

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

**DATE:** November 10, 2025

**TIME:** 9:00 am CST

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

**MEMBERS PRESENT:** Amy Garner  
David Keeling  
Rhonda Moore, Consumer Member  
Randy Reynolds, Board Vice Chair  
Ms. Chelsea Ridley, Commissioner’s Designee Member  
Lakecia Thomas, Board Chair

**MEMBERS ABSENT:** Marnie Knight

**VACANCIES:** One (1) Nursing Home Representative Seat  
One (1) Physician Representative Seat

**STAFF PRESENT:** Kimberly Wallace, Regulatory Board Administrative Director  
Melicent Smith, Regulatory Board Administrative Assistant  
Kertyssa Smalls, Senior Associate General Counsel

**Call to Order**

The meeting was called to order at 9:00am CST, with Ms. Amy Garner, Mr. David Keeling, Ms. Rhonda Moore, Mr. Randy Reynolds, Ms. Chelsea Ridley, 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. Kertyssa Smalls, were also present. It was noted that there are currently two vacancies on this Board.

New Commissioner’s Designee member, Ms. Cheslea Ridley was introduced and Ms. Wallace shared that Dr. Evans had expressed his appreciation for the time he was able to serve on the Board and for the ongoing work of the Board.

Ms. Smalls reviewed the Conflict of Interest statement with the Board.

### **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**

Fiscal Director, Matt McSpadden was present to provide the Board with the FY2025 Fiscal Report, with highlights including:

- Total Expenditures: \$183,254.03
- Board Fee Revenue: \$86,108.93
- Change in Position: (\$97,145.10)
- Revenue is not two times greater than expenditures for two consecutive fiscal years.
- Reserve balance does not exceed two times the three-year average of operating expenditures for two consecutive fiscal years.
- Technology Projections: (\$34,533.48)

It was noted that the Board had a previous fee decrease that was slated to go into effect on 11/20/2023 to decrease the Application Fee from \$300 to \$150 and to decrease the Renewal Fee from \$150 to \$60. That fee decrease was halted after a Board motion at the 11/06/2023 meeting due to the receipt of additional financial projections and increased investigative costs and thus, did not go into effect.

At the 11/06/2023 meeting, the Board then voted and approved a fee increase, of the Application Fee from \$300 to \$400 and the Renewal Fee from \$150 to \$450. Those fee increases have been in the internal rule review process since the approval vote on 11/06/2023 and have not yet gone to a rulemaking hearing.

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

#### ***File Review, Reciprocity – Kenneth Crowdus, File #4261***

The applicant was present in person to discuss his application with the Board.

Mr. Crowdus has applied for licensure in TN via reciprocity. He is licensed as an NHA in CO, with an original licensure date of 03/03/2025. He is pursuing an NHA license in TX (as of the date of his TN application).

Mr. Crowdus appeared before the Board at the 08/04/25 meeting, wherein at that time, he had not provided documentation in support of the completion of either a 400-hour internship in a licensed skilled nursing facility as part of any of his degree programs or the completion of a pre-licensure AIT Program in another state. He does not hold the HSE credential and has not served for five (5) of the last seven (7) years as a licensed NHA. The Board reviewed the application at that time and approved a motion to allow his application to expire with no further action unless or until Mr.

Crowdus re-applied with all necessary documentation to meet the qualifications for licensure by reciprocity.

Mr. Crowdus did submit a new application on 08/18/25, which is complete and in good order. His new application includes documentation of:

- A 400-clock hour internship completed at Kenwood Health & Rehabilitation during graduate studies at Eastern KY University over the Fall 2013 and Fall 2014 semesters
- An AIT Program completed at Brownwood Nursing & Rehabilitation of 1,080 hours between 11/1/24 – 05/07/25

The Board reviewed this application to make a decision as to Mr. Crowdus's eligibility for TN licensure.

A motion was made by Ms. Thomas

To approve the application for reciprocity for Kenneth Crowdus, File #4261

With a second made by Ms. Garner

Discussion:  None OR  As Follows

The motion passed unanimously by voice vote.

Mr. Crowdus will have to successfully pass the TN NHA Jurisprudence Exam prior to a licensure approval being issued, in accordance with the Board's rules.

File Review. AIT – Allison Marbet, File #4263

The applicant was present in person with her proposed preceptor to discuss her application with the Board.

Ms. Marbet has applied for licensure via a bachelor's degree plus a TN AIT Program. She completed 300.84 hours in an internship at Tennova Newport Convalescent Center for credit in pursuit of her Health Administration bachelor's degree from East TN State University, which does not meet the 400-hour internship requirement to apply for licensure by examination.

Ms. Marbet has requested Soheila Kheshti, Regional Administrator and Director of Operations at Tennova Healthcare, to serve as her Preceptor. Ms. Marbet has requested to complete her AIT Program across two facilities, including:

- Tennova Newport
- Tennova LaFollette

The Board reviewed this application to make a decision as to Ms. Marbet's eligibility for TN licensure via an AIT Program.

A motion was made by Mr. Keeling

To approve the AIT application for Allison Marbet, File #4263 with two facilities as noted to be Tennova Newport and Tennova LaFollette for the completion of the AIT Program and the required Preceptor meetings

With a second made by Ms. Thomas

Discussion:  None OR  As Follows

The motion passed unanimously by voice vote.

*NAB Exam Re-Take Request – Ali King, File #4215*

The applicant was present in person to discuss her request to re-take the NAB Exam for a third (3<sup>rd</sup>) attempt at the NAB CORE with the Board.

In conjunction with her original AIT application approval date of 11/04/2024, Ms. King's application expired on 11/04/2025. She was notified on 09/09/25 that a new application would be required along with the NAB Exam re-take proposal to continue to pursue license after the closure of an application. Ms. King has submitted a new application, and all deficiencies for that application have now been cleared and it is ready to proceed. She has also submitted a remedial education plan proposal.

The Board reviewed this file in consideration of approval of the proposed alternative remedial education program prior to a third (3<sup>rd</sup>) attempt to sit for the NAB CORE Exam.

A motion was made by Ms. Garner

To approve Ali King for a re-take of the NAB Exam after the completion of her remedial education program

With a second made by Ms. Thomas

Discussion:  None OR  As Follows

The motion passed unanimously by voice vote.

*NAB Exam Re-Take Request – Stephen Patrick Goins, File #4116*

The applicant was present in person to discuss his request to re-take the NAB Exam for a third (3<sup>rd</sup>) attempt at the NAB CORE with the Board.

Mr. Goins was approved to begin a TN AIT Program on 11/30/2022. His file was subsequently closed as incomplete on 11/30/2023 due to not having completed all requirements for licensure; the NAB Exam was not successfully completed.

He has submitted a new application to continue to pursue licensure, which is complete and in good order.

Mr. Goins is now requesting a 3rd attempt at the NAB NHA Exam.

He has been informed by the Administrative Office on 10/24/2025 that his letter of request submitted to re-take the NAB NHA Exam does not include all components outlined in the NAB Re-take Board Policy. The Policy has been provided to Mr. Goins on several occasions since the expiration of his initial application.

Mr. Goins expressed that he did not have a plan in place to prepare for retaking the exam at this time.

A motion was made by Ms. Thomas  
To not approve the request for a re-take of the NAB Exam at this time  
With a second made by Ms. Garner  
Discussion:  None OR  As Follows  
The motion passed unanimously by voice vote.

*CE Waiver/Extension Request – Dawn Cochran, License #3249*

Ms. Cochran submitted a request for either a one (1) year extension for completion or a waiver of her CE requirements for 2025.

A motion was made by M  
To table the CE waiver/extension request at this time due to insufficient documentation, until/unless the licensee provides signed documentation from the medical provider supporting the request by December 31, 2025  
With a second made by Ms. Ridley  
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**

The Consent Agenda contained the following:

- a. Approval of Meeting Minutes
  - i. August 4, 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 - None

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**

Policy on Multiple Attempts to Pass the NAB Exam

Ms. Smalls asked the Board to consider an amendment to correct the Policy rule reference of Rule “1020-04.10” to “1020-01.10”

A motion was made by Ms. Ridley

To correct the policy statement rule reference of “Rule 1020-04.10” to “Rule 1020-01.10”

With a second made by Ms. Thomas

Discussion:  None OR  As Follows

The motion passed unanimously by voice vote.

### **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. Moore provided highlights to the Board of her attendance at the NAB Mid-Year meeting, including discussions regarding NAB Examinations and other-state policies regarding re-take attempts, NAB Exam preparation and study materials, deficits in NHA staffing across the country, and recruiting efforts.

### **Election of Officers**

A motion was made by Mr. Keeling

To approve the following officers:

- Chair – Lakecia Thomas
- Vice Chair – Randy Reynolds

With a second made by Ms. Garner

Discussion:  None OR  As Follows

The motion passed unanimously by voice vote.

### **Discuss Old/New Board Business**

There were no other old or new business items for the Board to review that were not already discussed at other points on the agenda.

Mr. Keeling asked the Administrative Office to request the NAB to provide the 2023, 2024, and 2025 pass/fail rates for the NAB Exam for the Board's Review.

### **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.

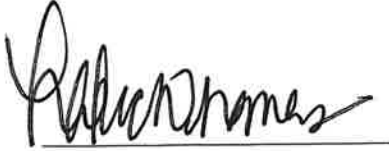
The email address for submission of a request to make public comment for this Board is:  
Unit3HRB.Health@tn.gov.

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

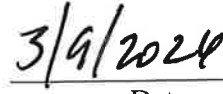
**Adjourn**

With no further business to be heard, a motion was made by Ms. Thomas to adjourn.  
With a second made by Mr. Keeling  
The motion passed unanimously by voice vote.  
The meeting adjourned at 10:57 am CST.

**These minutes were ratified by the Board at the March 9, 2026, meeting.**



Board Chair



Date

# Ratification List

July 22, 2025 – October 21, 2025

## Newly Licensed

4213 Coleman Glenda A  
4223 Cothon Tasheika S.  
4259 Albrechtsen Kyle  
4258 Carney Angela  
4270 Deere Cameron John  
4264 Hopek Martin  
4267 Jack Spencer  
4271 Solomon Andrew  
4262 Williams Stephanie Renee

## Reinstated Licenses

3542 Funk Adam O'Neal  
2809 Branch Diana Sue  
3587 Lewis Rebecca Black

## AIT Permits

Gilbert Maura A  
Harrell Angela Lynn

## Closed Applications

Estes Ariel  
Crowdus Kenneth Jr.  
Ross Rhonda Jeanette

## ADMINISTRATORS REPORT

October 21, 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 764 total active licensees as of October 21, 2025

#### Licensing activities from July 22, 2025, through October 21, 2025

New applications received	14
New licenses issued	7
Upgrade AIT to Full License	2
Reinstatements	3
New AIT Approvals	2
New Preceptors	0
Number of Paper Renewals	23
Number of Renewals in VO (online)	69
Number of licensees who retired	1
Failed to Renew/Expired licensees	10
Closed applications	3

The online renewals constitute a usage rate of approximately 75% of all renewals during this period.

#### 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	4	3	6	2			24
Total Closed Complaints		0	2	0	6	0	3	0	3	0	0			14
62 - Closed - Insufficient		0	0	0	6	0	0	0	0	0	0			6
9 - Complaint Closed		0	2	0	0	0	3	0	3	0	0			8
Currently Open Complaints	7	7	7	9	4	7	5	9	9	15	17			

**ANALYSIS OF NEWLY OPENED COMPLAINTS**

By Allegation	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
1-Abuse/Neglect	0	0	0	0	0	0	0	0	1	0			1
20-Sexual Misconduct	0	0	0	0	0	0	0	0	1	0			1
26-Unprofessional Conduct	0	2	2	1	0	0	4	3	4	2			18
28-Medical Record Request	0	0	0	0	1	0	0	0	0	0			1
38-Criminal Conviction	0	0	0	0	0	1	0	0	0	0			1
45-CE Violation	0	0	0	0	2	0	0	0	0	0			2
Total:	0	2	2	1	3	1	4	3	6	2			24

By Region	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
EAST	0	1	1	0	0	0	0	1	0	0			3



## 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
MIDDLE	0	1	0	0	1	0	0	2	1	1			6
WEST	0	0	1	0	1	0	3	0	3	1			9
Out of State	0	0	0	0	0	0	0	0	0	0			0
Unknown	0	0	0	1	0	1	0	0	1	0			3
Total:	0	2	2	1	2	1	3	3	5	2			21



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

665 Mainstream Drive, 2<sup>nd</sup> Floor  
Nashville, Tennessee 37243  
Telephone: (615) 741-1611  
Facsimile: (615) 532-3386 or (615) 532-7749

**BILL LEE**  
GOVERNOR

**JOHN R. DUNN, DVM, PhD, EMBA**  
COMMISSIONER

**MEMORANDUM**

To: Tennessee Board of Examiners for Nursing Home Administrators  
From: Kertyssa Smalls, Senior Associate Counsel  
Date: November 10, 2025  
RE: Office of General Counsel Report

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➤ **Conflict of Interest Reminder:**

It is the duty of the Tennessee Medical Laboratory Board to protect the health, safety and welfare of the citizens of Tennessee. The administration of this solemn responsibility is dependent upon avoiding even the *appearance* of impropriety or bias. Therefore, if you have a personal or financial interest in the outcome of any issue or matter before this board, you should recuse.

- Department's Conflict of Interest Policy was updated in June 2025. Board members should execute a new form and return to the administrative office.

➤ **Litigation:**

There are currently four cases open with OGC.

➤ **Rules:**

Retrospective rule review is in later stages of internal review.