



Board of Nursing Home Administrators Meeting Minutes April 19, 2024

Location: Hyatt Family Facilities, 601 W. Walnut St. Yakima, WA and Microsoft Teams

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

Board members absent: Jesse Shelton, NHA

Staff members present: Amber Freeberg, Executive Director
Kendra Pitzler, Program Manager
Luke Eaton, Assistant Attorney General
Hyon Yi, Deputy Credentialing Manager
Shani Hue, Budget Analysis
Shelbee Scrimo, Program Support

Others present: Genta Iwasaki
Donald Smith

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. Introduction – Board members and agency staff 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 April 19, 2024 agenda.
- 3.2. Approval of January 26, 2024, meeting minutes.

Motion to approve the Consent Agenda and January 26, 2024, minutes with the correction of the spelling of Romano, 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, 2023, to February 29, 2023. She shared that the deficit has improved, and the program is in the black now. Ms. Pitzler also shared that Operations and Disciplinary are a big part of the budget.

- 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 391 active nursing home administrator licenses and 11 AIT approvals. In addition, there are 37 pending nursing home administrator applications and 7 pending AIT approvals. Mr. Yi shared the overall processing time of an application which is currently at 43 days. Mr. Yi reviewed the age range of license holders with the majority being between the ages of 35-49 years old.

- 5.3. Disciplinary Statistics – Kendra Pitzler, Program Manager

Ms. Pitzler presented the disciplinary statistics for the current biennium (July 2023 – February 2024). There were 89 cases reported: 69 were closed without any investigation and 20 cases were opened for investigation. In addition, Ms. Pitzler

presented the disciplinary statistics for the previous quarter of January – February 2024. There were 4 cases opened for investigation and 16 were closed without any investigation. Ms. Davis asked if there was a report on the different geographical areas that these cases came from to see if there is a trend in certain parts of the state. Ms. Pitzler said she had not seen a report with that information in it.

6. Sub-Committee Reports.

6.1. Vendor Sub-Committee – Annie Zell, Marlita Basada and Matthew Macklin

Ms. Basada was voted chair of the sub-committee. Ms. Zell gave an update on the subcommittee, sharing that they are creating a banner and brochure to go with the pens, tablecloth and NAB cards they already have.

7. Executive Director Report- Amber Freeberg, Executive Director

Ms. Freeberg provided an update regarding department reorganization that merges the credentialing staff with the office of health professions. The credentialing staff for this board will come over on May 1st.

8. Program Manager Report – Kendra Pitzler, Program Manager

Ms. Pitzler reviewed the updated exception policy for the board to review. Ms. Butner and Mr. Macklin agreed to review the list and get back to the board with their recommendations.

Ms. Pitzler reviewed the administrative training that is required for those who are licensed. There are still 5 people who are licensed and have not taken the training, the next class is in June.

Ms. Pitzler updated members on board member recruitment. There has been a total of 7 applications received for the two professional openings. There will be two separate interview panels for the NHA position, it will be Ms. Freeberg, Ms. Pitzler, Ms. Butner, and Ms. Davis. For the Healthcare professional position, it will be Ms. Freeberg, Ms. Pitzler, Ms. Romano, and Dr. Emmans.

Ms. Pitzler updated members on recently implemented rules. There is one individual that has requested for their license to be placed on the new retired active status. No one has applied for the temporary license currently.

Ms. Pitzler asked if the board would like to keep in-person meetings or just do one in-person meeting a year, with the rest of them being virtual. The board agreed that they would like to keep in-person meetings and have the virtual option be the exception.

9. 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 each member was assigned a few states to review. The board discussed whether they should keep the standard for licensure at a bachelor's degree and 1,000 hours AIT program when looking at state equivalency.

Mr. Ebling motioned for a bachelor's degree and 1,000 hours AIT program to be the standard for state equivalency. Motion was seconded and passed.

10. Future Business- Rosalie Romano, Chair

Normal agenda items.

11. Meeting Adjournment

Motion to adjourn the meeting at 11:15 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

