



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

**April 10, 2026**

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

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**Board Members' Present:**

Rosalie Romano, Ph.D., Public Member, Chair  
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:**

Edward Ebling, NHA  
Nancy Butner, NHA, Vice-Chairperson

**Staff Members' Present:**

Amber Freeberg, Executive Director  
Katie Graue, Administrative Assistant  
Tara Mackemull, Program Support  
Kevin Taylor, Case Manager  
Evan Shigaya, Policy Analyst  
Heather Carter, AAG  
Dominique Crisp, 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 9:01 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 April 10, 2026, meeting agenda; There was a motion made to approve the April 10, 2026, agenda, motion was seconded and approved unanimously.
- 2.2. Approval of the January 23, 2026, meeting minutes; There was a motion made to approve the January 23, 2026, 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. Budget Report and Discussions – Amber Freeberg, Executive Director**

The board reviewed and discussed budget report. Ms. Freeberg reviewed the budget from July 1, 2025, to February 28, 2026, and let the Board know the HELMS assessment has not been charged into the budget yet. Ms. Freeberg let the Board know their budget is in excellent shape.

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

Ms. Freeberg let the board know HELMS 3.0, the final release, is now complete. DOH was shut down for 5 days for the new release but credentialing timelines were not greatly affected. Ms. Freeberg took questions and comments from the Board regarding HELMS.

**6. National Association of Long-Term Care Administrator Board (NAB) Mid-Year Meeting Attendance**

The board discussed an additional Board member attending NAB and decided at this time to table the discussion, this will be added to the July 24, 2026, meeting for further discussion and consideration.

**7. Vendor Subcommittee Update – Adam Filbey**

Mr. Filbey gave an update on who will attend the upcoming vendor booths. Ms. Freeberg let the Board know someone from another department in DOH and will also be at WHCA. The Upcoming vendor booths are:

- 7.1. WHCA - May 18-20, 2026
- 7.2. LeadingAge - June 1-2, 2026

**8. List and Labels Request**

Ms. Freeberg informed the Board an outside agency, ProvenBase, asked for a list of all professions, names, addresses, etc. Ms. Freeberg reviewed the RCW with the Board letting them know they do not need to release information when its intention is to be used for commercial purposes and is not requested by an association or educational entity recognized by the Board. There was a motion made to not provide the list and labels request from ProvenBase, the motion was seconded and approved unanimously.

**9. Date Reminders**

**9.1. BNHA Meeting Dates:**

Ms. Romano reviewed the lists of upcoming Board Meeting dates:  
2026: July 24 and October 23.  
2027: January 22, April 9, July 23, October 22

**9.2. 2026 NAB meeting dates:**

Ms. Romano reviewed the lists of upcoming Conference dates:  
2026 Annual Meeting: June 3-5, 2026, in Portland, ME  
2026 Mid-Year Meeting: November 11-13, 2026, in San Antonio, TX

**9.3. WHCA 2026 Conference Date: May 18-20, 2026, in Seattle**

**9.4. LeadingAge 2026 Conference Date: June 1-3, 2026, in Wenatchee**

**10. Future Business – Rosalie Romano, Chair.**

Ms. Romano thanked Paul Emmans and Matthew Macklin for their time with the Board and presented them with their plaques.

The board discussed future agenda items.

**11. Meeting Adjournment at 9:25 am.**

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

**Submitted by:**

Amber Freeberg, Executive Director  
Board of Nursing Home Administrators

**Approved by:**

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

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