



Board of Nursing Home Administrators Meeting Minutes

November 3, 2023

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

Board members present: Rosalie Romano, Ph.D., Public Member, Chair
Paul Emmans, DO
Carl Christensen, Ph.D., RN
Marlita Basada, RN
Jesse Shelton, NHA
Matthew Macklin, NHA
Jane Davis, NHA
Edward Ebling, NHA
Nancy Butner, NHA

Board members absent: Annie Zell, NHA

Staff members present: Melissa Green, Executive Director
Tracie Drake, Executive Director
Kendra Pitzler, Program Manager
Luke Eaton, Assistant Attorney General
Hyon Yi, Deputy Credentialing Manager
Shelly Buchanan, Supervising Staff Attorney
Rachel Sahi, Policy Analyst

Others present: Eric Negomir, Washington Healthcare Association
Genta Iwasaki, NHA
Stacy Mesaros, NHA
Tiffany Myers, Residential Care Services

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 – Rosalie Romano, Chair

- 3.1. Approval of the November 3, 2023 agenda.
- 3.2. Approval of July 28, 2023, meeting minutes.

Motion to approve the Consent Agenda, seconded, passed.

4. Discussion of Items Removed from the Consent Agenda

- 4.1. No items removed from the consent agenda.

5. Nursing Home Administrator Program Statistics.

5.1. 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 the beginning of the Biennium was (357,507) and the balance for the end is (37,872). The deficit has improved but is still not where we want it to be. The department projects that the budget will be where it needs to be in 2026.

5.2. 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 389 active nursing home administrator licenses and 14 AIT approvals. In addition, there are 28 pending nursing home administrator applications and 10 pending AIT approvals. The board had concerns about processing times. Mr. Yi said that he would investigate this and have an answer for the board at their January meeting.

5.3. Disciplinary Statistics – Kendra Pitzler, Program Manager

Ms. Pitzler presented the disciplinary statistics for the previous quarter (July – September 2023). There were 34 cases reported: 26 were closed without any investigation and 8 cases were opened for investigation. In addition, Ms. Pitzler

presented the disciplinary statistics for the past biennium (July 1, 2021 – June 30, 2023). There were 204 cases reported: 141 were closed without any investigation and 63 cases were opened for investigation.

6. Rules relating to Nursing Home Administrators.

6.1. Requirements of Second Substitute House Bill 1009 and Training – Kendra Pitzler, Program Manager.

The board discussed requirements of SSHB 1009 and viewed the training that is required as a result of this bill. The board asked if there is any data available on how many military spouses here in Washington are in the NHA field and how long they stay in the Nursing Homes. Ms. Pitzler said that she would see if she could find any data regarding this.

6.2. Discussion Relating to Rules and Second Substitute House Bill 1724 – Kendra Pitzler, Program Manager

The board discussed the implications of SSHB 1724 and decided there was no need to make any changes at this time. The board also asked that Ms. Pitzler bring information on updates for other state rules so that the board can discuss updating the list of substantially equivalent states at the next meeting in January.

6.3. Update Relating to the Current Rules Process – Melissa Green, Executive Director

Ms. Green updated the board that the proposed rules were submitted on October 3rd, there will be a virtual hearing on November 13th. Ms. Pitzler will start on the CR103 document with the policy analyst and hopefully have approval by December 1st so it can be filed by December 26th. The fee rule for retired active status credential was filed on November 1st, the hearing will be scheduled for December 5th and then CR103 will be filed shortly after that.

6.4. Request for Representatives for the 2024 Legislative Meetings with the Department of Health – Melissa Green, Executive Director.

During legislative session, the department hosts a legislative conference call for members of boards and committees. After receiving feedback, the department is proposing to make this call a weekly email instead and receive feedback from the boards and committee members this way. Ms. Butner, Ms. Davis, and Ms. Romano volunteered to represent the BNHA.

7. Executive Director Report- Melissa Green, Executive Director

Ms. Green provided an update regarding department reorganization which includes adding credentialing staff to the office of health professions. Ms. Green also notified the board that as of November 1st she has moved to Operations and Traci Drake is now Acting Executive Director of section 8 of the Office of Health Professions, which BNHA falls under.

8. Program Manager Report – Kendra Pitzler, Program Manager

Ms. Pitzler reviewed the dates for the new administrator training that the Department of Social and Health Services provides where a board member gives a 20-minute presentation. She also reviewed the number of administrators that need the training, as of right now there are 14 who still need the training and 2 have signed up for the December training. Ms. Romano will be doing the presentation on December 6th, 2023. The following members will present for the 2024 dates:

February 27th, 2024- Mr. Macklin

June 18th, 2024 - Ms. Basada

October 24th, 2024- Mr. Ebling

Ms. Pitzler updated members on board member recruitment, there is only one spot open on the board for a Public Member.

9. National Association of Long-Term Care Administrator’s Board (NAB) Meetings – Melissa Green, Executive Director and Ann Zell, Board Member.

Ms. Green was unable to attend the conference and Ms. Zell is not present at this meeting. Updates will be given at the January 2024 meeting.

10. Board of Nursing Home Administrator Disciplinary List– Kendra Pitzler, Program Manager

Ms. Pitzler brought forward a request from the credentialing staff that the current BNHA disciplinary list be reviewed and potentially revised to add a statement that states all Washington convictions of a controlled substance under RCW 69.50.4014 before May 13th, 2021, are void, possession with intent to distribute is still valid. The board reviewed the disciplinary list, motion was made to approve adding the statement, seconded, and passed unanimously.

11. Meeting Locations for 2024- Rosalie Romano, Chair

The board discussed meeting locations for their 2024 meetings. The board decided on the following:

January 26th –Federal Way

April 19th- Yakima

July 19th- Tumwater

October 25th- Seattle



12. Review of Board Pay and travel – Shelbee Scrimo, Board Staff

Ms. Scrimo reviewed how the board submits their pay and travel reimbursements.

13. Future Business- Rosalie Romano, Chair

The board asked that an update on the application process time and the barriers that are causing the increased time frame be included on the agenda for the next meeting.

14. Meeting Adjournment

Motion to adjourn the meeting at 12:04 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

On file

SIGNATURE

DATE

On file

SIGNATURE

DATE

