



Board of Nursing Home Administrators Meeting Minutes

April 16, 2021

Virtual Meeting via Microsoft Teams

Committee members present:	Carl Christensen, RN, PHD, Chair Ann Zell, NHA, Vice Chair Marlita Basada, RN Mary Kangas, RN Rosalie Romano, Ph.D. Public Member Catherine Van Son, Ph.D., RN, ANEF
Committee members absent:	Jesse Shelton, NHA Sharon Rinehart, NHA Angela Cerna, NHA
Staff members present:	James Chaney, Executive Director Kendra Pitzler, Program Manager Karen Gohlsen, Program Support Gail Yu, Assistant Attorney General Jeff Wise, Policy Analyst Jeff Orwig, Financial Services Manager Sarah Kirschenman, Staff Attorney
Guest presenters:	None

On April 16, 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 – Carl Christensen, Chair

- 1.1. Call to Order - The chair called the meeting to order at 9:03 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 – Carl Christensen, Chair

- 2.1. April 16, 2021 agenda.
- 2.2. January 22, 2021 regular meeting minutes.
- 2.3. March 3, 2021 special meeting minutes.

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

3. Discussion of Items Removed from the Consent Agenda – Carl Christensen, 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 399 active licenses for nursing home administrators, which was a decrease from the 406 licenses reported at the January 22, 2021 meeting. She added that 213 of the 399 licensees are over the age of 50. For the first quarter of 2021, DOH received 11 NHA and six AIT applications; DOH issued six NHA licenses and five AIT licenses.
- 4.2. Disciplinary Statistics – Kendra Pitzler, Program Manager
Ms. Pitzler presented the disciplinary statistics for the past quarter (January 1, 2021 – April 1, 2021 - see *Figure 1* on the following page). She noted that the number of reports received between January and the end of March was 19 and that is way down from last year. Ms. Pitzler informed the board she was also reviewing the number of complaints in the past two year that are based on DSHS facility surveys and case worker reporting. She is still in the process of researching the data and shared initial thoughts with the board.

Figure 1 – Disciplinary Statistics (January 1, 2021 to April 1, 2021)

Number of Reports Reviewed by Board Panel	19
Number of Investigations Opened	5
Number of Reports Closed without Investigation	14

Reasons for Closure	
Number of Reports Closed without Investigation	14
Referred to DSHS and/or RCS	12
If true, no violation	2

Case Reviews	
Number of Cases from Investigations Reviewed by Board Panel	7
Closed	7

Legal Reviews	
Number of Legal Reviews by Board Panel	0

Compliance	
Number of Cases from Compliance Reviewed by Board Panel	1
Request for Modification	1

Note: Tables have the top line with gray shading to denote that this line is the overall total overall. The rest of the lines in the table should add up to that number.

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. At the previous meeting in January, Mr. Chaney briefed the board regarding the proposed fee increase for an initial license and renewal (see *Figure 2*), however, he did not include license by endorsement in the discussion. The fee for that license is currently \$715 and will be adjusted to be the same cost as the initial fee (\$690 as of August 1, 2021 and \$805 as of August 1, 2022) once the proposed fees are in effect. This means that it will stay the same until August 1, 2022 and will then be raised to \$805.

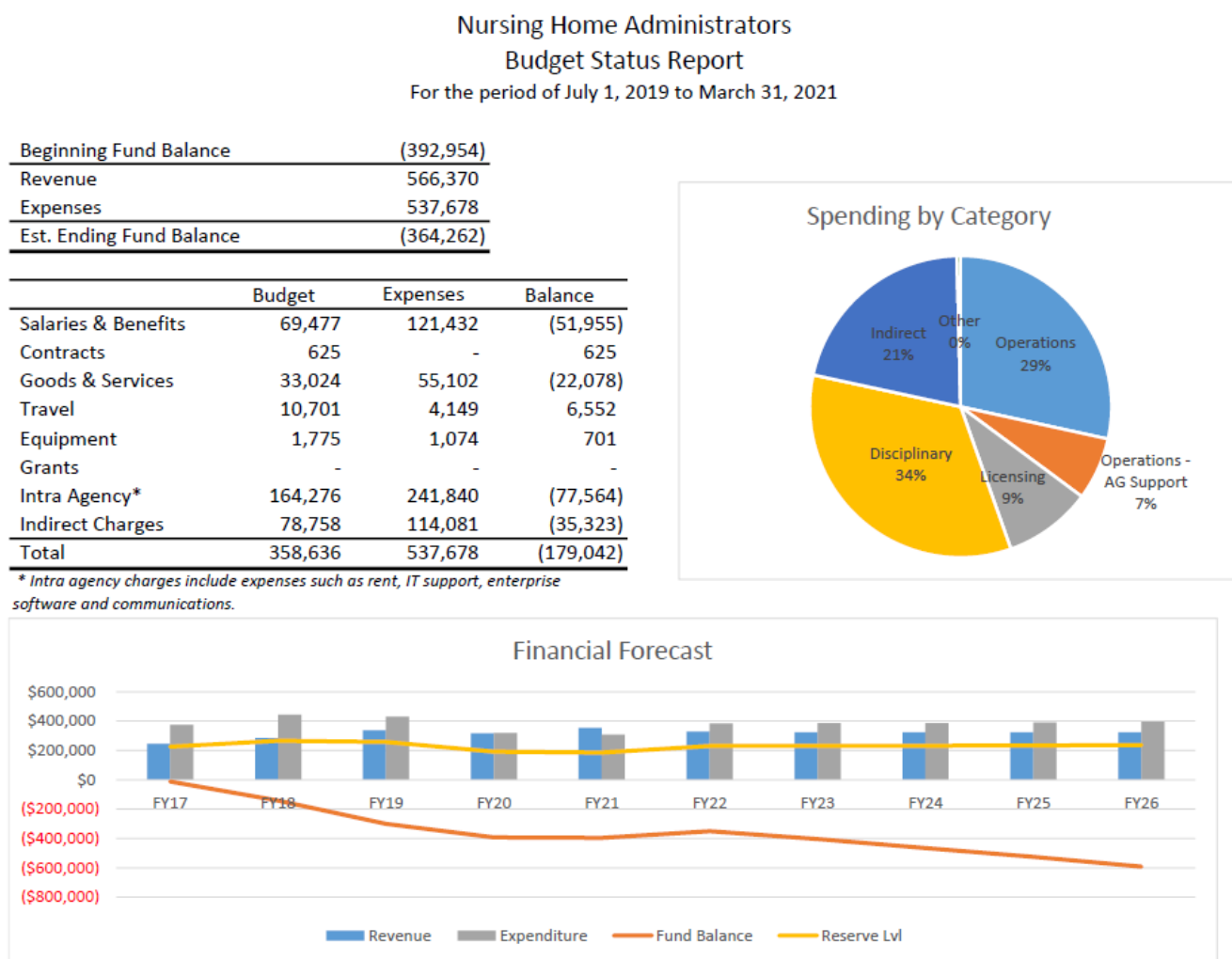
Figure 2 – Proposed NHA License Fee Increase

License Type	Current Fee	August 1, 2021 20% increase	August 1, 2022 17% increase
Initial	\$575	\$690	\$805
Endorsement	\$715	\$690	\$805
Renewal	\$695	\$835	\$975

6. Budget Report & Discussion – Jeff Orwig, Financial Services Manager

Mr. Orwig briefed the board on the latest budget numbers from March 2021 and presented a breakdown of the budget as well as a fund balance forecast. Mr. Christensen asked for clarification on the charges for the current licensing database ILRS and HELMS, which is slated to replace ILRS starting in July 2022. Mr. Christensen also noted that the 2022 forecast shows a reduction in the fund balance deficit of over \$40,000, yet the 2023 forecast shows a deficit increase of over \$50,000 and asked what the factors were driving those numbers. Mr. Orwig did not have a ready answer and will have to get back to the board with the rationale.

Figure 3 – Nursing Home Administrators Budget Status Report



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

Mr. Chaney briefed the board on 2021 legislation that could affect the profession, directly or indirectly:

- [HB 1120 \(Emergency operations impacting long term services and supports.\)](#)
- [ESSB 5229 \(Concerning health equity continuing education for health care professionals.\)](#)
- [HB 1411 \(Relating to health care workforce eligibility for persons 2 with prior involvement with the criminal justice system.\)](#)
- [HB 1329 - Relating to public meeting accessibility and 2 participation.](#)
- Governor's budget update – no staff furloughs planned for the next 2021-23 biennium.

8. Executive Director Report - James Chaney, Executive Director

Mr. Chaney briefed the board on a series of topics for their awareness:

Facilities closures: According to a news report, there could be as many as 20 long-term care facility closures over the next 18 months without relief from the state or federal government.

Agency reopening: DOH will be bringing back some employees to the office on a case by case basis, the rest of the employees are still working remotely.

New DOH secretary: In January 2021, Umair Shah, MD, MPH became the new secretary for the agency, replacing John Weisman, DrPH, MPH who stepped down in December 2020. Mr. Chaney indicated that the new secretary may join a future meeting and suggested putting together a presentation regarding the issues facing the board.

9. Program Manager Report – Kendra Pitzler, Program Manager

Board recruitment – Ms. Pitzler provided an update on recruitment progress for three upcoming vacancies on the board (two healthcare professionals and one nursing home administrator). Eligible candidates have been interviewed and the appointment recommendations are currently under review with the DOH secretary's office. Once approved at the secretary level, the appointment recommendations will be forwarded to the governor's office. Ms. Pitzler indicated that if appointments are not made by May 28th, she will need to ask members who are leaving the board (Catherine Van Son, Sharon Rinehart, and Mary Kangas) to stay on past their term until new members can be appointed.

NAB meeting – The National Association of Long Term Care Administrator Boards (NAB) 2021 Annual Meeting is taking place June 9-11, 2021 via video conference and will be free for members. The 2021 mid-year meeting will take place in Monterey, CA, October 20-22, 2021. The board's fall meeting is currently scheduled for October 22, 2021 and will need to be rescheduled so there will be no conflict. *Motion to move the October 22 meeting to November 19, seconded, vote 6-0.*

Nursing Compact – Ms. Pitzler informed the board that the nursing compact legislation that the board had endorsed did not pass. She added that compact bills for other professions also did not pass. It is anticipated that compact legislation will be reintroduced in the 2022 legislative session.

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 and there were no objections from the public thereby waiving the need for a hearing. The CR-105 has been approved by the division and is pending approval from the secretary’s office. Once approved, the rule repeal will be filed with the Office of the Code Reviser.

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. The rule has been approved at the division level and is pending approval with the secretary’s office. It is expected the rule language will be filed with the Office of Code Reviser ahead of the deadline to stay on track with the hearing on May 27, 2021 at 1 p.m.

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

Multiple preceptors: To follow up from the previous meeting, the subcommittee presented draft language regarding a purpose statement to clarify the rules when an AIT candidate has two preceptors (if a candidate’s training facility has less than 50 beds and they need to do some of their training at a larger facility). Changes were suggested and incorporated into the draft and the board moved to accept the language. *Motion to adopt the purpose statement and suggested changes, seconded, vote 6-0.*

Change to the DOH AIT web page: Ms. Pitzler indicated that the AIT subcommittee suggested changing the language of Step 3 on the AIT process overview web page from “Develop a training plan and resources for training plan development” to “Develop a training plan” to align more with the contents of Step 3. The board had no objection to the change.

AIT site visit confirmation email revision: Ms. Pitzler asked the board to consider language changes suggested by the AIT subcommittee, including adding a paragraph that clarifies the rules regarding completing a site visit as a condition for completing the AIT program. The board had no objection to the changes.

Preceptor’s Report & Evaluation of Training revision: Ms. Pitzler asked the board to consider the suggestion by the AIT subcommittee to add items to the report checklist. Ms. Zell provided rationale to why the changes were suggested. *Motion to adopt the revisions to the report, effective for the next AIT training, seconded, vote 6-0.*

Possible future topics: The subcommittee is interested in exploring the adoption of the NAB AIT training program, which would require a rule change should the board be interested. In addition, the subcommittee will also be considering adding a certification on the final quarterly report where the preceptor attests that the candidate is ready for the exam and working as an administrator.

12. Facility Laws for Administrators – Kendra Pitzler, Program Manager

ALF Laws – Ms. Pitzler provided awareness regarding assisted living facilities (ALF) laws for administrators, which sometimes do not align with the laws for the profession and provided examples of instances where the laws differ. Ms. Pitzler also talked about the Department of Social and Health (DSHS) nursing home law that allows someone who is not licensed to be the administrator of a nursing home for four weeks. That time frame can be extended if DSHS approves it. Board members had questions and asked that Ms. Pitzler ask someone from DSHS to attend the next meeting to talk about this rule and answer questions.

13. Board Documents – Carl Christensen, Chair

13.1. Board 2021-2023 Business Plan - The board reviewed the previous business plan and suggested revisions. Mr. Christensen volunteered to draft a revised version to be presented at the next board meeting in July. Ms. Ramono agreed to review the draft version and assist as needed.

13.2. Bylaws - The board was asked to review the bylaws for renewal and determine if any changes were needed. However, while the board had no changes and was ready to vote, Mr. Chaney requested the vote be tabled until next meeting so he can ensure that the current bylaws align with the direction of the new DOH secretary.

14. Signature Delegation – Kendra Pitzler, Program Manager

Signature delegation needs to be renewed every two years at the beginning of the biennium. Ms. Pitzler briefed the board regarding giving DOH the authority to sign off on documentation in the areas of credentialing, disciplinary issues, rules, and compliance to ensure efficiency in the processing of documents. *Motion to approve the signature authority document for 2021-2023, seconded, vote 6-0.*

15. Dates for 2022 Meetings – Kendra Pitzler, Program Manager

Ms. Pitzer asked the board to decide on meeting dates for 2022. However, given the uncertainty regarding future travel, the decision regarding the meeting locations is tabled until the next meeting in July. Motion to approve regular meeting dates for 2022 on January 28, April 29, July 22, and November 4, seconded, vote 5-0, one abstention.

16. Recognition of Outgoing Members – Carl Christensen, Chair

Mr. Christensen thanked outgoing board members (Catherine Van Son, Mary Kangas, and Sharon Rinehart) and AAG Gail Yu, who is retiring, for serving on the board.

17. Meeting Adjourned at 1:11 p.m.

Submitted by:
Kendra Pitzler, Program Manager
Board of Nursing Home Administrators

Approved by:
Carl Christensen, Chair
Board of Nursing Home Administrators

On file _____
SIGNATURE

On file _____
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DATE

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