

**BOARD OF EXAMINERS FOR NURSING HOME ADMINISTRATORS
MINUTES**

DATE: March 07, 2016

TIME: 9:00 a.m. C.S.T

LOCATION: 665 Mainstream Drive
Ground Floor, Iris Conference Room
Nashville, TN 37243

MEMBERS PRESENT: Harold Walker, Board Chair
Juanita Honeycutt, Vice Chair
Florence Weierbach, PhD, Secretary
Craig Laman, NHA
Stephen D'Amico, MD
Marilyn Key, Hospital Administrator
Cynthia Wheeler, NHA
Barbara Trautman, Consumer Member

MEMBERS ABSENT: Vincent Davis, Director of Health Care Facilities

STAFF PRESENT: Michael Sobowale, Unit Director
Lakita Taylor, Board Manager
Mary V. Webb, Board Administrator
Kyonzte Hughes-Toombs, Assistant General Counsel
Nichelle Dorroh, Disciplinary Coordinator, Office of Investigations
Vanessa Crutcher, Financial Officer

GUESTS PRESENT: Randy Linder, President and CEO of NAB
Linda Estes, THCA Representative
Rod Wolfe, NHA
Judy Eads, NHA
Kathy Hays, NHA
Sam Sullivan, NHA

With a quorum being present, Mr. Walker, Board Chair, called the meeting to order at 9:27 a.m.

1 Conflict of Interest form

Michael Sobowale, Unit Director, reminded all board members of the conflict interest policy and requested board members who had not signed their conflict of interest to do so.

2. Election of Officers

A motion was made by Mr. Laman, and seconded by Ms. Honeycutt, to elect Mr. Walker for Board Chair. The motion carried.

A motion was made by Ms. Trautman, and seconded by Mr. Laman, to elect Ms. Honeycutt for Vice Chair. The motion carried.

A motion was made by Ms. Honeycutt, and seconded by Ms. Trautman, to elect Dr. Weierbach for Secretary. The motion carried.

3. Office of General Counsel Report

Kyonzte Hughes-Toombs, Assistant General Counsel, presented the OGC Report. There were two (2) open cases. The AIT Program rules are still under review in the Office of General Counsel.

Senate Bill 1504 - As enacted, extends the board of examiners for nursing home administrators six years to June 30, 2022; establishes minimum attendance requirement for board members and removal of members who do not meet the requirement.

Senate Bill 1579 – As enacted, permits certain existing nursing home facilities to apply for a certificate of need to relocate nursing home beds to two different sites within the same county.

Senate Bill 2063 - As introduced, clarifies that nothing in the rules regarding rights of nursing home residents, patients, and members of the public regarding nursing homes creates a private cause of action or permits a class action suit; declares that a class action proceeding shall not be permitted under the law regarding adult protection services.

Senate Bill 2073 - As introduced, extends the current moratorium on the issuance of certificates of need for new nursing home and skilled nursing facility beds until June 30, 2017.

Senate Bill 2075 - As enacted, extends current moratorium on certificates of need for new nursing home beds until June 30, 2021.

Senate Bill 2154 - As introduced, requires the commissioner of health, in consultation with the board for licensing health care facilities, to annually report to the chair of the senate health and welfare committee and the chair of the health committee of the house concerning issues relating to the need of nursing homes for various types of insurance, including liability and workers' compensation.

4. Minutes

A motion was made by Mr. Laman, and seconded by Dr. D'Amico, to approve the November 30, 2015 minutes as written. The motion carried.

5. Applicant Interviews/File Reviews

AIT Applicants

- A. **Richard Edlin** – Mr. Edlin was not present. A motion was made by Mr. Laman, and seconded by Dr. Weierbach, to approve Mr. Edlin for the administrator-in-training program the motion carried.
- B. **Jeffrey Ricks** - Mr. Ricks was not present. A motion was made by Ms. Trautman, and seconded by Mr. Laman, to approve Mr. Ricks for an administrator-in-training program. The motion carried.
- C. **Thomas Brown** – Mr. Brown was not present. A motion was made by Ms. Trautman, and seconded by Dr. D'Amico, to approve Mr. Brown for an administrator-in-training program. The motion carried.
- D. **Kevin Campbell** – Mr. Campbell was not present. A motion was made by Mr. Laman, and seconded by Dr. Weierbach, to approve Mr. Campbell for an administrator-in-training program. The motion carried.

Reciprocity Applicants

- A. **Thomas Fraser** – Mr. Fraser was not present. A motion was made by Mr. Laman and seconded Ms. Trautman to approve Mr. Fraser for licensure by reciprocity. The motion carried.
- B. **Yolanda Jefferson** – Ms. Jefferson was not present. A motion was made by Ms. Trautman, and seconded by Ms. Honeycutt, to delay the file of Ms. Jefferson and request that she appear before the Board at the next meeting. The motion carried.

NAB Applicants

- A. **Lindsey Frazier** – Ms. Frazier was present. Ms. Honeycutt recused herself. A motion was made by Mr. Laman, and seconded by Dr. D'Amico, to approve Ms. Frazier to sit for the NAB examination. The motion carried.

Other applicant requests

- A. **Annette Reeves** – Ms. Reeves was present. Ms. Reeves requested that her application file be presented to the Board for reconsideration of her completion of the administrator-in-training program, to determine if she has met the management experience necessary to sit for the NAB examination. After review and discussion, it was determined that Ms. Reeves still does not meet the necessary management experience required with the associate degree pathway. A motion was made by Mr. Laman, and seconded by Ms. Honeycutt, to allow Ms. Reeves to complete an additional twenty (20) months of administrator-in-training program as an Assistant Administrator at her facility. However, the Board did caution that Ms. Reeves must step down as the Director of Nursing at her facility while she completed the twenty (20) month Assistant Administrator AIT program. The motion carried.

6. Administrator's Report

Ms. Webb reported that there are 840 active nursing home administrators as of February 29, 2016.

She also provided an account of Board licensure activities from November 23, 2015 through February 26, 2016 as follows:

- New Applications received—16
- New licenses issued—19
- Reinstatements issued-5
- Number of paper renewals-26
- Number of renewals online-61
- Number of licensees who retired- 9
- Failed to renew/Expired Applications-8

Ms. Webb reported the online renewals constituted a usage rate of approximately 70% of all renewals during this period.

Ms. Webb reported the continuing education audit report as follows:

There were nine (9) nursing home administrators audited and all were 100% compliant.

Ms. Webb reported the 2017 board meeting dates as follows:

March 6th
June 5th
August 7th
November 6th

7. Office of Investigations

Nichelle Dorroh, Disciplinary Coordinator, presented the Investigative and Disciplinary report as follows: There are currently three (3) open complaints and three (3) nursing home administrators being monitored.

8. Financial Report

Vanessa Crutcher, Fiscal Officer, reported to the Board the financial statement for fiscal year ending June 30, 2015. Ms. Crutcher reported the total direct expenditures as \$49,942.02, total expenditures as \$79,304.77, Board fee revenue as \$116,384.92 current net year as, \$37,080.15 for a cumulative carryover as \$170,670.68. Mr. Walker expressed an interest in a renewal fee reduction to be presented at the June 6, 2016 board meeting. Ms. Crutcher stated that she would prepare a spread sheet to show a \$50 dollar renewal fee reduction and a \$100 renewal fee reduction at the next board meeting.

9. Conferences and Meetings to attend in 2016

- A. Mr. Randy Linder, President and CEO of NAB made a presentation to the Board regarding The Professional Practice Analysis. The NAB conducts periodic research on the role delineation of long term care administration to determine the knowledge, skills and task of an administrator. The results of this research project, known as a job analysis study, is the basis for preparing administrators to enter the profession and to continue competency throughout their career. The domains of practice that result from the job analysis study are used to establish curriculum for academic programs, for administrator in training programs, for licensure examinations and for evaluation of continuing education programs.

The NAB is currently conducting a Professional Practice Analysis to identify the domains of practice, tasks performed, and knowledge and skills used by individuals responsible for leadership in organizations that provide long term care supports and services.

The NAB and the Foundation of the NAB support and participate in collaborative initiatives to enhance the quality of care in America's long term care communities in the interest of public protection.

- B. A motion was made Ms. Honeycutt, and seconded by Ms. Trautman, to approve any board member or staff members who wish to attend the NAB Annual Conference in Cleveland, OH June 8-10, 2016. The motion carried.

10. Ratifications

A motion was made by Ms. Honeycutt, and seconded by Mr. Laman, to approve the following list of new licensees:

New Licensees

Crider, Benjamin Duaine
Cupp, Steven Alexander
Edwards, Tammy Lyn
Groce, Vicky N.
Hambley, Michael Eugene
Hatmaker, Michael Claude
Jackson, Andrew Taylor
Malvern, Christina Raye
Monroe, Nina Marrs
Rarick, Jon Michael
Rusek, Michele Josette
Shepherd, Jessica Leigh
Smith, Laura Ashlyn
Taylor, Robert Wesley
Wallace, Sara Lewis
Werden, Jason Edward
Wilson, Nathan Gregory
Wynegar, Natalie Rose
Zarif, Amir M

Reinstatements

A motion was made by Ms. Laman, and seconded by Ms. Trautman, to approve the following list of reinstatements:

Berglund, Dawn April
Graves, Kathleen M.
Monger, R. Lloyd
Montgomery, Mary Jane
Williams, Tyler Robert

The motion carried.

Preceptors

A motion was made by Mr. Laman, and seconded by Dr. D'Amico, to approve the following list of preceptors:

Julie Amos Bellar
Bartlee Norton
Jeff Tambornini

The motion carried.

Adjournment

There being no further business, the meeting adjourned at 12:10 p.m.

These minutes were ratified by the Board on June 6, 2016.