



## **Board of Nursing Home Administrators Meeting Minutes**

**April 29, 2022**

Virtual Meeting via Microsoft Teams

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Committee members present: Carl Christensen, RN, Ph.D., Chair  
Ann Zell, NHA, Vice Chair  
Marlita Basada, RN  
Rosalie Romano, Ph.D., Public Member  
Matthew Macklin, NHA  
David Escobar, DO  
Paul Emmans, DO\*

\*Briefly attended the meeting from 11:15 a.m. to 11:35

Committee members absent: Angela Cerna, NHA  
Jesse Shelton, NHA

Staff members present: James Chaney, Executive Director  
Kendra Pitzler, Program Manager  
Karen Gohlsen, Program Support  
Chris Wright, Assistant Attorney General  
Jeff Wise, Policy Analyst  
Anita Nath, Supervising Staff Attorney

Guest presenters: Rosalee Allan, FACHE, PHR, CP-SHRM, Eastern Washington University Health Services Administration Program (HSAD)

On April 29, 2022, the Board of Nursing Home Administrators Meeting met online via Microsoft Teams. Notice of the 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 – Carl Christensen, Chair

- 1.1. Call to Order - The chair called the meeting to order at 9:11 a.m.
- 1.2. Introductions – Committee and agency staff members introduced themselves and their area of practice.
- 1.3. Other – There were no other topics of discussion.

### 2. Consent Agenda – Carl Christensen, Chair

- 2.1. Removal of April 29, 2022 agenda from the consent agenda due to the addition of a new item to the agenda. To be discussed and voted on in item 3.
- 2.2. Approval of October 23, 2021 meeting minutes  
*Motion to approve the Consent Agenda as noted, seconded, vote 6-0.*

### 3. Discussion of Items Removed from the Consent Agenda – Carl Christensen, Chair

Ms. Pitzler requested a new item (#13) be added to the agenda to discuss 2023 meeting dates.  
*Motion to approve the agenda with the change to the order, seconded, vote 6-0.*

### 4. Nursing Home Administrator Program Statistics

- 4.1. Credentialing Statistics/Update - Kendra Pitzler, Program Manager  
Ms. Pitzler briefed the board on the current credentialing statistics for the past six months. There are currently 400 active nursing home administrator licenses and 12 AIT approvals. In addition, there are 29 pending nursing home administrator applications and 17 pending AIT approvals.
- 4.2. Disciplinary Statistics - Kendra Pitzler, Program Manager  
Ms. Pitzler presented the disciplinary statistics for the previous two months (January 1, 2022 - March 31, 2022). There were 23 cases reported: 12 were closed without any investigation, four cases were opened for investigation, and seven were still under assessment. In addition, Ms. Pitzler presented the disciplinary statistics for the biennium to-date (July 1, 2021 - March 31, 2021) There were 63 cases reported: 39 were closed without any investigation, 17 cases were opened for investigation, and seven were still under assessment.
- 4.3. Budget Report & Discussion – Kendra Pitzler, Program Manager  
Ms. Pitzler briefed the board on the program budget for the period of July 1, 2019 to March 31, 2022. The current fund balance is \$(224,441), a decrease from the beginning balance of \$(357,508), due in part to the fee increase that became effective in 2021.

## **5. Legislative Update - James Chaney, Executive Director**

- 5.1. Mr. Chaney briefed the board on legislation of interest introduced during the 2022 session. The majority of bills DOH was watching did not concern the profession directly. Of note, [HB 1329](#) was passed and amends the Open Public Meetings Act, to allow public meetings to be held remotely and accessible to the public during a declared state of emergency if a board, commission, or committee has concerns about safety.
- 5.2. [SB 5753](#) (Increasing board and commission capacities) - This bill was passed and goes into effect June 9, 2022. Section 3 of the legislation has been amended to increase the current size of the Board of Nursing Home Administrators from nine to 11 members and a change in makeup of the positions. The board has opted to postpone the recruitment to coincide with term expirations of three current members in 2023.
- 5.3. [ESSB 5229](#) - The bill was passed in the 2021 legislative session and requires the department of health to adopt rules to implement health equity continuing education for health care licensees. Board member Rosalie Romano briefed the board meetings that happened early this year, along with information about the next steps.

## **6. Executive Director Report - James Chaney, Executive Director**

In-person meetings - Mr. Chaney informed the board that the meeting spaces at DOH are not currently available so if they would like to meet in-person it will need to be at an outside venue.

Changes to DOH leadership - Mr. Chaney informed the board that DOH is currently recruiting for an Office of Health Professions director. Sasha De Leon will be serving as acting director until that position is filled permanently. In addition, DOH is currently recruiting to fill the assistant secretary vacancy in the Health Systems Quality Assurance (HSQA). Christie Spice is serving as interim assistant secretary until that position is filled permanently.

Home care aide audit - Mr. Chaney informed the board that the State Auditor's Office is currently conducting an audit of the home care aide program.

## **7. Applying for an NHA License - Kendra Pitzler, Program Manager**

Kendra presented to the board and public regarding the application process for a nursing home administrator license.

## **8. Open Mic**

There were no comments from the public.

## **9. EWU HSAD Presentation - Rosalee Allan, Faculty, EWU HSAD Program**

Ms. Allan presented to the board regarding the Health Services Administration program offered at Eastern Washington University.

## **10. Options for Communicating with the Public - Kendra Pitzler, Program Manager & Rosalie Romano, Board Member**

Ms. Pitzler and Ms. Romano presented ideas on how to improve the AIT application process by employing checklists. The AIT Subcommittee will look into it further and report back to the board at a future meeting.

## **11. NAB 2022 Annual and Mid-Year Meetings - Kendra Pitzler, Program Manager**

Annual Meeting - Ms. Pitzler briefed the board on the upcoming meeting June 8-10, 2022 in Chicago, IL. Ms. Pitzler is the designated delegate for the board and will be attending. Mr. Chaney (executive director) and Mr. Macklin (board member) also expressed a desire to attend. *Motion to authorize travel for the NAB meeting in June for Ms. Pitzler, Mr. Chaney, and Mr. Macklin, seconded, vote 7-0.*

Mid-Year Meeting: Ms. Pitzler briefed the board on the meeting to be held November 2-4, 2022 in Scottsdale, AZ. Ms. Pitzler is the designated delegate for the board and will be attending along with Ms. Romano, who volunteered to attend. *Motion to authorize travel for the NAB meeting in June for Ms. Pitzler and Ms. Romano, seconded, vote 6-0, with one abstention (Romano).*

Board Meeting Rescheduled - Given the NAB Mid-Year Meeting will coincide with the regular board meeting that was scheduled for November 4, 2022, Ms. Pitzler requested moving the meeting to sometime in October. *Motion to move the November 4, 2022 meeting to October 21, 2022 at 9 a.m., seconded, vote 7-0\*.*

\*Paul Emmans briefly attended the meeting and voted on this motion. He was not present for any other votes

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

Rules update – Per the board's request in January, Ms. Pitzler is working on a CR 101 to start rulemaking. Reactivating a license will be incumbent on taking the new administrator training if that had not been previously done by a licensee and they will need to show proof. In addition, there will be rulemaking for a reduced fee retired active status. A rulemaking workshop will take place at the July 15, 2022 meeting, rule language will be presented at the October 21, 2022 meeting, and a rules hearing will take place during the January 27, 2023 meeting.

Subcommittee meetings - AIT and association subcommittees are both scheduled to meet in May.

Attendance at new administrator training - Ms. Pitzler noted that when she audited the new administrator training certifications in October 2021, she discovered that there were 86 licensees not showing that they had taken the training (new licensees are asked to take the training within six months of initial licensure). Since that time, 33 have submitted their certificate of training. Ms. Pitzler is currently working with the remaining 53 licensees to take the training.

Washington State NAB exam scores: Ms. Pitzler presented NAB NHA exam results from 2020 and 2021, per the board's request.

<b>Year</b>	<b># of Times Taken</b>	<b>Failures</b>	<b>Passed</b>
2020 (NHA only)	29	13	16
2020 (Core)	21	2	19
2021 (NHA only)	25	10	15
2021 (Core)	17	3	14

Rules Review - The board is legally required to review the rules every five years and the last review was previously done 2017. The board has agreed to conduct a workshop at the July 15, 2022 meeting to open the rules for review. Ms. Pitzler agreed to look at the questions that are on the rules review to determine what might meet the intent of the law and bring the board an abbreviated set of questions to consider at a future meeting. Mr. Macklin agreed to review them before presentation to the full board.

Travel refresher - Ms. Gohlsen, who provides support to the board, provided a brief refresher on travel policy.

**13. 2023 Meetings - Kendra Pitzler, Program Manager**

The board selected the following meeting dates for 2023:

- January 27
- April 28
- July 28
- October 27

*Motion to approve the meeting dates for 2023, seconded, vote 6-0.*

**14. Meeting Adjourned at 12:32 p.m.**

**Submitted by:**  
 Kendra Pitzler, Program Manager  
 Board of Nursing Home Administrators

**Approved by:**  
 Carl Christensen, Chair  
 Board of Nursing Home Administrators

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