

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

**DATE:** August 4, 2025

**TIME:** 9:00 am CST

**LOCATION:** Office of Health-Related Boards  
Iris Conference Room  
665 Mainstream Drive  
Nashville, TN 37243

**MEMBERS PRESENT:** Dr. Chris Evans, ex officio Member  
Amy Garner  
David Keeling  
Marnie Knight  
Rhonda Moore, Consumer Member  
Randy Reynolds, Board Vice Chair  
Lakecia Thomas, Board Chair

**MEMBERS ABSENT:** None

**STAFF PRESENT:** Kimberly Wallace, Regulatory Board Administrative Director  
Melicent Smith, Regulatory Board Administrative Assistant  
Ronda Webb-Stewart, Senior Associate General Counsel

**Call to Order**

The meeting was called to order at 9:01am CST, with Dr. Chris Evans, Ms. Amy Garner, Mr. David Keeling, Ms. Marnie Knight, Ms. Rhonda Moore, Mr. Randy Reynolds, and Ms. Lakecia Thomas in attendance. A quorum was present to conduct Board business.

Administrative staff including Ms. Kimberly Wallace and Ms. Melicent Smith, in addition to legal counsel Ms. Ronda Webb-Stewart, were also present. It was noted that there are currently two vacancies on this Board.

Ms. Webb-Stewart provided the Conflict of Interest notice to the Board, as follows:

If you have a personal or financial interest in the outcome of any issue or matter before this board which may suggest a bias on your part, you are asked to state that interest on the record so that a determination can be made as to whether there exists a need for recusal. You are reminded that it is the duty of this board to protect the health, safety and welfare of the citizens of Tennessee and that the administration of this solemn responsibility is dependent upon avoiding even the appearance of impropriety.

**Discuss and take action as necessary regarding Legislation**

There were no legislative items for the Board to review in this meeting.

**Receive Reports and/or Requests from the Division of Health Licensure and Regulation**

It was noted that the FY2025 reports are anticipated to be ready for submission to the Board at their next meeting.

The Fiscal Director is unable to attend today's meeting, however, a detailed response to the Board's previous fiscal questions is being prepared and will be emailed to all board members as soon as it is ready. This will allow board members time to review the information individually and pose any follow-up questions in the November meeting.

**Applicant Interviews/File Reviews/Waivers & Other Requests**

*AIT Application –Tasheika Cothon File #4223*

The applicant was present in person.

Ms. Cothon was initially licensed as an NHA in MO on 06/29/2023 and originally applied for a TN license by reciprocity in October 2023. At the November 2023 meeting, the Board determined that she did not meet the TN requirements for license by reciprocity and also did not qualify to enter the TN AIT Program at that time.

Ms. Cothon then submitted a new application for license by education with an associate's degree and an AIT Program and she was approved to begin her TN AIT Program on 11/18/2024, which was successfully completed on 05/21/2025. She then successfully passed the TN NHA Jurisprudence Exam on 06/26/2025.

Ms. Cothon has requested that, rather than having to re-take the NAB Examination, the Board accept her passing NAB Exam scores 2023 that were obtained prior to obtaining her MO NHA license.

The Board reviewed this file in consideration of accepting the 2023 NAB Exam Scores in pursuit of her TN license and spoke with Ms. Cothon about her application.

A motion was made by Ms. Knight

To accept the 2023 NAB Exam scores for Tasheika Cothon from the examination that was taken in MO, with the completion of her AIT Program in TN, for licensure in TN

With a second made by Mr. Keeling

Discussion:  None OR  As Follows

The motion passed unanimously by voice vote.

AIT Application - Allison Marbet, File #4263

The applicant was present in person.

Ms. Marbet applied for licensure via a bachelor's degree plus a TN AIT Program. Ms. Marbet requested Ms. Soheila Kheshti, Regional Administrator and Director of Operations at Tennova Healthcare, to serve as her Preceptor.

Ms. Marbet made two requests of the Board in her application, both of which required special consideration by the Board, as follows:

- She requested to complete her weekly 4-hours of required face-to-face meetings with her Preceptor to be accomplished remotely, via a virtual platform, such as Zoom, with occasional in-person meetings at Tennova Franklin
  
- She has requested to complete her AIT Program across multiple facilities, including:
  - Tennova Newport
  - Tennova LaFollette
  - Tennova Franklin (company headquarters, for meetings with preceptor)

Ms. Marbet discussed her application and requests with the Board.

A motion was made by Ms. Thomas

To deny the request for virtual meetings with the preceptor and require the 4-hour weekly meetings to be conducted in person.

With a second made by Ms. Knight

Discussion:  None OR  As Follows

A roll call vote was conducted, as follows:

- Evans - Nay
- Garner - Aye
- Keeling - Aye
- Knight - Aye
- Moore - Aye
- Reynolds - Aye
- Thomas - Aye

The motion passed by a majority roll call vote.

A motion was made by Ms. Thomas

To have Ms. Marbet return to the November 10, 2025, board meeting and provide documentation for an AIT program that is in compliance with Rule 1020-01-.06(3)(a), with documentation from her proposed preceptor and a request for her proposed preceptor to attend the meeting.

With a second made by Dr. Evans  
Discussion:  None OR  As Follows  
The motion passed unanimously by voice vote.

Reciprocity Application – Jeremy Woodle, File #3933

The applicant was present in person.

Mr. Woodle previously applied for TN licensure by Reciprocity and appeared before the Board on 06/01/2020. The Board determined that he did not meet the TN requirements for licensure by reciprocity at that time, and made a motion to require him to complete a TN AIT Program should he wish to continue to pursue licensure via that application. Mr. Woodle did not submit an application for a TN AIT Program and his 2020 application expired and was closed as incomplete.

Mr. Woodle has now submitted a new application for TN licensure by Reciprocity and was present to discuss his application with the Board. He acknowledged not having worked as a licensed NHA for 5 of the last 7 years.

A motion was made by Ms. Thomas  
To allow the application to expire due to not meeting the minimum of 5 years work as a licensed NHA in the last 7 years.  
With a second made by Ms. Knight  
Discussion:  None OR  As Follows  
The motion passed unanimously by voice vote.

Reciprocity Application, Kenneth Crowdus, Jr., File #4261

The applicant was present in person.

Mr. Crowdus has applied for licensure in TN via reciprocity.

He is licensed as an NHA in CO, with an initial licensure date of 03/03/2025. He is pursuing an NHA license in TX. Mr. Crowdus did not submit documentation with his application or in follow-up to the deficiency letter issued by the Administrative Office showing proof of completion of an AIT Program prior to his licensure in CO, nor did he submit documentation showing proof of the completion of a 400-hour internship in a licensed skilled nursing facility as part of any of his degree programs.

Mr. Crowdus was present to discuss his application with the Board. He discussed his education and experience history with the Board.

A motion was made by Ms. Thomas

To allow the application to expire, as at this time he does not meet the criteria for reciprocity in TN with the requirements of proving successful equivalency to the TN rules, with no AIT program and no practice for 5 of the last 7 years as a licensed NHA.

With a second made by Dr. Evans

Discussion:  None OR  As Follows

It was clarified that to continue to pursue licensure will require the submission of a new application complete with all required supporting documentation. This would include official proof of completion of an AIT Program that is equivalent to the TN AIT Program requirements. This may also include official documentation of any internship completed prior to obtaining his degree.

The motion passed unanimously by voice vote.

*NAB Exam Re-Take Request – Ariel Estes, File #4146*

The applicant was not present.

Ms. Estes appeared before the Board in the 06/09/2025 meeting seeking Board approval for a 4<sup>th</sup> attempt at the NAB CORE Exam, in accordance with the Board's NAB Exam Re-Take Policy. The Board did not approve the alternative remedial education plan proposal that she submitted at that time, noting it was incomplete.

The Board required the following from Ms. Estes to proceed:

- Submit a remedial educational plan in accordance with the Board's NAB Exam Re-Take policy for review at the 08/04/2025 Board meeting.
- Submit a new application for licensure, inclusive of all forms, fees, and supporting documentation for review at the 08/04/2025 Board meeting.
- Attend the meeting on 08/04/2025 to discuss her request with the Board.

As of 08/04/2025, the Administrative Office had not received any of the required documents from Ms. Estes. Ms. Estes' current application will expire and be closed on 08/07/2024.

A motion was made by Dr. Evans

To deny the re-take request due to the non-compliance with the previous board requirement to appear in today's meeting

With a second made by Ms. Knight

Discussion:  None OR  As Follows

The motion passed unanimously by voice vote.

## **Presentation of Disciplinary Orders**

### Consent Orders

None

### Agreed Orders

None

### Orders of Compliance

None

### Requests for Order of Modification

None

## **Consent Agenda**

\* Copies of the Ratification List and Departmental Reports are found as attachments to these Minutes.

The Consent Agenda contained the following:

- a. Approval of Meeting Minutes
  - i. June 9, 2025, BENHA Meeting Minutes
- b. Ratification of Licensure Files
- c. Approval of Agreed Citations - None
- d. Departmental Reports
  - i. Administrative Office
  - ii. Office of Investigations
  - iii. Office of General Counsel
- e. Notices

A motion was made by Ms. Thomas

To approve all items on the consent agenda, as presented.

With a second made by Mr. Reynolds

Discussion:  None OR  As Follows

The motion passed unanimously by voice vote.

**Discuss and take action as necessary regarding Rulemaking, Rulemaking Hearings, Rule Amendments, and Policies**

There were no rule or policy items for the Board to review in this meeting.

**Review of Correspondence and Notices**

There were no correspondence items for the Board to review in this meeting.

**Conference/Event Reports and Upcoming Events Review**

Ms. Garner presented highlights of her recent attendance at the NAB Annual Meeting to the Board. She noted the various sessions she attended, specifically one regarding innovations in the profession which included components around AI, NAB's strategic plan, and state exam procedures. The NAB is looking for increased participation, increase acceptance of the HSE credential, survey development regarding professional practice, and quality of NAB programs. There were also discussions of the rebranding of the AIT Programs to Administrator Residency programs by some states.

**Discuss Old/New Board Business**

New Business – Screening Panels

Ms. Webb-Stewart provided an overview of screening panels for the Board's awareness.

There were no other old or new business items for the Board to review in this meeting not otherwise discussed elsewhere on the agenda.

Ms. Wallace made an administrative notice that she gave a licensure outreach presentation at the THCA on July 25<sup>th</sup> for their annual NAB Exam preparation course. There were nine (9) participants in the class.

Ms. Wallace also noted that the Administrative Office has started receiving the new annual batch of preceptor applications, subsequent to their June THCA Preceptor Training Course. She will be contacting board members to conduct the pre-certification interviews.

**Public Comment**

Ms. Wallace reviewed the Public Comment policy, wherein, any individual wishing to make a public comment at a board meeting must submit a request to do so in writing, it must include the specific topic from the published agenda/sunshine notice for the meeting for which the individual

wishes to make comment and must be received by the Administrative Office at least ten (10) business days prior to the date of a meeting.

Should the agenda be amended after initial publication, the member of the public wishing to address the Board on an amended agenda item must give their written notice no less than twenty-four (24) hours prior to the meeting.

The email address for submission of a request to make public comment for this Board is: Unit3HRB.Health@tn.gov.

No prior written requests for public comment were received by the Administrative Office for this meeting.

### **Adjourn**

With no further business to be heard, a motion was made by Ms. Thomas to adjourn.

With a second made by Mr. Reynolds

The motion passed unanimously by voice vote.

The meeting adjourned at 11:45 am CST.

**These minutes were ratified by the Board at the November 10, 2025, meeting.**



Board Chair

11/10/25

Date

## ATTACHMENTS TO BOARD MINUTES

# Ratification List

**June 2, 2025 – July 22, 2025**

## Newly Licensed

4252	Dickson Natalie
4260	Smith Blake Gunner

## Reinstated Licenses

3894	Brogdon Denise
4025	Casey Scottie
4084	Harrison Tenisha Shavet
2986	Hinton Brad Layne

## Closed Applications

Nelson Erica Amanda
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## **ADMINISTRATORS REPORT**

**July 22, 2025**

This is an Administrator's report from Melicent Smith, Board Administrator. The information contained in this report will keep the Board aware of all essential activities pertaining to licensure for Nursing Home Administrators.

### **STATISTICAL REPORT**

**The Board has 763 total active licensees as of July 22, 2025**

**Licensing activities from June 2, 2025, through July 22, 2025**

New applications received – 15

New licenses issued – 2

Upgrade AIT to Full license - 0

Reinstatements – 4

New AIT Approvals – 3

New Preceptors - 0

Number of paper renewals – 13

Number of renewals in VO (online) - 36

Number of licensees who retired - 6

Failed to Renew/Expired licensees – 6

Closed applications - 1

**The online renewals constitute a usage rate of approximately 73% of all renewals during this period.**

**2025 BENHA meeting dates:**

November 11, 2025

**2026 BENHA meeting dates:**

March 9, 2026

June 8, 2026

August 3, 2026

November 9, 2026

### **Travel and Lodging**

- The current milage rate is \$0.70
- The current meals and incidentals rate is \$64.50 per day for overnight stay
- The current maximum reimbursable rate for hotel lodging in Nashville for upcoming meeting dates is as follows (rates re-set each October):
  1. August 2025     \$217



## Tennessee Department of Health Board Statistical Complaint Report

Parameters selected: Lic Type: 25 - NURSING HOME ADMINISTRATORS; Case Type: CMP - Complaint; Calendar year: 2025

License Type: 25 - NURSING HOME ADMINISTRATORS

Complaint Activity	Dec 2024	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
New Complaints Opened		0	2	2	1	3	1	0						9
Total Closed Complaints		0	2	0	6	0	3	0						11
62 - Closed - Insufficient		0	0	0	6	0	0	0						6
9 - Complaint Closed		0	2	0	0	0	3	0						5
Currently Open Complaints	7	7	7	9	4	7	5	5						

### ANALYSIS OF NEWLY OPENED COMPLAINTS

By Allegation	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
26-Unprofessional Conduct	0	2	2	1	0	0	0						5
28-Medical Record Request	0	0	0	0	1	0	0						1
38-Criminal Conviction	0	0	0	0	0	1	0						1
45-CE Violation	0	0	0	0	2	0	0						2
Total:	0	2	2	1	3	1	0						9

By Region	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
EAST	0	1	1	0	0	0	0						2
MIDDLE	0	1	0	0	1	0	0						2
WEST	0	0	1	0	1	0	0						2



## Tennessee Department of Health Board Statistical Complaint Report

License Type: 25 - NURSING HOME ADMINISTRATORS

By Region	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
Out of State	0	0	0	0	0	0	0						0
Unknown	0	0	0	1	0	1	0						2
Total:	0	2	2	1	2	1	0						8



STATE OF TENNESSEE  
DEPARTMENT OF HEALTH  
**OFFICE OF GENERAL COUNSEL**

665 Mainstream Drive, Second Floor  
Nashville, Tennessee 37243  
Telephone: (615) 741-1611  
Facsimile: (615) 532-3386 or (615) 532-7749

**BILL LEE**  
GOVERNOR

**RALPH ALVARADO, MD, FACP**  
COMMISSIONER

## MEMORANDUM

TO: Board of Nursing Home Administrators

FROM: Ronda Webb-Stewart, Senior Associate General Counsel

DATE: August 4, 2025

RE: Office of General Counsel Report/ Disciplinary Report

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### **Conflict of Interest**

If you have a personal or financial interest in the outcome of any issue or matter before this board which may suggest a bias on your part, you are asked to state that interest on the record so that a determination can be made as to whether there exists a need for recusal. You are reminded that it is the duty of this board to protect the health, safety and welfare of the citizens of Tennessee and that the administration of this solemn responsibility is dependent upon avoiding even the appearance of impropriety.

### **Public Comment/ Notice Requirements**

To participate in the period of public comment before a Governing Body, a member of the public must notify the Governing Body **ten business** days prior to a scheduled meeting that the individual desires to address the Governing Body. The individual must also notify the Governing Body of the topic from the published agenda or sunshine notice for the meeting on which the individual wishes to speak. This notice by the member of the public to the Governing Body shall be directed to the email given in the published agenda or sunshine notice for the meeting.

If the Governing Body amends the published agenda or sunshine notice within ten business days prior to the meeting, any member of the public desirous of addressing the Governing Body must give notice that they desire to speak on the added agenda topics **no later than twenty-four hours** prior to the Governing Body's meeting.

**Litigation:**

There is one (1) open case in the Office of General Counsel.

**Rules:**

Currently, OCG has completed its internal review NHA 25-0327 Retro Review Changes (1020-01) and NHA 24-0132 Fee Increase. The rules are now being reviewed by Health-Related Boards leadership.