



## Board of Nursing Home Administrators Meeting Minutes January 26, 2024

**Location:** Life Care Center of America – Federal Way, 33528 6<sup>th</sup> Ave. S, Federal Way, WA 98003 and Microsoft Teams

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

Board members absent: Carl Christensen, Ph.D., RN

Staff members present: Tracie Drake, Executive Director  
Kendra Pitzler, Program Manager  
Sierra Mc Williams, Assistant Attorney General  
Hyon Yi, Deputy Credentialing Manager  
Johanna Martinez, Staff Attorney  
Sandie Pearson, HSC1, Program Support

Others present: Jet Bartholomew  
Jessica Treat

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 9:04 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 January 26, 2024 agenda.
- 3.2. Approval of November 3, 2023 meeting minutes.

*Motion to approve the Consent Agenda and November 3, 2023 minutes, 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 December 1, 2023. She shared that the deficit has improved and the program is in the black now. Ms. Pitzler also shared that Operations is a big part of the budget. A question regarding fee increases was asked. Ms. Pitzler said she does not see a fee increase at this time.

- 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 383 active nursing home administrator licenses and 16 AIT approvals. In addition, there are 35 pending nursing home administrator applications and six pending AIT approvals. Mr. Yi shared that the average application processing time is between 54-58 days.

- 5.3. Disciplinary Statistics – Kendra Pitzler, Program Manager

Ms. Pitzler presented the disciplinary statistics for the previous quarter (October – December 2023). There were 35 cases reported: 27 were closed without any investigation and 8 cases were opened for investigation. In addition, Ms. Pitzler

presented the disciplinary statistics for the period of July 1, 2023 – December 30, 2023. There were 16 cases opened for investigation and 53 were closed without any investigation.

## **6. Sub-Committee Reports.**

### **6.1. AIT Sub-Committee – Rosalie Romano, Annie Zell and Carl Christensen.**

Rosalie Romano and Annie Zell updated the board regarding their activities. The sub-committee meets every quarter. The sub-committee worked on a request to re-work the form to allow less hours. The sub-committee is reviewing the online NAB – AIT tool kit. The sub-committee also talked about rotating new members on to the committee.

The board discussed a change in members for this committee. It was determined that members will now include Rosalie Romano, Nancy Butner and Jane Davis.

### **6.2. Vendor Sub-Committee – Annie Zell, Carl Christensen, Marlita Basada**

Annie Zell and Marita Basada discussed the goal for this sub-committee and future membership of the committee. Ms. Basada attended the HCA Convention. Ms. Zell provided a brief overview and shared that it was a good event and the board should consider continuing to attend. The question of whether the same members would like to continue on the sub-committee was asked. Ms. Basada said she would like to continue. However, Ms. Zell's membership on the board is about to end. Mr. Macklin indicated that he could be either on this sub-committee or the AIT sub-committee and he was assigned to this sub-committee as there are fewer members on this sub-committee. Ms. Basada and Mr. Shelton shared interest in attending Washington Health Care Association. Ms. Zell would like to attend the LeadingAge meeting again and may possibly be joined by Matthew Macklin.

## **7. Executive Director Report- Tracie Drake, Acting Executive Director**

Ms. Drake provided an update regarding department reorganization that merges the credentialing staff with the office of health professions. This is expected to take place in late Spring. Ms. Drake also shared that DOH is currently in the recruitment process to hire a permanent ED for Section 8, which includes this board.

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

Ms. Pitzler updated members on board member recruitment. Ms. Romano and Mr. Shelton can serve two terms. Ms. Zell's term is close to ending; however she can serve until someone is appointed to fill her position. Currently there is also a spot open on the board for a Public Member.

The board was provided with an update on the new Administrator Training. Ms. Zell and Ms. Pitzler will be updating the slides.

Ms. Pitzler presented information on military spouse applications received from 2016 to 2023, there have been a total of five applications received during the timeframe.

Ms. Pitzler provided a status update on the retired active rule and the temporary license rule. Both have been filed and will be effective February 3, 2024.

Ms. Pitzler shared that the 2024 legislative session has begun. She shared that she has seen nothing that has been filed that would affect this profession.

**9. National Association of Long-Term Care Administrator’s Board (NAB) Meetings – Ann Zell, Board Member.**

Ms. Zell provided a summary of the October 2023 NAB meeting. NAB creates the exam. They also work on education and outreach. NAB is developing an app that will include a new CE catalog. Many states are concerned about de-regulation. This is mainly happening in southern states. The next meeting is June 5-7 in Oklahoma City, OK. Ms. Pitzler asked for volunteers to attend both the June and October meetings. Mr. Ebling said he was interested and will check his schedule.

**10. Review of States to Determine if they have Substantially Equivalent Requirements– Kendra Pitzler, Program Manager**

The board began the process of determining if other states have license requirements substantially equivalent to Washington. Ms. Pitzler explained that it was time to review other states to see if their rules had changed. Once Ms. Pitzler reviews this she will send out to board members for their input.

**11. Election of Chair and Vice Chair**

Board members nominated and unanimously voted for Rosalie Romano for Chair. The board nominated and unanimously voted for Nancy Butner for Vice Chair.

**12. Future Business- Rosalie Romano, Chair**

Normal agenda items.

**13. Meeting Adjournment**

*Motion to adjourn the meeting at 11:14 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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