



Board of Nursing Home Administrators Meeting Minutes

July 19, 2024

Location: Department of Labor and Industries Rm. S119 7273 Linderson Way SW Tumwater, WA 98501 and Microsoft Teams

Board members present: Rosalie Romano, Ph.D., Public Member, Chair
Nancy Butner, NHA- Vice-chairperson
Paul Emmans, DO
Annie Zell, NHA
Matthew Macklin, NHA
Jane Davis, NHA
Edward Ebling, NHA

Board members absent: Jesse Shelton, NHA
Marlita Basada, RN

Staff members present: Amber Freeberg, Executive Director
Kendra Pitzler, Program Manager
Christopher Gerard, Assistant Attorney General
Shani Hue, Budget Analysis
Shelbee Scrimo, Program Manager
Josh Green, Credentialing
Rachel Sahi, Policy analysts
Evan Shigaya, Policy analysts

Others present: Laura Hoffman, Leading Age
Donald Smith

Notice of this 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 – Rosalie Romano, Chair

- 1.1. Call to Order – Rosalie Romano, Chair, called the meeting to order at 9:04 a.m.
- 1.2. Introduction – Board members and agency staff introduced themselves.

2. Public Comment – Rosalie Romano, Chair

- 2.1. There were no comments from the public.

3. Consent Agenda – Rosalie Romano, Chair

- 3.1. Approval of the July 19, 2024 agenda.
- 3.2. Approval of April 19, 2024, meeting minutes.

Motion to approve the Consent Agenda with addition of 2025 meeting dates and April 19, 2024, minutes, seconded, passed.

4. Discussion of Items Removed from the Consent Agenda

- 4.1. No items removed from the consent agenda.

5. Nursing Home Administrator Program Statistics.

5.1. Budget Report and Discussion - Kendra Pitzler, Program Manager

Ms. Pitzler briefed the board on the program budget for the period of July 1, 2021, to May 31, 2024. She shared that the deficit has improved, and the program is in the black now. Ms. Pitzler also shared that Operations and Disciplinary are a big part of the budget.

5.2. Credentialing Statistics/Updates –Kendra Pitzler, Program Manager

Ms. Pitzler briefed the board on the current credentialing statistics for the past six months.

Credential	NHA	AIT
Active	390	12
Pending	30	5

The overall processing time of an application which is currently at 107 days. The average age range of license holders with the majority being between the ages of 35-49 years old.

5.3. Disciplinary Statistics – Kendra Pitzler, Program Manager

Ms. Pitzler presented the disciplinary statistics for the current biennium (July 2023 – May 2024). There were 112 cases reported: 85 were closed without any investigation

and 27 cases were opened for investigation. In addition, Ms. Pitzler presented the disciplinary statistics for the previous quarter of March – May 2024. There were 7 cases opened for investigation and 16 were closed without any investigation.

6. Sub-Committee Reports.

6.1. AIT Sub-Committee- Nancy Butner, Jane Davis and Rosalie Romano

Ms. Butner reviewed the NAB structure of their AIT program and that the subcommittee would like to add some of the NAB aspects to the Washington programs. Motion to open CR 101 to adopt NAB AIT and preceptor training. Motion seconded and passed.

6.2. Vendor Sub-Committee – Annie Zell, Marlita Basada and Matthew Macklin

Ms. Zell gave an update on the LeadingAge and WAHCA conferences. There was a mix up with WAHCA about where the table was supposed to be, there was a great table at LeadingAge with a good amount of foot traffic. Everyone liked the NAB cards that were given out and the brochure worked well. Recommendations were to make sure that there are 2 people at the table, a bag for all the supplies and make sure the supplies are sturdy enough for travel.

7. Executive Director Report- Amber Freeberg, Executive Director

Ms. Freeberg gave an update on the HELMS release coming up in December and next year. Ms. Freeberg also gave an update on how the credentialing team has moved over to the Office of Health Professions in March and are now under our team.

8. Program Manager Report – Kendra Pitzler, Program Manager

Ms. Pitzler gave an update from the NAB meeting she attended in June; some highlights were the wanting to change Administrator-in-training to Administrator Residency and examination company change. Mr. Ebling also gave an update from the meeting stating that it was a great opportunity to see the other states requirements and it made him feel great where we are with this profession in Washington.

Ms. Pitzler updated members on board member recruitment. All interviews are completed, and package is being sent for approval for a total of 4 new members and one reappointment.

9. Exception Application Table- Matthew Macklin

Mr. Macklin said he would come back next meeting with more detail of what he would change in the table.

10. Review of Bylaws- Kendra Pitzler, Program Manager

Ms. Pitzler brought forth the boards bylaws to review and discuss if they would like to add the requirement to attend meetings in-person. Board agreed that it would be better to include it in a welcome letter that would be signed by the board chair.

11. Future Business- Rosalie Romano, Chair

Ms. Pitzler suggested to look at WAC 246-843-230 which is for endorsement, she suggested to possibly update the WAC to align closer to 2SSB 1724. The board agreed to bring this to the next meeting which will be on October 25, 2024.

The board thanked Ms. Pitzler for her dedication and service as the boards program manager for over the past 20 years.

12. Meeting Adjournment

Motion to adjourn the meeting at 12:00 p.m., seconded, passed unanimously.

Submitted by:

Kendra Pitzler, Program Manager
Board of Nursing Home Administrators

Approved by:

Rosalie Romano, Chair
Board of Nursing Home Administrators

On file

SIGNATURE

On file

SIGNATURE

DATE

DATE

