SUPPORTS

In the Matter of Gonlakpor Mensah, LALD License No. 2577	**NOTICE AND ORDER FOR PREHEARING CONFERENCE AND HEARING**

TO: Gonlakpor Mensah, LALD ("Licensee"), 11724 Fourth Street NE, Blaine, Minnesota 55434.

NOTICE

1. **A CONTESTED CASE HEARING REGARDING YOUR LICENSE WILL BE HELD AT A DATE AND TIME TO BE DETERMINED AT THE PREHEARING CONFERENCE SCHEDULED BELOW**. The Minnesota Board of Executives for Long-Term Services and Supports ("Board") Standards of Practice Committee ("Committee") has initiated this contested case proceeding to determine whether it should impose discipline against your license. A contested case hearing is a trial-like proceeding that is held before an administrative law judge. The Committee's allegations against you are listed below. Do not throw these papers away. They are official papers that affect your rights. You have the right to contest the allegations and to provide evidence, testimony, and argument at the Hearing.

2. **YOU MUST APPEAR FOR THE PREHEARING CONFERENCE AND THE HEARING TO PROTECT YOUR RIGHTS**. The Prehearing Conference is an opportunity for you to ask any questions you may have and to schedule deadlines. The Hearing is your opportunity to tell your side of the story and to challenge the Committee's allegations. A Notice of Appearance form is enclosed with this Notice. You must sign and send the Notice of Appearance to the Office of Administrative Hearings within 20 days of the date of service of this Notice. You must also send the Notice of Appearance to the Committee's attorney.

3. **YOU MAY LOSE YOUR CASE IF YOU DO NOT APPEAR FOR THE PREHEARING CONFERENCE OR THE HEARING**. You are required to appear for the Prehearing Conference and the Hearing. If you do not appear, the Committee will ask the judge to find you in default. A default means that the judge could deem the allegations contained in this Notice to be true and proven, which would allow the Board to take disciplinary action against your license.

4. **YOU HAVE THE RIGHT TO BE REPRESENTED BY A LAWYER**. You may wish to get legal help from a lawyer. A lawyer may be able to advise you of your rights and to represent you at the Hearing. If you do not have a lawyer, the Office of Administrative Hearings may have information about places where you can get legal assistance. Helpful information is available on the Office of Administrative Hearings' website at *https://mn.gov/oah/self-help/administrative-law-overview/contested-case-hearing-guide*. The website helps describe the

"contested case hearing" process and provides sample forms for your reference. **Even if you cannot get legal help, you must still appear for the Hearing, or you may lose your case.**

ORDER

IT IS HEREBY ORDERED that a prehearing telephone conference will be held on **January 8, 2024,** at **11:00 a.m.** To participate in the prehearing telephone conference, dial **651-395-7448,** and enter conference code **658 514 446#**. The Office of Administrative Hearings is located at 600 North Robert Street, St. Paul, Minnesota 55101, telephone (651) 361-7900.

The Chief Administrative Law Judge of the Office of Administrative Hearings has assigned this matter to Suzanne Todnem, Administrative Law Judge. **The Administrative Law Judge may be contacted by mail at P.O. Box 64620, St. Paul, Minnesota 55164-0620, or through the Administrative Law Judge's assistant, Michelle Severson, at (651) 361-7874 or michelle.severson@state.mn.us.**

The purpose of the hearing is to determine whether the facts in this matter, if proven by a preponderance of the evidence, constitute a violation of the Assisted Living Director Practice Act, entitling the Board to impose disciplinary action against Licensee's license. The date, time, and location of the hearing will be decided by the Administrative Law Judge at the prehearing conference. The hearing will follow the contested case procedures stated in Minnesota Statutes sections 14.57 to 14.62 and in Minnesota Rules 1400.5010 to 1400.8400. Minnesota Statutes 144A.19 to 144A.291, 214.10, and 214.103, and Minnesota Rules 6400.6950 to 6400.7095, may also apply to this proceeding. These laws are available on the internet at *www.revisor.mn.gov*. A copy of these materials may also be purchased from the Minnesota Book Store, telephone (651) 297-3000.

The attorney for the Committee, Alex Mountain, Assistant Attorney General, may be contacted if you have any questions regarding the process or to discuss settlement options as follows:

Alex Mountain, Assistant Attorney General
445 Minnesota Street, Suite 1400
St. Paul, MN 55101-2131
(651) 583-7203

ALLEGATIONS

1. The Board granted Licensee an assisted living director license on July 23, 2021.

2. On Licensee's Application for License Renewal, dated November 4, 2022, Licensee attested to completing 15 hours of continuing education. Licensee acknowledged on the Application that Licensee would maintain proof of completion of continuing education for three years and, if audited, provide documentation to validate completion.

3. On November 10, 2022, the Board sent Licensee an email to the email address Licensee placed on file with the Board, requesting that Licensee provide evidence to support Licensee's reported completion of the required 15 hours of continuing education and giving Licensee 15 days to respond. Licensee failed to respond.

4. On or about December 7, 2022, the Board sent Licensee a letter via U.S. mail to the mailing address Licensee placed on file with the Board. The letter informed Licensee that his licensure status would be reviewed based on Licensee's failure to provide evidence supporting his reported completion of the required continuing education hours. The Board's letter stated that Licensee's response to the audit request was due by December 16, 2022 to avoid further action on Licensee's license. Licensee did not respond.

5. On or about January 30, 2023, the Board sent a certified letter via U.S. mail to the address Licensee placed on file with the Board. The letter informed Licensee that he had failed to follow through with the Board's continuing education audit request; that under Minnesota Rule 6400.7090, subpart 2, Licensee is required to maintain proof of completion of the required number of continuing education credits; that under Minnesota Rule 6400.7050, Licensee is required to comply with licensure requirements; and that failure to comply with the audit by February 15, 2023 could result in disciplinary action against Licensee's license. The letter was returned to the Board as unable to forward.

6. In April 2023, Board staff communicated with Licensee by telephone and resent its request to Licensee by email to provide evidence to support the required 15 hours of continuing education.

7. Licensee failed to respond to the Board's inquires and failed to submit proof of completion of 15 hours of continuing education.

8. On April 24, 2023, the Committee sent Licensee a Notice of Conference scheduling a conference for June 20, 2023 as part of its investigation into Licensee's noncompliance with reporting requirements. The Notice was sent to Licensee via U.S. mail and email at the mailing address and email address Licensee placed on file with the Board. Licensee did not respond to the Notice of Conference, did not appear for the conference, and did not respond to subsequent communications from the Committee.

ISSUES

Whether the foregoing conduct constitutes one or more of the following grounds for disciplinary action:

1. Failed to provide proof of having completed the number of continuing education credits claimed at the time of renewal on request of the Board, in violation of Minnesota Rule 6400.7090, subpart 2;

2. Violated a statute or rule that the board is empowered to enforce that pertains to directing an assisted living facility, in violation of Minnesota Rule 6400.7095, subpart 1.E.; and

3. Failed to cooperate with an investigation of the board, in violation of Minnesota Rule 6400.7095, subpart 1.U.

ADDITIONAL NOTICE

1. Your failure to appear at the prehearing conference, settlement conference, or hearing may result in a finding that you are in default. A default means that the allegations contained in this Notice of Hearing may be taken as true or deemed proved without further evidence needing to be presented. If you are found to be in default, the Committee may recommend disciplinary action, which may be imposed by the full Board.

2. If you have good cause for requesting a delay of the prehearing conference or hearing, your request must be made in writing to the Administrative Law Judge at least five days prior to the prehearing conference or hearing. A copy must be served on the Committee's attorney. A Notice of Appearance form is enclosed.

3. If you intend to appear at the prehearing conference and hearing, you must file a Notice of Appearance form and return it to the Administrative Law Judge within 20 days of the date of service of this Notice. A copy must be served on the Committee's attorney. A Notice of Appearance form is enclosed.

4. At the hearing, all parties have the right to be represented by a lawyer, by themselves, or by a person of their choice (if not prohibited as the unauthorized practice of law). The parties are entitled to ask the Administrative Law Judge to issue subpoenas to compel witnesses to attend the hearing. The parties will have the opportunity to be heard orally, to present evidence and cross-examine witnesses, and to submit evidence and argument. Ordinarily the hearing is tape-recorded. The parties may request that a court reporter record the testimony at their expense.

5. Persons attending the hearing should bring all evidence bearing on the case, including any records or other documents. If data that is not public is admitted into the record, it may become public data unless an objection is made and relief is requested under Minnesota Statutes section 14.60, subdivision 2.

6. Requests for subpoenas for the attendance of witnesses or the production of documents at the hearing shall be made in writing to the Administrative Law Judge pursuant to Minnesota Rule 1400.7000. A copy of the subpoena request shall be served on the other parties. A subpoena request form is available at *https://mn.gov/oah/forms-and-filing/forms* or by calling (651) 361-7900.

7. This case may be appropriate for mediation. The parties are encouraged to consider requesting the Chief Administrative Law Judge assign a mediator so that mediation can be scheduled promptly.

8. The Office of Administrative Hearings conducts contested case proceedings in accordance with the Minnesota Rules of Professional Conduct and the Professionalism Aspirations adopted by the Minnesota Supreme Court. A Guide to Participating in Contested Case Proceedings at the Office of Administrative Hearings is available at *https://mn.gov/oah/self-help/administrative-law-overview/contested-case-hearing-guide*. or by calling (651) 361-7900.

9. Any party who needs an accommodation for a disability in order to participate in this hearing process may request one. Examples of reasonable accommodations include wheelchair accessibility, an interpreter, or Braille or large-print materials. If any party requires an interpreter, including a foreign language interpreter, the administrative law judge must be promptly notified. To arrange for an accommodation or an interpreter, contact the Office of Administrative Hearings at P.O. Box 64620, St. Paul, MN 55164-0620, or call (651) 361-7900 (voice) or (651) 361-7878 (TTY).

10. You may review the laws that apply to this process on the internet by going to *www.revisor.mn.gov*. The laws that govern the Contested Case Proceeding are contained in Minnesota Statutes sections 14.57 to 14.62 and in Minnesota Rules 1400.5010 to 1400.8400. The laws regulating the profession of assisted living directors are contained in Minnesota Statutes sections 144A.19 to 144A.291 and in Minnesota Rules 6400.6950 to 6400.7095. You may also find helpful information by going to the Office of Administrative Hearings' website at *https://mn.gov/oah/self-help/administrative-law-overview/contested-case-hearing-guide*. If you have any other questions, you may contact the Committee's attorney.

Dated this 29th day of November, 2023.

STANDARDS OF PRACTICE
COMMITTEE OF THE MINNESOTA
BOARD OF EXECUTIVES FOR LONG-
TERM SERVICES AND SUPPORTS

By: _____
STEPHEN JOBE
Executive Director

|#5626247-v1

OAH Docket No. 23-0909-39668

STATE OF MINNESOTA
OFFICE OF ADMINISTRATIVE HEARINGS
FOR THE BOARD OF EXECUTIVES
FOR LONG-TERM SERVICES AND SUPPORTS

In the Matter of
Gonlakpor Mensah, LALD
License No. 2577

NOTICE OF APPEARANCE

PLEASE TAKE NOTICE that:

1. The party named below will appear at the prehearing conference and subsequent proceedings in the above-entitled matter.

2. By providing his or her email address below, the party or the party's attorney named below hereby acknowledges that he or she has read and agrees to the terms of the Office of Administrative Hearings' e-Filing policy, available online at *https://mn.gov/oah/forms-and-filing/efiling/administrative-law.jsp*, and chooses to opt into electronic notice from the Office of Administrative Hearings with respect to this matter. **Note: Provision of an email address DOES NOT constitute the party's or the attorney's consent to electronic service from any other party in this proceeding.**[1]

Name, Address, and Telephone Number of Party (include email address if you wish to opt into electronic notice from the Office of Administrative Hearings):

_____

_____

_____

_____

Name, Address, and Telephone Number of Party's Attorney (include email address if you wish to opt into electronic notice from the Office of Administrative Hearings):

_____

_____

_____

_____

Dated: _____ Signature of Party/Attorney: _____

[1] In order to opt into electronic notice, this form must be emailed to *OAH.efiling.support@state.mn.us*. If the party does not wish to opt into electronic notice, this form may be filed with the Office of Administrative Hearings via facsimile, U.S. Mail, or personal service. *See* 2015 Minn. Laws Ch. 63, Minn. R. 1400.5550, subps. 2-5 (2017).

NOTE: This form must be served upon the opposing party or the opposing party's attorney. Counsel may not withdraw from representation without written notice. *See* Minn. R. 1400.5700.

CERTIFICATE OF SERVICE

Re: ***In the Matter of Gonlakpor Mensah, LALD***
License Number 2577
OAH Docket No. 23-0909-39668

TAMMIE L. REEVES verifies by oath or affirmation that on November 30, 2023, at the City of St. Paul, County of Ramsey, and State of Minnesota, (s)he served the attached NOTICE AND ORDER FOR PREHEARING CONFERENCE AND HEARING, BLANK NOTICE OF APPEARANCE, AND NOTICE OF APPEARANCE FOR ALEX MOUNTAIN by sending via electronic mail and by depositing a true and correct copy thereof in the United States mail at said city and state, properly enveloped, with first-class postage prepaid, and addressed to the following named individual(s) or entities at the addresses indicated below:

PERSONAL AND CONFIDENTIAL

GONLAKPOR MENSAH, LALD
11724 FOURTH ST NE
BLAINE MN 55434
gonlakporm@yahoo.com

/s/ Tammie L. Reeves
TAMMIE L. REEVES

|#5650305-v1

CERTIFICATE OF SERVICE

Re: In the Matter of Gonlakpor Mensah, LALD
License No. 2577
OAH Docket No. 23-0909-39668

DONNA ACKERMAN, hereby certifies that on the 2nd day of May 2024 at the City of St. Paul, County of Ramsey, and State of Minnesota, she served the **FINDINGS OF FACT, CONCLUSIONS, AND FINAL ORDER (WITH ATTACHED EXHIBIT A)**, upon Licensee and Counsel for the Practitioner Review Committee via e-mail as a pdf attachment and upon Licensee and Judge Todnem by depositing the same in the United States mail at said city and state, a true and correct copy thereof, properly enveloped with prepaid first-class postage, and addressed as follows:

SENT VIA U.S. MAIL AND EMAIL:
Gonlakpor Mensah, LALD
11724 Fourth Street NE
Blaine, MN 55434
gonlakporm@yahoo.com

SENT VIA U.S. MAIL ONLY:
The Honorable Suzanne Todnem
Administrative Law Judge
Office of Administrative Hearings
P.O. Box 64620
St. Paul, MN 55164-0620

SENT VIA EMAIL ONLY:
Alexandria Mountain
Assistant Attorney General
445 Minnesota Street, Suite 1400
St. Paul, MN 55101-2131
alex.mountain@ag.state.mn.us

/s/ Donna Ackerman
DONNA ACKERMAN