



## Board of Nursing Home Administrators Meeting Minutes

July 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  
Paul Emmans, DO  
Carl Christensen, Ph.D., RN  
Marlita Basada, RN  
Jesse Shelton, NHA  
Matthew Macklin, NHA

Board members absent:

Annie Zell, NHA

Staff members present:

Melissa Green, Executive Director  
Kendra Pitzler, Program Manager  
Luke Eaton, Assistant Attorney General  
Jeff Wise, Policy Analyst  
Hyon Yi, Deputy Credentialing Manager  
Shelly Buchanan, Supervising Staff Attorney  
Stacey Saunders, Policy Analyst

Others present:

Joel Smith, Nursing Home Administrator  
Molly McClintock, Nursing Home Policy Program Manager, Residential Care Service  
Laura Hoffman, Director of Clinical, Leading Age Washington

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 9:05 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 July 28, 2023 agenda.
- 3.2. Approval of April 28, 2023 meeting minutes.

*Motion to approve the Consent Agenda, seconded, vote 5-0.*

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

- 4.1. No items removed from the consent agenda.

### 5. Nursing Home Administrator Program Statistics.

- 5.1. Credentialing Statistics/Updates – Hyon Yi, Deputy Credentialing Manager  
Mr. Yi briefed the board on the current credentialing statistics for the past six months. There are currently 388 active nursing home administrator licenses and 10 AIT approvals. In addition, there are 23 pending nursing home administrator applications and 12 pending AIT approvals.
- 5.2. Disciplinary Statistics – Kendra Pitzler, Program Manager  
Ms. Pitzler presented the disciplinary statistics for the previous quarter (April – June, 2023). There were 28 cases reported: 24 were closed without any investigation and 4 cases were opened for investigation. In addition, Ms. Pitzler presented the disciplinary statistics for the biennium to-date (July 1, 2021 – June 30, 2023). There were 195 cases reported: 137 were closed without any investigation and 58 cases were opened for investigation.
- 5.3. 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 June 30, 2023. The fund balance for May 2023 is (\$68,108), while the fund balance listed for June 2023 is \$18,101. This is a decrease in the deficit from the beginning balance of (\$36,817). While June is likely still being worked on, it is likely that the balance will be somewhere around this amount.

**6. Implementation of Second Substitute House Bill 1724, Stacey Saunders, Regulatory Analyst, Office of Health Professions.**

Ms. Saunders explained that this bill passed this year and was focused primarily on the behavioral health professions but also includes a change to a governing RCW that impacts all professions regulated by the Department of Health including the Board of Nursing Home Administrators. In section eight, it makes a change regarding substantial equivalency for people who have been licensed at least two or more years in another state that has substantially equivalent requirements. This includes waiver of education, training, experience, and examination requirements for those individuals. There is discretion by boards as to whether a state is deemed substantially equivalent. Applicants who have previously been disciplined in Washington state or subject to action in another state are not eligible for licensure under this law. This is now in law and more information is forthcoming as the department moves forward with implementation.

Ms. Pitzler indicated that this law could affect the rule changes the board is making relating to moving the jurisprudence/state law course which is now required for licensees within their first six months of licensure. The rules proposal would make this required for all applicants. It is possible that, if moved, this requirement would be waived for individuals licensed under the new law. The department has asked the Attorney General's Office for advice on how this law relates to jurisprudence requirements.

Another question forwarded to the Attorney General's Office relates to potential conflicts of law. Specifically, for nursing home administrators, it is the law that requires an individual to have a bachelor's degree. The question is whether the new law waives the requirement in the current law or if this is a conflict between the two laws.

**7. Rules Discussion – Kendra Pitzler, Program Manager.**

The board reviewed the changes made by the department that didn't substantially change the rules. These changes eliminate duplication of the same requirements within the rules, allowing for the language to appear only once. Board members agreed that this language looks good and did not change the meaning of the rules.

Board members discussed how 1724 may affect the proposal the current rules proposal to move the law class from continuing education required within the first 6 months of licensure to instead be a requirement of licensure. If moved, it is possible that the new law would waive the requirement for individuals who have worked for two years in a state with substantially equivalent requirements.

*Motion to change the rule proposal to not move the law class to an application requirement but to keep it instead as a continuing education requirement that needs to be met within six months of licensure, seconded, vote 4-0.*

## **8. 2023-2025 Board Business Plan – Rosalie Romano, Chair**

Board members reviewed the 2023-25 business plan that was worked on in April. At that time, the board revised the 2021-23 plan by eliminating things that had already been accomplished, making some changes to certain goals and keeping other goals as is. No further recommendations for change were made.

*Motion to adopt the 2023-25 business plan as presented, seconded, vote 4-0.*

## **9. Subcommittee Reports**

### **9.1. AIT Sub-committee Update – Rosalie Romano and Carl Christensen**

Ms. Romano updated the board regarding issues that the sub-committee is looking at. These issues were for information only. The committee is not bringing any items forward for a board decision at this time.

### **9.2. Vendor Booth Subcommittee Update – Marlita Basada and Carl Christensen**

Ms. Basada and Ms. Pitzler attended the Washington Health Care Association meeting, while Ms. Zell and Dr. Emmans attended the LeadingAge Conference. All noticed that there could be improvements made, including having a poster that shows that the booth belongs to the board and adding and updating materials.

## **10. Executive Director Report.**

Melissa Green introduced herself as the new executive director, indicating that the office recently had a reorganization. During this time, the office aligned professions as it made sense and added a new executive director. This was needed as new professions and work was added during the last legislative session. Ms. Green also indicated that Patience Roquemore has accepted a promotion within the department. This means that this unit is currently without administrative support but we expect to hire for that position soon. There will also be more support at a higher level as well due to legislative funding.

## **11. Program Manager Report – Kendra Pitzler, Program Manager**

Ms. Pitzler reported that we do not have further information about new member appointments at this point. The department is reaching out to the Governor's Office for more information.

Ms. Pitzler reported the DSHS class scheduled for December does not have a board member scheduled to assist with the presentation. Rosalie Romano stated that she would be happy to present in December.

Ms. Pitzler also reported on the deficiency as of May 31, 2023 of administrators who are currently licensed who were required to take the class within six months of licensure but still haven't. At this point, there are ten individuals with current licenses issued between 2017 and 2023 that have not taken the course. There are six individuals with current licenses issued in 2022 that have not taken the course. For 2023, there are ten who haven't taken the class. However, eight of those individuals are still within six months of licensure.

**12. National Association of Long Term Care Administrator’s Board (NAB) Meetings – Kendra Pitzler and Jesse Shelton.**

Ms. Pitzler gave a summary of the work that took place at the June NAB meeting. She also indicated that the next meeting would take place October 25-27, 2023. Ms. Pitzler indicated that she is unable to make the meeting in October. Board members agreed to send Melissa Green, Executive Director, along with Anne Zell, board member. Ms. Zell will represent the board at the Board Of Governor’s meeting.

**13. October 2023 Meeting – Rosalie Romano, Chair**

The October meeting is currently scheduled for October 27, 2023. Because this is at the same time as the NAB meeting, it is recommended that the board change the meeting. In addition, due to the rules moving through the department, it was recommended that the meeting be moved to a later date rather than an earlier date.

*Motion to approve moving the October meeting to take place on November 3, 2023, seconded, vote 4-0.*

**14. Board Pay – Kendra Pitzler, Program Manager**

Ms. Pitzler indicated that board members need to send information for board pay for July, 2023. Ms. Pitzler will send this out to board members and they will need to submit this back to Ms. Pitzler before August 10, 2023.

**15. Meeting Adjournment**

*Motion to adjourn the meeting at 11:30 a.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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