



## **Board of Nursing Home Administrators Meeting Minutes** **January 28, 2022**

Virtual Meeting via Microsoft Teams

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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 Jesse Shelton, NHA
Committee members absent:	David Escobar, DO Angela Cerna, NHA
Staff members present:	James Chaney, Executive Director Kendra Pitzler, Program Manager Karen Gohlsen, Program Support Luke Eaton, Assistant Attorney General Jeff Wise, Policy Analyst Sarah Kirschenman, Staff Attorney
Guest presenters:	Ashley Bell, Behavioral Health Programs Coordinator (DOH)

On January 28, 2022, 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 9:05 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. Removal of January 28, 2022 agenda from the consent agenda due to changes in the item order. To be discussed and voted on in item 3.

- 2.2. Approval of October 23, 2021 meeting minutes

*Motion to approve the Consent Agenda as noted, seconded, vote 7-0.*

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

A request was made and granted to move up items 7 and 8 on the agenda to items 4 and 5, respectively. *Motion to approve the agenda with the change to the order, seconded, vote 7-0.*

### 4. Executive Director Report - James Chaney, Executive Director

Changes to the signature process - Mr. Chaney informed the board that the Office of Investigative and Legal Services will now be using Adobe Sign for board documents that require signature from a board member.

Changes to DOH leadership - Mr. Chaney informed the board that the Office of Health Professions leadership (director and deputy director) has changed. Sasha De Leon will be serving as acting director and Traci Orr will be serving as acting deputy director until those positions are filled permanently. In addition, there has been a change to Health Systems Quality Assurance (HSQA) division leadership. Shannon Walker will be serving as deputy assistant secretary until that position is filled permanently.

*This item was originally item 7 on the agenda.*

### 5. Legislative Update - James Chaney, Executive Director

Mr. Chaney briefed the board on 2022 legislation of interest:

- [SB 5660](#) - Psilocybin services
- [SHB 1872](#) - Care workers center
- [SHB 1877](#) - Addressing expired certifications for home care aides and nursing assistants
- [HB 1863](#) - Prescriptive authority for psychologists

- [HB 1286](#) - Psychology compact
- [SB 5848](#) - Music therapy credential
- [HB 2040](#) - Streamlining requirements for licensed counselors
- [SB 5491](#) - Clarifying waiver of firearm rights
- [SB 5753](#) - Increasing board and commission capacities
- [SB 5836](#) - Informed consent for COVID vaccines

*This item was originally item 8 on the agenda.*

## **6. ESSB 5229 Implementation Update - Ashley Bell, Behavioral Health Program Coordinator**

Ms. Bell presented to the board regarding the upcoming events related to the implementation of [ESSB 5229](#), which requires all health professionals in Washington State to include health equity training every four years as part of their continuing education coursework. The board will need to adopt a model training list by January 1, 2024 and free trainings will be available for all professions beginning July 1, 2024.

*This item was originally item 4 on the agenda.*

## **7. Nursing Home Administrator Program Statistics**

- 7.1. Credentialing Statistics/Update - Kevin Robbins, Credentialing Supervisor  
Mr. Robbins briefed the board on the current credentialing statistics for the past six months. There are currently 403 active nursing home administrator licenses and eight AIT approvals. In addition, there are 30 pending nursing home administrator applications and 15 pending AIT approvals.

*This item was originally item 5.1 on the agenda.*

- 7.2. Disciplinary Statistics - Kendra Pitzler, Program Manager  
Ms. Pitzler presented the disciplinary statistics for the previous two months (November 1, 2021 - December 31, 2021). There were nine cases reported, and of those, six were closed without any investigation. The majority (four) of the closed reports were referred to DSHS. In addition, Ms. Pitzler provided a more detailed report (October 1, 2022 - December 31, 2021) that showed the nature of the complaints to give the board a better idea of where the complaints are coming from. Board members liked the new format and asked that this be the format for disciplinary statistics in the future. In addition, board members asked that a cumulative report for the biennium be included in the future.

*This item was originally item 5.2 on the agenda.*

## **8. Program Manager Report – Kendra Pitzler, Program Manager**

AIT Training Proposed Rule Change - Ms. Pitzler requested opening the administrative rules to address the lack of participation in new administrator training, which is conducted jointly by DSHS and DOH and is required for new licensees. It was requested that [WAC 246-843-](#)

[180](#) be amended to include an additional item (#3) that would prevent a nursing home administrator from returning their license to active status if they have not completed the training. *Motion to approve opening WAC 246-843-180 to add a requirement for new administrator training when renewing a license, seconded, vote 7-0.*

NAB Annual Meeting - The National Association of Long Term Care Administrator Boards (NAB) will be meeting in Chicago, June 8-10, 2022. Details regarding logistics and who will be attending will be discussed at the meeting on April 29, 2022.

## 9. Budget Report & Discussion – Kendra Pitzler, Program Manager

Ms. Pitzler briefed the board on the program budget for the period of July 1, 2019 to December 31, 2021. The current fund balance is -\$274,264, a significant decrease from the beginning balance of -\$357,508, due in part to the fee increase that became effective last year.

## 10. Nursing Home Administrator License Types - Kendra Pitzler, Program Manager & Luke Eaton, Assistant Attorney General

At the request of the board, Ms. Pitzler and Mr. Eaton presented their findings on other possible license types for nursing home administrators, such as *retired active* status, that could be offered at a reduced rate for nursing home administrators. Ms. Pitzler confirmed that [RCW 18.130.250](#) establishes that the disciplinary authority may adopt rules authorizing a retired active license status and [WAC 246-12](#) (subsections 120 to 140) establishes how to obtain a retired active credential, how to renew the credential and how to return to active status from retired active status. *Motion to approve opening the administrative rules to include a retired active license, seconded, vote 7-0.*

## 11. 2021-23 Board Business Plan

### 11.1. Possible Changes to the Business Plan - Kendra Pitzler, Program Manager

Ms. Pitzler led the discussion and asked for board feedback regarding amending the second provision of the business plan (“Protect the public from unprofessional conduct by assuring licensed nursing home administrators are competent.”). It was suggested that AIT site visits be conducted by all members of the board, not just nursing home administrators, to align with the current practice. *Motion to revise the business plan as described, seconded, vote 7-0.*

### 11.2. Implementation of the Business Plan - Carl Christensen, Chair

The board adopted the 2021-2023 business plan at the November 2021 meeting. Board members discussed the implementation of that plan, including

- [Eastern Washington University student outreach](#) - Mr. Christensen and Mr. Shelton volunteered to meet with EWU to discuss.
- [Reinstating the subcommittee for association outreach](#) - Ms. Basada, Mr. Christensen, and Ms. Zell volunteered. *Motion to approve the reinstating the subcommittee, seconded, vote 7-0.*

- News postings on the DOH profession web page - To be discussed at the April meeting.
- Improving administrative efficiency in the licensure process - To be discussed at the April meeting.
- Reinstating the AIT subcommittee - Previous members were Mr. Christensen and Ms. Zell; Ms. Romano also volunteered to be a member. *Motion to reinstate subcommittee, seconded, vote 7-0.*

11.3. Review of the Nursing Home Administrator Website

Board members reviewed the contents of the website and suggested changes including updating the rules in progress, application, and board information web pages.

**12. Plan for April Meeting regarding EWU Students – Kendra Pitzler, Program Manager**

The board normally invites Eastern Washington University long-term care students to the board meeting held in the spring. The board discussed the format and it was decided that Mr. Christensen and Mr. Shelton, as members of the newly formed Student Outreach Subcommittee, will reach out to the EWU program to see if such a meeting is feasible (see agenda item 11.2).

**13. Election of Officers - Carl Christensen, Chair**

Per the board’s bylaws, elections for chair and vice chair are held the first meeting of the year and the new officers’ terms begin the following meeting. Ms. Zell nominated Mr. Christensen to continue as chair and Ms. Romano to serve as the new vice chair. There were no other nominations. *Motion to approve the election of Mr. Christiansen as chair and Ms. Romano as vice chair, seconded, vote 7-0.*

**14. Meeting Adjourned at 1:12 p.m.**

**Submitted by:**

Kendra Pitzler, Program Manager  
Board of Nursing Home Administrators

**Approved by:**

Carl Christensen, Chair  
Board of Nursing Home Administrators

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