

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

DATE: August 6, 2018

TIME: 9:00 a.m. Central Time

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

MEMBERS PRESENT: Juanita Honeycutt, Board Chair
Florence Weierbach, PhD., Vice Chair
Jano Janoyan, Physician
Cynthia Wheeler, NHA
Vincent Davis, Director, Health Care Facilities
Nyda A. Bays, Nursing Home Administrator
Lakecia Harper, Nursing Home Representative

MEMBERS(S) ABSENT: Barbara Trautman, Consumer Member
Marilyn Key, THA, Nursing Home Administrator

STAFF PRESENT: Michael Sobowale, Unit Director
Mary V. Webb, Board Manager
Teresa Benitez, Board Administrator
Caroline Tippens, Assistant General Counsel

GUESTS: Linda Estes, Representative, Tennessee Health Care Association

1. Call to Order

Ms. Mary Webb conducted a roll call vote. With a quorum being present, Ms. Honeycutt called the meeting to order at 9:03 A.M.

2. Minutes

A motion was made by Dr. Janoyan, seconded by Dr. Weierbach, to approve the minutes of the June 4, 2018, board meeting as written. The motion carried.

3. 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. Ms. Tippens informed the Board that the Board

of Licensing for Health Care Facilities has approved a joint task force to discuss/ revise rules due to the existing overlap in the rules between the two boards. The meeting will take place on August 30, 2018 at 9:00 A.M. in the Poplar Board Room. Ms. Honeycutt plans to attend the meeting. Ms. Tippens also extended an invitation to any other member who might be interested in attending this meeting.

4. Office of Investigations

In the absence of a representative from the office of Investigations, Caroline Tippens, Assistant General Counsel, presented the investigative and disciplinary report as follows: there are four (4) complaints open; two (2) complaints are for unlicensed practice, one (1) for unprofessional conduct and one (1) for failure to supervise. The office is currently monitoring one (1) practitioner; this individual has not paid any of her penalties, therefore she is still under probation.

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

There was no update to the last financial report to present to the Board. A year-end report will be presented at the November 5, 2018 board meeting.

6. Applicant Interviews/File Reviews

A. AIT Applicants

1. **Benton D. Welsh-** Mr. Welsh was present. Mr. Welsh expressed that he has been a physical therapist for about 40 years. He has had experience in long term rehab management.

After review and discussion by the board, a motion was made by Ms. Wheeler, seconded by Dr. Weierbach, to approve Mr. Welsh for the AIT program. The motion carried.

2. **Amy Natasha Lee-** Ms. Lee was present. After review and discussion by the board, a motion was made by Ms. Harper, seconded by Ms. Wheeler, to approve Ms. Lee for the AIT program. The motion carried.
3. **Tonia Wynne Hale-** Ms. Hale was present. After review and discussion by the Board, a motion was made by Ms. Bays, seconded by Ms. Harper, to approve Ms. Hale for the AIT program. The motion carried.
4. **Brian Eugene Traxler-** Mr. Traxler was present. He discussed his background in Education Administration of which he has about 25 years of experience. After a review and discussion by the board, a motion was made by Dr. Weierbach, seconded by Ms. Bays, to approve Mr. Traxler for the AIT program. The motion carried.
5. **Carolyn M. Olson-** Ms. Olson was present. Ms. Olson lacked the educational qualifications listed in the board rules to go through the AIT program but she does have significant amount of experience in the field. After review and discussion by the board, Ms. Olson made a decision to withdraw her application. A motion was made by Mr. Davis, seconded by Ms. Harper to approve Ms. Olson's withdrawal decision. The motion carried.

B. Reciprocity Applicants

1. **Chris Plumlee** - Mr. Plumlee was present. Mr. Plumlee initially submitted an Initial by Exam application. When reviewing the application, the administrative office discovered that Mr. Plumlee had previously been licensed in the state of Mississippi. For that reason, the administrative office requested Mr. Plumlee to complete the Initial by Reciprocity application and to send the Mississippi license verification. Once the license verification was received by the office, it was found that the Mississippi License has expired.

Furthermore, a court disposition on the offense of Driving under the Influence (DUI) – Ist Offense was reported on Mr. Plumlee’s criminal background check.

After a review and discussion by the board, Mr. Plumlee decided to withdraw his Reciprocity application. A motion was made by Dr. Weierbach, seconded by Mr. Davis, to approve Mr. Plumlee’s decision to withdraw his reciprocity application and to amend his initial application by providing missing information related to his AIT application so that it can be presented at the November 5, 2018 meeting. The motion carried.

2. **Joe E. Gamble** - Mr. Gamble was not present. After a review and discussion by the board, a motion was made by Dr. Weierbach, seconded by Mr. Davis, to approve Mr. Gamble for licensure by reciprocity. The motion carried.
3. **Wardale Birch** - Mr. Birch was present. After a board review and discussion, a motion was made by Ms. Wheeler, seconded by Dr. Weierbach, to approved Mr. Birch for licensure by reciprocity. The motion carried.
4. **Elizabeth L. Lescoe** - Ms. Lescoe was not present. After a board review, Dr. Janoyan made a motion, seconded by Dr. Weierbach, to approved Ms. Lescoe for licensure by reciprocity. The motion carried

C. NAB Applicant

There were no NAB applicants to present to the Board.

D. Other Applicant requests-

Stephen Burish - Mr. Burish was present. He is currently in the AIT program and he is requesting a change in preceptor from Tim Wrather to Gregory Bidwell. He will remain with NHC McMinville, until September, once he transfers to work with Mr. Bidwell, he will then transfer to one of Mr. Bidwell’s facilities.

After a discussion by the board, a motion was made by Dr. Weierbach, seconded by Ms. Bays, to approve Mr. Burish’s request for change in preceptor. The motion carried.

7. Ratification of Initial Determinations

A motion was made by Dr. Weierbach, seconded by Ms. Bays, to approve the ratification list of newly licensed, reinstatement, Preceptors, and Closed applications for the period 5/29/18 – 8/2/18 as follows:

Initial

Choate, Savannah
Crowell, Katherine Jennice
Donohue, Jaclyn Rose
McKenzie, Daniel Graham
Scott, Tammy
Sharp, Pauletta Rene
Thomson-Adams, Samantha

Reinstatements

Beaty, Jeffery Allen
O’Kelly, Tracy Anne

Preceptor Applicant

Hawkins, Cassidy J.

Closed Application

Windham, Todd Daval

The motion carried.

8. Administrator’s Report

Ms. Benitez reported that there are 799 active nursing home administrators as of August 2, 2018. She also provided an account of board licensure activities from May 29, 2018 through August 2, 2018 as follows:

- New Applications received-17
- New licenses issued-9
- Reinstatements issued-2
- Number of paper renewals-17
- Number of renewals online- 0
- Number of licensees who retired-3
- Failed to renew/Expired Applications-5

Ms. Benitez reported that due to a coding error when the online renewals went live on May 22, 2018, the system to calculate the percentages of online renewals are incorrect and not available at this time.

Travel

As January 1, 2018, the maximum hotel rate increased to \$170.00 per night. The mileage remains .47 cents per mile. The meals remain \$44.25 per day for overnight stay.

Board Composition

All Board positions are currently filled.

9. Other Board business

1. Ms. Linda Estes, Representative from TN Health Care Association was present and presented an enquiry regarding when preceptors who have successfully completed the preceptor course are to start acquiring their extra continuing education hours. In response, Ms. Tippens, board advisory attorney stated that licensed administrators who have successfully completed their preceptorship training are to start acquiring their continuing education after they have been approved by the board to be a preceptor. They are to complete the required 27 hours of continuing education every calendar year. She stated that completion of the preceptor course is worth 12 hours of continuing education.
2. Waiver Approval List from Health Care Facilities - the board reviewed the licensure waiver approval list presented by the Office of Healthcare Facilities as follows:

Little Creek Sanitarium
1811 Little Creek Lane
Knoxville, TN 37922
Daniel R. Goodge, Temporary Administrator
Approved through February 2019

Lauderdale Community Living Center
215 Lackey Lane
Ripley, TN 38063
Thomas Charles Isaak, Jr, Temporary Administrator
Approved thru February 2019

10. Correspondence.

- A. Lisa Kuhlman, Assistant professor at Southern Adventist University enquired about internship in long term care administration. She wanted to know whether students are able to complete the internship program offered by the University in two different states. Ms. Tippens acknowledged that the board rules are not very specific on where the internship must be completed. In his discussion, Dr. Janoyan stated that as long as the school is approved by the state, which means the school has met the board's requirements to provide that program, it is not the responsibility of the board to decide where the internship is done. He noted that many schools have multiple campuses and some might be located in different states. Dr. Janoyan's discussion was well received by the Board.

After further discussion by the board, Dr. Weierbach made a motion, seconded by Ms. Bays, to respond to the correspondence that the school has ownership of approving internship hours that meets the requirements of licensed Long Term Care facilities for their program. The motion carried.

11. Conferences and Meetings

A. NAB Mid-Year Meeting, Tucson, Arizona November 7-9, 2018

Dr. Janoyan made a motion, seconded by Dr. Weierbach, to approve up to three (3) people, including board members and an administrative staff, to attend the NAB conference. The motion carried.

B. THCA- Music City Center Nashville, TN August 15-17, 2018

Ms. Harper expressed her interest in attending this conference in her professional capacity.

12. Discuss and take action if needed, regarding rulemaking hearings, rule amendments, and policies

There were no rule changes, rulemaking hearings, or policies to discuss at this meeting.

13. Discuss and take action if needed, regarding legislation

There were no legislative actions to discuss.

14. Adjournment

There being no further business, a motion was made by Ms. Harper, and seconded by Dr. Weierbach, to adjourn the meeting at 11:43 A.M. The motion carried.

Juanita Honeycutt, NHA, Chair

Date

These minutes were ratified by the Board at the November 5, 2018 meeting