



Board of Nursing Home Administrators Meeting Minutes

July 15, 2022

Virtual Meeting via Microsoft Teams

Committee members present:	Carl Christensen, RN, Ph.D., Chair Marlita Basada, RN Rosalie Romano, Ph.D., Public Member Matthew Macklin, NHA Paul Emmans, DO
Committee members absent:	Angela Cerna, NHA David Escobar, DO Jesse Shelton, NHA Ann Zell, NHA, Vice Chair
Staff members present:	James Chaney, Executive Director Kendra Pitzler, Program Manager Karen Gohlsen, Program Support Chris Wright, Assistant Attorney General Jeff Wise, Policy Analyst Anita Nath, Supervising Staff Attorney Molly McClintock, Nursing Home Policy Program Manager, DSHS
Guest presenters:	None

On July 15, 2022, the Board of Nursing Home Administrators met online via Microsoft Teams. Notice of the meeting was published on the Board of Nursing Home Administrators' profession [website](#) and was sent out through the GovDelivery listserv.

Open Session:

1. Opening of Public Meeting – Carl Christensen, Chair

1.1. Call to Order - The chair called the meeting to order at 9:19 a.m.

1.2. Meeting format: In-person vs. virtual and public comment

Ms. Pitzler briefed the board on the changes to the Open Public Meetings Act ([ESHB 1329](#)) and how that impacts board meetings. A decision from the board was requested regarding a section that was amended that gives the board the option to meet virtually as a safety precaution (provided the public has access) during a proclaimed state of emergency. *Motion to continue to meet virtually through January 2023 (to be decided at the January meeting) or until the state of emergency is lifted, seconded, vote 5-0.*

1.3. Introductions – Committee and agency staff members introduced themselves and their area of practice.

2. Public Comment - Carl Christensen, Chair

There were no comments from the public.

3. Consent Agenda – Carl Christensen, Chair

3.1. Removal of July 15, 2022 agenda from the consent agenda due to the addition of a new item to the agenda and a correction. To be discussed and voted on in item 4.

3.2. Approval of October 23, 2021 meeting minutes

Motion to approve the Consent Agenda as noted, seconded, vote 5-0.

4. Discussion of Items Removed from the Consent Agenda – Carl Christensen, Chair

An update from DSHS (#11) was requested to be added to the agenda. In addition, a correction was requested to swap out Luke Eaton with Chris Wright as the AAG for this meeting. In addition, Mr. Macklin will need to step out at some point and so all business that requires a vote will be tabled until Mr. Macklin returns to the meeting. *Motion to approve the agenda with the change to the order, seconded, vote 5-0.*

5. Rules Workshop – Kendra Pitzler, Program Manager

Ms. Pitzler asked the board and the public for ideas and comment to amend [Chapter 246-843 WAC](#). At a previous board meeting, the board voted to open the rules to amend the AIT training requirements and provide a framework for obtaining a retired active license. Ms. Pitzler will provide draft language for the board to review at the next meeting on October 21, 2022.

6. Nursing Home Administrator Program Statistics

6.1. Credentialing Statistics/Update - Kendra Pitzler, Program Manager

Ms. Pitzler briefed the board on the current credentialing statistics for the past six months. There are currently 394 active nursing home administrator licenses and 13 AIT approvals. In addition, there are 27 pending nursing home administrator applications and 12 pending AIT approvals.

6.2. Disciplinary Statistics - Kendra Pitzler, Program Manager

Ms. Pitzler presented the disciplinary statistics for the previous two months (April 1, 2022 - May 31, 2022). There were 18 cases reported: 10 were closed without any investigation and eight cases were opened for investigation. In addition, Ms. Pitzler presented the disciplinary statistics for the biennium to-date (July 1, 2021 - May 31, 2021) There were 81 cases reported: 52 were closed without any investigation and 29 cases were opened for investigation.

6.3. Budget Report & Discussion – Kendra Pitzler, Program Manager

Ms. Pitzler briefed the board on the program budget for the period of July 1, 2019 to March 31, 2022. The current fund balance is \$(194,771), a decrease from the beginning balance of \$(357,508), due in part to the fee increase that became effective in 2021.

7. Subcommittee Reports – Rosalie Romano, Vice Chair & Carl Christensen, Chair

7.1. AIT Subcommittee Update - Rosalie Romano, Carl Christensen, and Annie Zell

In an effort to improve the process for the administrator in training program, the subcommittee sought approval from the board for the following:

- Modification of the AIT research project proposal template to provide more detail as to what the candidate needs to provide. *Motion to approve, seconded, vote 5-0.*
- Creation of a licensure checklist for Eastern Washington University students to provide awareness of requirements for students who have attended a NAB approved program. *Motion to approve, seconded, vote 5-0.*
- Scheduling quarterly meetings for AITs to ask questions and share concerns. *Motion to approve, seconded, vote 5-0.*
- Creation of a standard template for preceptor letters. *Motion to approve, seconded, vote 5-0.*

7.2. Vendor Booth Subcommittee - Carl Christensen, Annie Zell, and Marlita Basada

The subcommittee provided an update regarding renting booths for association meetings as a means of providing outreach.

8. Program Manager Report – Kendra Pitzler, Program Manager

ESSB 5229 – Ms. Pitzler provided an update on the implementation of [ESSB 5229](#), which directs the Department of Health to create required minimum standards for continuing

education concerning health equity. The board will need to open [Chapter 246-843 WAC](#) once the department files the CR- 102 (*Proposed Rulemaking*) document with the Office of the Code Reviser. It is anticipated that the filing will happen prior to the next meeting in October.

Attendance at new administrator training - Ms. Pitzler provided an update regarding efforts to increase compliance with taking the required training for new administrators.

Board member attendance - Ms. Pitzler expressed concern regarding the recent difficulties staffing case management calls and asked for ideas to ensure the board is consistently attending these meetings.

Old CE audit files - Ms. Pitzler asked the board to authorize the archiving of nine CE audits that never happened due to COVID. *Motion to approve, seconded, vote 5-0.*

9. Executive Director Report - James Chaney, Executive Director

New leadership at DOH - Mr. Chaney informed the board Sasha De Leon is the new assistant secretary for the Health Systems Quality Assurance division and Shawna Fox is the new director of the Office of Health Professions.

Office of Investigative and Legal Services staffing issues – Anita Nath, Supervising Staff Attorney for the board briefed the board on measures the office is taking to mitigate some of the backlog they are experiencing due to a staffing shortage, including the board’s role in streamlining the disciplinary process.

10. NAB 2022 Meetings - Kendra Pitzler, Program Manager

2022 annual meeting recap - Ms. Pitzler briefed the board on the main takeaways from the annual meeting that was held in Chicago, Illinois, June 8-10, 2022.

NAB delegate appointment – Ms. Pitzler asked the board if they would like her to continue to serve as the delegate at NAB meetings for the next two years. *Motion to approve, seconded, vote 5-0.*

NAB Mid-Year Meeting – Ms. Romano and Mr. Chaney volunteered to attend the meeting that will be held November 2-4, 2022 in Indian Wells, California. *Motion to approve, seconded, vote 5-0.*

11. DSHS Update

Ms. McClintock provided an update to the board regarding DSHS rules for nursing homes that are temporarily without a licensed administrator. Specifically, it has been discovered that [WAC 388-97-1620](#) does not align nursing home administrator laws and rules. The board has agreed the best course of action is for attorneys for DOH and DSHS to review and come back to the board with recommendations.

12. Meeting Adjourned at 12:52 p.m.

Submitted by:

Kendra Pitzler, Program Manager
Board of Nursing Home Administrators

Approved by:

Carl Christensen, Chair
Board of Nursing Home Administrators

On file

SIGNATURE

DATE

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DATE