

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

DATE: March 5, 2018

TIME: 9:00 a.m. Iris Room

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

MEMBERS PRESENT: Juanita Honeycutt, Board Chair
Florence Weierbach, PhD, Vice Chair
Lakecia Harper, Secretary
Jano Janoyan, DO
Cynthia Wheeler, NHA
Nyda Bays, NHA
Barbara Trautman, Consumer Member
Vincent Davis, Director of Health Care Facilities

STAFF PRESENT: Michael Sobowale, Unit Director
Mary V. Webb, Board Manager
Teresa Benitez, Board Administrator
Caroline Tippens, Assistant General Counsel
Lori Leonard, Disciplinary Coordinator, Office of Investigations

1. Call to Order

With a quorum being present, Ms. Honeycutt called the meeting to order at 9:03 A.M. A roll call vote was taken with all board members present.

2. Election of officers

Ms. Trautman made a motion, seconded by Ms. Wheeler to retain Ms. Honeycutt as board chair. The motion carried.

Ms. Trautman made a motion, seconded by Ms. Harper, to retain Dr. Weierbach as Vice Chair. The motion carried.

Ms. Trautman made a motion, second by Ms. Wheeler, to retain Ms. Harper as ~~the~~ Board Secretary. The motion carried.

3. Minutes

A motion was made by Ms. Key, and seconded by Ms. Bay, to approve the minutes of the November 6, 2017, board meeting minutes as written. The motion carried.

4. Office of General Counsel Report

Legal Report

Caroline Tippens, Assistant General Counsel, presented the Office of General Counsel report. There are no open cases for the board. There are no rules in process; the amendment to the fee schedule in the rules has already taken effect.

Legislative Report

Ms. Tippens reported that the legislative session started on January 9, 2018 and there are no bills directly affecting the Board of Nursing Home Examiners that she's aware of. She would inform the board if there are any changes.

5. Office of Investigations

Lori Leonard, disciplinary coordinator, presented the investigative and disciplinary report as follows: her office is currently monitoring one (1) revoked license in 2018. So far, one (1) new complaint has been received and her office is currently tracking six (6) open complaints in total.

In 2017, ten (10) complaints were received in total, out of which eight (8) complaints were closed (5 closed by OGC, 2 with a letter of concern, and 1 with a warning letter). Six (6) individuals were being monitored by the end of the year.

6. Reports and/or request from the Division of Health Licensure and Regulations

There was no new financial report to present to the Board.

7. Applicant Interviews/File Reviews

A. AIT Applicants

- 1. Stephen M. Burish - Ms.** Burish was not present. Ms. Honeycutt stated that she has reviewed the applicant's file and did not see any discrepancies on the application.

After review by the Board, a motion was made by Dr. Weierbach, and seconded by Ms. Trautman, to approve Mr. Burish for the administrator-in-training program. The motion carried.

- 2. Daniel Goodge – Mr.** Goodge was present. Mr. Goodge was asked to explain to the board his interest for wanting to become part of the AIT program.

After review by the Board, a motion was made by Dr. Weierbach, and seconded by Ms. Harper, to approve Mr. Goodge for the administrator-in-training program. The motion carried.

3. **Robert B. Leeman** – Mr. Leeman was not present. Ms. Honeycutt stated that she has reviewed Mr. Leeman’s application file did not see a reason why he should not be accepted into the AIT program.

After review by the Board, a motion was made by Mr. Davis, and seconded by Ms. Bays, to approve Mr. Leeman for the administrator-in-training program. The motion carried.

4. **Amanda Pruitt** - Ms. Pruitt was present. After review by the Board, a motion was made by Ms. Weierbach, seconded by Mr. Davis, to approve Ms. Pruitt for ~~an~~ the administrator-in-training program. The motion carried.

5. **Lindsay Renfroe** - Ms. Renfroe was present. After review by the Board, a motion was made by Ms. Trautman, seconded by Ms. Key, to approve Ms. Renfroe for the administrator-in-training program. The motion carried.

6. **Heather Stafford** – Ms. Stafford was not present. Ms. Stafford is requesting an AIT with Mr. Thomas Mabry as her preceptor and also, for her to retain her current position at his facility. The administrative office researched and could not locate any records where Mr. Mabry had been the preceptor for any other facility administrator. Ms. Linda Estes, representative from the THCA, informed the board that Mr. Mabry has not practiced for a number of years.

After review by the Board, a motion was made by Mr. Davis, seconded by Dr. Weierbach, to request Ms. Stafford to find a preceptor that is approved by the board and deny the request to retain her current duties. The motion carried. Additionally, Ms. Tippens ~~also~~ requested the administrative office to check to see if Mr. Mabry has been keeping up with his continuing education hours.

B. Reciprocity Applicants

1. **Carl F. Cottrill** - Mr. Cottrill was not present. After review by the Board, a motion was made by Dr. Weierbach, seconded by Ms. Wheeler, to approve Mr. Cottrill for licensure by reciprocity. The motion carried.

2. **Greg Haynes** – Mr. Haynes was not present. After review by the Board, a motion was made by Ms. Wheeler, seconded by Dr. Weierbach, to approve Mr. Haynes for licensure by reciprocity. The motion carried.

3. **Daley Hill** - Ms. Hill was not present. After review by the Board, a motion was made by Dr. Weierbach, seconded by Ms. Harper, to approve Mr. Hill for licensure by reciprocity. The motion carried.

4. **Daniel McKeown**- Mr. McKeown was not present. During file review, it was discovered that Mr. McKeown had been practicing in Tennessee without a license or waiver. After ~~much~~ discussion, a motion was made by Ms. Trautman, and seconded by Ms. Bays, to approve Mr. McKeown for a license. The Board asked Ms. Tippens to request the Office of Investigation to open an investigation complaint against Mr. McKeown for possibly practicing in the State without a license. The motion carried.

Tammy Scott- Ms. Scott was not present. During file review, it was discovered that Ms. Scott has been practicing in the State of Tennessee at the Highlands of Dyersburg without being properly licensed in Tennessee. Ms. Scott is also licensed in the State of Georgia, but did not list

it on her license application, nor did she provide verification of her Georgia Nursing Home Administrator license.

Dr. Janoyan made motion, seconded by Mr. Davis, to request Ms. Scott to appear before the board at the next meeting on June 4, 2018, to explain her incomplete application. The Board also asked Ms. Tippens to request the Office of Investigations to open an investigation complaint against Ms. Scott for possibly practicing in the State without a license. The motion carried.

C. NAB Applicants

1. **Chelsea Connor-** After reviewing her file, Dr. Weierbach made a motion, seconded by Ms. Wheeler, to approve Ms. Connor to sit for the NAB examination. The motion carried.
2. **Nicole Lynch-** Ms. Lynch was present. She was requesting approval for a third attempt to take the NAB examination. After review, a motion was made by Dr. Weierbach, seconded by Ms. Key, to approve Ms. Lynch to take the NHA exam. The motion carried.

8. Ratification of Initial Determinations

A motion was made by Dr. Weierbach, seconded by Ms. Wheeler, to approve the list of newly licensed nursing home administrators:

Buckner Glenn Louise
Chadwick Amy
Dame Donovan Shane
Holliday Sharon
Rebecca
Maxwell Michael L.
Roe Kaitlin Elizabeth
Schankerman Max
Shirley Heidi June
Smith Collin Jeffrey
Stidam Jeffrey Ray
Wann Bryan
Ray Burton Allen

The motion carried.

A motion was made by Ms. Harper, seconded by Ms. Trautman, to approve the list of license reinstatements:

Adam Cogging
Timothy McAdoo
Daniel Richmond
Jennifer Speigner
Paul Joseph Zani

The motion carried.

9. Administrator's Report

Ms. Webb reported that there are 792 active nursing home administrators as of March 2, 2018

She also provided an account of board licensure activities from October 23, 2017 through March 02, 2018 as follows:

- New Applications received—23
- New licenses issued—12
- Reinstatements issued-5
- Number of paper renewals- 47
- Number of renewals online- 102
- Number of licensees who retired-21
- Failed to renew/Expired Applications-13

Ms. Webb reported the online renewals constituted a usage rate of approximately 68% of all renewals during this period.

Travel

As January 1, 2018, the maximum hotel rate increased to \$179.00 per night.

10. Other Board business

A. Waiver approval list from Health Care Facilities

There were no waivers to approve or discuss at this meeting.

B. NAB Healthcare Services Executive (HSE) Certification

Ms. Tippens explained to the Board that the HSE is a certification and not a license. Therefore, an individual will not have the same property rights as with a license, and it is voluntary.

Ms. Webb suggested that in the near future, the Board may want to consider adding this certification as part of the application process for individuals applying by reciprocity. Ms. Tippens explained that this process will be on a case by case basis, and that it is a little premature to discuss that at this point.

11. Conferences and Meetings

- A. NAB Conference June 6-8, 2018 in Long Beach, CA. - Mr. Davis expressed that Tennessee should have a presence at the conference.

Ms. Honeycutt made a motion, seconded by Mr. Davis, to approve two representatives from the board to attend the conference. The motion carried.

Last Conferences attended

Ms. Harper shared her experience at the last NAB conference. She expressed that it was a presentation about the Healthcare Services Executive (HSE) Certification. Ms. Harper stated that there are some States

on board that require ~~that~~ applicants to take the HSE examination. Mr. Davis added that the NAB wants change the personality and perspective of Nursing Home Administrators to provide better quality services by providing the HSE examination, or the individual can personalize it to meet their own specific needs. Dr. Weierbach expressed that she was excited to see that the profession has additional mechanisms in place as a pathway into the profession.

Discussion on Old/New Board Business

In another discussion, Ms. Tippens wanted for certain representatives of the board to attend a discussion to be held by the Board for Health Care Facilities at their next meeting on their performance improvement efforts regarding waivers for Nursing Home Administrators. She suggested the board chair, Ms. Honeycutt, board director, Mr. Sobowale, and possibly Ms. Webb be in attendance. Ms. Honeycutt expressed interest in attending the meeting.

Mr. Sobowale requested that the Board should consider recruiting additional consultants to review application files since the two (2) consultants currently appointed to review files have been unavailable. Ms. Honeycutt urged board members to send their recommendations to the administrative office.

Adjournment

There being no further business, the meeting adjourned at 11:04 A.M.

Juanita Honeycutt, NHA, Chair

Date

These minutes were ratified by the Board at the June 4, 2018 meeting.