



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

January 23, 2026

**Location: Department of Health, TC2, Rooms 167 – 111 Isreal Road SE
Tumwater, WA 98501 & Microsoft Teams**

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

Board Members Absent:

Paul Emmans, DO

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)
Kevin Taylor, Case Manager
Brielle Matthes, Credentialing Specialist
Corina Garza, Credentialing Specialist
Evan Shigaya, Policy Analyst
Shelly Buchanan, Supervising Staff Attorney

Other Attendees Present:

Morgan Farrell

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, DOH agency staff, and public introduced themselves.

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

- 2.1. Approval of January 23, 2026, meeting agenda; There was a motion made to approve the January 23, 2026, agenda, motion was seconded and approved unanimously.
- 2.2. Approval of the October 24, 2025, meeting minutes; There was a motion made to approve the October 24, 2025, submitted meeting minutes, motion was seconded and approved unanimously.

3. Public Comment – Rosalie Romano, Ph.D., Chair

- 3.1. There was no public comment given.

4. Nursing Home Administrator Program Statistics

4.1. Credentialing Statistics - Shelbee Scrimo, Program Manager

The board reviewed and discussed data relating to the issuance of nursing home administrator licenses. Total current licenses for NHA is 389 and current licenses for NHAT is 16.

4.2. Budget Report and Discussion – Shelbee Scrimo, Program Manager

The board reviewed and discussed the budget report for July 1, 2025, to November 30, 2025, year to date. The current fund balance sits at \$176,204. Ms. Scrimo also reviewed the HSQA Budget 101 - FAQ's.

4.3. Disciplinary Statistics – Shelbee Scrimo, Program Manager

Ms. Scrimo presented and reviewed data relating to complaint investigations and discipline for October 10, 2025, to January 12, 2026. There was a total of 11 cases reported. 9 of those cases were opened for investigation, 2 were closed.

Ms. Scrimo reviewed the data from July 10, 2025, to January 12, 2026 (biennium) There was a total of 19 cases reported. 16 of those were opened for investigation and 3 were closed.

5. Executive Director Report – Amber Freeberg, Executive Director

Ms. Freeberg let the board know the travel ban for DOH staff has been shifted, staff is to go by new DOH matrix for travel.

Ms. Freeberg told the Board that DOH will now allow the Board to schedule one meeting per year outside of Tumwater.

6. Program Manager Report – Shelbee Scrimo, Program Manager

Ms. Scrimo updated the Board members on board member recruitment, and attendance at new administrator training.

- 6.1. Legislation Updates – there was nothing to report as of today.
- 6.2. Board Member Recruitment – opened recruitment for Matt and Paul's positions. Ms. Scrimo informed Matt that he could stay on until his position was filled.
- 6.3. New Administrator Training Attendance – Ms. Scrimo reviewed the state law course requirement statistics.

6.4. Signature Delegation - Ms. Scrimo gave an overview of the Form 1-1-19A: Delegation of Signature Authority and Form 1-1-19C: Delegation of Decision-Making. Ms. Romano called for a vote to accept the Form 1-1-19A: Delegation of Signature Authority, and Form 1-1-19C: Delegation of Decision-Making the vote was moved, seconded, and approved unanimously.

7. Code of Conduct and Ethics Review - Luke Eaton, AAG

Mr. Eaton gave a PowerPoint presentation on board code of conduct and ethics.

8. National Association of Long-Term Care Administrator Board (NAB) Mid-Year Meeting - Ed Ebling and Matthew Macklin

Mr. Ebling and Mr. Macklin provided a summary of the October 2025 NAB Mid-Year meeting.

Ms. Scrimo talked to the Board regarding the NAB meeting in June 2026. Mr. Ebling was nominated as the state delegate and the staff member to travel will be Amber Freeberg.

Adam Finley would like to attend the November 2026 NAB meeting. And Shelbee Scrimo will be the staff member to travel in November.

There was a motion to accept Ed and Amber for the June 2026 meeting. The vote was moved, seconded, and approved unanimously.

There was a motion to accept Adam and Shelbee for the November 2026 meeting. The vote was moved, seconded, and approved unanimously. There was also a suggestion to possibly add a 3rd Board member attendee, it is to be discussed at the April 2026 meeting.

9. Administrator Residency Subcommittee Update - Nancy Butner

Ms. Butner gave an update from the subcommittee on reviewed site visits and new forms.

9.1. New Forms

The board reviewed the updated forms with the updated changes from the recent rules that were passed.

10. Vendor Subcommittee Update - Adam Filbey

Adam Filbey gave an update from the subcommittee regarding their committee meeting(s).

10.1. WHCA - May 18-20 – The subcommittee will have Board members attend. Attendees are as follows: Adam Filbey, Catherine Reis

10.2. LeadingAge - June 1-2 – The subcommittee will have Board members attend. Attendees are as follows: Adam Filbey

11. Election of Chair and Vice Chair - Rosalie Romano

The board will vote on for the 2026 board chair and vice-chair.

Nominations for Board Chair was Rosalie Romano – There was a motion for Rosalie Romano to continue as chair, motion was seconded and approved unanimously.

Nominations for Board Vice-Chair was Nancy Butner. There was a motion for Nancy Butner to continue as Vice-Chair, motion was seconded and approved unanimously.

12. 2027 Board Meeting Dates

The board reviewed the proposed 2027 board meeting dates and voted on them.

12.1. Proposed Dates:

- January 22, 2027
- April 9, 2027
- July 23, 2027
- October 22, 2027

There was a motion to accept the proposed 2027 meeting dates as presented, motion was seconded and approved unanimously. A meeting outside of Tumwater will be discussed at the July 2026 meeting.

13. Date Reminders

13.1. 2026 BNHA Meeting Dates: April 10, July 24 and October 23.

13.2. 2026 NAB meeting dates:

2026 Annual Meeting: June 3-5, 2026, in Portland, ME
Mr. Ed Ebling and Ms. Amber Freeberg are to be in attendance.

2026 Mid-Year Meeting: November 11-13, 2026, in San Antonio, TX
Mr. Adam Filbey and Ms. Shelbee Scrimo are to be in attendance.

13.3. WHCA 2026 Conference Date: May 18-20, 2026 – Seattle, WA

13.4. LeadingAge 2026 Conference Date: June 1-3, 2026 – Wenatchee, WA

14. Future Business – Rosalie Romano, Chair.

The board discussed future agenda items.

15. Meeting Adjournment at 11:13 am.

Motion to adjourn the meeting was made, the motion was 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

On file

SIGNATURE

DATE

On file

SIGNATURE

DATE

