

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

DATE: March 02, 2015

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
Kathryn Wilhoit, RN, PhD, NHA, Vice Chair
Stephen J. D'Amico, MD
Russell Caughron, NHA
Juanita Honeycutt, NHA
Florence Weierbach, PhD
Vincent Davis, Director Health Care Facilities
Barbara Trautman, Consumer Member

MEMBERS ABSENT: Craig Laman, NHA

STAFF PRESENT: Michael Sobowale, Unit Director
Lakita Taylor, Board Manager
Mary V. Webb, Board Administrator
Mollie Gass, Assistant General Counsel

With a quorum being present, Mr. Walker, Board Chair, called the meeting to order at 9:10 a.m.

Office of General Counsel

Mollie Gass, Assistant General Counsel, presented the conflict of interest forms for the board members to sign and return to staff so that the policy will be on file.

Ms. Gass reported that there were no open cases.

Rulemaking Hearing

Mollie Gass, Assistant General Counsel, called the Rulemaking Hearing to order and requested a roll call vote from all board members and staff before presenting the Rulemaking Hearing. Board Members in attendance were: Harold Walker, Vincent Davis, Dr. Weierbach, Barbara Trautman, Juanita Honeycutt, Dr. D'Amico, Russell Caughron, and Dr. Wilhoit. Staff Members in attendance were: Mary V. Webb, Lakita Taylor and Michael Sobowale.

Ms. Gass explained to the Board that there will need to be a roll call vote on the Statement of Economic Impact to Small Businesses and the Regulatory Flexibility Analysis.

After review of the Statement of Economic Impact to Small Businesses a motion was made by Juanita Honeycutt to accept and seconded by Dr. D'Amico. A roll call vote was taken and the motion carried.

After review of the Regulatory Flexibility Analysis a motion was made by Dr Wilhoit to accept and seconded by Russell Caughron. A roll call vote was taken and the motion carried.

Ms. Gass reported that the Rulemaking Hearing will amend Chapter 1020-01 and Rule Number 1020-01-.06 and other amendments pertaining to the Administrator in Training (AIT) program. Mary V. Webb reported that she gave notice to the Tennessee Health Care Association and the National Association of Long Term Care Administrator Boards (NAB) that the rulemaking hearing was taking place on March 2, 2015.

Ms. Gass reported that there were no signatures on the comment form and concluded the rulemaking hearing.

Minutes

Dr. Wilhoit made a motion to amend the minutes regarding her report given on the NAB Webinar that was held on 9/30/2014, to reflect what she was trying to convey to the Board more accurately. The motion was seconded by Juanita Honeycutt. The motion carried. A motion was made by Russell Caughron to approve the amended minutes and seconded by Dr. Weierbach. The motion carried.

Other Board Business

Discuss Healthcare Facilities Waiver for Administrators

The Board reviewed the names that Healthcare Facilities had issued waivers for during this period and Mr. Davis suggested to include the date that the waiver was issued and when it expires for on future reporting. The individuals who were approved for a waiver at the January board meeting through Healthcare Facilities are: Peter Stygar, Sharon Black, Tracy Byers, Mary Heatherly, and R. Juanita Frazier.

Report on NAB Conference

Ms. Webb reported that she attended the NAB mid-year meeting in San Francisco, California, from November 12-14, 2014, and that the conference was very enlightening and informative in regards to the pathway that the NAB envisions how nursing homes and other health care facilities could be managed in the future. The NAB vision is that all nursing homes, assisted living facilities, homes for the aged, etc. could possibly be combined under one facility that allows a nursing home administrator to manage them all without having to apply for multiple licenses.

Investigative/Disciplinary Reports

Ms. Webb reported that there is one (1) individual currently being monitored and three (3) being investigated at this time.

Applicant Interviews/File Reviews

AIT Applicants

- A. **Joe Shelton** – A motion was made by Ms. Honeycutt, and seconded by Dr. Wilhoit, to approve Mr. Shelton for the full AIT program. The motion carried.
- B. **Jessica Shephard** – A motion was made by Dr. Wilhoit, and seconded by Mr. Davis, to approve Ms. Shephard for an AIT. The motion carried.
- C. **Pamela Ditto** – Present - Dr. Wilhoit recused herself from the discussion. Ms. Ditto appeared before the Board to request a shortened AIT program. The Board denied the request and approved Ms. Ditto for a full six month AIT program. A motion was made by Mr. Caughron, and seconded by Ms. Trautman. The motion carried.
- D. **Juan Miranda** – motion was made by Dr. D’Amico to approve Mr. Miranda for the AIT program upon proof of his current employment verification card and seconded by Ms. Trautman. The motion carried.
- E. **Steven Cupp** – Present – Mr. Cupp appeared before the Board to request a shortened AIT program. The Board denied the request and approved Mr. Cupp for a full six month AIT program. A motion was made by Ms. Honeycutt and seconded by Ms. Trautman. The motion carried.
- F. **Michael Hatmaker** – Present – Mr. Hatmaker appeared before the Board to request a shortened AIT. The Board denied the request and approved Mr. Hatmaker for a six month AIT program. A motion was made by Dr. Weierbach and seconded by Dr. Wilhoit. The motion carried.

Reciprocity Applicants

- A. **Amy Stanley** – A motion was made by Dr. Wilhoit, and seconded by Ms. Honeycutt, to approve Ms. Stanley for a license. The motion carried.
- B. **Robin Baschnagel** – A motion was made by Ms. Honeycutt, and seconded by Dr. D’Amico, to table the application on Mr. Baschnagel and ask that he come before the June 1, 2015 Board meeting to explain his management experience. The motion carried.
- C. **R. Juanita Frazier** – A motion was made by Dr. D’Amico, and seconded by Dr. Weierbach, to approve Ms. Frazier for a license. The motion carried.

- D. **Sandra Daniels** – Present – A motion was made by Ms. Honeycutt, and seconded by Mr. Caughron, to approve Ms. Daniels for a license. The motion carried.
- E. **Jennifer Connell** – A motion was made Ms. Honeycutt, and seconded by Ms. Trautman, to approve Ms. Connell for a license. The motion carried.
- F. **William Blank** – A motion was made by Ms. Trautman, and seconded by Ms. Honeycutt, to approve Mr. Blank for a license. The motion carried.
- G. **Gary Cooke** – A motion was made by Dr. Weierbach, and seconded by Ms. Honeycutt, to approve Mr. Cooke for a license. The motion carried.
- H. **Peter Stygar** – A motion was made by Mr. Walker, and seconded by Mr. Caughron, to approve Mr. Stygar for a license. The motion carried.
- I. **Kathy Bryant** – A motion was made by Mr. Davis, and seconded by Ms. Trautman, to approve Ms. Bryant for a license. The motion carried.

NAB Examination Applicant(s)

- A. **Sharon Black** – Present - A motion was made by Ms. Honeycutt, and seconded by Ms. Trautman, to approve Ms. Black to sit for the NAB examination. The motion carried.
- B. **Steven Hall** – Mr. Caughron recused himself from the discussion. A motion was made by Dr. D’Amico, and seconded by Dr. Wilhoit, to approve Mr. Hall to sit for the NAB examination. The motion carried.
- C. **David Fisher** – A motion was made by Ms. Honeycutt, and seconded by Ms. Wilhoit, to approve Mr. Fisher to sit for the NAB examination. The motion carried.

Other applicant requests

- A. **Tracy Byers** – Dr. Wilhoit recused herself from the discussion. A motion was made by Mr. Caughron, and seconded by Ms. Honeycutt, to deny the request for Mr. Byers to sit for the NAB exam because the rules do not allow the Board to waive an administrator-in-training program in lieu of experience as a Hospital Administrator. The Board waived the cost for Mr. Byers to reapply to go through an AIT program. Mollie Gass, Assistant General Counsel, explained to the Board that Mr. Byers could file request for a Declaratory Order to be approved for a hearing regarding his application request to be heard at the June 1, 2015 board meeting. The motion carried.
- B. **Vicky Groce** – A motion was made by Mr. Caughron, and seconded by Ms. Honeycutt, to deny the application request for Ms. Groce to sit for the NAB exam because the rules do not allow the Board to waive an administrator-in-training program in lieu of experience as a Hospital Administrator. Mollie Gass, Assistant General Counsel, explained to the Board that Ms. Groce could file request for a Declaratory Order to be

approved for a hearing regarding her application request to be heard at the June 1, 2015 board meeting. The motion carried.

- C. **Desiree Evans** – Submitted a request to transfer her preceptorship to a new facility but, to continue her training with her same preceptor. A motion was made by Dr. D’Amico and seconded by Dr. Weierbach to approve the request. The motion carried.

Administrator’s Report

Ms. Webb reported that there are 817 active nursing home administrators as of January 31, 2015.

She also provided an account of Board licensure activities from October 30, 2014 through February 24, 2015 as follows:

The online renewals constitute a usage rate of approximately 56.03% of all renewals during this period.

- New licenses—19
- Retired licenses—6
- Renewals—106 (65 renewed online)
- New Applications-14
- Expired Applications-10

The goal performance measures for online renewals is fourteen (14) days and the Board averaged two (2) days the first quarter from January 1- June 30, 2014 and two (2) days for the second quarter from July 1 – December 31, 2014.

The goal performance for the application processing time is 730 days with board averaging 22 days for the first quarter and 150 days for the second quarter.

Ms. Webb reported that the NAB annual conference will be held in Philadelphia, PA on June 3-5, 2015 and the THCA conference will be held on March 18-19 at the Downtown Doubletree hotel.

The Board voted to send Mary V. Webb and a board member (s) to the NAB conference.

Ms. Webb reported that Amy McCowan had a TSAC suspension on January 1, 2015 and that it has now been lifted on January 26, 2015, and that Ms. McCowan now has an active unrestricted license.

Ms. Webb reported that as of February 25, 2015, there were eleven (11), nursing home administrators who were audited, and 10 or 91% were in compliance, and one (1) or 9%, was non-compliant.

Financial Report – Ms. Webb reported that the Financial Office would have current projections to report at the June 1, 2015 board meeting.

2015 Board Meeting dates

Ms. Gass discussed changing the August board meeting date. The Board agreed to change the board meeting date to August 10th.

Ratifications

Ms. Honeycutt made a motion, seconded by Dr. Wilhoit, to approve the following list of new licensees. The motion carried:

NEW LICENSEES

Janet Dee Aitken	Susan Pennington Pittman	Cassandra Carpenter
Erika Leigh Buchanan	Brian Rector	Stephens
John Dennis Davis	Michael Chad Reeves	Daniel Ray Stockdale, II
Amy Jeanette McCowan	Mandy Tallent Rocker	Steven Junior Totty
Monika Katarzyna Peters		

Mr. Caughron made a motion, seconded by Ms. Honeycutt, to approve the following reinstated licensee. The motion carried:

REINSTATEMENTS

Preston Davis Adams

Dr. D'Amico made a motion, seconded by Ms. Honeycutt, to approve the following preceptors. The motion carried:

PRECEPTOR ENDORSEMENTS

Darren Hulgan
Pamela Rogers

A motion was made by Ms. Honeycutt and seconded by Ms. Trautman to approve the the following list for closed files. The motion carried.

CLOSED FILES

Cathy Smikle	Van Cluck
Alex Sellars	Brenda Cottner
Adam Couch	Scott Hames

Adjournment

There being no further business, the meeting adjourned at 1:10 p.m.

These minutes were ratified at the June 1, 2015 meeting.