



**Board of Nursing Home Administrators
Minutes
May 6, 2016**

Time: 9:06 a.m.

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

Board Members Present: Diana Miller, Public Member,
Linda McKinney, RN,
Marlita Basada, RN,
Donette Parry, PTA,
Carl Christensen, RN, PHD,
Buffy Howard, NHA, Vice-Chair,

Staff Present: Blake Maresh, Executive Director,
Kendra Pitzler, Program Manager,
Cece Zenker, Program Support,
Joanne Miller, Credentialing,
Gail Yu, Assistant Attorney General,
Dan Renfroe, Project Manager
Debbie Puryear-Tainer

Not Present: Harry Aubert, NHA, Chair,
Keith Fauerso, NHA,
Ann Zell, NHA

Open Session:

1. **Opening – Linda McKinney, Acting Chair – DISCUSSION/ACTION -**
 - A. Call to Order – Ms. McKinney called the meeting to order at 9:06 a.m.
 - B. Introductions – Board members, staff and guests introduced themselves.
 - C. Order of Agenda - No changes were made to the order of the agenda.
 - D. Correspondence – No correspondence was introduced at this time.
 - E. Announcements – There were no announcements at this time.
 - F. Other – Appreciation Clocks were presented to Ms. McKinney and Ms. Parry for serving on the board. Both terms will expire soon.

2. **Consent Agenda—Linda McKinney, Acting Chair, DISCUSSION/ACTION -**
Items listed under the consent agenda were approved by a single motion of board.
 - A. *Approval of May 6, 2016 agenda. - A motion was made to approve the May 6, 2016 agenda. The motion was seconded and passed unanimously.*
 - B. *Approval of February 5, 2016 minutes – A motion was made to amend item #7 approve as amended. The motion was seconded and passed unanimously.*
3. **Discussion of Items Removed from the Consent Agenda - DISCUSSION/ACTION-**
No items were removed from the consent agenda.
4. **Presentation Regarding On-line Licensing Project and Demographic Data Project – Daniel Renfroe, Project Manager– DISCUSSION -**
Mr. Renfroe shared an informational power point presentation with the board. The presentation shared timelines and information related to project to collect information through surveys attached to on-line health professional renewals. Some professions are already participating but there is no current plan to include nursing home administrators at this time. Board members asked questions relating to the survey. Members believe the survey could be a useful tool for the board to collect information and would like to look at this project again at a future date.
5. **Rules Update – Kendra Pitzler – DISCUSSION -**
Ms. Pitzler updated the board regarding the current rules in process. Everything is set for the June 17, 2016 hearing.
6. **Licensing Update – Joanne Miller - DISCUSSION -** *Ms. Miller introduced Shamim Bachelani. The credentialing unit has been reorganized. Ms. Miller is being assigned to other programs and Ms. Bachelani is being assigned to nursing home administrators in her place. However, the change will not take place for a while.*

Ms. Miller presented statistics relating to issuance of nursing home administrator licenses. She also talked about a revision in the letters sent when an administrator-in-training program is approved. The board has requested that site visits be performed before the end of the program. However, rules do not require final documents be submitted until the last day of the program. The initial letter has been revised to request administrator- in-training participants to send documents earlier, if possible, so that the site visit can be scheduled and the reviewing board member would have access to the final documents. Ms. Miller states that credentialing staff are now giving Ms. Pitzler notification when a program will be ending in 45 days so that staff can begin the process of setting up the site visit. Prior to this, Ms. Pitzler was given notification if the program would be ending in 30 days.

The board also talked about having a preceptor list. At this time, there is no preceptor list. The board talked about asking preceptors if they would like to be placed on a list. This may be something that could be put on a survey if nursing home administrators participate in the renewal surveys in the future.

7. Board Attendance and Presentation at Association Meetings – Kendra Pitzler – DISCUSSION

Ms. Pitzler updated the board regarding the ability to speak at a conference for the Washington Health Care Association (WHCA) and LeadingAge Washington. In February, the board discussed submitting documentation for a presentation at this year's meetings but had already missed the deadlines for both WHCA and LeadingAge. Brenda Orffer from WHCA stated that they could include the Department in September at the fall conference or in February at the Winter Conference. She explained that the winter conference is held in Olympia and is focused on the regulatory and governmental facets of healthcare. There were over 200 people in attendance at the 2016 winter meeting.

Board members stated that they would like to work to present at the February WHCA meeting and may want to present at other WHCA meeting in future years. They will also work to submit a presentation for LeadingAge Washington's 2017 annual convention.

8. Executive Director Report – Blake Maresh – DISCUSSION - Mr. Maresh indicates that he has spoken with members of the Washington Health Care Association. WHCA is interested in the board's continuity of care discussion and NAB's health services executive model. Robin Dale, Present and CEO of the Washington Health Care Association would like to meet with the board's continuity of care sub-committee. Board members would like to discuss this issue with Mr. Dale at a full board meeting instead of a sub-committee meeting. They asked Ms. Pitzler to communicate this.

Mr. Maresh also talked about the board's budget. At this time, it appears that the amount being spent is more than the amount of revenue being received. This appears to be due to expenditures for investigation and legal costs.

9. Program Manager Report – Kendra Pitzler - DISCUSSION/ACTION -

Ms. Pitzler provided an update on board member recruitment, indicating that there were not enough applications originally received for the health care professional/educator positions. After sending a second notice, more applications were received. Staff is now proceeding with the next step of the appointment process.

Ms. Pitzler indicated that the current joint operating agreement between the board and the Department of Health was sent to board member approximately a week before the board meeting. She stated that the board needs to review it because it has been a while since the board has done so. Board members indicated that they did not have a chance to thoroughly review this document and asked that it be placed on the August agenda.

Ms. Pitzler updated board members regarding the NAB conference call in March, stating that the health services executive, the NAB administrator-in-training pilot and the NAB preceptor training would be further discussed at the June annual meeting. Other upcoming meetings are the Board Leadership meeting on July 21st. Annie Zell has agreed to attend this on behalf of the board. In addition the Council on Licensure, Enforcement and Regulation, along with the Citizen Advocacy Center will meet in Portland in September. Since there may be several members from different boards, along with department of staff, who wish to go to these meetings, the Health Professions and Facilities director will decide who is approved to attend these meetings.

Ms. Pitzler also indicated that the Ethics and Boundaries Assessment Services, LLC give an in-depth presentation about their program to the Dental Commission on June 2, 2016. Linda McKinney had originally agreed to attend a shorter presentation they gave to the

Dental Commission but was unable to attend. Carl Christensen will attend the presentation on June 2 so that he can report back to the board regarding this program.

10. Disciplinary Processes.

A. Site Visits – Carl Christensen – DISCUSSION -

Mr. Christensen talked to the board about his experience performing site visits and the feedback he has received from the AIT and preceptor. He stated that he would like to have the board review these comments to determine if there are improvements to the process that the board can make. A motion was made to have the AIT sub-committee review recommendations from AIT and preceptors. The motion was seconded and passed unanimously.

B. Memorandum of Understanding to send initial complaints to the Department of Social and Health Services – Kendra Pitzler – DISCUSSION/ACTION -

The board frequently receives complaints that relate to nursing home licensure. Currently, the board is not able to refer these complaints to the Department of Social and Health Services (DSHS). Ms. Pitzler informed the board that a memorandum of understanding (MOU) currently in place that was signed last July that allows exchange of this information but there are some items that need to be amended. In addition, Department staff is working with DSHS staff to implement the exchange of information. Board members felt that the portion of the MOU that allows for this exchange of information can be implemented before the amendments are finalized and that this is delaying action.

There was a motion to draft a letter to the Secretary of Health regarding this delay and, upon receiving an update at the June 17, 2016 special meeting, determine whether to forward the letter to the Secretary. The motion was seconded and passed unanimously.

11. Continuum of Care Sub-committee – Marlita Basada – DISCUSSION -

The continuum of care sub-committee was created at the last board meeting to review documents relating to the continuum of care, including home care, assisted living facilities and nursing homes and their administrators and make recommendations to the full board relating to matters the board may want to pursue. Ms. Basada updated the board regarding the committee's progress stating that the committee has only met once. The committee is reviewing documents and information relating to assisted living facilities (ALF) and the ALF administrators. The next sub-committee meeting will take place in the middle part of May.

12. Board Newsletter – Kendra Pitzler – DISCUSSION/ACTION -

Ms. Pitzler discussed with the board renewing an effort to publish a newsletter. The board agreed that they would like to have a newsletter. Ms. Pitzler will work on updating information already proposed for a newsletter and bring this back to the board.

13. Adjournment -

The meeting was adjourned at 12:31 p.m.