



Board of Nursing Home Administrators Meeting Minutes

July 23, 2021

Virtual Meeting via Microsoft Teams

Committee members present: Carl Christensen, RN, Ph.D., Chair
Ann Zell, NHA, Vice Chair
Marlita Basada, RN
Rosalie Romano, Ph.D. Public Member
Matthew Macklin, NHA
Paul Emmans, DO
David Escobar, DO

Committee members absent: Jesse Shelton, NHA
Angela Cerna, NHA

Staff members present: James Chaney, Executive Director
Kendra Pitzler, Program Manager
Karen Gohlsen, Program Support
Lilia Lopez, Assistant Attorney General
Jeff Wise, Policy Analyst
Jeff Orwig, Financial Services Manager
Sarah Kirschenman, Staff Attorney

Guest presenters: Anita Nath, Staff Attorney, DOH
Lisa Herke, Nursing Home Policy Program Manager,
DSHS

On July 23, 2021, the Board of Nursing Home Administrators Meeting 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 9:03 a.m.
- 1.2. Introductions – Committee and agency staff members introduced themselves and their area of practice.
- 1.3. Other – There were no other topics of discussion.

2. Consent Agenda – Carl Christensen, Chair

- 2.1. July 23, 2021 agenda.
- 2.2. April 16, 2021 regular meeting minutes.
- 2.3. May 27, 2021 special meeting minutes.

Motion to approve the items on the consent agenda, seconded, vote 7-0.

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

No items were removed from the consent agenda.

4. DSHS Nursing Home Rule Relating to Administration – Lisa Herke, Nursing Home Policy Program Manager, DSHS

Ms. Herke briefed the board on the provisions in [WAC 388-97-1620](#) and answered member's questions pertaining to the topic.

5. Budget Report & Discussion – Jeff Orwig, Finance Officer

Mr. Orwig briefed the board on the latest budget numbers as of June 30, 2021 and presented a breakdown of the budget as well as the projected fund balance, which does not take into account the fee increase that will be going into effect in August 2021. The board requested to see the projections that include the fee increase at the next meeting on November 19, 2021.

6. Payroll & Travel Reimbursement, Karen Gohlsen, Program Support

Ms. Gohlsen briefed the board on the policies and procedures related to compensation and travel reimbursement.

7. Open Public Meeting Act, State Ethics Laws and the Public Records Act – Lilia Lopez, AAG.

AAG Lilia Lopez briefed members on laws relating to public meetings, ethics, and public records.

8. Disciplinary Statistics – Kendra Pitzler, Program Manager

Ms. Pitzler presented the disciplinary statistics for the past quarter (April 1, 2021 – June 30, 2021 - see *Figure 1* below). She noted that the number of reports received between April and the end of June was 28, which is above the 16-20 average for the quarter. However, 22 of the 28 reports have been closed without investigation. It was also noted that, while the number of reports were up, she has not seen a comparable surge in survey reports from DSHS.

Figure 1 – Disciplinary Statistics (April 1, 2021 to June 30, 2021)

| DISCIPLINARY STATISTICS | |
|--|-----------|
| <i>April 1, 2021 – June 30, 2021</i> | |
| Number of Reports Reviewed by Board Panel | 28 |
| Number of Investigations Opened | 6 |
| Number of Reports Closed without Investigation | 22 |
| Reasons for Closure | |
| Number of Reports Closed without Investigation | 22 |
| Referred to DSHS and/or RCS | 18 |
| Based on information, no violation of law | 2 |
| Otherwise Resolved | 1 |
| Insufficient Information | 1 |
| Case Reviews | |
| Number of Cases from Investigations Reviewed by Board Panel | 4 |
| Closed | 4 |
| Legal Reviews | |
| Number of Legal Reviews by Board Panel | 4 |
| Determination for NOC | 4 |
| Compliance | |
| Number of Cases from Compliance Reviewed by Board Panel | 0 |

Note: Tables have the top line with gray shading to denote that this line is the overall total overall. The rest of the lines in the table should add up to that number.

9. Disciplinary Process - Anita Nath, Staff Attorney

Ms. Nath briefed the board’s disciplinary process, to include intake and review of complaints, investigations and legal actions.

10. Board Member Expectations – Carl Christensen, Chair

Board members discussed the expectations and responsibilities of serving on the Board of Nursing Home Administrators, including attending meetings and other types of participation.

11. Board Documents – Carl Christensen, Chair

- 11.1. Board 2021-2023 Business Plan – The board reviewed the draft business plan for the new biennium and tabled voting on the plan until the next meeting to allow the three new members to review the contents.
- 11.2. Board Bylaws – The board reviewed the existing bylaws and tabled the vote until next meeting to allow the three new members to review the contents.

12. Legislation – James Chaney, Executive Director

Mr. Chaney briefed the board on legislation that passed during the 2021 session that has an impact or may be of interest:

- [ESSB 5229](#) - *Concerning health equity continuing education for health care professionals.* The board will need to revise the rules in the future to incorporate this legislation.
- [SHB 1411](#) - *Expanding health care workforce eligibility.*
- [EHB 1311](#) - *Authorizing the issuance of substance use disorder professional certifications to persons participating in apprenticeship programs.*
- [ESHB 1120](#) - *Emergency operations impacting long term services and supports.*
- [ESB 5476](#) - *Addressing the State v. Blake decision.*

13. Executive Director Report - James Chaney, Executive Director

Mr. Chaney had nothing to report.

14. Program Manager Report – Kendra Pitzler, Program Manager

Continuing education emergency rulemaking - Ms. Pitzler notified the board that a renewal of the emergency rules in place to allow continuing education credit for pandemic-related training and experience was filed on June 10, 2021 since the permanent rules for that revision are pending review and have not been adopted yet.

Exam info from NAB - NAB announced that there will be an update to the domains of practice (effective March 1, 2022) and there will be a new exam based on these updates. Ms. Pitzler noted the board would eventually have to revise the rules to accommodate this change.

Upcoming NAB meeting - Ms. Pitzler shared information about the NAB 2021 Mid-Year Meeting that will be held October 20-21, 2021 in Monterey, CA and asked who would be attending besides herself (she is a member on two of the committees and a voting delegate). Mr. Macklin and Mr. Chaney volunteered to attend. The cost for travel and registration expenses for Ms. Pitzler will be covered by NAB, the rest of the attendees will need to

coordinate and pay for travel and registration. *Motion to approve sending Ms. Pitzler, Mr. Macklin, and Mr. Chaney to the NAB 2021 Mid-Year meeting in October, seconded, vote 7-0.*

Eastern Washington University (EWU) – Ms. Pitzler informed the board that EWU long-term care program will be transitioning sometime in the next year or two to online learning.

DOH secretary meeting with board - Ms. Pitzler announced that the new DOH secretary would like to attend a board meeting sometime in the future and recommended putting together a brief presentation that provides an overview of the board. Ms. Pitzler and Mr. Chaney will put together a draft to be presented to the board for review at a future meeting.

AIT committee update - Ms. Pitzler provided an update regarding committee recommendations presented at the previous meeting on April 16, 2021. Changes to the language regarding [AIT training procedures \(Step 3\)](#) have been updated on the website and the checklist revision for the *Preceptor's Report & Evaluation of Training*, the policy statement regarding multiple preceptors, and the revision of the site visit email have all been submitted to the credentialing unit for implementation.

15. Meeting Locations – Carl Christensen, Chair

The board selected meeting locations for 2022 in anticipation of returning to in-person meetings. Specific locations will be indicated on the respective meeting agendas that are distributed approximately two weeks prior to the meeting date.

- January 28, 2022: Virtual Meeting
- April 29, 2022: Spokane
- July 15, 2022 (originally July 22, 2022): Tumwater or Kent
- November 4, 2022: Tumwater or Kent

Motion to approve the locations for 2022 meetings, seconded, vote 7-0.

In addition, Ms. Pitzler requested rescheduling the meeting in July due to a conflict. *Motion to change the July 2022 meeting date from the 22nd to the 15th, seconded, vote 7-0.*

16. Meeting Adjourned at 2:04 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

On file _____
SIGNATURE

DATE

DATE