



## Board of Nursing Home Administrators Meeting Minutes

April 28, 2023

**Location:** Panorama Continuing Care Retirement Community (Board Room, 1751 Circle Lane SE, Lacey, WA 98503) and Microsoft Teams

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Board members present in person:	Rosalie Romano, Ph.D., Public Member, Chair Ann Zell, NHA, Vice Chair Paul Emmans, DO Carl Christensen, Ph.D., RN Marlita Basada, RN Matthew Macklin, NHA
Board members absent:	Jesse Shelton, NHA Angela Cerna, NHA
Staff members present:	Trina Crawford, Executive Director Kendra Pitzler, Program Manager Luke Eaton, Assistant Attorney General Karen Gohlsen, Program Support Patience Roquemore, Program Support Jeff Wise, Policy Analyst
Others present:	Shani Hue, DOH Budget Analyst Molly McClintock, DSHS Nursing Home Policy Analyst Rosalee Allan, Eastern Washington University Madesyn Derrick, Student, Eastern Washington University

Notice of this 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 – Rosalie Romano, Chair

- 1.1. Call to Order – Rosalie Romano, Chair, called the meeting to order at 9:12 a.m.
- 1.2. Introductions – Board members, agency staff and guests introduced themselves.

### 2. Public Comment – Rosalie Romano, Chair

- 2.1. There were no comments from the public.

### 3. Consent Agenda – Carl Christensen, Chair

- 3.1. Approval of the April 28, 2023 agenda.
- 3.2. Approval of January 27, 2023 meeting minutes.

*Motion to approve the Consent Agenda, seconded, vote 6-0.*

### 4. Discussion of Items Removed from the Consent Agenda – Carl Christensen, Chair

- 4.1. No items removed from the consent agenda.

### 5. Rules Workshop – Kendra Pitzler, Program Manager

Ms. Pitzler brought forward the draft language the board suggested at the January 2023 meeting which included the following rules:

- WAC 246-843-071 Application
- WAC 246-843-090 Administrator-in-training program
- WAC 246-843-130 Continuing education requirements
- WAC 246-843-180 Expired License
- WAC 246-843-231 Temporary practice permits
- New Rule - Retired-active licensure

Board members reviewed the proposed language for each of these rules and made changes as needed. There was a motion to approve the language with the changes and to also approve any changes the department of health suggested as long as it did not change the meaning of the rules. *The motion was seconded. Vote 6-0.*

## 6. Nursing Home Administrator Program Statistics

### 6.1. Credentialing Statistics/Updates – Kendra Pitzler, Program Manger

Ms. Pitzler briefed the board on the current credentialing statistics for the past six months. There are currently 388 active nursing home administrator licenses and 15 AIT approvals. In addition, there are 18 pending nursing home administrator applications and 11 pending AIT approvals.

### 6.2. Disciplinary Statistics – Kendra Pitzler, Program Manager

Ms. Pitzler presented the disciplinary statistics for the previous two months (December 31, 2022 – March 31, 2023). There were 26 cases reported: 19 were closed without any investigation and 7 cases were opened for investigation. In addition, Ms. Pitzler presented the disciplinary statistics for the biennium to-date (July 1, 2021 – March 31, 2023). There were 167 cases reported: 113 were closed without any investigation and 54 cases were opened for investigation.

### 6.3. Budget Report and Discussion - Kendra Pitzler, Program Manager

Ms. Pitzler briefed the board on the program budget for the period of July 1, 2021 to December 31, 2022. The current fund balance is (\$68,108), a decrease in the deficit from the beginning balance of (\$357,507).

## 7. Board Documents – Rosalie Romano, Chair

### 7.1. Board 2023-2025 Business Plan.

The board reviewed the current 2021 through 2023 business plan in order to plan for the 2023 through 2025 biennium. They agreed to keep the same plan with the following changes:

- Remove a plan to put links to the NAB website from the board website. This has been done.
- Make a change to reflect that DSHS provides new administrator training four times a year.
- Make a change to attend association meetings as a vendor rather than presenting at the meetings.
- Make a change to show that there will not be a regular newsletter or articles. Instead, information will be sent to administrators as needed.
- Update wording to show that the board will work to update rules in 2024 and 2025.
- Remove the plan to add more members to the board. Legislation was passed in 2022 which accomplished this goal.

The board will continue developing this plan at the next meeting.

### 7.2. Board Bylaws.

The board reviewed the board bylaws and suggested the following changes:

- Change a reference to the law which should refer to RCW 42.30.110 rather than 42.30.100
- Change the membership composition and compensation rate.

*Motion to adopt the changes to the board bylaws, seconded, vote 6-0.*

## **8. Signature Delegation – Kendra Pitzler, Program Manager**

The board reviewed the signature delegation document for the 2023-25 biennium.

*Motion to adopt the signature delegation as presented, seconded, vote 6-0.*

## **9. Eastern Washington University**

### **9.1. Eastern Washington University Update - Rosalee Allan**

Ms. Allen, senior faculty, Eastern Washington health administration program, went over the types of degrees offered. The long-term care option is accredited by NAB. Ms. Allen explained that requirements for the program and indicated that the program is being redesigned to be online and to assure that students can get all their classes through the health administration program. They are also changing the BA degree to a BS degree with no required minor and will accept degrees from community colleges without asking for additional core classes. EWU believes this will make the program more attractive to potential students.

### **9.2. Application Process for Eastern Washington University Students – Kendra Pitzler**

The board reviewed the online checklist for Eastern Washington University students and graduates and spoke student, Madesyn Derrick who indicated that some of the links on the checklist are no longer active and should be updated.

### **9.3. Open Mike for Eastern Washington University Students – Kendra Pitzler**

Madesyn Derrick spoke to board members about her decision to enter the program to become a long-term care administrator, indicating that she did not know about this industry until she interviewed the director of the health care administration program.

## **10. Subcommittee Reports**

### **10.1. AIT Subcommittee Update – Rosalie Romano, Carl Christensen and Annie Zell.**

Ms. Zell briefed the board about a discussion related to in-person site visits. All site visits were in person before the COVID-19 state of emergency. Before then, all site visits were moved to take place virtually. The state of emergency is now rescinded. However, it is noted that board members are still busier than ever and not necessarily available for in-person site visits. The sub-committee suggested that site visits be done in person if there is a board member in the vicinity of the building who is willing to do it but, otherwise, stay remote. Board members agreed to this.

Sub-committee members also updated the board regarding the first AIT quarterly support call, indicating that it went well, and attendees saw value in it and would like the meetings to continue.

Committee members indicated that they are also looking at the idea of developing a U-Tube video for the board website, and whether to recommend NAB preceptor training as a requirement to be a board approved preceptor.

#### 10.2. Vendor Booth Subcommittee Update – Carl Christensen, Annie Zell and Marlita Basada

The subcommittee provided an update regarding booth setup for Washington Health Care Association (WHCA) and LeadingAge events as a means of providing board outreach in 2023 and beyond. Marlita agreed to help out at the WHCA conference, while Dr. Emmans agreed to assist Ann Zell at the LeadingAge conference.

### 11. Legislative Update – Rosalie Romano, Chair

The board heard about several bills that could affect nursing home administrators, including a bill that requires all health professional to provide demographic information when applying or renewing their credential on or after July 1, 2025. In addition, the board heard about a bill that addresses increasing the behavioral health workforce but also includes a requirement for all health care professions to waive licensure requirements for individuals who have been credentialed in another state for at least two years preceding their application. Other bills include the military spouse bill which allows easier credential access for military spouses, and a bill that changed the Washington death with dignity act, removing a requirement in the nursing home setting that there must be a witness from the nursing home.

### 12. Executive Director Report – Trina Crawford, Executive Director

Ms. Crawford reported that there is a restructure in the Office of Health Professions (OHP) that will take place on July 1, 2023. Melissa Green will be the executive director for the board. Ms. Pitzler and Ms. Roquemore will stay with the board. Ms. Crawford and Ms. Gohlsen will go to other units within OHP.

### 13. Program Manager Report - Kendra Pitzler, Program Manager

Ms. Pitzler provided an update regarding board recruitment. Applicants for the three nursing home administrator positions have completed interviews and a packet has been forwarded to the Governor's Office. We are now awaiting appointments for those positions.

Ms. Pitzler also updated the board regarding compliance with the new administrator's training. There are still 11 individuals who were licensed on or before October 25, 2021 that need to submit a certificate of completion for this. There are a total of an additional 21 individuals that were licensed after that date that need to submit verification. Notification will be sent before the June DSHS training.

### 14. 2024 Meeting Dates – Rosalie Romano, Chair



The board set 2024 meeting dates as follows:

- January 26, 2024
- April 19, 2024
- July 19, 2024
- October 25, 2024

*Motion to approved 2024 meeting dates, seconded, vote 5-0.*

**15. Travel Tips – Karen Gohlsen, Board Staff**

Ms. Gohlsen gave board members a one-page document and went over it so that they can be informed about what is needed for travel reimbursement.

**16. Recognition of Outgoing Member – Rosalie Romano, Chair**

Ms. Romano spoke about outgoing board member, Angela Cerna. Ms. Cerna was unable to be at this meeting. Board members indicated that she will be missed and that they wish her the best. They also signed a card thanking her for her service with the board.

**17. Meeting Adjournment**

*Motion to adjourn the meeting at 2:22 p.m., seconded, passed unanimously.*

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

**Approved by:**  
Rosalie Romano, Chair  
Board of Nursing Home Administrators

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