

OPEN SESSION MINUTES
MISSOURI BOARD OF NURSING HOME ADMINISTRATORS
April 1, 2015

The members of the Missouri Board of Nursing Home Administrators convened on April 1, 2015, at 9:02 a.m., in conference rooms 102-103, 3418 Knipp Drive, Jefferson City.

Presiding: Mike Roth, President

Members Present: Mike Levitt, Vice President
Dr. Naveed Razzaque, Secretary
Ann Harris
Phyllis Stayton
Janice Unger
Don Yost
Kristin Edwards, Section Administrator for
Jeanne Serra, Division Director

Staff Present: Sally McKee, Board Coordinator
Nichole Bock, Assistant Attorney General

Absent: Alexis Roam

Agenda

A motion was made by Dr. Razzaque and seconded by Mike Levitt to approve the agenda. Motion carried unanimously.

February 2015 Meeting Minutes

A motion was made by Dr. Razzaque and seconded by Mike Levitt to approve the February 4, 2015, meeting minutes. Motion carried unanimously.

Meeting Dates

The next Board meeting is confirmed for Wednesday, June 24, 2015 at 9:00 a.m. with the DRC meeting on June 23, 2015 at 5:00 p.m.

The next Board meeting after June is tentatively scheduled for September 2, 2015 with the DRC meeting on September 1, 2015.

Welcome/Introductions

Sally McKee introduced Kristen Edwards, Section Administrator, Section for Long Term Care Regulation. The Board members introduced themselves and welcomed her to the meeting.

Board Office Report

Sally McKee presented the Board office report.

New Applicants	FY 2014			FY 2015		
	Sept – 46 (3 RCAL, 43 NHA) Dec – 64 (11 RCAL, 53 NHA) Jan – 29 (5 RCAL, 24 NHA) Mar – 28 (5 RCAL, 23 NHA) May – 53 (10 RCAL, 43 NHA)			July - 62 (14 RCAL, 48 NHA) Oct – 54 (9 RCAL, 45 NHA) Dec – 40 (8 RCAL, 32 NHA) Feb – 45 (7 RCAL, 38 NHA) April - 56 (5 RCAL, 51 NHA)		
	May 2014	July 2014	Oct 2014	Dec 2014	Feb 2015	Apr 2015
Continuing Ed Pgms	51	43	33	17	36	18
Licensed Administrators	1684	1688	1632	1644	1674	1696
New Licenses	29	13	29	11	25	22
TEls Issued	9	12	12	7	4	9
Referrals Rec'd*	8	6	14	12	3	17
Letters of Inquiries to Licensees	8	7	8	8	3	--
Board Interviews	4	5	4	3	3	4
Public Complaints Received	2	1	0	5	0	1
Board Hearing	0	0	0	0	2	0
AHC Hearing	1	0	0	0	0	1
Letters of Concern Issued	9	11	9	6	9	--
Referral to AGO for Action	1	2	0	1	0	--
Disciplinary Action Issued	0	0	1	1	0	3

*Class I, Uncorrected Class II, or referral of administrator from a state or federal agency

Rules – the five Board-approved rules from November 2013 are still under review with the Governor's Office. Once completed, the rules will be filed with the Secretary of State's office.

NAB Annual Meeting will be held June 3 – 5, 2015 at Philadelphia, Pennsylvania.

The office mailed 832 license renewal reminders for those licensees due to expire 06/30/15. Postcard reminders were sent to current and active licenses. Inactive and probationary licenses were sent a reminder letter.

The Board reviewed the 2015 Legislative Report.

Closed Session

A motion was made by Dr. Razzaque and seconded by Don Yost to go into closed session at 9:25 a.m., and that all records and votes, to the extent permitted by law, pertaining to and/or resulting from this closed meeting be closed, under Section 610.021 Subsection (1) RSMo for the purpose of discussing general legal actions, causes of action or litigation and any

confidential or privileged communications between this agency and its attorney. Motion carried unanimously after a roll call vote.

Open Session

A motion was made by Dr. Razzaque and seconded by Don Yost to return to open session at 2:00 p.m. Motion carried unanimously after a roll call vote. Phyllis Stayton left the meeting for the rest of the day.

Applications for NHA Licensure

After review of the NHA applications for licensure, Dr. Razzaque made the motion and seconded by Don Yost to accept the following applicants qualified to examine. Motion carried unanimously.

Aragon, Kathy J.	Arnold, Sarah M.	Arthuad, Matthew J.
Bridges, Shena L.	Brueckner, Jennifer A.	Buchholz, Kelly S.
Burrage, Kayatana D.	Caputo, Erin M.	Chowning, J E.
Clark, Vickie J.	Deister, Galena J.	Doogs, Holly J.
Gerleman, Elizabeth C.	Glover, Martin B.	Groce, Joshua
Hoffman, Melinda K.	Jenkins, Akeeta A.	Johnson, Brenda K.
Kast, Kevin F.	Keeven, Angela J.	Kwofie, Amos B.
Laeck, Helen L.	Lenz, Kari R.	Longenecker, Mark A.
Matthews, Jennifer W.	Moncrief-Smith, Patricia A.	Mun, Debra A.
Newcomer, Brandi J.	Oginni, Mojisola A.	Onions, Kristin N.
Peters, Darla C.	Rhoades, Mandy L.	Sanders, Christina A.
Sheldon, Julie D.	Smith, Jennifer C.	Smith, Sidney D.
Smith, Stephanie	Strong, Brandon M.	Vice, Barbara L.
Volkart, Ruth H.	Voyles, Tracy J.	Weeks, Velma J.
White, Jacqueline F.	Wiesehan, Joseph M.	Yoder, Linda L.

Angela Reising is an applicant for nursing home administrator licensure. The Board reviewed and discussed the results of her background screening. She was charged with DWI Alcohol-Misdemeanor B and Endangering the Welfare of a Child (two charges)-Misdemeanor A. This resulted from an incident on May 17, 2013. She is currently serving two years probation through April 23, 2016. Her RN license is current and in good standing. After review and discussion, a motion made by Dr. Razzaque and seconded by Mike Levitt to find Ms. Reising qualified to examine. Motion failed with two (2) "Yes" votes – Dr. Razzaque and Mike Levitt; and four (4) "No" votes – Janice Unger, Ann Harris, Kristen Edwards, and Don Yost. A motion made by Janice Unger and seconded by Ann Harris to deny her application to take the examinations. Motion carried with four (4) "Yes" votes – Janice Unger, Ann Harris, Kristen Edwards, and Don Yost; and two (2) "No" votes – Mike Levitt and Dr. Razzaque.

After review of the NHA applications for licensure, Don Yost made the motion and seconded by Dr. Razzaque to accept the following NHA applicants as not qualified to examine. Motion carried unanimously.

Braucher, Zachary	Malik, Omar S.	Weiss, Kimberly R.
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Liza Acton is an applicant for nursing home administrator licensure. The Board reviewed and discussed her background screening. On November 20, 2002, Liza Acton was found guilty of local ordinance with DWI in Boone County. In addition, she was found guilty on May 21, 2004 of DWI/Alcohol and Operating Motor Vehicle while Driver's License Suspended-Misdemeanor Class A. After review and discussion, Dr. Razzaque made the motion and Janice Unger seconded to find Ms. Acton not qualified to examine based on her education and experience. Motion carried with five (5) "Yes" votes – Dr. Razzaque, Janice Unger, Kristen Edwards, Mike Levitt, and Don Yost; and one (1) "No" vote – Ann Harris.

Dewaine Kennon is an applicant for nursing home administrator licensure. The Board reviewed and discussed his background screening. Dewaine Kennon was found guilty on January 18, 2000 of Assault 3rd degree-Misdemeanor Class A. After review and discussion, Dr. Razzaque made the motion and Janice Unger seconded to find Ms. Acton not qualified to examine based on her education and experience. Motion carried with four (4) "Yes" votes – Dr. Razzaque, Janice Unger, Kristen Edwards, and Mike Levitt; and two (2) "No" votes – Ann Harris and Don Yost.

Applications for RCAL Licensure

After review of the RCAL applications for licensure, Dr. Razzaque made the motion and Janice Unger seconded to accept the following applicants qualified to examine. Motion carried unanimously.

Breshears, Gloria J.
King, Katherine A.

Gilbert, Rhonda J.

Harrower, Karen K.

Dr. Razzaque made the motion and seconded by Don Yost to accept the following RCAL applicant as not qualified to examine. Motion carried unanimously.

Rumana, Saeed

Application Reevaluations

Barbara Smith – Ms. Smith was found not qualified to take the NHA exams at the December 3, 2014, meeting. She submitted a written request for the Board to find her qualified to examine based on her application and the additional information she provided for this meeting. After review and discussion, a motion made by Don Yost and seconded by Janice Unger to find Barbara Smith not qualified to examine. Motion carried with five (5) "Yes" votes – Mike Levitt, Ann Harris, Kristen Edwards, Janice Unger, and Don Yost; and one (1) "No" vote – Dr. Razzaque.

Melissa Smith – Ms. Smith was found not qualified to take the NHA exams at the February 4, 2015, meeting. She submitted a written request for the Board to find her qualified to examine based on her application and the additional information she provided for this meeting. After review and discussion, a motion made by Mike Levitt and seconded by Dr. Razzaque to find Melissa Smith qualified to examine. Motion carried with four (4) "Yes" votes – Mike Levitt, Kristen Edwards, Janice Unger, and Dr. Razzaque; and two (2) "No" votes – Don Yost and Ann Harris.

Ryan Rogers – Mr. Rogers was found not qualified to take the RCAL exams at the February 4, 2015, meeting. He submitted a written request for the Board to find him qualified to examine based on his application and the additional information he provided for this meeting. After review and discussion, a motion made by Don Yost and seconded by Dr. Razzaque to find him qualified to examine. Motion carried unanimously.

2014 License Renewal Audit

Pursuant to state regulation, 19 CSR 73-2.050(4), the Board office randomly selected approximately 5% of the licensees that renewed by June 30, 2014 to have claims of continuing education hours audited for compliance with Board requirements. Letters were mailed to the selected licensees on October 1, 2014. Two licensees did not comply with the letter and the Board decided at the February meeting to send certified letters to the two licensees outlining the information needed within 30 days.

Susan Wilkerson, license #6419, was sent a certified letter on February 11, 2015 requesting her to correct the license renewal application with the appropriate approvals or complete the

necessary hours to complete her audit within 30 days of the date of the letter. The Board reviewed and discussed the audit information and materials. After review and discussion, Don Yost made the motion and seconded by Janice Unger to refer Susan Wilkerson to the Attorney General's office to probate her license for two years, renew annually by May 30, and complete the 16 hours that were not accepted during the audit. Eight hours per year of the probation can be completed or all 16 hours within one year can be allowed. If she completes the 16 hours in one year then her probation may end within the one year. Motion carried unanimously.

Valerie Warters, license #5330, was sent a certified letter on February 11, 2015 requesting her to provide documentation of the continuing education hours completed for her 2014 license renewal. The Board reviewed and discussed the audit information and materials. After review and discussion, Don Yost made the motion and seconded by Ann Harris to refer Valerie Warters to the Attorney General's office to probate her license for two years, renew annually by May 30, and complete thirteen (13) hours that Warters did not provide certificates for the audit. The hours may be split for each renewal or complete all 13 hours within the one year can be allowed. If she completes all 13 hours in the one year then her probation may end within the one year. Motion carried with three (3) "Yes" votes – Don Yost, Ann Harris, and Janice Unger; and two (2) "No" votes – Dr. Razzaque and Mike Levitt.

Rules Committee

Sally McKee reported that the Rules Committee met the day before (March 31) at 2:00 p.m. The committee recommends the following as a starting point to revise the NHA criteria:

- Minimum education requirement would be an associate degree from an accredited institution in the following areas, but not limited to –
 - Health care administration or management
 - Long term care administration
 - Gerontology
 - Organizational management
 - Business Administration
 - Human Resources
 - Social Work
 - Nursing
 - Human Services
 - Psychology
 - Regulatory Management
- Minimum experience includes at least one year of qualifying experience with the associate degree or higher. Qualifying experience is defined as full-time equivalency experience as a department head or manager position in a licensed health care facility or corporation which owns and operates licensed health care facilities. The experience includes, but not limited to, supervision of staff, financial management, resident care and services, regulatory compliance and risk management, and human resources.
- If qualified based on the education and experience, the applicant would be found qualified to begin a Board-approved administrator-in-training (AIT) program for six (6) months. The AIT program would be administered by organizations approved by the Board to offer the program. The AIT program would follow the criteria provided by the Board, such as, covering the NAB domains of practice and the Board's Long Term Care Core of Knowledge.
- There is a possibility of allowing to waive AIT hours/time with the appropriate number of years of qualifying experience. The AIT hours/time would only be reduced to three (3) months.

The Rules Committee also discussed what to do with applicants that fail the state and/or NAB exam three times. Currently, the three times fail applicants has to complete an

internship and possible coursework. The Rules Committee will be reviewing this area and developing recommendations.

Adjournment

A motion was made by Dr. Razzaque and seconded by Don Yost to adjourn the meeting. Motion carried unanimously. Meeting adjourned at 3:30 p.m.



Dr. Naveed Razzaque, Secretary
Board of Nursing Home Administrators