

**BOARD OF EXAMINERS FOR NURSING HOME ADMINISTRATORS
MINUTES**

DATE: August 01, 2016

TIME: 9:00 a.m. C.S.T

LOCATION: 665 Mainstream Drive
Ground Floor, Iris Conference Room
Nashville, TN 37243

MEMBERS PRESENT: Harold Walker, Board Chair
Juanita Honeycutt, Vice Chair
Florence Weierbach, PhD, Secretary
Lakecia Harper, NHA
Marilyn Key, Hospital Administrator
Cynthia Wheeler, NHA
Barbara Trautman, Consumer Member
Vincent Davis, Director of Health Care Facilities

MEMBER(S) ABSENT: Stephen D'Amico, MD

STAFF PRESENT: Michael Sobowale, Unit Director
Mary V. Webb, Board Administrator
Kyonzte Hughes-Toombs, Deputy General Counsel
Nichelle Dorroh, Disciplinary Coordinator, Office of Investigations
Vanessa Crutcher, Financial Officer

1. Call to Order

With a quorum being present, Mr. Walker, Board Chair, called the meeting to order at 9:13 A.M. A roll call vote was taken with all board members present with the exception of Dr. D'Amico. Mr. Walker introduced Lakecia Harper to the Board. Ms. Harper fills the replacement of Mr. Craig Laman. The Board thanked Mr. Laman for his dedicated services during his tenure as a board member.

2. Minutes

A motion was made by Dr. Weierbach, and seconded by Ms. Honeycutt, to approve the June 06, 2016 board meeting minutes as written. The motion carried.

3. Office of General Counsel Report

Kyonzte Hughes-Toombs, Deputy General Counsel, presented the OGC Report. There were three (3) open cases in the Office of General Counsel. The AIT Program Approval/Denial rules have an effective date of September 7, 2016. Ms. Hughes-Toombs stated that she needed a

board member to appear with her before the Joint Government Operations committee for this rules review hearing on August 17, 2016. Ms. Lakecia Harper volunteered to be in attendance.

There were no legislative updates to report.

4. Office of Investigations

Nichelle Dorroh, Disciplinary Coordinator, presented the Investigative and Disciplinary report as follows: There were two (2) complaints opened in July and two (2) complaints were closed. There are three (3) nursing home administrators being monitored and are in compliance.

5. Financial Report

Vanessa Crutcher, Fiscal Officer, reported the board financial statement for fiscal year ending 2016. Ms. Crutcher reported the total direct expenditures as \$47,256.55, the total allocated expenditures as \$20,591.43, total expenditures 67, 847.98, the current year net as \$41, 242.13, with a cumulative carryover of \$211,912.81. Ms. Crutcher then presented a spreadsheet showing proposals for fee reduction as previously requested by the board. Mr. Walker expressed an interest in a license renewal fee reduction of \$60.00, which would bring the renewal fee down to \$150.00. After discussion, a motion was made by Vincent Davis, and seconded by Dr. Weierbach, to wait until the Board has a chance to review the end of fiscal year financial statement before proceeding with further discussion regarding the the fee decrease at the November 7, 2016 board meeting. The motion carried.

6. Applicant Interviews/File Reviews

AIT Applicants

- A. **Dorka Ellis** – Ms. Ellis was not present. A motion was made by Mr. Davis, and seconded by Mr. Trautman, to approve Ms. Ellis for the administrator-in-training program, pending the approval of Keith Wellman’s application as her preceptor. The motion carried.

- B. **Mary Maxey** - Ms. Maxey was not present. A motion was made by Dr. Weierbach, and seconded by Ms. Key, to approve Ms. Maxey for an administrator-in-training program. The motion carried.

Reciprocity Applicants

- A. **Robin Chappell** – Ms. Chappell was not present. A motion was made by Dr. Weierbach, and seconded Mr. Davis, to approve Ms. Chappell for licensure by reciprocity. The motion carried.

- B. Renee Lampila** – Ms. Lampila was present. A motion was made by Mr. Davis, and seconded by Ms. Harper, to approve Ms. Lampila for licensure by reciprocity. The motion carried.
- C. Tammy Pulley** – Ms. Pulley was not present. A motion was made by Dr. Weierbach, and seconded by Ms. Wheeler, to approve Ms. Pulley for licensure by reciprocity. The motion carried.
- D. Rosita Willis** - The Board spoke to Ms. Willis by phone. The board had concerns that Ms. Willis license from VA was not in an active status and asked her if she intended to renew her VA license. Ms. Willis stated that she would take care of the matter immediately and request VA to resubmit current license verification to the State of TN. A motion was made by Mr. Davis, and seconded by Ms. Trautman, to approve Ms. Willis for licensure by reciprocity pending a current VA license verification. The motion carried.
- E. Douglas Wong** – Mr. Wong was not present. A motion was made by Ms. Wheeler, and seconded by Ms. Honeycutt, to approve Mr. Wong for licensure by reciprocity. The motion carried.

Other Applicant Requests

- A. Kenneth DeFoor** – Mr. DeFoor was present. After review and discussion by the board of the inactive status of Mr. DeFoor’s Florida license, and having been satisfied that he completed a 2000 AIT program and took the NAB examination, a motion was made by Ms. Honeycutt, and seconded by Ms. Trautman, to approve Mr. DeFoor for an initial license in Tennessee. The motion carried.
- B. Al Tooks** – Mr. Tooks was not present. Mr. Tooks’ reinstatement application file was presented to the board because of action taken against his Missouri license. A motion was made by Mr. Davis, and seconded by Dr. Weierbach, to defer the file until the November board meeting and requested that Mr. Tooks appear.

7. Ratification of Initial Determinations

A motion was made by Dr. Weierbach, and seconded by Mr. Davis, to approve the list of newly licensed nursing home administrators:

Cunningham, Geri
Moton, Sarah
Staberg, Bridget
Fuentes, Jose
Anderson, Zachary

The motion carried.

A motion was made by Ms. Honeycutt, and seconded by Ms. Key, to approve the list of license reinstatements:

Burden, Rosal
Fulmer, James
Smith, Renaye

The motion carried.

A motion was made by Ms. Honeycutt, and seconded by Dr. Weierbach, to approve the list of preceptors:

Hurst, Randy Scott
Wall, Teresa Bobo

The motion carried.

8. Administrator's Report

Ms. Webb reported that there are 840 active nursing home administrators as of July 29, 2016.

She also provided an account of board licensure activities from May 23, 2016 through July 29, 2016 as follows:

- New Applications received—13
- New licenses issued—4
- Reinstatements issued- 3
- Number of paper renewals- 25
- Number of renewals online- 40
- Number of licensees who retired- 3
- Failed to renew/Expired Applications- 7

Ms. Webb reported the online renewals constituted a usage rate of approximately 62% of all renewals during this period.

9. Conferences and Meetings to attend in 2016

A motion was made Ms. Honeycutt, and seconded by Dr. Weierbach, to approve one (1) person to attend the 2016 National Association of Long Term Care Administrator Boards (NAB) mid-year conference in Atlanta, GA from November 9-11. The motion carried. A motion was made by Ms. Honeycutt and seconded by Dr. Weierbach, to approve three (3) board members and one (1) staff person, to attend the ACHA conference at Gaylord Opryland Resort, in Nashville, TN on October 16, 2016. The motion carried.

Michael Sobowale gave a report on the NAB State Executive Forum held on June 8-10, 2016 in Cleveland, Ohio. An update was provided on the launch of the Health Services Executive (HSE) qualifications for licensure and the HSE examinations administration proposal. He reported that NAB intends to launch the program in January 2019, and a 1000 hour AIT will be required prior to obtaining this certification, in addition to obtaining a baccalaureate degree or higher.

10. Legislation

Public Chapter 763 – This Act Permits licensees whose licenses from a health-related board have expired to obtain reinstatement on the basis of a plan developed by the department of health for periodic payment of past due renewal fees and unattained continuing education instead of the current requirement of payment of all past due fees before reinstatement. This act will take effect on July 1, 2016.

Adjournment

There being no further business, the meeting adjourned at 11:25 A.M.

Harold Walker, NHA, Chair

Date

These minutes were ratified by the Board at the November 7, 2016 meeting.