



**Board of Nursing Home Administrators
Minutes
May 3, 2013**

Time: 9:00 a.m.

Location: **Department of Health**
Point Plaza East, Room 152-153
310 Israel Road SE
Tumwater, WA 98501

Board Members Present: Harry Aubert, NHA, Chair
Linda McKinney, RN, Vice Chair
Stacy Mesaros, NHA
Dan Murray, NHA
Nathan Fergus, PT
Donette Parry, PTA, Tumwater Site

Staff Present: Blake Maresh, Executive Director
Kendra Pitzler, Program Manager
Gail Yu, Assistant Attorney General

Open Session:

1. Opening – Harry Aubert, Chair – DISCUSSION/ACTION

- A. Call to Order – Mr. Aubert called the meeting to order at 9:00 a.m.
- B. Introductions – Board members and staff introduced themselves.
- C. Order of Agenda - No changes were made to the order of the agenda.
- D. Correspondence - The Board reviewed correspondence from Ms. Elizabeth Tidyman regarding the boards work. It was agreed that most of the answers to her questions were clear in law or were related to process. The Board requested Ms. Pitzler to draft a response to be reviewed by Gail Yu before it is sent.
- E. Announcements – There were no announcements at this time.
- F. Other- There were no other items brought to the Board’s attention at this time.

2. Consent Agenda—Harry Aubert, DISCUSSION/ACTION

Items listed under the consent agenda are considered to be routine agency matters and will be approved by a single motion of the Board without separate discussion. If separate discussion is desired, that item will be removed from the consent agenda and placed on the regular business agenda.

- A. Approval of May 3, 2013 agenda – The agenda was amended to correct the name of the chair in items 1 and 2. The agenda was approved as amended.
- B. Approval of February 1, 2013 minutes – The February 1, 2013 minutes were approved as written.

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- 3. Discussion of Items Removed from the Consent Agenda—DISCUSSION/ACTION.**
There were no items removed from the consent agenda.

- 4. Executive Director Report – Blake Maresh – DISCUSSION/ACTION.**
The board reviewed the current budget. Mr. Maresh noted that the budget is currently within allotment.

- 5. Program Manager Report – Kendra Pitzler – DISCUSSION/ACTION.**

Ms. Pitzler indicated that the rules moratorium is not longer in place. This means that the rules moratorium is not longer in place and that the board can now move forward with rules. She agreed to bring to the next meeting all board requests for rule changes from previous meetings.

Ms. Pitzler indicated that she is still waiting for some release forms and pictures from some board members so that she can finalize the newsletter.

Ms. Pitzler is currently working on letters to advertise and recruit for the open positions on the Board.

Mr. Aubert and Ms. Pitzler also reported on the spring conference call with the National Association of Long Term Care Administrator Boards (NAB.) Ms. Pitzler indicated that NAB is working on a new website that will have a link to the Washington Department of Health provider credential search. This site will also recognize a user with a mobile phone and will reformat the site to be easier to use when on the phone. NAB will eventually need the state's to add more information to the site.

Mr. Aubert reported on NABs work for a new examination, indicating that Nab is looking for commonalities across the spectrum of the nursing home administrator, assisted living administrator and the home care agency administrator.

- 6. Board/Commission Bylaws — Blake Maresh, Executive Director - DISCUSSION/ACTION.**

The board asked that an addition be made to the proposed bylaws. They indicated that there should be an item added for the election of officers to take place annually during the February meeting with the new chair taking charge at the May meeting.

- 7. 2011-2013 Business Plan – Harry Aubert, Chair – DISCUSSION/ACTION.**

The Board reviewed the current business plan and requested that Ms. Pitzler draft a new plan for the 2013-2015 biennium for review at the August meeting. The board asked that all items stay on the plan and that rules be added to it.

8. Signature Delegation – Kendra Pitzler – DISCUSSION/ACTION.

The board reviewed a proposed signature authority form for fiscal year 2014. The signature authority was approved as written.

9. Presentation on Process Relating to Application Denial – Gail Yu, AAG – DISCUSSION/ACTION.

Ms. Yu made a presentation regarding endorsement of the nursing home administrator credential. She explained that she was using the term “endorsement” as it applies to applicants who hold a license in another state and wish to use that license to meet Washington state requirements for licensure. Ms. Yu stated that the laws allows endorsement only if the requirements in the other states are substantially equivalent. The requirements do not have to be one hundred percent the same but should be very similar. However, the requirement for a baccalaureate degree must be met because that is a statutory requirement. The board reviewed the requirements of the other states a number of years ago and approved states that had requirements for licensure that are substantially equivalent to Washington. The board reviewed the requirements of the other states a number of years ago. A list of the states, indicating which have requirements that are substantially equivalent to Washington, is included in the application packet for licensure. The board may want to consider updating the list soon.

10. Secretary of Health, John Wiesman’s Introduction, Leadership Style, Expectations and Priorities and Workforce Development.

The board watched a series of video introductions made by Secretary John Weisman. These videos explain his leadership style, expectations, priorities and workforce development views. Board members found this very informative and are looking forward to working with Mr. Wiesman.

11. 2014 meeting Dates – DISCUSSION/ACTION.

The Board agreed upon the following meeting dates for 2014:

February 7, 2014

May 2, 2014

August 1, 2014

November 7, 2014

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Ms. Pitzler will be working to replace board positions that are currently not filled, as well as those that will expire soon. The position in the Governor's Office that works with filling these positions was vacant but a new person has been now been hired.

12. Adjournment

The meeting was adjourned at 11:37 a.m.