



## **Board of Nursing Home Administrators Meeting Minutes January 27, 2023**

Virtual Meeting via Microsoft Teams

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Committee members present: Rosalie Romano, Ph.D., Public Member, Vice Chair  
(Acting Chair)  
Carl Christensen, RN, Ph.D., Chair  
Ann Zell, NHA  
Angela Cerna, NHA\*  
Marlita Basada, RN  
Paul Emmans, DO\*\*

\*Arrived around 9:30 a.m.

\*\* Left meeting at 9:09 a.m., returned at 10:41 a.m.

Committee members absent: Jesse Shelton, NHA  
Matthew Macklin, NHA

Staff members present: Trina Crawford, Executive Director  
Kendra Pitzler, Program Manager  
Karen Gohlsen, Program Support  
Jeff Wise, Policy Analyst  
Luke Eaton, Assistant Attorney General

Guest presenters: None

On January 27, 2023, the Board of Nursing Home Administrators 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 – Rosalie Romano, Vice Chair, Acting Chair.

- 1.1. Call to Order – Carl Christensen was unable to guarantee that he could stay for the full meeting and asked Rosalie Romano, Vice Chair to be the acting chair for this meeting. Ms. Romano called the meeting to order at 9:12 a.m.
- 1.2. Introductions – Board members, agency staff and guests introduced themselves.

### 2. Public Comment - Carl Christensen, Chair

- 2.1. There were no comments from the public.

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

- 3.1. Approval of the January 27, 2023 agenda.
- 3.2. Approval of October 21, 2022 meeting minutes.

*Motion to approve the Consent Agenda with a scribner's correction for the minutes of October 21, 2022, seconded, vote 6-0.*

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

- 4.1. No items removed from the consent agenda.

### 5. Rules Workshop (Opened 9:45 a.m.) – Kendra Pitzler, Program Manager

Ms. Pitzler presented draft language to the board for their review and recommended changes regarding the following WAC subchapters:

- Application Rules – [WAC 246-843-071](#) will need to be amended to align with [RCW 18.52.071](#) regarding successful completion of a baccalaureate degree. The rules currently state that an applicant must have graduated from the institution..
- AIT Rules –The board is considering revisions to [WAC 246-843-090](#), in an effort to make the application process easier to understand.
- Health Equity – [ESSB 5229](#) mandates all professions that require continuing education (CE) to include an equity training as part of CE requirements starting January 1, 2024. Now that the Department of Health has updated its rules regarding continuing education consistent with the new law, Ms. Pitzler asked the board to vote on opening the [NHA continuing education rules](#) to accommodate these changes.
- Temporary License Rules –Temporary practice permits are available for applicants seeking licensure for interim placement at specific facilities ([WAC 246-843-231](#)). It was discovered that the rules that DSHS has in place for temporarily filling vacancies do not align with the NHA rules. To fix this issue, DSHS will be removing the

contradictory language in [WAC 388-97-1620](#) and the board will revise the NHA rules accordingly.

- Retired-active licensure and license reissuance rules update – The board determined that it would initiate rulemaking to consider establishing a retired active status according to [RCW 18.130.250](#) and [Chapter 246-12 WAC](#) (Part 5 Retired Active Credential). The retired active status would allow nursing home administrators to maintain their credential and practice in a limited way at a reduced cost.

Board members reviewed each of these rules and made suggestions regarding potential language that will be brought back to the next workshop for discussion and approval to move forward. The board has opted to hold the next workshop on March 21, 2023 from 2:00 p.m. – 3:00 p.m. *Motion to approve, seconded, vote 6-0.*

## **6. Nursing Home Administrator Program Statistics**

### **6.1. Disciplinary Statistics - Kendra Pitzler, Program Manager**

Ms. Pitzler presented the disciplinary statistics for the previous two months (October 1, 2022 – December 31, 2022). There were 20 cases reported: 15 were closed without any investigation and 5 cases were opened for investigation. In addition, Ms. Pitzler presented the disciplinary statistics for the biennium to-date (July 1, 2021 – December 31, 2022) There were 141 cases reported: 48 were closed without any investigation and 15 cases were opened for investigation.

### **6.2. Budget Report & Discussion – Kendra Pitzler, Program Manager and Jeff Orwig, Finance Officer.**

Ms. Pitzler briefed the board on the program budget for the period of July 1, 2021 to December 31, 2022. The current fund balance is (\$115,940), a decrease in the deficit from the beginning balance of (\$357,507). Mr. Orwig also went over line items in the budget and answered questions regarding how fee increases affected the budget. Mr. Orwig indicated that he could provide more information to Ms. Pitzler to relay to board members later.

### **6.3. 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 392 active nursing home administrator licenses and 15 AIT approvals. In addition, there are 22 pending nursing home administrator applications and 11 pending AIT approvals.

## **7. Subcommittee Reports – Annie Zell, Vice Chair & Carl Christensen, Chair**

### **7.1. Administrator-in-Training (AIT) Subcommittee Update - Rosalie Romano, Carl Christensen, and Annie Zell**

Ms. Zell briefed the board on changes to the procedure of the licensure application to simplify the process. The document includes criteria developed by the AIT sub-committee that allows credentialing staff to move forward with an application without

review by the board or the board's designated board member. *Motion to adopt the procedures, seconded, vote 6-0.*

7.2. Vendor Booth Subcommittee - Annie Zell, board member.

The subcommittee provided an update regarding booth setup for WHCA and LeadingAge events as a means of providing board outreach in 2023 and beyond.

**8. Board Meeting Locations – Kendra Pitzler, Program Manager**

The board discussed options for the upcoming meeting location. Board members agreed that the April meeting should be held in Western Washington because Eastern Washington University students are now on-line and not available to attend the meeting in person. Board staff will look at options in the Olympia area, including Panorama Continuing Care Retirement Community.

**9. Executive Director Report – Trina Crawford, Executive Director**

Ms. Crawford reported on legislation that may have impacts on nursing home administrators. She indicated that there were no further updates and took questions from the board regarding her experience with other professions.

**10. Program Manager Report - Kendra Pitzler, Program Manager**

Ms. Pitzler provided updates received at the NAB meeting held this past November and asked if there were suggestions regarding who should attend the upcoming NAB meeting June 14-16, 2023. No members in attendance were available for the upcoming meeting. Ms. Pitzler will check with the other members regarding attendance at this meeting. Ms. Pitzler also informed the board that DOH has yet to receive any applications for the public member vacancies and encouraged the board to reach out to anyone they felt would be interested.

**11. Election of Officers- Carl Christensen, Chair**

The board nominated Rosalie Romano and Annie Zell to serve as chair and vice chair, respectively, for the next year. *Motion to approve Rosalie Romano as chair and Annie Zell as vice chair, seconded, vote 6-0.*

**12. Meeting Adjournment**

*Motion to adjourn the meeting at 2:08 p.m., seconded, vote 6-0.*

**Submitted by:**

Kendra Pitzler, Program Manager  
Board of Nursing Home Administrators

**Approved by:**

Carl Christensen, Chair  
Board of Nursing Home Administrators

On file

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SIGNATURE

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