Board of Nursing Home Administrators
Meeting Notice
November 3, 2017

Time: 9:00 a.m.

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

(A link for directions to the facility is at the bottom of this agenda)

Contact Person: Kendra Pitzler, Program Manager
(360) 236-4723

Board Members:
Harry Aubert, NHA, Chair
Keith Fauerso, NHA, Vice Chair (Acting Chair for Meeting)
Carl Christensen, Ph.D., RN
Marlita Basada, RN
Ann Zell, NHA
Diana Miller, Public Member
Angela Cerna, NHA
Catherine Van Son, Ph.D., RN ANEF
Mary Kangas, RN

Assistant Attorney General: Gail Yu, Assistant Attorney General

Staff: Blake Maresh, Executive Director
Kendra Pitzler, Program Manager
Brandon Williams, Program Associate
Davis Hylkema, Secretary Senior

Open Session:

1. Opening – Keith Fauerso, Acting Chair – DISCUSSION/ACTION
   A. Call to Order
   B. Introductions
   C. Order of Agenda
   D. Correspondence
   E. Announcements
   F. Other
2. **Consent Agenda—Keith Fauerso, Acting Chair, 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 November 3, 2017 agenda.
   B. Approval of August 4, 2017 minutes.

3. **Discussion of Items Removed from the Consent Agenda—DISCUSSION/ACTION.**
   The Board will discuss items removed from the Consent agenda.

4. **Nursing Home Administrator Program Statistics**
   
   A. **Credentialing Statistics/Updates – Shamim Bachelani - DISCUSSION/ACTION.** The Board will review data relating to issuance of nursing home administrator licenses.
   
   B. **Disciplinary Statistics – Kendra Pitzler – DISCUSSION/ACTION.** The board will review data relating to complaint investigation and discipline.

5. **Nursing Home Administrator Rules Project – Brandon Williams, Program Associate – DISCUSSION/ACTION**
   The board has opened rules to add an additional route for licensure for administrators who obtain the national Association of Long-term Care Administrators Board’s Health Services Executive classification. The board is also reviewing the rules to determine if other changes should be made. The board will review the current draft for changes that is based on September rules workshops and other input.

6. **New Administrator Training – Kendra Pitzler – DISCUSSION/ACTION.**
   All new nursing home administrators are required to take training within six months of licensure. After a reorganization within the Department of Health in 2008, it is unclear how many of the new administrators took this class as required. The board has requested staff to determine which licensees have not taken this class and give them a time-frame in which to complete it. Ms. Pitzler will update the board.

7. **Board Documents.**
   
   
   B. **Board/Commission Bylaws – Keith Fauerso, Acting Chair– DISCUSSION/ACTION.** The Board will review the Bylaws as revised by the Board in August, 2017.

8. **Newsletter – Kendra Pitzler, Program Manager – DISCUSSION/ACTION.**
   The board’s first newsletter is now on-line. The board will discuss ideas for future newsletters and whether there should be a sub-committee assigned to assist with ideas and coordination.
9. **AIT Sub-Committee – Annie Zell, Carl Christensen and Keith Fauerso, DISCUSSION/ACTION.** The AIT sub-committee discusses issues relating to the AIT program and reviews comments by Washington AITs and preceptors. The sub-committee will update the Board on activities since the last board meeting.

10. **Board Speaking Engagements – Keith Fauerso, Acting Chair – DISCUSSION/ACTION.**
    
    In 2017, board members and staff spoke at conferences for Washington Health Care Association and LeadingAge Washington. Board members have expressed an interest in continuing to speak to members of the associations, either through formal presentations or in the vendor venue. The Board will discuss pursuing this further.

11. **Program Manager Report – Kendra Pitzler, Program Manager - DISCUSSION/ACTION.** Ms. Pitzler will provide an update on board projects and department of health issues. This will include an update on the budget and updates on other issues that may relate to nursing home administrators.

12. **Adjournment**

If you need general information about this meeting, please call the program at (360) 236-4723. Items on the agenda may be taken out of order. If you wish to attend the meeting for a single item, you may contact Kendra Pitzler at the number listed above and request that a specific time be scheduled for that item.

This meeting is accessible to persons with disabilities. Special aids and services can be made available upon advance request. Advance request for special aids and services must be made no later than October 27, 2017. If you need assistance with special needs and services, you may leave a message with that request at 1-800-525-0127 or, if calling from outside Washington State, call (360) 236-4052. TDD may also be accessed by calling the TDD relay service at 1-800-833-6388. If you need assistance due to a speech disability, Speech to Speech provides human voices for people with difficulty being understood. The Washington State Speech to Speech toll free access number is 1-877-833-6341. Smoking is prohibited at this meeting.

**Link for directions to the meeting:**

**Tumwater Point Plaza East:**

[http://www.doh.wa.gov/AboutUs/BusinessHoursandLocations/TumwaterPointPlazaEast](http://www.doh.wa.gov/AboutUs/BusinessHoursandLocations/TumwaterPointPlazaEast)