



Board of Nursing Home Administrators Meeting Minutes

October 25, 2024

Location: Department of Labor and Industries Rm. S119
7273 Linderson Way SW Tumwater, WA 98501
and Microsoft Teams

Board members present: Rosalie Romano, Ph.D., Public Member, Chair
Nancy Butner, NHA- Vice-chairperson
Paul Emmans, DO
Edward Ebling, NHA

Board members absent: Matthew Macklin, NHA
Jane Davis, NHA

Staff members present: Amber Freeberg, Executive Director
Shelbee Scrimo, Program Manager
Katie Graue, Administrative Assistant
Evan Shigaya, Policy Analysts
Hyon Yi, Deputy Credentialling Manager
Laura Riordan, Credentialling Supervisor
Margaret Pagel, Staff Attorney
Joshua Green, Credentialing Specialist
Jeff Orwig, Finance Officer
Luke Eaton, Assistant Attorney General (AAG)

Others present: Morgan Farrell
Donald Smith
Monique Masue

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 at 9:00 am
- 1.2. Introductions – Board members and agency staff introduced themselves.

2. Public Comment – Rosalie Romano, Chair

- 1.1. There was no comment from the public.

3. Consent Agenda – Rosalie Romano, Chair

- 3.1. Approval of the October 25,2024 meeting agenda, motion, seconded and approved.
- 3.2. Approval of the July 19,2024 meeting minutes, motion, seconded and approved.

4. Discussion of Items Removed from the Consent Agenda

- 4.1. No items were removed from the Consent Agenda

5. Nursing Home Administrator Program Statistics

5.1. Budget Report and Discussion – Shelbee Scrimo, Program Manager

Ms. Scrimo reviewed and discussed the budget report that reflected numbers from July 2023 to August 2024. Mr. Orwig noted that the indirect rate is strictly an estimate.

5.2. Credentialing Statistics – Hyon Yi, Credentialing Supervisor

Mr. Yi reviewed and discussed data relating to the issuance of nursing home administrator licenses.

Credential	NHA	AIT
Active	384	11
Pending	11	8

5.3. Disciplinary Statistics – Shelbee Scrimo, Program Manager

Ms. Scrimo presented and reviewed data relating to complaint investigation and discipline for biennium dates of July 2023 to October 2024. There was a total of 139 cases reported. 34 of those cases were opened for investigation, 105 cases were closed with out any investigation.

In addition, Ms. Scrimo presented disciplinary statistics for the previous quarter of June 2024 to October 2024. There was a total of 7 cases opened for investigation and 20 closed without investigation (grand total of 27 cases).



6. Sub-Committees.

6.1 AIT Subcommittee- Nancy Butner and Jane Davis

The subcommittee gave an update on the recent subcommittee meeting.

- 1.2. Nancy Butner gave an update on the NAB process for AIT, the committee looked at her spreadsheet called “Proposed AIT Program”. Nancy looked at the NAB modules and found them helpful with guidance to become an administrator. The spreadsheet has a list of tasks that needs to be completed/studied for the exam.
- 1.3. Comment was taken; Rosalie Romano asked Morgan Farrell to look over the spreadsheet Ms. Butner made and give feedback at next meeting in January.

7. Executive Director Report – Amber Freeberg, Executive Director

Ms. Freeberg gave an update regarding department organization. She informed the board that credentialing has all moved under Section 8/Amber Freeberg. The goal is to have open communication and to streamline the process and get things completed in a timely manner.

Ms. Freeberg also gave a HELMS update; HELMS is to replace ILRS – the goal is by February 2025 that applicants can renew with HELMS.

8. Program Manager Report – Shelbee Scrimo, Program Manager

Ms. Scrimo updated members on board member recruitment; appointments are with the governor’s office. DOH staff is hoping to have 5 new members in January along with Ms. Romano’s re-appointment. Ms. Scrimo is working on a welcome letter and will have to Ms. Romano for approval and signature by January.

Ms. Scrimo asked if any of the current members would like to be mentors for new members, all members would like to be mentors and help with the new members.

Ms. Scrimo discussed the new administrator state training class that is required to be taken within 180 days of licensure. This class can be done through DSHS or WHCA. Ms. Scrimo stated there are still 36 people who still need this class. The board discussed possible action to be taken for those who have not taken the course. Ms. Scrimo asked board for permission to call the old applicants and will bring the results to the next meeting. There was a motion, seconded and approved unanimously for Ms. Scrimo to work on the cleanup of the backlog of those who still need to test.

Ms. Scrimo asked for a board member to volunteer to do the presentation at the state law course on February 6, 2025 and Mr. Ebling volunteered.

9. Substantially Equivalent States Review – Shelbee Scrimo, Program Manager

The board reviewed the substantially equivalent states and asked for more information on Alaska, Florida, Idaho, Kansas, Maryland, Rhode Island, Utah, and Virginia There was a motion to approve all other recommendations, motion, seconded and approved unanimously.

10. Exception Application Table- Matthew Macklin and Nancy Butner (Amber Freeberg, Executive Director)

Ms. Freeberg reviewed the exception application table.

10.1. Board Agreed to accept as is – motioned, seconded, and approved unanimously.

11. Future Business – Rosalie Romano, Chair.

11.1. The board agreed that Ms. Scrimo would do the state equivalency research for the states they wanted more information on, and they would review the phone calls to outstanding applicants to be made by Ms. Scrimo at the next meeting.

11.2. Next meeting is scheduled for January 24, 2025.

12. Meeting Adjourned at 10:44 am

Motion to adjourn the meeting was made, seconded, and approved unanimously.

Submitted by:
Shelbee Scrimo, Program Manager
Board of Nursing Home Administrators

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

On file _____
SIGNATURE

On file _____
SIGNATURE

DATE

DATE

