



**Board of Nursing Home Administrators  
Regular Meeting Minutes**

**October 24, 2025**

**Location: Department of Health, TC2, Rooms 153 – 111 Isreal Road SE  
Tumwater, WA 98501 & Microsoft Teams**

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**Board Members' Present:**

Rosalie Romano, Ph.D., Public Member, Chair  
Nancy Butner, NHA, Vice-Chairperson  
Edward Ebling, NHA  
Catherine Reis-El Bara, NHA  
Jessica Wolfrum, Home Care Professional  
Teresa Riley, Home Care Professional  
Matthew Macklin, NHA  
Adam Filbey, NHA  
Paul Emmans, DO

**Board Members Absent:**

None

**Staff Members' Present:**

Amber Freeberg, Executive Director  
Shelbee Scrimo, Program Manager  
Katie Graue, Administrative Assistant  
Tara Mackemull, Program Support  
Luke Eaton, Assistant Attorney General (AAG)  
Melody Casiano, Policy Analyst  
Kevin Taylor, Case Manager  
Brielle Matthes, Credentialing Specialist  
Tierre Talbott, Supervising Investigator  
Shelly Buchanan, Supervising Staff Attorney

**Other Attendees Present:**

Tonja A. Myers

Notice of this meeting was published on the Board of Nursing Home Administrators' profession [website](#) and was sent out through the GovDelivery listserv.

**1. Opening of Public Meeting – Rosalie Romano, Ph.D., Chair**

- 1.1. Call to Order at 9:00 am
- 1.2. Introductions – Board members, agency staff, and public introduced themselves.

**2. Consent Agenda – Rosalie Romano, Ph.D., Chair**

- 2.1. There were two additional items requested to be added to the agenda; Ms. Romano added her meeting overview with Kris Holiday and Mr. Macklin added review and clarification of retired active status. Both items are to be added after number 9 on the agenda. There was a motion to approve of the amended October 24, 2025, meeting agenda, seconded and approved unanimously.
- 2.2. Approval of the July 25, 2025, meeting minutes; motion was made, seconded and approved unanimously.

**3. Rules Hearing – AIT and Endorsement**

The purpose of this rules hearing is to consider updates to the AIT program and endorsement requirements, WAC 246-843-090, 246-843-095, and 246-843-230.

The board will hear public comments and consider adoption of proposed rules filed under WSR 25-15-075 filed July 15, 2025. The proposed rules update language to reduce barriers for licensure and align with RCW 18.130.077.

The hearing was opened at 9:10 am.

There was no public comment given.

There were questions taken from the board. There was a motion to approve the proposed rules, it seconded and approved unanimously.

Hearing was concluded at 9:20 am.

**4. Public Comment – Rosalie Romano, Ph.D., Chair**

- 4.1. There was no public comment given.

**5. Nursing Home Administrator Program Statistics**

**5.1. Budget Report and Discussion – Shelbee Scrimo, Program Manager**

The board reviewed and discussed the budget report for 2025 year to date. The current fund balance sits at \$170,000.

**5.2. Disciplinary Statistics – Shelbee Scrimo, Program Manager**

Ms. Scrimo presented and reviewed data relating to complaint investigations and discipline for July 10, 2025, to October 9, 2025. There was a total of 8 cases reported. 7 of those cases were opened for investigation, 1 was closed.

**6. Interpretation of RCW 34.05.428- Applicability to Informal Investigations**

- 6.1. Discipline/Investigation Presentation- Shelly Buchanan and Tierre Talbott

The DOH investigations and legal team gave a PowerPoint presentation regarding the discipline and investigation process.

**7. Administrator Residency Subcommittee Update**

The subcommittee gave an update on reviewed site visits and relevant work. Ms. Romano and Ms. Butner gave a brief overview of their recent site visit reports. Ms. Butner has been working on entire protocol for their AR's. Ms. Scrimo stated that once the CR-103 is filed, all forms will updated and brought back to the Board at their January meeting.

**8. Executive Director Report – Amber Freeberg, Executive Director**

Ms. Freeberg gave an update on credentialing and the HELMS project. Ms. Freeberg let the board know that credentialing statistics will hopefully be available by the end of the year and told the board that her team was able to have a Rover for 6 weeks to help with initial intakes and approvals. Ms. Freeberg spoke about the HELMS 3.0 implementation that is to take place at the beginning of 2026.

**9. Program Manager Report – Shelbee Scrimo, Program Manager**

Ms. Scrimo reviewed the State law course requirements and how many NHA's still need to meet the requirements. For the DSHS course Teresa Riley volunteered to complete the Board members' portion of the presentation. Due to federal shutdown DSHS postponed their October training course until December 2025.

Ms. Scrimo gave an update on the current open recruitment, for two Pro-Tem Members, a Public Member and a NHA Position are all currently at the Governor's office. Ms. Scrimo let the board know that Mr. Emmans and Mr. Macklin terms will end in May of 2026 and she will start recruitment in December.

Ms. Scrimo reserved the LeadingAge 2026 booth. Ms. Scrimo asked Ms. Butner, Ms. Reis-El Bara and Ms. Wolfrum if they would like to continue on the subcommittee, all members agreed to continue.

Ms. Scrimo informed the Board that she will be out on leave starting in February for three months.

**10. Added Item – Chairs Meeting with Kris Holiday - Rosalie Romano, Ph.D., Chair**

Ms. Romano gave an update on her meeting with the Krisopher Holiday, the Office Director of Health Professions. Ms. Romano asked Mr. Holiday for assistance on how to streamline the recruitment process. Mr. Holiday informed her that they are currently working on improving the process with the Governors Office at this time.

**11. Added Item – Retired/Active Status - Matthew Macklin, NHA**

Mr. Macklin discussed with the Board on clarifying language for the Nursing Home Administrators current retired active credential. Mr. Eaton and Ms. Scrimo reviewed the current WAC's that pertained to retired active status professions wide. Ms. Scrimo also reviewed the current FAQs on the Boards website regarding this topic. Mr. Macklin thanked the Board and DOH staff for clarification.

**12. Date Reminders**

The Board reviewed the following 2026 dates:

- 12.1. **2026 BNHA Meeting Dates:** January 23, April 10, July 24 and October 23.
- 12.2. **2026 NAB meeting dates:**  
 2026 Annual Meeting: June 3-5, 2026, in Portland, ME  
 2026 Mid-Year Meeting: November 11-13, 2026, in San Antonio, TX
- 12.3. **LeadingAge 2026 Conference Date:** June 1-3, 2026, Wenatchee, WA
- 12.4. **WAAC:** May 18-20, 2026, Seattle, WA

**13. Future Business – Rosalie Romano, Ph.D., Chair**

The board discussed future business for the January 2026 meeting to include an update from NAB from Mr. Ebling and Mr. Macklin, and new DSHS dates and what board members will present.

**14. Meeting Adjournment at 11:13 am.**

Motion to adjourn the meeting was made, seconded and approved unanimously.

**Submitted by:**

Shelbee Scrimo, Program Manager  
Board of Nursing Home Administrators

**Approved by:**

Rosalie Romano, Ph.D., Chair  
Board of Nursing Home Administrators

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