



## State of Tennessee Health Facilities Commission

Andrew Jackson Building  
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### Frequently Asked Questions: Consolidated Health Facilities Commission

#### **How will the new Commission change from the current CON Board or Licensure Board?**

Pursuant to [Public Chapter 466 of 2023](#), the Health Facilities Commission and the Board for Licensing Health Care Facilities have been consolidated effective July 1, 2024. Previously, the Board for Licensing Health Care Facilities handled all licensure matters, and the Health Facilities Commission handled all Certificate of Need (CON) matters. Now, both licensure and CON matters will be heard by the 15-member Commission.

#### **When does the Health Facilities Commission meet?**

The Health Facilities Commission meets monthly on the 4<sup>th</sup> week of each month.

Please check the website at: <https://www.tn.gov/hfc/hfc-calender.html> for further information regarding dates.

#### **Will all meetings take place at 665 Mainstream Drive, First Floor, Nashville, TN 37228?**

Meetings will take place in various locations. Please check the website for further information at: <https://www.tn.gov/hfc/hfc-calender.html>.

#### **What time will the Health Facilities Commission meetings start?**

Health Facilities Commission meetings will start at 9:00 a.m. CST.

#### **Will the Health Facilities Commission meetings be livestreamed?**

Health Facilities Commission meetings will no longer be livestreamed.

#### **Will the Health Facilities Commission record the meetings?**

All Health Facilities Commission meetings will be recorded, and a court reporter will also be on hand. Previous meeting recordings, transcripts, and minutes can be requested by reaching out to Alecia Craighead at [Alecia.L.Craighead@tn.gov](mailto:Alecia.L.Craighead@tn.gov).

#### **What is the deadline for licensed facilities or applicants for licensure who want to pursue an appearance before the Health Facilities Commission?**

All waiver requests must be received in the Health Facilities Commission Office at 665 Mainstream Drive, 2<sup>nd</sup> Floor, Nashville, TN 37228 by the 15<sup>th</sup> of each month. All waiver requests must explain in detail what type of waiver request, consent calendar request, etc., you are seeking for your facility (include any architectural drawing if necessary).

#### **Who and where do you send a licensure request?**

Address your request to: Mrs. Ann R. Reed, R.N., Deputy Director, Licensure & Regulation, Health Facilities Commission at 665 Mainstream Drive, 2<sup>nd</sup> Floor, Nashville, TN 37243. You may

send by email directly to Mrs. Ann R. Reed at [Ann.R.Reed@tn.gov](mailto:Ann.R.Reed@tn.gov) and cc: Mrs. Wanda E. Hines at [Wanda.E.Hines@tn.gov](mailto:Wanda.E.Hines@tn.gov).

**While attending the Health Facilities Commission meetings will documentation regarding a waiver request be projected on the screen as previously?**

Health Facilities Commission will no longer project the documentation on the screen for the audience to view. This is subject to change depending on the meeting location.

**For a licensure request, can any PowerPoint or presentation be submitted for the members of Health Facilities Commission to view?**

Any materials must be submitted with your waiver request for Health Facilities Commission Members to have access to view the PowerPoint on their laptop.

**How will the Health Facilities Commission conduct their meetings with the combined entities?**

The agenda will be composed with business of the Licensure and Regulation business conducted first and the Certificate of Need business will follow. There will be one agenda for all business for that day.

**Who is on the new board and when will their names be posted?**

The new board is in the final stages of development. The names of those on the board will be posted to the HFC website prior to the meeting.

**I need to plan for my client to attend the meeting. What is the order of meeting. Are CON items first or licensure items?**

Licensure agenda items will be first, followed by Certificate of Need items. Please refer to the meeting's agenda posted at this link: <https://www.tn.gov/content/tn/hfc/commission-meeting-information/monthly-meeting-information.html>

**Will CON staff summaries continue to be posted to the HFC website by the 15<sup>th</sup> of the month for projects to be heard at that month's meeting?**

Yes. CON staff summaries will continue to be posted by the 15<sup>th</sup> of each month on the HFC website.

**With the two boards consolidating, will the meetings now take two days?**

The consolidated board will streamline the CON and licensure business items into one convenient board meeting. In the rare case that board matters aren't completed within one day, a second meeting day will occur.

**Are applicant's CON PowerPoint presentations for the board meeting still required to be sent to HFC the Friday before the meeting?**

Yes. Both CON applicant and CON opposition presentations are still required to be emailed to Alecia Craighead at [Alecia.L.Craighead@tn.gov](mailto:Alecia.L.Craighead@tn.gov) by 4:30 pm the Friday before the HFC board meeting the following week.

**When will opposed project types be heard? Will they be heard at the beginning of the agenda, or at the end?**

The Commission's Chairperson will arrange the agenda that will best accommodate the order of business, attendees, and other factors. A final agenda will be posted within 7 days of the meeting that will list the order of the agenda.