



**Board of Nursing Home Administrators  
Minutes  
May 1, 2015**

**Time:** 9:00 a.m.

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

**Board Members Present:** Harry Aubert, NHA, Chair,  
Buffy Howard, NHA, Vice-Chair  
Keith Fauerso, NHA, - Telephonic  
Donette Parry, PTA  
Carl Christensen, RN, PHD,  
Diana Miller, Public Member

**Staff Present:** Blake Maresh, Executive Director,  
Kendra Pitzler, Program Manager,  
Cece Zenker, Program Support,  
Joann Miller, Credentialing  
Gail Yu, Assistant Attorney General

**Not Present:** Linda McKinney, RN,  
Marlita Basada, RN,  
Ann Zell, NHA

**Guests Present:**  
Heather Jeffers, Nursing Home Administrator

**Open Session:**

- 1. Opening – Harry Aubert, Chair – DISCUSSION/ACTION**
  - A. Call to Order – Mr. Aubert called the meeting to order at 9:04 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 –
    - Eastern Washington University. The board put this item on the consent agenda.
  - E. Announcements – There were no announcements at this time.

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F. Other – There were no other items discussed at this time.

### **2. Consent Agenda—Harry Aubert, DISCUSSION/ACTION**

The following item was removed from the consent agenda for discussion. All other items were approved.

A. Correspondence – Eastern Washington University.

### **3. Discussion of Items Removed from the Consent Agenda—DISCUSSION/ACTION.**

Eastern Washington University (EWU) is reviewing the requirements National Association of Long Term Care Administrator Boards (NAB) approval of a long-term care program. They have asked the board to identify current administrators wanting to be involved in an advisory committee for review of curriculum post program. They have also asked if there is a way to identify Washington and regional AIT possibilities.

The board indicated that the board's listserv can be used to reach out to NHA's interested in becoming involved with the EWU advisory committee. There may also be a way to use administrator e-mail addresses maintained by the Department of Health, although not all administrators have provided an e-mail address to DOH. In addition, board members suggest that EWU contact NAB for assistance.

The board does not have information about AIT possibilities. Board members suggested that EWU may want to contact the Washington Health Care Association, LeadingAge Washington and may also want to contact Idaho professional associations because Idaho is so close to the EWU campus.

Mr. Aubert made a motion to write a letter to Eastern Washington University advising them that the Board can send a request to the list-serve and administrators and to extend an invitation to the boards August 2015 Meeting. Mr. Christensen seconded the motion and it passed unanimously.

### **4. Licensing Issues – Joanne Miller and Kendra Pitzler – DISCUSSION/ACTION.** Ms. Miller updated the board regarding the progress of board applications. Ms. Pitzler presented to the board proposed changes to the application and web-site. These proposed changes are at the Board's request and designed to give applicants a better understanding of the licensing process. Ms. Pitzler also updated the board regarding application statistics.

### **5. Disciplinary Issues – Kendra Pitzler – DISCUSSION/ACTION.**

The board discussed two issues that affect the disciplinary process. Both issues involve communication with the Department of Social and Health Services (DSHS) relating to complaints or potential complaints.

The first issue relates to a policy recently implemented by the Department of Health (DOH.) DOH previously forwarded complaints to the DSHS when the board's case management panel closed a complaint with a recommendation that the complaint be forwarded to DSHS because it is within DSHS' jurisdiction. However, due to issues with complainant privacy, DOH now sends a letter to the complainant explaining that he or she can send the complaint to DSHS. DOH no longer forwards the complaint directly to DSHS. Board members feel that this is not helpful to the complainant. They would like the complaint forwarded directly to DSHS. The Health Systems Quality Assurance

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(HSQA) division's Enforcement Steering Committee is scheduled to review the policy to determine if they can find other ways to deal with the privacy issue and still forward the complaints directly to DSHS.

**ACTION:** Mr. Christensen made a motion to approve the following for presentation to the Enforcement Steering Committee: "In the interest of providing good customer service and protecting public safety, the Board of Nursing Home Administrators views it as vital for complaints to be shared between the Department of Health and the Department of Social and Health Services." Ms. Parry seconded the motion and it passed unanimously.

The second issue discussed relates to receipt of survey summary reports from the Department of Social and Health Services (DSHS.) Ms. Pitzler indicated that, in the past, the board received quite a few of these reports to review during case management. However, in the past couple of years, the board has not received very many. DSHS is divided into regional section and the regional offices have been responsible for forwarding the report. It is likely that staff changes in those offices are the reason the board is not receiving many reports.

Ms. Pitzler indicated that she has done some research on receiving the reports. If the board wants all reports, she would need to speak with each regional office. However, if the board wants only reports where there is action against the facility, she can ask the "Headquarters" office to send the reports.

**ACTION:** The board indicated that Ms. Pitzler should ask headquarters to send the board any reports that indicate a failure by the administrator. This would be noted by an F-tag on the administrator (F-490.) Board members noted that this tag isn't normally used unless there are serious allegations that result in action against the facility.

### **6. Executive Director Report – Blake Maresh – DISCUSSION/ACTION.**

Mr. Maresh provided an update on department issues, including nursing home administrator credential and discipline statistics, board budget and legislation.

### **7. Update on Rules – Kendra Pitzler – DISCUSSION/ACTION.**

Ms. Pitzler updated the Board regarding the progress of the rules. Rules workshops will take place the first two weeks of May and will include both a video conference and webinar. Ms. Pitzler will send changes to stakeholders and ask for comments. A revised copy will be presented at the board's next meeting.

### **8. Update from Preceptor Training/AIT Sub-Committee – Ann Zell, Carl Christensen, Keith Fauerso and Linda McKinney - DISCUSSION/ACTION.**

Members of the Preceptor Training sub-committee presented to the full board, indicating that they would like to focus on the AIT process before looking at the preceptor training. The sub-committee felt that any changes in the process need to be in place before they can look further at the training.

The Board made a decision to change the name of the preceptor training sub-committee to the AIT sub-committee and agreed that the sub-committee should continue to review

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the full AIT process. The sub-committee will update the board on their progress at the next board meeting.

9. **9. Public Disclosure relating to E-mails – Gail Yu, AAG.**  
Gail Yu made a presentation relating to the public disclosure act, including issues relating to board member e-mails.
10. **10. Continuity of Care Discussion – Harry Aubert – DISCUSSION/ACTION**  
The Board discussed continuity of care in the home setting, assisted living facilities and skilled facilities. Specifically, the board is looking at steps they can take to assure they are ready for future developments in this area. Board members participated in a workshop where they began looking at what is known, identifying what they don't know and identifying potential stakeholders within the continuum. The board will continue this process at their next meeting so that they can identify what their next steps are, including time-lines and budget impacts.
11. **11. Adjournment**  
The meeting was adjourned at 1:30 p.m.