

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

DATE: June 5, 2023

TIME: 9:00 a.m. Central Time

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

MEMBERS PRESENT: Dr. Chris Evans, ex officio Member
Carl Hudgens, Citizen Member
David Keeling
Dr. Victor Legner, Board Vice Chair
Randy Reynolds
Lakecia Thomas, Board Chair

MEMBERS ABSENT: Nyda Bays, Board Secretary
Dr. Bethany Rhoten, RN

STAFF PRESENT: Kimberly Wallace, Regulatory Board Administrative Director
Sam Mullins, Regulatory Board Administrative Assistant
Timothy Peters, Senior Associate General Counsel

Call to Order

Meeting called to order at 9:06 am CST. A quorum was present to conduct Board business.

Minutes

A motion was made by Ms. Thomas

To approve the Minutes of the August 1, 2023, and March 6, 2023, Board Meetings, as written.

With a second made by Mr. Keeling

Discussion: None OR As Follows

The motion passed unanimously by voice vote.

Office of Investigations

Ms. Barbara Granum, Intake Coordinator with the Office of Investigations, presented the following reports:

CY2023 Y-T-D Totals

New Complaints Opened	32
Total Closed Complaints	18
Currently Open Complaints	29

CY2023 Y-T-D Newly Opened Complaints By Allegation

Unprofessional Conduct	32
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Reports and/or request from the Division of Health Licensure and Regulations

There were no finance reports for review in this meeting.

Legislation

There were no legislative reports for the Board to review at this meeting.

Administrative Report

Mr. Mullins presented the following report to the Board:

STATISTICAL REPORT

The Board has 782 total active licensees as of June 1, 2023

Licensing activities from February 28, 2023, through June 1, 2023:

- New applications received- 11
- New licenses issued – 9
- Reinstatements- 3
- Number of paper renewals- 17
- Number of renewals in VO(online) – 77
- Number of licensees who retired – 6

- Failed to Renew/Expired licensees – 7
- Closed applications - 5

The online renewals constitute a usage rate of approximately 82% of all renewals during this period.

2023 BENHA meeting dates:

- August 7, 2023
- November 6, 2023

Ms. Wallace reminded the Board that the annual THCA Preceptor Training Course is scheduled for June 14, 2023. She will be giving a student outreach presentation on the licensing process and the preceptor certification processes. The Admin Office expects to receive Preceptor Certification applications in the coming weeks and will be calling on the Board Members to conduct the required applicant one-on-one interviews. Board Members are expected to contact the assigned applicants within one (1) week of receiving an application to conduct the interviews.

Reports from Office of General Counsel

Mr. Peters reminded the Board Members of the Conflict of Interest and Open Meetings requirements, then reported that there are currently two (2) open cases under review. A fee decrease rulemaking is waiting to be heard at a Government Operations hearing. The hearing date has not yet been scheduled.

Consent Orders

There were no consent orders to review at this meeting.

Agreed Citations

There were no agreed citations to review at this meeting.

Applicant Interviews/File Reviews

Ms. Wallace gave notice that the applicants being presented today are seeking to move forward in the pursuit of licensure by either beginning an A.I.T. Program, being approved by reciprocity contingent upon the successful passage of the TN Jurisprudence Exam, or being approved to re-take the NAB Exam. All approvals are dependent upon meeting any contingencies as specified by the Board in their motions.

AIT Applicants

Clifton Wesley 4140

Applicant was Present In-Person Present By Phone Not Present

The Board discussed the applicant's education and experiences leading up to their application for nursing home administrator.

A motion was made by Ms. Thomas

To approve the applicant for a standard 6-month/1,040-hour A.I.T. Program.

With a second made by Dr. Legner

Discussion: None OR As Follows

The motion passed unanimously by voice vote.

LaTosha Leeper 4141

The Board discussed the applicant's education and experiences leading up to their application for nursing home administrator. They discussed her plan for completing the AIT requirements in a full-time role, and lending support during additional hours to those filling in for her current role as liaison for her facility. Ms. Leeper stated she will be devoting full-time efforts to the AIT Program, completing it in 6 months.

Applicant was Present In-Person Present By Phone Not Present

A motion was made by Mr. Keeling

To approve the applicant for a standard 6-month/1,040-hour A.I.T. Program.

With a second made by Dr. Legner

Discussion: None OR As Follows

The motion passed unanimously by voice vote.

Amanda Overholt 4133

The Board discussed the applicant's education and experiences leading up to their application for nursing home administrator. On 05/21/2023, a colleague took over as DoN, to free Ms. Overholt to devote full-time efforts to the AIT Program.

Applicant was Present In-Person Present By Phone Not Present

A motion was made by Ms. Thomas

To approve the applicant for a standard 6-month/1,040-hour A.I.T. Program.

With a second made by Mr. Keeling

Discussion: None OR As Follows

The motion passed unanimously by voice vote.

Erica Pina 4137

The applicant contacted the Administrative Office and requested her application be withdrawn. Thus, the Board did not review this application.

Kimberly Warren 4145

The Board discussed the applicant's education and experiences leading up to their application for nursing home administrator. Plans to take leave from current role to devote full-time efforts to completing the AIT Program in 6 months.

Applicant was Present In-Person Present By Phone Not Present

A motion was made by Ms. Thomas

To approve the applicant for a standard 6-month/1,040-hour A.I.T. Program.

With a second made by Dr. Legner

Discussion: None OR As Follows

The motion passed unanimously by voice vote.

Reciprocity Applicants

NOTE: In accordance with the Board's Rules, all applicants by reciprocity that are approved by the Board must successfully pass the TN NHA Jurisprudence Exam before licensure may be issued.

Tamarah Dicus Wilbert 3975

The Board discussed the applicant's education and experiences leading up to their application for nursing home administrator. Looking to get her TN license at this time, for potential future service in this state.

Applicant was Present In-Person Present By Phone Not Present

A motion was made by Ms. Thomas

To approve the applicant for reciprocity with approval to take the TN Jurisprudence Exam.

With a second made by Dr. Legner

Discussion: None OR As Follows

The motion passed unanimously by voice vote.

Crystal Lee-Patterson 4129

The Board discussed the applicant's education and experiences leading up to their application for nursing home administrator. They also reviewed the 6-month, 1,200-hour training program she completed at Bradford Heights in KY prior to NHA licensure in that state.

Applicant was Present In-Person Present By Phone Not Present

A motion was made by Dr. Legner

To approve the applicant for reciprocity with approval to take the TN Jurisprudence Exam.

With a second made by Mr. Hudgens

Discussion: None OR As Follows

The motion passed unanimously by voice vote.

Michelle Mercer 4144

The Board discussed the applicant's education and experiences leading up to their application for nursing home administrator. They also reviewed the 12-month AIT program she completed at Signature Healthcare in KY prior to NHA licensure in that state.

Applicant was Present In-Person Present By Phone Not Present

A motion was made by Dr. Legner

To approve the applicant for reciprocity with approval to take the TN Jurisprudence Exam.

With a second made by Ms. Thomas

Discussion: None OR As Follows

The motion passed unanimously by voice vote.

Wylee Washington 4142

The Board discussed the applicant’s education and experiences leading up to their application for nursing home administrator. They also reviewed the 6-month, 1,040-hour training program he completed in MS prior to NHA licensure in that state. In addition, they discussed Mr. Washington’s experience in working in Maintenance Director roles in previous facilities.

Applicant was Present In-Person Present By Phone Not Present

A motion was made by Mr. Keeling

To approve the applicant for reciprocity with approval to take the TN Jurisprudence Exam.

With a second made by Dr. Legner

Discussion: None OR As Follows

The motion passed unanimously by voice vote.

Exam Applicants

None

Temporary License Applicants

None

Waivers and Other Applicant Requests

NAB Exam Re-Take Request

Brooke Biggerstaff 4142

The Board discussed the applicant’s experiences leading up to their request for re-taking the NAB Exam. Ms. Biggerstaff stated she believes she needs additional one-on-one time in training, thus, her proposal for a remedial training program making use of this methodology. Her preceptor will oversee the entire process.

Originally approved on 11/30/2022 to proceed by reciprocity.

Applicant was Present In-Person Present By Phone Not Present

A motion was made by Ms. Thomas

To approve the applicant’s remedial training program and a 3rd re-take of the NAB Exam.

With a second made by Mr. Hudgens

Discussion: None OR As Follows

The motion passed by majority voice vote, as follows:

Dr. Evans AYE

Mr. Keeling NAY

Ms. Thomas AYE

Dr. Legner AYE

Mr. Reynolds AYE

Mr. Hudgens AYE

CE Course Approval Request

DDPA Arkansas

Mr. Keeling noted abbreviations in the documents that require more information. Dr. Evans noted that having objectives of the courses included would be beneficial.

A motion was made by Ms. Thomas to table the DDPA Arkansas CE Courses of April 18-20, 2023. Ask for objectives of the courses and definitions for abbreviations to re-submit for the August meeting.

With a second made by Mr. Keeling

Discussion: None OR As Follows

The motion passed unanimously by voice vote.

Ratification of Licensure Files

A motion was made by Ms. Thomas

To approve the Ratification List, as presented.

With a second made by Mr. Keeling

Discussion: None OR As Follows

The motion passed unanimously by voice vote.

Ratification List

06/01/2023

Closed Applications

Cook Tara Shermane'
Engberson Emily
Anastasia
Johnson Anna Jane
Small Charles Sideny Jr
Wagner Veronica Michelle

Initial Licensed

Coker Taylor Mr.
Daugherty Ella Sue
Lord Anna Grace
Williams Deja
Bumgardner Benjamin
Thomas
Covert Deborah Dean
Jones Cherry Leslie
Muse Gregory Tyler
Loney Leigh Ann

Reinstatement

Barton Kalyn
Donchatz Joseph Edward
Robinson Jennifer Lois

Rulemaking, Amendments and Policies

Policy on Continuing Education Violations

Ms. Wallace informed the Board of recent occurrences where licensees with an active license have self-reported to the Board that they were deficient in the CE at the time that they were preparing to renew their license. Ms. Wallace and Mr. Peters conducted a review of the administrative procedures, the Board's Policy Statement on CE Violations, and the rules and statutes for CE for this profession. It was determined that any licensee must complete all necessary CE to bring themselves into compliance with their renewal period requirements prior to being able to renew

their license and submit such CE documentation to the Administrative Office, noting that should they exceed their license expiration date, they would be required to reinstate the license, rather than to renew it. While it would seem that it is implied the Administrative Director would have the authority to review this CE, it would be best for the Board to make that determination and if they wish to delegate that authority, to conduct a motion on the record of that designation. Further, it has raised the question as to whether this would trigger a for-cause CE audit under the Board's CE Violations Policy.

A motion was made by Ms. Thomas

In accordance with Rule 1020-01-.03(5)(b), to approve the delegation of authority to the Administrative Director for conducting reviews of CE in deficient renewal scenarios.

With a second made by Mr. Keeling

Discussion: None OR As Follows

The motion passed unanimously by voice vote.

Correspondence

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

Conference Reports

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

New/Old Business

There were no new or old business items for the Board to review in this meeting.

Call for Public Comment

There were no public comments offered. Ms. Wallace reminded the public that they may submit comments in writing to Unit3HRB.Health@tn.gov or by mail to 665 Mainstream Drive, Nashville, TN 37243.

Adjournment

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

With a second made by Mr. Keeling

Discussion: None OR As Follows

The motion passed unanimously by voice vote.

The meeting was adjourned at: 10:29am

These minutes were ratified by the Board at the August 7, 2023, meeting.

Board Chair

Date