

OPEN SESSION MINUTES
MISSOURI BOARD OF NURSING HOME ADMINISTRATORS
December 3, 2014

The members of the Missouri Board of Nursing Home Administrators convened on December 3, 2014 at 9:07 a.m., in conference rooms 102-103, 3418 Knipp Drive, Jefferson City.

Presiding: Don Yost, President

Members Present: Mike Roth, Vice President
Dr. Naveed Razzaque
Ann Harris
Phyllis Stayton
Alexis Roam
Dean Linneman, Deputy Division Director

Staff Present: Sally McKee, Board Coordinator
Nichole Bock, Assistant Attorney General
Tanya Wilbers, BNHA staff

Absent: Jeanne Serra, Division Director
Mike Levitt
Janice Unger

Guests: Steven Allen Ramsey, DHSS Legislative Liaison
Danielle Comstock, BNHA/CON staff
Sarah Felts, Missouri Nurses Association (MONA)

Agenda

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

Welcome and Introductions

Don Yost, President, welcomed the guests and introductions were made. Mr. Ramsey is the new department legislative liaison and is the contact for gubernatorial appointments. Ms. Comstock was recently hired to provide support to the board office and the Certificate of Need (CON) office.

Dean Linneman shared with the board that a few legislative bills have been pre-filed pertaining to gubernatorial appointments. Legislative updates will be provided at future meetings.

October 2014 Meeting Minutes

A motion was made by Mike Roth and seconded by Ann Harris to approve the October 1, 2014, meeting minutes. Motion carried unanimously.

Meeting Dates

The next board meeting is confirmed for Wednesday, February 4, 2015 at 9:00 a.m. with the DRC meeting on February 3, 2015 at 5:00 p.m.

The next scheduled board meeting after February is tentatively scheduled for April 1, 2015 at 9:00 a.m. with the DRC meeting on March 31, 2015 at 5:00 p.m.

Board Committees

The list of committees was reviewed and no changes were made. The following committees and members for 2015 are as follows:

Education – Mike Roth, Janice Unger, Mike Levitt and Alexis Roam
 Rules – Mike Roth, Don Yost, Phyllis Stayton Alexis Roam and Ann Harris
 Disciplinary Review – Janice Unger, Dr. Razzaque, Don Yost, Mike Levitt, Phyllis Stayton, and alternate, Mike Roth

Board Office Report

Sally McKee presented the board office report.

Daily Metrics presented to the Board since 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 – 42 (9 RCAL, 33 NHA)		

	Dec 2013	Mar 2014	May 2014	July 2014	Oct 2014	Dec 2014
Continuing Ed Pgms	39	45	51	43	33	17
Licensed Administrators	1639	1663	1684	1688	1632	1644
New Licenses	25	23	29	13	29	11
Inactive Licensees	39	39	39	38	38	38
TEls Issued	9	17	9	12	12	7
Letters of Inquiries to Licensees	9	6	8	7	8	8
Board Interviews	2	4	4	5	4	3
Public Complaints Received	1	1	2	1	0	5
Board Hearing	0	0	0	0	0	0
AHC Hearing	0	0	1	0	0	0
Letters of Concern Issued	14	8	9	11	9	--
Referral to AGO for Action	2	1	1	2	0	1
Disciplinary Action Issued	0	2	0	0	1	1

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.

Audit of 2014 license renewals – all are in compliance except for three licensees. A warning letter was issued to the licensees giving them a final opportunity to respond with his/her documentation. If they fail to respond, they will be referred to the Board at February meeting. This fulfills the regulatory requirement, 19 CSR 73-2.050(4).

Sally McKee attended the NAB Mid-Year meeting November 12-14, 2014 in San Francisco, California. She served as vice-chair of NAB's State Governance and Regulatory Issues Committee. Donald Aldridge from New York is the chair. This committee will gather information on how NAB can provide support for state boards, identify types of resources/support, and how NAB and the states can address the various state regulatory barriers. This goes hand-in-hand with the implementation of the professional practice analysis (PPA). The NAB Mid-Year meeting discussed the implementation of the PPA and how this impacts the future of long term care. Implementation is targeted for 2016 to produce the Health Services Executive (HSE) credentialing, HSE examinations, HSE Model Practice Act, and model statutory/regulatory language to expand licensing authority to include HSE. Sally was one of the four panelists during the November 13 morning panel discussion, "QAPI and Advancing Excellence: Strategies for Quality Improvement, Engagement and Compliance." Carol Scott, former LTC Ombudsman from Missouri, was on the panel representing Advancing Excellence.

NHA Criteria

Sally McKee shared the results from the various organizations that obtained feedback regarding the board's recommendations on the nursing home administrator (NHA) criteria.

- Missouri League for Nursing surveyed 20 licensed NHAs at their October conference. The 20 attendees agreed that a high level of education is needed and indicated that the number of internship/practicum hours recommended may be a little high. In addition, some of the attendees suggested contacting Arkansas regarding their excellent AIT program.
- LTC Ombudsman obtained feedback from their volunteer ombudsmen. A bachelor's degree is recommended to be the minimum education rather than the associate's degree due to the increasing complexity of residents and their needs. They suggested that prospective NHA applicants take part in a surveyor training as part of the licensure process.
- Missouri Health Care Association (MHCA) and Missouri Association of Nursing Home Administrators (MANHA) collaborated and sent out a survey through Survey Monkey. The board reviewed the survey results. The survey received 44 responses and 32 of the responses are administrators currently managing a facility. 55% are in favor of raising the minimum education to an associate's degree and 92% agree that applicants without relevant experience should complete an internship.
- LeadingAge Missouri has not provided their feedback. Sally will follow up with the organization.

The board discussed the need to provide clear language in the regulation to define the education and experience criteria. A document providing the surrounding states' criteria was shared and reviewed briefly. The board requested for a survey to be sent from the office to obtain more feedback. Sally indicated that she will develop a survey and have it sent through the LTC Information Update listserve. An update and more information will be provided at the February meeting.

Nominating Committee

Alexis Roam spoke for the Nominating Committee and presented the following for the 2015 slate of officers – Mike Roth, President; Mike Levitt, Vice President; and Dr. Razzaque, Secretary. No discussion and questions on the floor. Alexis Roam made the motion and seconded by Ann Harris to accept the recommendation. Motion carried unanimously.

Closed Session

A motion was made by Dr. Razzaque and seconded by Phyllis Stayton to go into closed session at 10:00 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 Alexis Roam and seconded by Dr. Razzaque to return to open session at 12:10 p.m. Motion carried unanimously after a roll call vote.

Applications for NHA Licensure

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

Alonzo, Keri E.	Anderson, Crystal D.	Barnes, Randall P.
Bland, Peggy S.	Brown, Joyce A.	Busby, Heather R.
Coval, Tricia L.	Douglass, Lisa A.	Emery, Toni C.
Glenn, Tracy L.	Green, Jenny A.	Hassakis-Hicks, Catherine M.
Hunt, Mary Beth	Long, Lori A.	McFee, Julie D.
Nwankwere, Chidimma	See, Edward A.	Sheehan, Daniel F.
Sherwood, Michael C.	Sickler, Kimberly A.	Smith, Lori M.
Tarpin, Lorelie H.	Tocai, Maria A.	Tooks, Al C.
Wood, Penny J.	Yates, Elizabeth A.	

Mandi Creed is an applicant for nursing home administrator licensure. The board reviewed and discussed the results of her background screening. She was arrested 08/17/13 for leaving scene of motor vehicle accident and DWI. On 11/20/13, she was charged with Felony Class D for leaving the scene and Misdemeanor Class A for DWI. On 02/18/14, a court action of Suspended Imposition of Sentence for 2 years probation through 02/17/16 was issued. Her charges were Misdemeanor Class A for leaving the scene and Misdemeanor Class B for DWI. After review and discussion, a motion made by Mike Roth and seconded by Dr. Razzaque to find her qualified to examine. Motion failed with four (4) "No" votes – Alexis Roam, Ann Harris, Phyllis Stayton, and Don Yost; and three (3) "Yes" votes – Mike Roth, Dr. Razzaque and Dean Linneman.

Junior Denning, III, is an applicant for nursing home administrator licensure. His application and background screening was reviewed at the last meeting (October 1, 2014) and was tabled for this meeting. The board reviewed and discussed his application, and the two criminal offenses in Illinois. After review and discussion, a motion made by Mike Roth and seconded by Dr. Razzaque to find him qualified to examine. Motion failed with four (4) "No" votes – Alexis Roam, Ann Harris, Phyllis Stayton, and Dean Linneman; and two (2) "Yes" votes – Mike Roth and Dr. Razzaque.

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

Fields, Michelle D.	Lauderdale, Kathy L.	Perkins, Jeannette
Popa, Marcel	Smith, Barbara J.	

Applications for RCAL Licensure

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

Glover, Jennifer E.
Horn, Stephanie N.

Hall, Kelli D.
Rozwadowski, Sherri L.

Heimsoth, Aaron D.
Weck, Wendy R.

Anna Wagganer is an applicant for residential care and assisted living administrator licensure. Her application was reviewed at the last meeting (October 1, 2014) and was tabled for this meeting to obtain verification of the licensure level of the two facilities mentioned in Wagganer's application. Wagganer provided a copy of the licensure levels and a letter correcting her original application. After review and discussion, a motion made by Mike Roth and seconded by Alexis Roam to find her qualified to examine. Motion carried unanimously.

Alexis Roam made the motion and seconded by Ann Harris to accept the following RCAL applicant as not qualified to examine. Motion carried unanimously.

Caviness-Vaughn, Faye L.

Domijan, Frank A. Jr.

Jackson, Veronica M.

Closed Session

A motion was made by Alexis Roam and seconded by Mike Roth to go into closed session at 1:00 p.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 Alexis Roam and seconded by Phyllis Stayton to return to open session at 1:44 p.m. Motion carried unanimously after a roll call vote.

Application Reevaluations

Robin Allen – Ms. Allen was found not qualified to take the NHA exams at the October 1, 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 Dr. Razzaque and seconded by Alexis Roam to find Robin Allen qualified to examine. Motion carried unanimously.

Sandra Campbell – Ms. Campbell was found not qualified to take the NHA exams at the July 30, 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 Alexis Roam and seconded by Dr. Razzaque to find Sandra Campbell qualified to examine. Motion carried unanimously.

Jonathan Casey – Mr. Casey was found not qualified to take the RCAL exams at the October 1, 2014, 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 Alexis Roam and seconded by Dr. Razzaque to find Jonathan Casey qualified to examine. Motion failed with four (4) "No" votes – Ann Harris, Mike Roth, Dean Linneman, and Don Yost; and three (3) "Yes" votes – Dr. Razzaque, Alexis Roam, and Phyllis Stayton.

Betty Christiansen – Ms. Christiansen was found not qualified to take the NHA exams at the October 1, 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 Phyllis Stayton and seconded by Dr. Razzaque to find her qualified to examine. Motion carried unanimously.

Marilyn DePew – Ms. DePew was found not qualified to take the NHA exams at the October 1, 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 Dr. Razzaque and seconded by Ann Harris to find her qualified to examine. Motion carried unanimously.

Janet Higgins – Ms. Higgins was found not qualified to take the NHA exams at the October 1, 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 Dr. Razzaque and seconded by Ann Harris to find her qualified to examine. Motion carried unanimously.

Nina Key – Ms. Key was found not qualified to take the NHA exams at the October 1, 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 of Ms. Key's experience, a motion made by Mike Roth and seconded by Ann Harris to find her not qualified to examine. Motion carried with five (5) "Yes" votes – Mike Roth, Ann Harris, Alexis Roam, Phyllis Stayton, and Dean Linneman; and one (1) "No" vote – Dr. Razzaque.

Taiisha Kinyanjui – Ms. Kinyanjui was found not qualified to take the NHA exams at the July 30, 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 Dr. Razzaque and seconded by Alexis Roam to find her qualified to examine. Motion carried with five (5) "Yes" votes – Mike Roth, Dr. Razzaque, Alexis Roam, Phyllis Stayton, and Dean Linneman; and one (1) "No" vote – Ann Harris.

E. Michelle Nichols – Ms. Nichols was found not qualified to take the NHA exams at the October 1, 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 Mike Roth and seconded by Alexis Roam to find her qualified to examine. Motion carried unanimously.

Adjournment

A motion was made by Dr. Razzaque and seconded by Mike Roth to adjourn the meeting. Motion carried unanimously. Meeting adjourned at 2:30 p.m.



Sally McKee, Board Coordinator
Board of Nursing Home Administrators