



Board of Nursing Home Administrators Meeting Minutes **October 21, 2022**

Virtual Meeting via Microsoft Teams

Committee members present:	Carl Christensen, RN, Ph.D., Chair Rosalie Romano, Ph.D., Public Member Jesse Shelton, NHA Matthew Macklin, NHA Ann Zell, NHA, Vice Chair Paul Emmans, DO
Committee members absent:	Angela Cerna, NHA Marlita Basada, RN
Staff members present:	James Chaney, Executive Director Kendra Pitzler, Program Manager Karen Gohlsen, Program Support Jeff Wise, Policy Analyst Anita Nath, Supervising Staff Attorney
Guest presenters:	Marcus Bailey, DOH HELMS Project Manager

On October 21, 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 9:23 a.m.
- 1.2. Introductions – Committee and agency staff members introduced themselves and their area of practice.
- 1.3. Other – Guest introductions

2. Public Comment - Carl Christensen, Chair

- 2.1. There were no comments from the public.

3. Consent Agenda – Carl Christensen, Chair

- 3.1. Approval of the October 21, 2022 agenda.
- 3.2. Approval of July 15, 2022 meeting minutes.
Motion to approve the Consent Agenda, seconded, vote 6-0.

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

- 4.1. No items removed from the consent agenda.

5. HELMS Presentation – Marcus Bailey, DOH HELMS Project Manager

- 5.1. Mr. Bailey provided an overview of the Healthcare Enforcement and Licensing Management System, which will be replacing the current licensing software (ILRS) in 2023.

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 398 active nursing home administrator licenses and 16 AIT approvals. In addition, there are 19 pending nursing home administrator applications and 15 pending AIT approvals.
- 6.2. Disciplinary Statistics - Kendra Pitzler, Program Manager
Ms. Pitzler presented the disciplinary statistics for the previous two months (June 1, 2022 – September 30, 2022). There were 40 cases reported: 26 were closed without any investigation and 14 cases were opened for investigation. In addition, Ms. Pitzler presented the disciplinary statistics for the biennium to-date (July 1, 2021 – September 30, 2022) There were 121 cases reported: 78 were closed without any investigation and 43 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, 2021 to September 30, 2022. The current fund balance is \$(150,425), a decrease in the deficit from the beginning balance of \$(357,507).

7. Subcommittee Reports – Annie Zell, Vice Chair & Carl Christensen, Chair

- 7.1. Administrator-in-Training (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 updated the board on the following:

- Modification of the AIT research project proposal – The subcommittee updated the form to include more detailed information on the project steps, including providing a checklist to make the process easier to navigate.
- Quarterly AIT support meetings – The subcommittee is going to set up quarterly support meetings for AIT participants who have questions or need guidance. Ms. Zell proposed for one more subcommittee member to join the AIT support meetings to help with organization.
- Preceptor letter template – The template that was approved at the previous meeting was finalized and posted to the web.

- 7.2. Vendor Booth Subcommittee - Annie Zell, Vice Chair

The subcommittee provided an update regarding renting booths for WHCA and LeadingAge events as a means of providing board outreach in 2023 and beyond. The subcommittee will be meeting again in December to finalize the details.

8. Rules Discussion – Kendra Pitzler, Program Manager

- 8.1. Health Equity – [ESSB 5229](#) mandates all professions that require continuing education (CE) to include an equity training as part of CE requirements starting January 1, 2024. Now that the Department of Health has updated its rules regarding continuing education consistent with the new law, Ms. Pitzler asked the board to vote on opening the [NHA continuing education rules](#) to accommodate these changes. *Motion to approve opening WAC 246-843-130, seconded, vote 6-0.*
- 8.2. AIT Rules – Ms. Pitzler proposed amending the [WAC 246-843-090](#) to make the application process easier to understand. *Motion to open WAC 246-843-090, seconded, vote 6-0.*
- 8.3. Temporary License Rules – Temporary practice permits are available for applicants seeking licensure for interim placement at specific facilities ([WAC 246-843-231](#)). It was discovered that the rules that DSHS has in place for temporarily filling vacancies does not align with the NHA rules. To fix this issue, DSHS will be removing the contradictory language in [WAC 388-97-1620](#) and the board will revise the NHA rules accordingly. *Motion to open WAC 246-843-231, seconded, vote 6-0.*

- 8.4. Application rules – [WAC 246-843-071](#) will need to be amended to align with [RCW 18.52.071](#) regarding successful completion of a baccalaureate degree. The rules currently state that an applicant must have graduated from the institution. *Motion to open WAC 246-843-071, seconded, vote 6-0.*
- 8.5. Retired-active licensure and License Reissuance rules update – The board chose to table the conversation and wait until an upcoming rules workshop to discuss. *Motion to table the discussion until the rules workshop, seconded, vote 6-0.*
- 8.6. Administrative review rules – The board has opted to table the full chapter review of the rules until the next biennium. *Motion to table the review, seconded, vote 6-0.*

9. Department Strategic Plan - James Chaney, Executive Director

Mr. Chaney briefed the board on the [DOH 2022-2024 strategic plan](#).

10. Executive Director Report - James Chaney, Executive Director

Mr. Chaney informed the board that the governor's proclaimed state of emergency due to the pandemic is to be lifted as of October 31, 2022. In addition, he encouraged any board member who was interested to participate in weekly briefings regarding the 2023 legislative session, which will begin the second week of January 2023 and advised that the board discuss this more during the program manager report.

11. Case Management Meeting Attendance- Kendra Pitzler, Program Manager

Ms. Pitzler informed the board that there has been some difficulty with board member attendance at case review meetings and asked the board for suggestions on how to improve the situation. Members asked that staff send out a calendar invitation with the call-in link or number so that it would show up on their calendar.

12. Program Manager Report- Kendra Pitzler, Program Manager

- 12.1. Weekly legislative calls – Ms. Pitzler asked for volunteers to attend the weekly calls during the 2023 legislative session (January 9, 2023 - April 24, 2023). Ms. Romano has volunteered to attend.
- 12.2. Board recruitment - There are currently three vacancies on the board (one public member and two NHAs). A recruitment notice will be sent out soon.
- 12.3. New administrator training update – Staff is working on making sure that licensees who did not take the class as required are notified and keeping track of the new licensees as well. There will be a new administrator training offered by the Department of Social and Health Services on December 8, 2022. Board members also volunteered to assist with the virtual trainings for 2023: March 8, 2023 (Christensen), June 28, 2023 (Macklin), September 20, 2023 (Zell), December 6, 2023 (TBD).

13. Meeting Locations for 2023

13.1. The board discussed options for in-person meetings for 2023:

- January 27, 2023 (virtual)
- April 28, 2023 (Spokane)
- July 28, 2023 (Tumwater)
- October 27, 2023 (Tumwater)

Motion to approve the meeting locations, seconded, vote 6-0.

14. Meeting Adjournment

Motion to adjourn the meeting at 1:22 p.m., seconded, vote 6-0.

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

On file

SIGNATURE

DATE