Board of Nursing Home Administrators
Minutes
May 5, 2017

Time: 9:00 a.m.

Location: Department of Health
River View Corporate Center, Suite 1500, Room 118
16201 East Indiana Avenue
Spokane Valley, WA  99216

Department of Health (video connection)
1610 NE 150th Street, Room S2
Shoreline, WA  98155-9701

Department of Health
Town Center 2
111 Israel Rd SE
Tumwater, WA 98501

Board Members Present: Harry Aubert, Chair
Keith Fauerso, Vice Chair
Diana Miller, Public Member,
Marlita Basada, RN
Annie Zell, NHA
Catherine Van Son, Ph.D., RN
Carl Christensen, Ph.D., RN (Shoreline)
Angela Cerna, NHA (Shoreline)

Not Present: Mary Kangas, RN

Staff Present: Blake Maresh, Executive Director (Tumwater)
Kendra Pitzler, Program Manager
Brandon Williams, Program Associate (Tumwater)
Heather Carter, Assistant Attorney General (Shoreline)

Others Present: Laura Hoffman, LeadingAge (Shoreline)

Open Session:

1. Opening – Harry Aubert, Chair – DISCUSSION/ACTION -
   A. Call to Order – Mr. Aubert called the meeting to order at 9:15 a.m.
   B. Introductions – Board members, staff and guests introduced themselves.
C. Order of Agenda – Motion was made, seconded and approved by majority to amend the agenda by adding between items 9 and 10, “Complaints Against nursing home administrator licensees working in other settings” This discussion is to take place if time allows before the Eastern Washington update. The discussion will be deferred if time does not allow.”

D. Correspondence – No correspondence was introduced at this time.

E. Announcements – There were no announcements at this time.

F. Other – No other issues were presented at this time.

2. Consent Agenda—Harry Aubert, Chair, DISCUSSION/ACTION - Items listed under the consent agenda were approved by a single motion of board.

A. Approval of May 5, 2017 agenda – The May 5, 2017 agenda, as amended, was approved unanimously.

B. Approval of February 3, 2017 minutes – A motion was made to accept the February 3, 2017. 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. Credentialing/New Administrators

A. Statistics/Updates

Ms. Pitzler presented statistics showing how many individuals were credentialed between January 1, 2017 and March 31, 2017. Non-Routine credentials were explained as those where an exception to the requirements might have been requested. Credentials in the Exceptions column could be those where a background check came back positive. Exceptions are reviewed at the bi-weekly meetings. Average Days to Issue are counted from the day that the last completed required document is received to the day the credential is issued.

- There were a total of eleven Nursing Home Administrators and nine Administrators in Training.
- Of the Administrators, two were non-routine and two were exceptions.
- There were three Non-Routine Administrator in Training credentials.
- Average days for Administrators were about six days, and about four days for Administrators in Training.

B. New Nursing Home Administrator Training

Ms. Pitzler reported that emails were sent informing 125 licensees of their need to take the Nursing Home Administrator Training class within a year. Letters were sent to those whose email delivery failed. Response resulted in full attendance in the DSHS April class. The class was very well received. Two additional sets of classes are being offered on August 15 and 16, and December 13 and 14, 2017. Ms. Pitzler reported that she and Mr. Maresh met with Brenda Orffer of WA Health Care Association (WHCA) who shared interest in providing an online version of the class to accommodate those who are
unable to attend on location. Discussion ensued on the pros and cons of an online class. Currently the on location class is offered by DSHS three times a year; and because of the extra demand they are offering additional trainings in August and December. It was agreed that Mr. Fauerso would present at the August training, and Ms. Basada would present at the December training. The Board expressed a desire to see an interactive element incorporated into online training options. Ms. Pitzler will take the board’s suggestions back to WHCA and to Laura Hoffman of LeadingAge.

C. AIT Sub-Committee

Members of the AIT sub-committee updated the full board regarding the sub-committee’s activities. They indicated that the committee talked about potential requirements for AITs to keep track of their hours. Committee members did not feel that this was necessary. After discussion by the full board, it was determined that tracking of hours could be helpful to board members who review files of AITs who ask for a change to their program. Some of these changes include a request to approve a new preceptor and/or a new facility. When an AIT is making this type of a change, it is helpful to know how many hours they have completed and what the new plan is with the incoming preceptor. The board asked that the sub-committee take another look at this issue at their next meeting.

Other issues discussed were the updates for the nursing home administrator web-site specific to new applicants, the NAB website for AIT and preceptor training, as well as feedback the board receives from AITs and their preceptors.

5. Legislative Issues

A. Legislative Purpose Statement

Ms. Pitzler reported that Mr. Aubert, Mr. Maresh and Ms. Pitzler met with Robin Dale and Lauri St. Ours of the Washington Health Care Association (WHCA) as well as Laura Hoffman and Deb Murphy of LeadingAge to discuss the board’s legislative purpose statement. Both WHCA and LeadingAge representatives were supportive of the statement. She reported that on March 27, 2017 Mr. Maresh was asked to submit legislative proposal ideas that day. He shared the board’s desire to expand the size of the board and to change some of the eligibility requirements.

Mr. Maresh shared that the 2018 will be a short legislative session that will consider very few proposals, and because of that, the Health Systems Quality Assurance Division (HSQA) will not go forward with the proposal this coming legislative session. The board can present this for consideration again for the 2019 legislative session. It is also possible that other partner organizations could submit the proposal for 2018. Mr. Aubert suggested there be discussion with WHCA and LeadingAge about these proposals in an effort to educate them further about the benefits.

B. 2017 Legislative Session

Ms. Cerna commented that many of the legislative phone calls were canceled and that there was nothing new since her report at the February board meeting. It was noted that regular session of the legislature had ended on April 24 and that we are now in special session.
6. **Stakeholder Communication**

   **A. Board/Staff Presentations to Stakeholders**

   Ms. Pitzler reported that she, Mr. Aubert, and Staff Attorney Colleen Pe Benito presented at the WHCA Conference on February 23, 2017. The presentation was well received and stimulated good response and interest. Ms. Pitzler submitted a proposal for a presentation to the LeadingAge Conference on June 12-15, 2017 at Skamania Lodge, Stevenson, WA. Mr. Maresh, Mr. Fauerso, Ms. Zell and staff attorney Chris Gerard will present at that meeting.

   **B. Board Newsletter**

   Ms. Pitzler reported on the progress of the newsletter’s development. Brandon Williams has been working on format and website location. Gordon MacCracken of the HSQA Communications Unit has approved the contents as meeting required publication standards. The newsletter is getting closer to being in place and functional for ongoing editions.

   **C. Request to Update Nursing Home Administrators’ Frequently Asked Questions Page**

   Ms. Pitzler presented the request that came from a member of the Massage Professions Board. Mr. Maresh provided background information. Ms. Zell made a motion to defer the response to the Department of Health (DOH) because the request was made to multiple professions. The motion was seconded and with no further discussion was passed.

7. **Board Documents**

   **A. Board 2017-2019 Business Plan**

   The board walked through a previous board Business Plan identifying elements to keep and discussed items that should be removed or updated, and new items to be included in the 2017-2019 plan. Ms. Pitzler will develop the form, noting the deletions and additions in that plan, and present it as the 2017-2019 proposed business plan at the next board meeting in August.

   **B. Board/Commission Bylaws**

   Ms. Pitzler brought the bylaws, which were adopted a couple years ago, to the board for review. After discussion it was determined that Ms. Pitzler will work to incorporate the items of operating agreements, ethics, and board support that were discussed, and bring the document back to the August meeting along with language recommendations.

10. **Update from Eastern Washington University** (Counsel determined that moving this item up in agenda was not a concern.)
Mary Ann Keogh Hoss, PhD, CTRS, FACHE, FDRT, Program Director for Eastern Washington University’s (EWU) Health Services Administration Programs presented background information identifying that the new program launched in the fall of the current academic year, for incoming juniors. A NAB site visit was performed, the curriculum extensively reviewed, and Dr. Keogh will attend the NAB Annual Conference June 14 and 15, 2017 where the program is expected to be approved. She is connecting with sites around Washington State to ensure willingness to accept students beginning next spring. Ms. Pitzler confirmed that as long as the program is accredited by NAB, students are exempt from the AIT requirement. Dr. Keogh further clarified that students who have any type of bachelor’s degree, plus six online classes (22 credits) as well as a completed preceptorship will meet NAB requirements. This is a program path EWU is looking to make available to rural students.

8. Department of Health Policies and Reports

   A. Multi-Authority Complaint Response Process

   Mr. Maresh gave background and orientation on the Multi-Authority Response Process. It is a policy that proposes how, in a case where there is potentially disciplinary action or investigation that involves different types of licenses, the different authorities keep one another informed and how they might work together. It provides a clear roadmap for the multiple jurisdictions to protect the public in a unified way. It was determined that no action was needed on this item.

   B. Program Manager Report

   Ms. Pitzler noted that she will be attending the June NAB conference in Salt Lake City beginning with a meeting of program managers and executive directors where she plans to discuss with Idaho representative the idea of establishing consistent qualifications for administrators.

   She explained the inclusion in the meeting packet of agenda examples from Naturopathy and the Dental Commission is part of an effort to have congruency across boards and commissions in agenda format. This board’s future agendas will begin to be in line with these formats. It is also a move toward providing online access to board meeting packet materials. Online access may be available for the August meeting.

   Ms. Pitzler provided an update on the progress of the development and compilation of the Rules packet that is being assembled for the board. She and Mr. Williams will have more on this at the August meeting.

   An update on workforce surveys was given. Ms. Pitzler noted that other professions issue workforce surveys with their renewal notices. The other professions are monitoring the responses. It was identified that survey responses were subject to public disclosure. It is good for this board to see how other professions are developing their surveys before determining to issue its own.

   The Department of Social and Health Services (DSHS) Residential Care Services (RCS) unit is currently reviewing their rules for assisted living facilities. That rule requires caregiving training for assisted living facility administrators. Ms. Pitzler sought input
from the expertise of the board on the caregiving training requirements for assisted living directors that hold a nursing home administrator license. She will bring this information back to RCS for their consideration.

C. Executive Director Report

Mr. Maresh reported on an anticipated health professions fee increases to take effect in early 2018. The fee increase is subject to rule making that will likely happen this fall. He extended an apology since the timing and process of this is different from what was reported to the board in February. There was concern that a sudden significant increase in fees might result in the attrition of licensees, especially those of other states, and its impact on the profession. The board asked staff to talk with fiscal staff and request that the fee increase be split into two parts, raising the fees approximately half the amount in early 2018 and half the amount later on. The board also discussed how to inform licensees of this fee raise, indicating that this should come from the board.

A motion was made to appoint Ms. Zell to work with Mr. Maresh and Ms. Pitzler on drafting a letter to go to nursing home administrator licensees of Washington State appraising them of the coming fee increase. The letter is to be signed off by the board. The motion was seconded and passed with one vote against. It was determined that information on how the rule making process works and instruction on how and to whom to voice concern should be included in the letter so that constituents can be part of the process.

9. Meeting Dates for 2018

It was moved, seconded and unanimously approved to hold the 2018 meetings on the last Friday of the month in January, April, July, and October. The April meeting will be held in Spokane. The other meetings will be held in Tumwater.

It was decided to defer 9.A Complaints Against nursing home administrator licensees working in other settings to the August meeting.

11. Adjournment.

The board adjourned at 2:55 p.m.