Time: 9:00 a.m.

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

Board Members Present: Keith Fauerso, Chair
Carl Christensen, Ph.D., RN
Mary Kangas, RN
Angela Cerna, NHA
Catherine Van Son, Ph.D., RN
Diana Miller, Public Member

Staff Present: Blake Maresh, Executive Director
Kendra Pitzler, Program Manager
Brandon Williams, Program Associate
Davis Hylkema, Program Support
Gail Yu, Assistant Attorney General
Sara Kirschenman, Supervising Staff Attorney

Open Session:

1. Opening – Annie Zell, Vice Chair – DISCUSSION/ACTION -
   A. Call to Order – Mr. Fauerso, Chair, called the meeting to order at 9:00 a.m.
   B. Introductions – Board members, staff and guests introduced themselves.
   C. Order of Agenda – No changes to the agenda were requested.
   D. Correspondence – No correspondence was introduced.
   E. Announcements – No announcements were made.
   F. Other – No other issues were presented.

2. Consent Agenda— Annie Zell, Vice Chair, DISCUSSION/ACTION -
   A. Approval of July 27, 2018 agenda – The July 27, 2018 agenda was approved unanimously.
   B. Approval of April 27, 2018 minutes – The April 27, 2018 minutes were approved as presented.

3. Discussion of Items Removed from the Consent Agenda - DISCUSSION/ACTION
   No items were removed from the consent agenda.
4. Nursing Home Administrator Program Statistics

A. Credentialing Statistics/Updates – INFORMATION/DISCUSSION.
Ms. Pitzler presented data relating to issuance of nursing home administrator licenses. The number of active Nursing Home Administrator licenses of 441 has remained static over the past few years with increases and decreases being about equal. The count of pending licenses is currently 35 NHAs and nine AITs. Twenty three applications have been received and 50 credentials have expired for NHAs and AITs combined from January through June 2018. An increase in the percentage of younger licensees was noted.

B. Disciplinary Statistics – Kendra Pitzler – INFORMATION/DISCUSSION
From April 16, 2017 through July 17, 2018, of the 46 reports reviewed by the board, 21 had been opened for investigation and 25 were closed without investigation. Ms. Pitzler’s report included reasons for closure, case review, and legal review figures. Less than two percent of cases lead to disciplinary action.

5. Program Reports – INFORMATION/DISCUSSION
A. Program Manager Report – Kendra Pitzler
- Online License Application - As of June 18, 2018, NHA licensure applications can be done online. Applicants must establish a Secure Access Washington (SAW) account to apply online.
- Senate Bill 2750 establishing a workgroup to recommend quality metrics for Assisted Living Facilities – DSHS informed Ms. Pitzler that meetings of the workgroup have not yet been scheduled.
- Reappointments to the board – Angela Cerna and Carl Christensen were reappointed on June 5, 2018. Marlita Basada was reappointed on June 25, 2018.
- Update on board member recruitment – Two individuals have applied to date. Three are desired. An additional recruitment notice was issued at the end of June with a July 31 application deadline.
- Saturday Hearing Panels – A letter received from the DOH data clerk asked the board’s opinion on holding Saturday hearings. The board concluded that weekday hearings are preferred.

B. Executive Director Report – Blake Maresh
- Drug Take-back Program – The statewide drug take-back program requires drug companies to set up or arrange with a business that provides drug take-back services. The program should be in place by next summer. Receptacles may be at pharmacies, fire stations, police stations, and a variety of other locations. Nursing home staff need to know about this coming program. Program and contact information can be found on the DOH website.
- ESHB 1427 Opioid Prescribing and Monitoring – The goal of the ESHB1427 task force is to establish consistent rules across opioid prescribing professions, and to have them effective by the fall of this year. The project is on track to meet this goal.

6. Board Budget and Fees – Kendra Pitzler, Program Manager – DISCUSSION/ACTION.
Ms. Pitzler presented the 2019 Biennium-to-Date Jul 01, 2017 through June 30, 2018 budget report. To date, expenses exceed revenue though not to a concerning amount. This may reverse after the revenue from recent fee increase begins to show in the reports. Ms. Pitzler shared an historical report pointing out annual trends by months.
Background was given on the processes of setting licensure fees. HSQA is currently making changes to better integrate the budget and fee setting process.

7. **Survey Reports Received from the Department of Social and Health Services (DSHS) – Kendra Pitzler, Program Manager – DISCUSSION/ACTION.**

DSHS is required to notify the board when the DSHS surveys of nursing homes have certain specific deficiencies. In the past, DSHS has included the survey reports with their notification to the board. DSHS no longer does this.

Ms. Pitzler told board members that DSHS has indicated that the survey reports can be obtained through their public disclosure system. This means sending all DSHS reports to investigations to get the survey report and the investigator will need to go through the DSHS public disclosure office to get it. Department of Health investigative and legal staff recommended that the board also ask for the Plan of Correction at the same time so that it’s not sent back to them again for that.

Board members indicated that they did not feel a state agency should have to go through the DSHS public disclosure office to get these reports. The board asked that staff elevate the conversation to senior staff with the goal of securing timely cross-agency access to survey reports.

8. **Board Operations.**

A. **Board Business Plan – Keith Fauerso, Chair – DISCUSSION/ACTION.**

The board reviewed the Board of Nursing Home Administrators Business Plan and determined that no changes were necessary.

B. **Board Bylaws – Keith Fauerso, Chair – DISCUSSION/ACTION.**

The Board reviewed the Board of Nursing Home Administrators Bylaws as adopted by the Board in August, 2013. It was determined that no changes were necessary.

C. **Board Discipline Document.**

The Board had developed a document, last revised on October 5, 2016, to assist members who are reviewing documents for case management meetings. The board reviewed this document and determined that no changes were needed.

9. **Board Project Updates.**

A. **Legislative Purpose Statement – Blake Maresh, Executive Director – DISCUSSION/ACTION.**

The board’s legislative purpose statement, developed in 2016-17, was not accepted for 2019 department of health request legislation. Seven boards and commissions had submitted similar requests. Noting improvements in the department’s communication channels with the legislature, staff encouraged the board to continue to submit their statement.

B. **Nursing Home Administrator Rules – Brandon Williams, Program Associate – DISCUSSION.**

Mr. Williams updated the board on the progress of the rules package. The package includes language changes, and an additional route for licensure for administrators who obtain the National Association of Long-term Care Administrators Board’s Health Services Executive classification. He reported that the package is now moving through department. Only non-substantive changes are being made. It is on schedule to have the CR102 processed in time for a hearing at the October board meeting. No public comments have been received.
C. New Administrator Training – Kendra Pitzler, Program Manager – DISCUSSION.
Twelve licensees still have not taken the required new administrator training. Their names were forwarded to complaint intake where they will move to case management and then to investigations. Investigations will bring findings back to case management for action recommendations.

Catherine Van Son will be helping with the DSHS new administrator training on August 22, and Annie Zell on November 29.

10. Meeting Updates.
A. 2018 NAB Meetings – Marlita Basada, RN and Kendra Pitzler, Program Manager.
Ms. Pitzler reported on the June, 2018 NAB meeting with the following highlights:
- The DOH is now using NAB’s new CE Registry.
- A survey revealed the NAB exam has received a 90% positive experience rating.
- The national passing rate of the exam is 60%. Ms. Pitzler will research to find Washington state’s passing rate.
- NAB will be launching a revised study guide for the exam.
- The State Government Regulatory Committee reviewed accomplishments and elected new officers.
- The New Member and Outreach Committee considered career opportunity promotions through social media to attract younger candidates.
- The next NAB conference will be November 7-9, 2018 in Tucson, AZ. Dr. Van Son and Ms. Pitzler will attend.

B. 2018 Citizen Advocacy Center (CAC) Advocacy Annual Meeting – Kendra Pitzler, Program Manager – DISCUSSION.
The CAC is having their 2018 Annual Meeting on October 16 and 17 in Washington, DC. The meeting will focus on educating, regulating, and evaluating healthcare professional teams. Ms. Pitzler asked if the board would like to send members to this meeting. The board decided not to send a board member this time but may consider sending a member to the next meeting which is likely to take place in Seattle. Staff encouraged the board to visit the CAC website.

C. Nursing Care Quality Assurance Commission (NCQAC) Long-Term Care Workshops – Carl Christensen, PhD, RN and Kendra Pitzler, Program Manager – DISCUSSION/ACTION.
Mr. Christensen reported on the NCQAC Long-Term Care Workshop that he attended on July 10. He explained that Engrossed Senate Bill 6032 mandated the group with five charges. 1) To report on current nursing vacancy rates; 2) Recommend standardized training curriculum; 3) Identify academic and prerequisite barriers for a CNA to move to the LPN role; 4) Identify barriers to career exams for long-term care workers; and 5) To evaluate the DOH and DSHS oversight rules and make recommendations to streamline them.

Remote webinar attendance is recommended for those board members who are scheduled to attend in person. Board members in attendance should identify themselves as such when they are allowed to offer comment.

MOTION: The motion was made to authorize Nursing Home Administrators board members to share with the Long-Term Care Workgroup that the requirement for 24
hour RN coverage should be considered a disincentive to employees seeking career advancement as an LPN. The motion was seconded and passed.

D. 2018 Board Chair Meeting – Keith Fauerso, Chair – DISCUSSION/ACTION.
Mr. Fauerso reported on his attendance at the July, 2018 DOH board leadership meeting. Topics covered included telemedicine, provider burn out, and the prosecuting side of discipline. He recommended that the board invite Kate Reynolds to provide an ethics presentation at a future meeting.

11. Sub-Committee Reports – DISCUSSION/ACTION
A. AIT Sub-Committee Report – Keith Fauerso, Chair, Annie Zell, Nursing Home Administrator, and Carl Christensen, PhD, RN.
Ms. Pitzler reported that responses obtained through AIT site visit reports are largely positive and also help to identify issues.
- The sub-committee suggested changes to the application that more clearly lay out the steps of the process. The changes will be brought to credentialing for review.
- They are developing a “What to expect in an AIT site visit” document for each the board member and the AIT themselves. A “What to expect after an AIT visit” document is also being created. These documents will be brought to the board for approval.
- An AIT Certificate of Completion is being drafted.
- A Letter of Approval is also being drafted and will be presented to credentialing for review.
- The sub-committee is considering creating a YouTube video to explain the AIT process. A simple PowerPoint style production would be the better first approach for this.

B. Public Speaking Sub-Committee Report – Angela Cerna, Nursing Home Administrator, Catherine Van Son, PhD, RN and Gail Yu, AAG.
The sub-committee is working on a PowerPoint presentation that covers all topics. Its design will allow flexibility by using select topics to address different target audiences.

C. Newsletter Sub-Committee Report – Kendra Pitzler, Program Manager.
The sub-committee has not met recently. A meeting will be scheduled soon. Some response was received from the last issue’s invitation for topic requests. Articles suggested by the board included a report on the Long-Term Care Workshop, a listing of resources providing current research findings and trends (trade periodicals),

12. Review of State Requirements for Endorsement – Kendra Pitzler, Program Manager – DISCUSSION/ACTION.
To help determine which states have licensure requirements that are substantially equivalent to Washington State, Ms. Pitzler provided a worksheet listing every state and a matrix of endorsement criteria for each. Only states that have changed their laws since the last review need to be reevaluated. Ms. Pitzler will identify which states have changed their laws and report at a future meeting.

13. Training on Travel – Davis Hylkema, Secretary Senior.
Mr. Hylkema presented a review training on board travel reimbursement and payroll. New department policies put into effect on July 1, 2018 were also announced. Most significant is that travel reimbursement requests and receipts turned in after 90 days of the date of travel will not be reimbursed.
14. **Adjournment**

The board adjourned at 1:45p.m.

Kendra Pitzler, Program Manager  
Keith Fauerso, NHA, Chair  
Board of Nursing Home Administrators  
Board of Nursing Home Administrators

The next meeting of the Board of Nursing Home Administrators is scheduled for Friday, October 26, 2018 in Tumwater, WA