

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

DATE: December 2, 2019

TIME: 9:00 a.m. Central Time

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

MEMBERS PRESENT: Florence Weierbach, PhD., Board Chair  
Lakecia Harper, NHA, Vice Chair  
Cynthia Wheeler, NHA, Secretary  
Vincent Davis, Director, Health Care Facilities  
Barbara Trautman, Consumer Member  
David Keeling, NHA

MEMBERS(S) ABSENT: Jano Janoyan, Physician  
Nyda Bays, NHA  
Marilyn Key, NHA

STAFF PRESENT: Kimberly Wallace, Unit Director  
Lacey N. Wilkerson, Board Administrator  
Caroline Tippens, Senior Associate General Counsel

GUESTS: Linda Estes, THCA  
Lori Leonard, Disciplinary Coordinator  
Magen Smith  
Richard Lawrence  
Amy Linville  
Aaron Spinks  
Sandra Smith  
Daniel Aragon  
Aaron Miller  
Nathan Thomas  
Callen Thomas  
Matthew Griffith  
John A. Nosworthy  
Malik Hakeem  
Rod Wolfe  
Clint Hall  
Maria McCormick, Finance

1. **Call to Order**

Dr. Weierbach conducted a roll call. With a quorum being present, Dr. Weierbach called the meeting to order at 9:11 A.M.

2. **Call for Comments**

Dr. Weierbach advised the audience of the ability to provide comments on items listed on the meeting's agenda. She also advised that any comments not relating to the current agenda would need to be submitted to the administrative office for discussion at the next scheduled meeting.

3. **Election of Officers**

Due to the Board Chair position being vacant, Dr. Weierbach called for an election of officers. Ms. Trautman nominated Dr. Weierbach for Board Chair, Lakecia Harper for Vice Chair and Cynthia Wheeler for Secretary, seconded by Mr. Keeling. Motion Carried.

4. **Minutes**

A motion was made by Ms. Wheeler, seconded by Ms. Trautman, to approve the August 5, 2019, Board Minutes as written. The motion carried.

5. **Office of General Counsel Report**

A. **Legal Report**

Caroline Tippens, Senior Associate General Counsel, presented the Office of General Counsel report. Ms. Tippens reported no open cases. Ms. Tippens discussed approval received from the Governor's office for HSE and temporary licensures. Temporary licenses will have a \$50 fee. Ms. Tippens advised the board of a Rulemaking Hearing that is set for the March 2, 2020, board meeting.

E. **Agreed Citations**

1. Rosita Willis- Ms. Willis was issued an Agreed Citation for non-compliance with CEU audit during the 2016-2017 renewal periods. Ms. Willis signed the citation, paid her fine and submitted CEU certificates to complete all requirements for the Agreed Citation. Ms. Wheeler made a motion to accept the citation, seconded by Ms. Harper. Motion Carried.

6. **Office of Investigations**

Lori Leonard, the Disciplinary Coordinator for all non-nursing boards, presented the investigative and disciplinary report as follows: The office is currently monitoring one (1) licensee; this individual has not paid their penalties, therefore their license is currently revoked in collection status. There were fourteen (14) new complaints received so far in 2019; all fourteen

(14) were regarding unprofessional conduct. So far in 2019, investigations has closed a total of sixteen (16) complaints. Twelve (12) were closed with no action, one (1) was closed with a letter of concern, and three (3) were closed with a letter of warning. Currently, there are three (3) open complaints that are being investigated or reviewed at this time.

## 7. Reports and/or Requests from the Division of Health Licensure and Regulations

Maria McCormick presented the 2019 fosomal-year-end financial report as follows:

Total Payroll Expenditures:	\$ 35,396.34
Other Expenditures:	\$ 14,126.41
Total Direct Expenditures:	\$ 49,522.75
Total Allocated Expenditures:	\$ 17,087.06
Total Yearly Expenditures:	\$ 66,609.81
LARS improvement:	\$ 1,405.33
Board Fee Revenue:	\$ 78,550.00
Current Year Net:	\$ 11,940.19
Cumulative Carryover:	\$ 205,390.51

Based on year in totals the cumulative carryover does exceed two times the three year average. However, given the decrease in the current year net a fee decrease is not appropriate at this time.

## 8. Applicant Interviews/File Reviews

### A. AIT Applicants

1. Amy Linville- After applicant interview and board discussion. Ms. Wheeler made a motion to approve 6 month AIT program, seconded by Ms. Harper. Motion carried.
2. Nathan Thomas- After applicant interview and board discussion. Ms. Harper made a motion to approve 6 month AIT program, seconded by Ms. Trautman. Motion carried.
3. Matthew Griffith- After applicant interview and board discussion. Ms. Harper made a motion to approve 6 month AIT program, seconded by Ms. Trautman. Motion carried.
4. Magen Smith- After applicant interview and board discussion. Ms. Wheeler made a motion to approve 6 month AIT program, seconded by Ms. Trautman. Motion carried.
5. Aaron Miller- After applicant interview and board discussion. Ms. Wheeler made a motion to approve 9 month AIT program, seconded by Ms. Harper. Motion carried.

6. Christine Hensley- After applicant interview and board discussion. Mr. Davis made a motion to approve 6 month AIT program, seconded by Ms. Wheeler. Motion carried.

B. Reciprocity Applicants

1. John Nosworthy- After applicant interview and board discussion. Ms. Harper made a motion to approve license application, seconded by Mr. Davis. Motion carried.
2. Ashleigh Guerin- Applicant not present. After file review and board discussion. Ms. Wheeler made a motion to approve license application, seconded by Ms. Trautman. Motion carried.
3. Sherri McCaskey- Applicant not present. After file review and board discussion. Mr. Davis made a motion to approve license application, seconded by Mr. Keeling. Motion carried.
4. Derek Holbrook- Applicant not present. After file review and board discussion. Ms. Wheeler made a motion to approve license application, seconded by Ms. Harper. Motion carried.
5. Randall Morris- Applicant not present. After file review and board discussion. Ms. Harper made a motion to approve license application, seconded by Ms. Wheeler. Motion carried.
6. Melinda Calaway- Applicant not present. After file review and board discussion. Mr. Keeling made a motion to approve license application, seconded by Mr. Davis. Motion carried.

C. NAB Applicant

1. Jamie Selbe- Applicant not present. After file review and board discussion. Ms. Harper made a motion to table discussion until the March 2020 meeting, seconded by Mr. Davis. Motion carried
2. Malik Hakeem- After applicant interview and board discussion. Ms. Harper made a motion to table discussion until the March 2020 meeting to allow the applicant time to obtain their raw NAB scores and develop an education plan for board approval, seconded by Mr. Davis. Motion carried
3. Shirley Crump- Applicant not present. After file review and board discussion. Ms. Wheeler made a motion to require 6 month AIT program prior to sitting for exam, seconded by Ms. Harper. Motion carried.

4. Daniel Aragon- After applicant interview and board discussion. Mr. Keeling made a motion to approve licensee for NAB exam, seconded by Ms. Trautman. Motion carried.
5. Sandra Smith- After applicant interview and board discussion. Ms. Harper made a motion to table discussion until the March 2020 meeting to allow applicant time to obtain their raw NAB scores and develop education plan for board approval, seconded by Mr. Davis. Motion carried
6. Parker Center- After applicant interview and board discussion. Mr. Davis made a motion to approve licensee for NAB exam, seconded by Mr. Keeling. Motion carried.

D. Other Applicant Requests

1. Morgan Breedwell- Applicant file was presented to the board for approval to change preceptors. Ms. Harper made a motion to approve change in preceptor. Mr. Davis seconded. Motion carried

9. Ratification of Initial Determinations

A motion was made by Mr. Keeling, seconded by Ms. Trautman, to approve the ratification of the newly licensed for the time period of August 1, 2019 – October 20, 2019: The motion carried.

AIT to Full License

Bucher Luke Bradley  
 Lavender John Kenneth  
 Powell Charles Andrew  
 Pruitt Amanda Gayle Mrs.  
 Sanders Zabian Marquis

Reciprocity

Baker Tommy Leroy  
 Brogdon Denise  
 Flathmann Sarah  
 Shoemake Martina Renee Ms.  
 Springer Waunita Mecole  
 Stare John Peter  
 Strickland Jill Oakley  
 Regan Kyle Joseph NHA

Reinstatement

Aibangbee Kristine Uyinmwun  
 Coggin Adam Franklin  
 Dame Donovan Shane  
 Defoor Kenneth Evans

Eck Karl Victor  
Fuller Ariel Mae  
Moss Jacque Ray  
Rector Brian J.  
Sellars Richard A.  
Strang Darren Scott  
Tanner Ashley M  
Tidwell Amanda Spencer NHA  
Young Robert James JR.

**Exam**

Colbaugh Tyler Wayne  
Murphy Jason

10. **Administrator's Report**

Lacey N. Wilkerson reported that there are 790 active nursing home administrators as of August 5, 2019. She also provided an account of board licensure activities from August 1, 2019- November 14, 2019 as follows:

New applications received- 18  
New licenses issued -16  
Reinstatements- 1  
Number of licensees who retired -7  
Expired licenses- 16

Ms. Wilkerson reported to the board that there were 31 paper renewals and 77 online renewals received during the period. Online renewals counted for approximately 71% of renewals during this this time.

As of October 1, 2018, the mileage rate remains at \$0.47 per mile. Ms. Wilkerson reported that hotel lodging increased to \$223.00 per night in Davidson County and that the meals remain at \$45.75 per day for overnight stay.

Ms. Wilkerson reminded the board of the scheduled meeting dates for 2020: March 2, June 1, August 3 and November 2.

Ms. Wilkerson presented an administrative request to the board that would allow the initial licensing of reciprocity applicants that have held at least 5 years' experience or longer and receive the approval of both the Board Director and Board Consultant to forego having to wait for full board review before receiving an approval. This would allow these applicants to go to work quicker based on experience instead of waiting for a full board review. Mr. Davis made a motion allow the administrative office to issue reciprocity applicant licenses that meet these requirements. Ms. Wheeler seconded. Motion carried.

11. **Discussion from attendees regarding attended conferences**

Ms. Tippens discussed information that she obtained at the opioid conference held in Florida. Dr. Weierbach discussed the NAB mid-year meeting and the information they presented on the HSE program. Ms. Harper added that there have been 2 more states to approve the HSE license path.

12. **Correspondence**

Morgan Breedwell submitted a request to the board for approval to accept the AIT work completed with her new preceptor prior to board approval. Ms. Harper made a motion to approve completed hours. Ms. Wheeler seconded. Motion carried.

13. **Action regarding legislation**

Ms. Tippens stated she is not aware of any bills that affect NHA that will appear in the January 2020 legislative meeting.

14. **Rulemaking, amendments and policies**

Caroline Tippens discussed the rule making hearing for both temporary licensure and HSE being held at the March 2020 board meeting.

15. **New/Old Business**

A. Ms. Wallace advised the board that requiring licensees to utilize CE Broker would constitute unnecessary duplication of effort on both the board administrator and the licensee, as all continuing education must be reported to the NAB and the majority of licensees are viewable through the NAB website portal by the administrative staff. After further discussion, Ms. Wheeler made a motion to place a hold on requiring licensees to use CE Broker at this time, Ms. Trautman seconded. Motion carried.

B. FARB Forum 2020 January 23-26, 2020 Colorado Springs, CO  
Board nominated 1-2 administrative staff to attend

C. NAB Annual Conference June 3-5, 2020 Monterey, CA  
Board nominated 2 board members (Wheeler and Keeling) and 1 administrative staff to attend.

D. THCA/TNCAL Convention July 29-31, 2020 Nashville, TN  
Board nominated 1 attorney, 1 administrative staff, and 3 board members (Weierbach, Davis and Wheeler) to attend.

- E. Annual CLEAR Conference September 23-26, 2020 Seattle, WA  
Board nominated 2 board members (Weierbach, Wheeler) and 1 administrative staff.
- F. NAB Mid-Year Conference November 13-15, 2020 TBA  
Board nominated 3 board members (Harper, Weierbach and Keeling) and 1 administrative staff.
- G. FARB Regulatory Law Seminar October 1-4, 2020 Reston, VA  
Board nominated 1 attorney

Mr. Davis made a motion to approve 2020 conference attendees as stated. Mr. Keeling seconded. Motion carried.

It was noted that these were nominations for attendance only, and actual attendance would be finalized at a later date.

Kimberly Wallace made an announcement of the new board contact information: email address [unit3hrb.health@tn.gov](mailto:unit3hrb.health@tn.gov) and phone number 615-532-5090.

### **13. Adjournment**

There being no further business, a motion was made by Ms. Wheeler, and seconded by Ms. Harper to adjourn the meeting at 11: 58 A.M. The motion carried.

  
Dr. Florence Weierbach, NHA, Chair

3/2/20  
Date

**These minutes were ratified by the Board at the March 2, 2020 meeting**