



Board of Nursing Home Administrators Meeting Minutes

November 19, 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 Sarah Kirschenman, Staff Attorney Molly McClintock, Nursing Home Policy Program Manager (DSHS)
Guest presenters:	None

On November 19, 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. November 19, 2021 agenda.

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

Approval of the July 23, 2021 regular meeting minutes was tabled to later in the meeting (see item 7) to give board members time to review them as they were not included in the handouts distributed prior to the meeting.

4. Nursing Home Administrator Program Statistics

- 4.1. Credentialing Statistics/Update - Acting Deputy Credentialing Manager
Mr. Yi briefed the board on the current credentialing statistics for the past six months. There are currently 401 active nursing home administrator licenses and eight AIT approvals. In addition, there are 32 pending nursing home administrator applications and ten AIT approvals.
- 4.2. Disciplinary Statistics - Kendra Pitzler, Program Manager
Ms. Pitzler presented the disciplinary statistics for the previous quarter (July 1, 2021 - October 31, 2021). There were 26 cases reported, and of those, 20 were closed without any investigation. The majority (13) of the closed reports were referred to DSHS. She also warned the board that there could be an uptick in the number of DSHS surveys received as restrictions due to COVID are relaxed in the coming months.

5. Budget Report & Discussion – Kendra Pitzler, Program Manager

Ms. Pitzler briefed the board on the latest budget numbers from July 1, 2021 to October 31, 2021. The current fund balance is -\$304,168, down from the quarter's beginning balance of -\$357,508. In addition, the fund balance forecast has been adjusted to factor in the fee increases that just recently went into effect and the trend over a five-year period shows a slight increase. The board also discussed ideas for bringing in revenue, including creating a retired-active credential and a closer examination of administrator vacancies at facilities based on requests sent to the Department of Social and Health Services (DSHS). Mr. Eaton and Ms. Pitzler will research the types of reduced fee licenses available and how they are

currently utilized by other professions. They will report their findings to the board at the next meeting on January 28, 2021. Ms. Pitzler will ask Molly McClintock if she is able to obtain numbers of facilities who have asked the DSHS for permission to appoint a qualified person as administrator on an interim basis.

6. Board Documents - Carl Christensen, Chair

6.1. 2021-2023 Business Plan - The board reviewed a proposal for the 2021-2023 business plan for the Board of Nursing Home Administrators. *Motion to adopt the proposal, seconded, vote 7-0.* Ms. Pitzler informed the board that she will create action items based on the new business plan to be presented at the meeting on January 28, 2022.

6.2. Bylaws - The board reviewed the current bylaws as well as a proposed addition for board member expectations. *Motion to approve the bylaws, including the addition of board member expectations, seconded, vote 7-0.*

7. July 23, 2021 Meeting Minutes - Carl Christensen, Chair.

Motion to approve the July 23, 2021 meeting minutes, seconded, vote 7-0.

8. Ethics Presentation – Luke Eaton, Assistant Attorney General

AAG Luke Eaton presented to the board regarding ethics and public service and ethical obligations for board members ([Chapter 42.52 RCW](#)). *This was originally item 7 on the agenda.*

9. Applicant Requirement for a Baccalaureate Degree – Kendra Pitzler, Program Manager

The board discussed how to evaluate an application where the individual presents a master's degree but has not earned a baccalaureate degree. [RCW 18.52.071](#) requires successful completion of the requirements for a baccalaureate degree from a recognized institution of higher learning. There are some rare situations in which institutions now allow an individual to obtain a master's degree without first obtaining a baccalaureate degree. Since there are no current applicants with this special circumstance, the board has chosen to table the issue until there is an actual case. *This was originally item 8 on the agenda.*

10. Executive Director Report - James Chaney, Executive Director

Changes to board makeup/membership - Mr. Chaney briefed the board regarding a legislative proposal to add more members to the board and to reallocate the type of members. The bill, which includes other boards and is sponsored by DOH, will be introduced for the 2022 legislative session to increase the size of the board (from nine members to twelve members) and the rate of pay from \$50/day to \$250/day. A change that would allow board membership to non-citizens concerned some members. Mr. Chaney noted that the concerns were not expressed by a majority of board members but indicated that he will forward the board member's concerns to DOH leadership. .

Legislative calls - Mr. Chaney asked for volunteers for weekly legislative calls that will occur each Wednesday from 8:30 a.m. to 9:00 a.m. for the duration of the legislative session. *Motion to designate Dr. Romano as primary and Dr. Escobar as backup, seconded, vote 6-0 (Mr. Macklin had to leave early for another meeting and was not available for this vote.).*

SB 5229 - Mr. Chaney announced the CE equity legislation will be going into effect July 2024 and the board must adopt rules by that date. There will be a standing agenda item for this topic until the bill is implemented.

This was originally item 9 on the agenda.

11. Program Manager Report – Kendra Pitzler, Program Manager

NAB Mid-Year Meeting - Ms. Pitzler could not attend due to the state of Washington's restrictions on agency travel. She shared the agenda with the board to give members a better idea of the issues that were covered at the meeting.

Staff shortages - Ms. Pitzler shared an article with the board regarding a shortage of long-term care staff in the state of Washington for the board's awareness.

AIT site visit - Ms. Pitzler encouraged all members to participate in administrator in training site visits.

New administrator's presentation - In lieu of a state examination, new nursing home administrators are required to take a class on new administrator training within the first six months of the issuance of their first license. DSHS provides several classes a year on new administrator training and there is a segment that is devoted to the Department of Health and the board's role in the complaint and disciplinary process. Ms. Pitzler asked for volunteers to present for that portion of the training:

- March 17, 2022 - Annie Zell, Marlita Basada
- June 15, 2022 - Marlita Basada
- September 1, 2022 - Paul Emmans (tentative)
- December 1, 2022 - Carl Christensen

Ms. Pitzler noted that attendance for these classes has been low and she believes there are new administrators who are missing this requirement and will reach out to those who do not already have a certificate of completion on file. At the next meeting in January, the board will discuss options to ensure that new administrators are getting the required training.

2022 meeting dates reminder - Ms. Pitzler reminded the board of the 2022 meeting schedule (January 28th, April 29th, July 15th, and November 4th). She added that the April date may need to change if that meeting takes place during spring break. Ms. Pitzler will reach out to the program to get more details and will report back to the board at the meeting on January 28, 2022.

This was originally item 10 on the agenda.

12. Meeting Adjourned at 2:00 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

DATE

On file

SIGNATURE

DATE