

OPEN SESSION MINUTES
MISSOURI BOARD OF NURSING HOME ADMINISTRATORS
December 16, 2015

The members of the Missouri Board of Nursing Home Administrators convened on December 16, 2015, at 9:02 a.m., in Truman conference room, 3418 Knipp Drive, Jefferson City.

Presiding: Mike Roth, President

Members Present: Mike Levitt, Vice President
Dr. Naveed Razzaque, Secretary
Janice Unger
Ann Harris
Phyllis Stayton
Don Yost
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 Don Yost to approve the agenda. Motion carried unanimously.

October 2015 Meeting Minutes

A motion was made by Dr. Razzaque and seconded by Jeanne Serra to approve the October 7, 2015, meeting minutes. Motion carried unanimously.

Meeting Dates

The next Board meeting is confirmed for Wednesday, February 3, 2016 at 9:00 a.m. with the DRC meeting on February 2, 2016 at 5:00 p.m.

The next Board meeting after February is tentatively scheduled for April 6, 2016 with the DRC meeting on April 5, 2016.

Nominating Committee

Ann Harris and Phyllis Stayton presented the following for the 2016 slate of officers – Mike Roth, President; Mike Levitt, Vice President; and Dr. Razzaque, Secretary. No discussion and questions on the floor. Ann Harris made the motion and seconded by Janice Unger to accept the recommendation. Motion carried unanimously.

Board Committees

The list of committees was reviewed and no changes were made. The following committees and members for 2016 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

Applications for NHA Licensure

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

Alexander, Brenda L.	Allstun, Laura R.	Anderson, Julie A.
Armstrong, Myranda K.	Asinger, Brian L.	Baugus, Jessica L.
Blackman, Tonya	Briggs, Colette E.	Burnes, Florence D.
Burton, Crystal A.	Bysor, Jordan R.	Coltrin, Tessa J.
Fletcher, Ashley A.	Garaygay, Michael R.	Getman, Kimberly M.
Gray, Ellen R.	Green, Rhonda B. N.	Hanshew, Kent W.
Henson, Vikki K.	Jackson, Mary J.	Kneen, James R.
Laminack-Brunzel, Terry L.	Lange, Terri L.	Luetjen, Kyle M.
Meidell, Carol J.	Mutuka, Mercy M.	Parkinson, George S.
Payne, Cynthia E.	Phillips, Katherine R.	Plumb, Michelle L.
Ritter, Brittany N.	Tarpin, Lorelie H.	Travis, Beverly D.
Trimboli, Frank T.	Wells, Gerrell D.	Wendel, Angela C.
Wiegert, Lynne E.	Williams, Mary Beth L.	Yeakle, Gary A.
Zyan-Finkelstein, Amberlee		

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.

Acton, Liza	Amukonyi, Frederick	Bailey, Monica A.
Cook, Roger L.	Flanigan, Errian L.	Olson, Kimber L.

Applications for RCAL Licensure

After review of the RCAL application for licensure, Janice Unger made the motion and Ann Harris seconded to accept the following applicant qualified to examine. Motion carried unanimously.

Bogle, Carol V.	Cavaluzzi, Joseph J.	Edwards, Amy M.
Evenson, Janel S.	Hubbard, Ricky C.	Johnston, Bonnie J.
Martin, Lenora J.	McCrite, Cassidy P.	Tomlinson, Julie A.
Wagner, Terry D.		

Don Yost made the motion and seconded by Ann Harris to accept the following RCAL applicants as not qualified to examine. Mike Roth recused himself regarding Faye Caviness-Vaughn. Motion carried unanimously.

Effinger, Janice M.	Frizzo, Amanda R.
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Application Reevaluation

Faye Caviness-Vaughn – Ms. Vaughn was found not qualified to take the RCAL exams at the October 7, 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 Don Yost and seconded by Janice Unger to find Faye Caviness-Vaughn not qualified to examine. Motion carried unanimously.

Latasha Hamilton - Ms. Hamilton was found not qualified to take the NHA exams at the August 19, 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 Ann Harris and seconded by Janice Unger to find Latasha Hamilton not qualified to examine. Motion carried unanimously.

Rochelle Chatham – Ms. Chatham was found not qualified to take NHA exams at the October 7, 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 Dr. Razzaque and seconded by Janice Unger to find Rochelle Chatham qualified to examine. Motion carried unanimously.

Board Office Report

Sally McKee presented the Board office report.

New Applicants	FY 2015			FY 2016		
	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) June – 60 (18 RCAL, 42 NHA)				Aug – 62 (6 RCAL, 56 NHA) Oct – 37 (5 RCAL, 32 NHA) Dec – 58 (12 RCAL, 46 NHA)	
	Dec 2014	Feb 2015	Apr 2015	June 2015	Oct 2015	Dec 2015
Continuing Ed Pgms	17	36	18	47	53	54
Licensed Administrators	1644	1674	1696	1710	1636	1656
New Licenses	11	25	22	30	35	21
TEls Issued	7	4	9	11	17	11
Referrals Rec'd*	12	3	17	9	25	26
Letters of Inquiries to Licensees	8	3	5	4	8	--
Board Interviews	3	3	4	1	2	2
Public Complaints Received	5	0	1	3	0	3
Board Hearing	0	2	0	0	0	0
AHC Hearing	0	0	1	0	0	0
Letters of Concern Issued	6	9	8	7	4	--
Referral to AGO for Action	1	0	2	1	2	--
Disciplinary Action Issued	1	0	3	0	0	1

*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.

Sally McKee attended the NAB Mid-Year meeting in November. She shared the highlights from the meeting:

- A national model AIT program preview was presented and shared with the NAB attendees. The AIT program manual has been finalized and will be available online with NAB and American College of Health Care Administrators. It will be made available free of charge and maintained to be kept current. The goal is to provide a more standardize and consistent AIT

training. A pilot program for a few select states will begin between January – April 2016 with the goal to release by June 2016.

- A national preceptor training program preview was also presented and shared. This will be an online program that can be used by the states. The goal for the program is to create an elevated standard and increase the number of capable, prepared preceptors; therefore, making it easier for AITs to find qualified preceptors. The focus of the program is on four components – structure & the role of the preceptor, learning environment, from novice to leader, and contemporary practices.
- Due to the many changes within NAB and rolling out the Health Services Executive credential, model regulatory language will be provided to state boards to assist in their legislative and rulemaking processes.
- Sally McKee has been nominated to run for the treasurer office for the NAB Board of Governors. The Nominating Committee will present a slate of officers at the June 2016 Annual meeting. This is a two year term that runs from the June 2016 to June 2018. If elected, there will be at least two meetings in addition to the NAB June and November meetings. The treasurer officer participates in strategic planning and actively engages in meetings of the Executive Committee and Board of Governors; and, is responsible for ensuring that proper records are kept of all receipts and disbursements of funds of NAB that an annual audit is compiled, and financial reports are made to the Board of Governors. A motion made by Ann Harris and seconded by Dr. Razzaque to have the Board support this nomination. Motion carried unanimously.

Continuing Education programs – in the last six months, the Board office has received four single offering applications requesting approval after the program has been held. The applications included the late fee along with application fee. In addition, training agency requests have been submitted after a program was held.

Pursuant to 19 CSR 73-2.060:

- All approved training agencies must submit to the board office in advance, information regarding each program they wish to approve for administrator clock hours.
- Single offering providers must submit the application for approval of a single offering a minimum of 45 days in advance of the presentation. If the application for a single offering is submitted less than 45 days in advance of the presentation but more than 30 days in advance, there will be a separate, nonrefundable late fee of \$50. There shall be a separate, nonrefundable fee of \$15 per requested clock hour for each single offering application filed with the board.

After discussion, the consensus of the Board was for the Board office staff to communicate with the continuing education providers sharing the concerns and provide new strategies to better track the programs. It was suggested to send a letter to the training agencies after the first of the year with suggested changes that will be in effect July 1, 2016.

2015 License Renewal Audit Results

Michelle Sunderman, license # 6721 – the Board office mailed the random audit letter to Ms. Sunderman on October 1, 2015 requesting a response within 30 days. There was no returned mail and no response. The Board reviewed the audit information and materials. After review and discussion, a motion made by Don Yost and seconded by Dr. Razzaque to send Ms. Sunderman a certified mail receipt letter requesting her response within 30 days of the letter; and if no response, the audit will be reviewed at the February 3, 2016 meeting. Motion carried unanimously.

Rules Committee Report

The Rules Committee report at the October 7, 2015 meeting recommended for the Board office to send an email to the stakeholders providing an update of the NHA education and experience recommended criteria and request feedback. An email was sent October 20, 2015 to various

stakeholders providing the two recommendations for the minimum education and experience requirements to be found qualified to take the nursing home administrator licensure exams. The stakeholders were requested to review and select one of the two recommendations as the preferred minimum requirements; and if they did not agree with either recommendation, provide reasons why. The two recommendations are as follows:

- Associate degree from an accredited institution with one (1) year full-time experience in a licensed health care facility plus completion of six hundred (600) Administrator-in-Training (AIT) internship hours; or
- Associate degree from an accredited institution with six (6) months full-time experience in a licensed health care facility plus completion of five hundred (500) Administrator-in-Training (AIT) internship hours.

In addition, the Rules Committee recommended the Board office to obtain information about NAB's AIT model program and share with the committee. The Board reviewed the NAB PowerPoint presentation providing the information.

It has been recommended that the Board propose to amend the statute language, section 344.030.2(1)(2), RSMo. The current language does not give the Board the flexibility to amend the regulation 19 CSR 73-2.020 on the NHA criteria. The current statute language reads, "(1) The applicant provides the board satisfactory proof that the applicant is twenty-one years of age or over, of good moral character and a high school graduate or equivalent; (2) The applicant provides the board satisfactory proof that the applicant has had a minimum of three years' experience in health care administration or two years of postsecondary education in health care administration or has satisfactorily completed a course of instruction and training prescribed by the board, which includes instruction in the needs properly to be served by nursing homes, the protection of the interests of residents therein, and the elements of good nursing home administration, or has presented evidence satisfactory to the board of sufficient education, training, or experience in the foregoing fields to administer, supervise and manage a nursing home."

The recommended draft statute language:

344.030.2. No license shall be issued to a person as a nursing home administrator or residential care/assisted living administrator unless:

- (1) The applicant provides the board satisfactory proof that the applicant is twenty-one years of age or over and of good moral character; and
- (2) The applicant provides the board satisfactory proof that the applicant has met the standards for a nursing home administrator or residential care/assisted living administrator set by the board, which standards shall be designed to assure that administrators will be individuals who, by education, training and experience, are qualified to serve as administrators; and...

After review and discussion, a motion was made by Mike Levitt and seconded by Ann Harris for the Board office to share the recommended draft statute language with the stakeholders to see if any of them would be willing and/or able to take up legislation to change the statute. Motion carried unanimously.

Closed Session


A motion was made by Dr. Razzaque and seconded by Don Yost to go into closed session at 10:25 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 Ann Harris to return to open session at 2:46 p.m. Motion carried unanimously after a roll call vote.

Adjournment

A motion was made by Dr. Razzaque and seconded by Mike Levitt to adjourn the meeting. Motion carried unanimously. Meeting adjourned at 2:48 p.m.



Naveed Razzaque, Secretary
Board of Nursing Home Administrators