



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

**January 22, 2021**

Virtual Meeting via Microsoft Teams

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Committee members present: Ann Zell, NHA, Chair  
Carl Christensen, RN, PHD, Vice Chair  
Marlita Basada, RN  
Angela Cerna, NHA  
Sharon Rinehart, NHA  
Mary Kangas, RN  
Catherine Van Son, Ph.D., RN, ANEF

Committee members absent: Jesse Shelton, NHA  
Rosalie Romano, Ph.D. Public Member

Staff members present: James Chaney, Executive Director  
Kendra Pitzler, Program Manager  
Karen Gohlsen, Program Support  
Gail Yu, Assistant Attorney General  
Jeff Wise, Credentialing Supervisor  
Sarah Kirschenman, Staff Attorney

Guest presenters: None

On January 22, 2021, 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 – Annie Zell, 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 – Annie Zell, Chair**

- 2.1. January 22, 2021 agenda.
- 2.2. October 23, 2021 regular meeting minutes.

*Motion to approve the items on the consent agenda, seconded, vote 6-0.*

### **3. Discussion of Items Removed from the Consent Agenda – Annie Zell, Chair**

No items were removed from the consent agenda.

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

- 4.1. Credentialing Statistics – Kendra Pitzler, Program Manager  
Ms. Pitzler presented the credentialing statistics for the program as Kevin Robbins (credentialing supervisor) was unable to attend the meeting. She reported that there are currently 406 active licenses for nursing home administrators, which was a decrease from two weeks ago where there were 410 active licenses. She thought active licenses would increase once the backlog of license renewals had been processed, but that does not appear to be the case. There is a pending status count of 24 applications for full nursing home administrator license and seven for the AIT program. In addition, application processing times are increasing, and she speculated that could be attributed to the processing time for AIT applications, which take longer and could skew the numbers. As for the age demographic, she noted that bulk of the licensees were over the age of 50 (217).
- 4.2. Disciplinary Statistics – Kendra Pitzler, Program Manager  
Ms. Pitzler presented the disciplinary statistics for the past quarter (October 16, 2020 – January 1, 2021—see *Figure 1* on the following page). Chair Zell noted that the number of disciplinary cases appeared to be lower and Ms. Pitzler thought it might be attributed to there being one less case management session for the reporting period.

**Figure 1 – Disciplinary Statistics (October 16, 2020 to January 1, 2021)**

<b>Number of Reports Reviewed by Board Panel</b>		<b>16</b>
Number of Investigations Opened		5
Number of Reports Closed without Investigation		11

  

<b>Reasons for Closure</b>		
<b>Number of Reports Closed without Investigation</b>		<b>11</b>
Referred to DSHS and/or RCS		9
If true, no violation		1
Insufficient Information		1

  

<b>Case Reviews</b>		
<b>Number of Cases from Investigations Reviewed by Board Panel</b>		<b>11</b>
Closed		11

  

<b>Legal Reviews</b>		
<b>Number of Legal Reviews by Board Panel</b>		<b>0</b>

  

<b>Compliance</b>		
<b>Number of Cases from Investigations Reviewed by Board Panel</b>		<b>1</b>
Review/Close		1

**5. Application and Renewal Fee Raise Proposal – James Chaney, Executive Director**

Mr. Chaney provided an update on the proposal for an NHA licensure fee increase and timelines for implementation. In the state of Washington, health professions by law are self-sustaining and rely on licensure fees to maintain a fund balance. Based on feedback from the board in a previous meeting on October 23, 2021 and the fee workshop in early January, Mr. Chaney presented a proposal to the board along the lines of what had been agreed on as a remedy to the current deficit in the fund balance. The fee will be increased 20% as of August 1, 2021 and there will be an additional increase of 17% the following year, effective August 1, 2022.

License Type	Current Fee	August 1, 2021 20% increase	August 1, 2022 17% increase
Initial	\$575	\$690	\$805
Renewal	\$695	\$835	\$975

There are deep concerns that, as the cost of licensure increases, the number of those obtaining licenses will decrease due to cost. Board members discussed ideas for increasing revenue and cutting costs, including examining the shared regulatory responsibilities with DSHS to possibly shift the cost burden, or radically restructure the entire program.

**6. Budget Report & Discussion – Annie Zell, Chair**

Ms. Pitzler briefed the board on the latest budget numbers from December 2020 and began with direct charges. Salaries and benefits have improved but are still overspent for the biennium, goods and supplies were over allotment by \$2,000 mainly due to “Training/Dues/Conference” not being allotted any funds for the biennium. For service unit expenditures, Ms. Pitzler noted that the adjudicative services unit was over budget due to n

hearing held in the fall. Since hearing are not a usual occurrence, they are not included in the budget allotment. The other area that showed a noticeable increase was the credentialing unit, most likely due to the impact of COVID-19.

There was a question regarding what is included for the line item “Salaries Board” and Ms. Pitzler explained that was the compensation members received for conducting board business such as attending meetings and conferences. There was also a question related to the full-time employee (FTE) allotment. Ms. Pitzler explained that this is the time given rather than a measure of money. After more discussion, the board agreed that they would like to have Jeff Orwig, Finance Officer come to the next meeting to answer questions about the budget report.

**7. Legislation – James Chaney, Executive Director, Kendra Pitzler, Program Manager, Rosalie Romano, Public Member**

Mr. Chaney began the discussion by informing the board that their proposal submitted to DOH regarding sponsoring legislation to increase the number of members on the board from nine to eleven has been tabled until 2022. In addition, he briefed the board on upcoming 2021 legislation that might be of interest including SB 5229 (Concerning health equity continuing education for health care professionals), HB 1120 (Concerning state of emergency operations impacting long-term services and supports), and HB 1180 (Concerning public testimony at public meetings, including virtual meetings).

**8. Executive Director Report - James Chaney, Executive Director**

Mr. Chaney had nothing to report.

**9. Program Manager Report – Kendra Pitzler, Program Manager**

Board Membership - Ms. Pitzler updated the board on the recruitment efforts to address upcoming vacancies (one NHA and two healthcare professionals or educators); two of the members have made the decision not to request reappointment and one member will be ineligible for a second term due to retirement. Each of their terms will conclude at the end of May 2021. The recruitment letters were sent, and applications received. Ms. Pitzler asked for volunteers for the interview panels (Rinehart for the NHA panel and Van Son for the healthcare providers/educators panel).

NAB Meeting - Ms. Pitzler briefed the board on the Annual Meeting of the National Association of Long-Term Care Administrator Boards (NAB) that took place on October 26-30, 2020. She did not have much to report, however she was asked to serve on NAB’s Member Relations & Outreach Committee for the next two years and requested approval from the board. *Motion to approve Kendra Pitzler serving on the NAB member relations and outreach committee, seconded, vote 7-0.*

AIDS Education Repeal (ESHB 1551) - Ms. Pitzler provided an update on amending the rules ([WAC 246-843-162](#)) due to the repeal of the AIDS training requirement. The CR-105 was filed on January 4, 2021. If there are no objections from the public, the CR-103 to adopt the rule repeal can be filed without a hearing.

DSHS Training Volunteers – Ms. Pitzler asked for board volunteers to assist with three trainings held by DSHS this year on March 18<sup>th</sup>, June 17<sup>th</sup>, and October 28<sup>th</sup>. Board members agreed that Ms. Pitzler should send the request by e-mail and assign members based on responses to volunteer for this.

Updating GovDelivery – Ms. Pitzler asked for board approval to update the GovDelivery listserv with emails from the licensure database to ensure all licensees are aware of changes and updates to the profession. *Motion to approve adding licensure email to the GovDelivery listserv to send out important notices to all licensees, seconded, vote 7-0.*

#### **10. Continuing Education Rules Update– Kendra Pitzler, Program Manager**

On September 1, 2020, the board voted to adopt emergency rules to allow training and experience related to the pandemic to count toward continuing education requirements. The board also voted to adopt the rules permanently. Ms. Pitzler provided an update relating to the rules process and asked the board to decide on a date for the public hearing. The emergency rules that went into effect in September 2020 will expire in February 2021 (emergency rules are only in effect for 120 days) and a new set of rules will need to be filed to extend another 120 days. In addition, Ms. Pitzler noted that the CR-101 will be filed soon to make the emergency rules permanent and she will be putting together a draft CR-102, the language to be finalized at a future meeting. The required approval from the board for the draft language to be included in the CR-102 for the permanent rule. The board has scheduled the hearing for May 27, 2021, which will finalize the language for the permanent rule.

#### **11. Nursing Compact – Annie Zell, Chair and Carl Christensen, Vice Chair**

The Washington State Nursing Care Quality Assurance Commission (NCQAC) has asked for the board's support for legislation to join the [Nurse Licensure Compact](#), a 34-state partnership that allows nurses to practice across state lines. Vice Chair Christensen opened the discussion with an overview of the compact and asked the board to provide comment. It was decided that the board should write a letter in support of the compact. *Motion to issue a letter in support of NCQAC joining the Nurse Licensure Commission, seconded, vote 7-0.*

#### **12. AIT Subcommittee Update - Annie Zell, Chair, Carl Christensen, Vice Chair, Sharon Rinehart, Board Member**

The subcommittee has met a couple of times over the past two months and Ms. Rinehart updated the board on what the subcommittee was working on. The first issue was regarding the event when an AIT candidate is assigned two preceptors because their training facility has less than 50 beds and they need to do some of their training at a larger facility. The subcommittee has put together a draft purpose statement to provide guidance for when an AIT candidate has two preceptors and has asked the board to review for adoption. The subcommittee will revise the draft according to the comments provided and present at a future meeting. Other recommendations were verbally presented to the board. Ms. Yu asked that the other recommendations be written up and presented to her for prior review to determine if policy or rule was needed to enact those recommendations. Documentation relating to the recommendations will be presented at the next meeting.

**13. Meeting Update – Long-Term Care and Nursing Education Summit – Catherine Van Son, Board Member–**

Ms. Van Son briefed the board regarding the Nursing Care Quality Assurance’s Long-Term Care and Nursing Education Summit meeting she attended in August 2020. She noted that there were no topics about engaging nursing students to go into long-term care.

**14. Election of Officers – Annie Zell, Chair**

Chair Zell began the discussion by encouraging other board members to put their names forth for chair and vice chair. After discussion, with no other volunteers for Chair or Vice Chair, it was decided that Chair Zell and Vice Chair Christensen should serve for another year, but they would be swapping roles. Motion to approve Carl Christensen to serve as chair and Annie Zell to serve as vice chair, seconded, vote 7-0.

**15. Meeting Adjourned at 11:50 a.m.**

**Submitted by:**

Kendra Pitzler, Program Manager  
Board of Nursing Home Administrators

**Approved by:**

Annie Zell, Chair  
Board of Nursing Home Administrators

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