



## Board of Nursing Home Administrators Regular Meeting Minutes

January 24, 2025

Location: Department of Health, TC2, Room 153 – 111 Isreal Road SE, Tumwater, WA 98501 and  
Microsoft Teams

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**Committee Members Present:**

Rosalie Romano, Ph.D., Public Member, Chair  
Nancy Butner, NHA, Vice-Chairperson  
Paul Emmans, DO  
Jane Davis, NHA  
Edward Ebling, NHA  
Catherine Reis-El Bara, NHA  
Adam Filbey, NHA  
Jessica Wolfrum, Home Care Professional  
Vacant, Public Member

**Committee Members Absent:**

Matthew Macklin, NHA

**Staff Members Present:**

Amber Freeberg, Executive Director  
Shelbee Scrimo, Program Manager  
Katie Graue, Administrative Assistant  
Tara Mackemull, Program Support  
Cynthia Jamrowski-Martinez, Credentialing Coordinator  
Evan Shigaya, Policy Analyst  
Luke Eaton, Assistant Attorney General (AAG)  
Debra Mendoza, Quality Manager  
Hyon Yi, Deputy Credentialing Manager

**Other Attendees Present:**

Morgan Farewell  
Noha Labib-Flemon  
Teresa Riley  
Grenta Iwasaki

Notice of this meeting was published on the Board of Nursing Home Administrators' profession [website](#) and was sent out through the GovDelivery listserv.

**1. Opening of Public Meeting – Rosalie Romano, Chair**

- 1.1. Call to Order at 9:00 am
- 1.2. Introductions – Board members, agency staff, and public introduced themselves.

**2. Public Comment – Rosalie Romano, Chair**

- 2.1. There was no public comment given.

**3. Consent Agenda – Rosalie Romano, Chair**

- 3.1. Approval of January 24, 2025, meeting agenda, motion made, seconded and approved unanimously
- 3.2. Approval of the October 25, 2024, meeting minutes, motion, seconded and approved unanimously

**4. Nursing Home Administrator Program Statistics**

**4.1. Budget Report and Discussion – Shelbee Scrimo, Program Manager**

The board reviewed and discussed the budget report, the dates reviewed were July 2023 to December 2024. The budget is currently in the positive at \$147,582.

**4.2. Credentialing Statics – Credentialing Supervisor**

The board reviewed and discussed data relating to the issuance of nursing home administrators license given by Hyon Yi.

Mr. Yi let the board know Debra Mendoza would be the person giving report in the future. The board requested more specific stats. Ms. Scrimo will work with Ms. Mendoza to get those for future meetings.

Credential	NHA	AIT
Active	398	10
Pending	27	7

**4.3. Disciplinary Statistics – Shelbee Scrimo, Program Manager**

Ms. Scrimo presented and reviewed data relating to complaint investigations and discipline for the biennium dates of October 1, 2024, to December 23, 2024. There was a total of 23 cases reported. 4 of those cases were opened for investigation, 19 were closed without any investigation.

In addition, Ms. Scrimo presented disciplinary statistics for the previous biennium count for the period of July 2023 to December 23, 2024. There was a total of 162 cases reported. 38 of those cases were opened for investigation, 124 were closed without any investigation.

**5. Executive Director Report – Amber Freeberg, Executive Director**

Ms. Freeberg gave an update and explanation on the budget freeze within all state agencies. She touched base on the NAB conference, and explanation on how DOH employees are not able to travel out of state. Ms. Freeberg explained that in state travel was asked to be limited and explained that in person board meetings will be held only in Tumwater.



## **6. Program Manager Report – Shelbee Scrimo, Program Manager**

Ms. Scrimo updated members on board member recruitment, Ms. Scrimo welcomed new members and gave an update that the board had one vacancy left to fill and it is with the Governor's office waiting to be appointed. Ms. Scrimo also relayed she will have another opening for a NHA position in May of 2025, because Jane Davis will be leaving the board.

Ms. Scrimo went over the state law course that is required for NHA to complete within 180 days of licensure. Ms. Scrimo said she would continue to call outstanding licenses to make sure that people know they need to take the course. Currently there are a total of 16 licensees that need the course and 8 are signed up for the February DSHS course. Ms. Scrimo asked board members to volunteer to be present at the DSHS course, Mr. Ebling will be present at the February meeting and Ms. Scrimo will send an email with the dates for the rest of the year for all board members to sign up.

Ms. Scrimo went to the NAB mid-year meeting in November and gave a synopsis of the meeting stating a big push was changing Administer-in-Training to Administer Residency.

## **7. National Association of Long-Term Care Administrator Board (NAB) Mid-Year Meeting- Ed Ebling**

Mr. Ebling provided a summary of the November 2024 NAB Mid-Year meeting. Mr. Ebling said the large overtone discussion of the meeting was talking about deregulation and other states equivalency. Ms. Freeberg gave some clarification regarding deregulations, Ms. Freeberg stated that the board will continue to be regulated and have licenses until the legislative session says they don't have to. There is nothing current in Washington legislation saying this will happen.

Mr. Ebling relayed that he was asked to be on the education committee. Mr. Ebling also said that another topic at the conference was changing the name from AIT to administrative residency.

The board discussed who will attend the 2025 NAB Meetings. – Ms. Scrimo relayed that the next meeting is in Seattle, Ms. Scrimo will ask for in-state travel permission when it gets closer.

Ms. Scrimo asked the board if anyone would like to attend, Ms. Scrimo asked whoever does, that they can go to both meetings. (June and October).

June 9-13 will be in Seattle, WA – Ms. Shelbee Scrimo will be a placeholder, with Nancy Butner as back up, and Ed Ebling to go as the designated Board Member.

October 29-31 will be Santa Fe, NM – Ms. Shelbee Scrimo will be a placeholder, with Nancy Butner as back up, and Ed Ebling to go as the designated Board Member.

The board motioned, seconded and approved unanimously for Ms. Shelbee Scrimo to be a placeholder, with Nancy Butner as back up, and Ed Ebling to go as the designated Board Member.

Ms. Romano asked to sidebar the discussion on deregulation for a future meeting.

## **8. Rulemaking- WAC 246-843-090,095 and 230**

### **8.1. AIT Subcommittee- Nancy Butner and Jane Davis; Review Draft Language**

The AIT subcommittee gave an update on the recent subcommittee meeting. Ms. Butner stated they are currently working on the rule for the AIT application and AIT preceptor. Ms. Scrimo reviewed the proposed draft language that were made to WAC 246-843-090, 095 and 230. Ms. Scrimo took comment and input from the board.

## **9. Vendor Subcommittee**

The board discussed the goal for this committee and determined future membership on this committee. Ms. Scrimo asked for volunteers for the Leading Age booth on June 24, 2025, that will be in Vancouver, Washington as well as the booth for WHCA in May located in Tacoma, Washington. Jessica Wolfrum, Teresa Riley, Nancy Butner, Adam Filbey and Catherine Reis-El Bara offered to be on the vendor committee. Ms. Scrimo will reach out to set up subcommittee meetings.

## **10. Substantially Equivalent States Review – Shelbee Scrimo, Program Manager**

Ms. Scrimo presented and reviewed the states the board wanted more information on (Alaska, Florida, Idaho, Kansas, Maryland, Rhode Island, Utah, and Virginia). Ms. Freeberg gave some clarifying information to the board regarding states equivalencies.

Ms. Romano asked for a motion to accept the changes made to the states equivalency list as presented, the motion was moved and seconded, motion passed unanimously.

## **11. Election of Chair and Vice-Chair – Rosalie Romano, Chair**

The board held elections for the Chair and Vice-Chair.

Ms. Romano volunteered to be chair for another term. Ms. Butner volunteered to be vice-chair for another term.

There was a motion made, seconded and passed unanimously for Ms. Romano to serve as chair and Ms. Butner to serve as Vice-Chair.

## **12. Future Business – Rosalie Romano, Chair**

12.1. The board will revisit deregulation and updating forms for AIT at the future meeting.

12.2. The next board meeting is scheduled for April 11, 2025.

**13. Meeting Adjournment at 10:17 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

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