Board of Nursing Home Administrators
Meeting Minutes

DRAFT

July 26, 2019

Time: 9:00 a.m.

Location: Department of Health
Town Center 2, Room 158
111 Israel Road SE
Tumwater, WA  98501

Board Members Present: Ann Zell, NHA, Chair
Carl Christensen, Ph.D., RN, Vice-Chair
Keith Fauerso, NHA
Mary Kangas, RN
Marlita Basada, RN
Sharon Rinehart, NHA
Angela Cerna, NHA (remote)

Board Members Absent: Catherine Van Son, Ph.D., RN, ANEF

Staff Present: James Chaney, Executive Director
Kendra Pitzler, Program Manager
Sierra McWilliams, Assistant Attorney General
Davis Hylkema, Program Support

Guests:

OPEN SESSION:

1. Opening of Public Meeting – Annie Zell, Chair
   A. Call to Order – Ms. Zell, Chair, called the meeting to order at 9:03 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, Chair  
   A. Approval of July 26, 2019 agenda.  
   B. Approval of April 19, 2019 minutes.  
   C. Approval of July 3, 2019 minutes  

ACTION: The motion was made to accept the agenda and the April 19, 2019 minutes as presented; and to accept the July 3, 2019 minutes amended to show Carl Christensen, Vice-chair, leading the meeting in place of Ann Zell who was not present. The motion was seconded and approved.  

3. Discussion of Items Removed from the Consent Agenda  
   No items were removed from the consent agenda.  

4. Nursing Home Administrator Program Statistics  
   A. Credentialing Statistics/Updates – Kendra Pitzler, Program Manager - DISCUSSION/ACTION. The Board reviewed data relating to the issuance of nursing home administrator licenses. As of June 30, 2019, there are 435 licensed Nursing Home Administrators (NHA). The number of AIT’s were unavailable for this meeting. The pending status count shows 32 NHAs and 20 AITs. Over the first six months of the year 27 NHA applications have been received, and 12 AIT applications. In June Credentialing reached 100% of licenses being issued within the 14 day goal.  

   B. Disciplinary Statistics – Kendra Pitzler, Program Manager – DISCUSSION/ACTION. The board reviewed data relating to complaint investigation and discipline. The report covered the dates April 16, 2019 through July 16, 2019. During that time, 42 complaints have been reviewed, 15 were opened for investigation, and 27 were closed without investigation. Fourteen of the closed cases were referred to DSHS.  

5. Executive Director Report – James Chaney, Executive Director – DISCUSSION/ACTION. Mr. Chaney provided an update on the 2019 Biennium-to-Date, May 31, 2019 Budget Report, potential fee changes, and the legislative purpose statement.  
   • Fees – The Office of Financial Services has not begun review for fee changes. Conversation on the subject is expected.  
   • Legislative Purpose Statement – The board wants to request a statutory change to expand the number of board members and to identify a diversity of practices to be represented. A number of boards are making similar requests and the DOH is working to submit a packet of requests to the 2021 legislative session, as the deadline for the 2020 session has passed.  
   • Budget – The 2019 Biennium-to-Date, June 3, 2019 Budget Report was presented. The end of the biennium final reconciled report is not yet available. The budget shows a current balance of negative $394,000.  

The board requested that a representative from the Office of Financial Services come to explain budget figures, especially the larger expenditure and revenue amounts. The board would also like information on the fee adjustment process and related cost drivers.
6. Program Manager Report – Kendra Pitzler, Program Manager

Ms. Pitzler provided an update on the following:

- Rules – The CR103 is moving through department review and waiting for a report from the Code Reviser’s office with minor changes. After that it goes through final review and then to filing.
- Military spouse rules – The board adopted language at its July 3 Rules Workshop. It is moving slowly through review but hoping for an October hearing.
- Board member appointments – Low number of applicants has caused delay in moving ahead. The packet will soon be sent to the Governor’s Office.
- NAB June meeting update – The focus was on accomplishments as it gears up for coming business. More states are signing up for the Health Services Executive accreditation program. A presentation of Virginia’s Healthcare Workforce Study showed how useful renewal surveys can be.

The board expressed interest in implementing a workforce survey into its license renewal process. It would helpful to see the questions other states include. Questions about what is satisfying about the profession, and reasons for dissatisfactions might give useful information.

- Assisted living quality measures project workgroup – The Assisted Living Facilities website has the latest information on their work. They most recently met on July 24. An initial report is due September 1, 2019, and a final report is due September 1, 2020.
- Nursing Care Quality Assurance Commission Long-Term Care Workshops – Their task is to assess the need for nurses, including nursing assistants, in long-term care (LTC) settings, and to make recommendations regarding worker recruitment, training, and retention challenges for long-term care providers in the sectors of skilled nursing facilities, assisted-living facilities, and adult family homes. Their last report to the governor dated December 2018, was provided to the board for review.

Mr. Fauerso shared that a Geriatric Interest Group (GIG) in Spokane has a current project of establishing a two-year high school vocational track that includes a home care apprenticeship. It is under the statewide Labor and Industries apprenticeship program.

7. Sub-Committee Membership – Ann Zell, Chair – DISCUSSION/ACTION. The board reviewed the activity and membership of its sub-committees and made the following determinations.

- AIT sub-committee – The board decided to continue the sub-committee noting it as a good avenue for feedback and improvement of the AIT program. Members are Carl Christensen, Ann Zell, and Sharon Rinehart.
- Newsletter sub-committee – This sub-committee will continue. Two newsletters will be published every year with a new one due to be published soon. Newsletters will be brief to encourage readership. Members are Carl Christensen, Marlita Basada, and Catherine Van Son. Executive Director, James Chaney offered to serve as assisting staff member.

Articles to be considered for the next newsletter included new and changing rules that are coming, recruitment, and an explanation of the fee determining process.

- Public Speaking sub-committee – Its task is to explore best forums and opportunities for public communication; and to develop, update to DOH standards, and keep current a Power Point presentation. The board decided to continue this sub-
committee. Current members are Angela Cerna and Catherine Van Son. Executive Director, James Chaney offered to serve as assisting staff member.

8. **New Administrator Training - Kendra Pitzler, Program Manager**
   At its previous meeting, the board decided to issue a first class letter to applicants who had not taken the required administrator training regarding the delinquency status. The letter would include a copy of the policy and the WAC, and the individual would be given a deadline for completion.

   Ms. Pitzler reported that the letter has not gone out. Applicants are informed about the training in the student presentation, the AIT site visit, in the letter received with their application, in the application itself, and with the issuance of their license. She shared that there currently are about 41 who have not taken the training.

9. **Request for Lists/Labels, Relias LLC – Ann Zell, Chair – DISCUSSION/ACTION.**
   The board reviewed a request for lists and labels of licensed nursing home administrators from Relias LLC and determine if they qualify to receive this list

   **MOTION:** The motion was made to approve Relias LLC’s request for lists/labels. The motion was seconded and passed.

    The board reviewed an updated letter, revised for clarity, related to the opioid rules adopted by the Washington Medical Commission, the Nursing Care Quality Assurance Commission and other boards.

    **MOTION:** The motion was made to move forward with the opioid rules letter allowing Ms. Zell and Ms. Pitzler to make necessary final edits. The motion was seconded and passed.

11. **Review of State Requirements for Endorsement – Kendra Pitzler, Program Manager – DISCUSSION/ACTION.** The board continued its review of other state’s laws and rules to update the list of states with substantially equivalent requirements. The following determinations were made:

    - Connecticut  
      **MOTION:** The motion was made for Connecticut to remain as substantially equivalent. The motion was seconded and passed.

    - Minnesota  
      **MOTION:** The motion was made to approve Minnesota as substantially equivalent. The motion was seconded and passed.

    - Pennsylvania  
      **MOTION:** The motion was made to keep Pennsylvania as not substantially equivalent. The motion was seconded and passed.

    Ms. Pitzler will send an updated spreadsheet checklist to members of the board.

12. **New Business – The expanded role Adult Protective Services has in nursing home investigations**
MOTION: The motion was made to amend the agenda to adjust and include an agenda item 12. New Business to discuss the expanded role that Adult Protective Services has in nursing home investigations. The motion was seconded and passed.

Discussed were the roles of DSHS and APS in investigations. DSHS looks at facility practices, and APS focuses on whether a vulnerable adult has been harmed. In the past either service would investigate a complaint individually as warranted. The new practice is that both jointly investigate any complaint.

A concern is that APS has become an additional entity, beyond the Board of Nursing Home Administrators, that is holding NHAs competent and responsible in the profession. Is there a conflict in this duality or how do they interact?

It was requested that a Gail Yu, or an AAG, educate the board on the details and relationships of the board and the APS’s role in investigations.

13. Adjournment – Annie Zell, Chair

The meeting was adjourned at 11:27 a.m.