

OPEN SESSION MINUTES
MISSOURI BOARD OF NURSING HOME ADMINISTRATORS
February 4, 2015

The members of the Missouri Board of Nursing Home Administrators convened on February 4, 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
Alexis Roam
Don Yost
Jeanne Serra, Division Director

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

Absent: Phyllis Stayton
Janice Unger

Guests: Brian Weisel, Assistant Attorney General

Agenda

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

December 2014 Meeting Minutes

A motion was made by Dr. Razzaque and seconded by Don Yost to approve the December 3, 2014, meeting minutes. Motion carried unanimously.

Meeting Dates

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

The next board meeting after April is tentatively scheduled for the month of June with the possibility of June 3 or June 24. The board members will finalize a date at the April 1 meeting.

Closed Session

A motion was made by Dr. Razzaque and seconded by Mike Levitt to go into closed session at 9:06 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 Don Yost to return to open session at 10:36 a.m. Motion carried unanimously after a roll call vote.

Closed Session

A motion was made by Dr. Razzaque and seconded by Mike Levitt to go into closed session at 10:57 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 11:43 a.m. Motion carried unanimously after a roll call vote. Jeanne Serra 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 Alexis Roam to accept the following applicants qualified to examine. Motion carried unanimously.

Alkfouf, Amjad R.	Bauer, Tara L.	Baxter, Amber L.
Bilyeu, Kathleen A.	Czarnecki, Tyler J.	Cornelius, Susan R.
Cross, Amanda M.	Glastetter, Kimberly A.	Gray, Bradley G.
Hubbard, Jordan M.	Isenberg, Chad R.	Jenkins, Ashlee E.
Kimmle, Gail A.	Kliegel, Sandra K.	Lar, Rede
Lovelace, Mark A.	Marsten, Amanda C.	McDaniel, Elaine Ann
Parkhurst, Brenda G.	Reed, Artrell P.	Rumana, Saeed
Sexton, Brittney L.	Sokolowski, Donna M.	Teater, Leland E.
Tourville, Darren C.	Torres, Roxy R.	Twenter, Kristen M.
Wakefield, Greta L.	Walkup, Logan S.	Williams, Crystal M.
Williams, Sheila M.	Winter-Calvillo, Marie L.	

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

Meritt-Nolting, Katherine A.	Sales, Tabitha	Smith, Melissa
Quitmeyer, Diane L.	Woodson-Mathews, Rhea	

Ralph Menees is an applicant for nursing home administrator licensure. His application and Division of Family Services background screening was reviewed at the meeting. The board reviewed and discussed his application and the January 1995 child abuse report with the determination of probable cause. After review and discussion, a motion made by Dr. Razzaque and seconded by Alexis Roam to find him not qualified to examine based on not meeting the education and/or experience criteria outlined in 19 CSR 73-2.020. Motion carried unanimously.

Applications for RCAL Licensure

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

Kimbrough, Kayla M.	Koons, Regina M.	Reeves, Anne B.
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Mike Levitt made the motion and seconded by Don Yost to accept the following RCAL applicants as not 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.

Susan Wilkerson, license #6419, was sent a random audit letter on October 1, 2014 to respond with her documentation of continuing education within 30 days from the date of the letter. The letter was not returned by mail and no response was provided within the 30 days. Board staff contacted Ms. Wilkerson via phone on November 4, 2014 and spoke with her. She was given until November 14, 2014 to provide her documentation. An email was sent on November 17, 2014 for Ms. Wilkerson to respond or provide documentation within 15 days of the email. A letter dated December 12, 2014 was mailed to Ms. Wilkerson reiterating the November 17 email and giving her 15 days to respond. On December 18, 2014, the Board office received faxed documentation of her continuing education. After reviewing the continuing education documentation, an email was sent later that day indicating that 18 hours of continuing education will need to be completed due to hours she completed did not meeting board requirements. A phone message was left for Ms. Wilkerson on January 9, 2015 following up on the December 18 email. There has not been any response since. After review and discussion, Ann Harris made the motion and seconded by Dr. Razzaque to send a certified letter to Ms. Wilkerson 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 or she will be referred to the Board for possible disciplinary action. Motion carried unanimously.

Valerie Warters, license #5330, was sent a random audit letter on October 1, 2014 to respond with her documentation of continuing education within 30 days from the date of the letter. The letter was returned due to incorrect address on October 8, 2014. On October 30, 2014, the Board office received Ms. Warters' change of address and the audit letter was sent to her with a due date of November 14, 2014. An email was sent on November 17, 2014 for Ms. Warters to respond or provide documentation within 15 days of the email. On November 24, 2014, Board staff left a phone message for Ms. Warters checking to see if she received her email. A letter dated December 12, 2014 was mailed to Ms. Warters reiterating the November 17 email and giving her 15 days to respond. The Board office has not received any verbal or written response. After review and discussion, Mike Levitt made the motion and seconded by Ann Harris to send a certified letter to Ms. Warters to comply with the audit requirements by providing the documentation of the continuing education hours completed for the 2014 renewal or she will be referred to the Board for possible disciplinary action. Motion carried unanimously.

Closed Session

A motion was made by Dr. Razzaque and seconded by Alexis Roam to go into closed session at 12:53 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 Dr. Razzaque and seconded by Ann Harris to return to open session at 1:31 p.m. Motion carried unanimously after a roll call vote.

Application Reevaluations

Derek Jackson – is an applicant for nursing home administrator (NHA) licensure that failed the NHA NAB exams three times. He submitted a written request for the board to waive the board-prescribed 500 hours of internship and allow him to take the exam again. After review and discussion, a motion made by Mike Levitt and seconded by Ann Harris for Derek Jackson to complete his prescribed 500 internship hours to be eligible to take the exams again. Motion carried unanimously.

Frank Domijan, Jr. – Mr. Domijan, Jr. was found not qualified to take the RCAL exams at the December 3, 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 Don Yost and seconded by Alexis Roam to find Frank Domijan, Jr. qualified to examine. Motion carried unanimously.

Jeannette Perkins – Ms. Perkins 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 Alexis Roam and seconded by Ann Harris to find Jeannette Perkins qualified to examine. Motion carried with four (4) “Yes” votes – Mike Levitt, Ann Harris, Alexis Roam, and Don Yost; and one (1) abstention vote – Dr. Razzaque.

Kathy Lauderdale – Ms. Lauderdale 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 Alexis Roam and seconded by Don Yost to find her not qualified to examine. Motion carried with four (4) “Yes” votes – Alexis Roam, Ann Harris, Don Yost, and Dr. Razzaque; and one (1) “No” vote – Mike Levitt.

Michelle Fields – Ms. Fields 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 Dr. Razzaque and seconded by Ann Harris to find her qualified to examine. Motion carried with four (4) “Yes” votes – Alexis Roam, Ann Harris, Dr. Razzaque, and Mike Levitt; and one (1) abstention vote – Don Yost.

Susan Paden – Ms. Paden 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 her qualified to examine. Motion failed with two (2) “Yes” votes – Dr. Razzaque and Alexis Roam; and three (3) “No” votes – Ann Harris, Mike Levitt, and Don Yost.

Veronica Jackson – Ms. Jackson was found not qualified to take the RCAL 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 Alexis Roam and seconded by Razzaque to find her qualified to examine. Motion carried unanimously.

Rules Committee

Sally McKee shared the results of the NHA criteria survey sent for four weeks through the LTC Information Update list serve. There were 210 responses to the survey. The majority of the respondents with a 46.2% indicated that a bachelor degree should be the minimum education requirement for the NHA. The associate degree as a minimum resulted in 32.9%. An applicant with two years experience in a licensed health care facility was the top response with a 34%. Three and four years experience resulted at 25% each. If an internship would be required, the

top response for the length of the internship was 12 months at 45.8% with six months following at 44.8%. The top ten feedback regarding an internship program to include – finance, human resources, regulatory compliance, risk management, leadership and management, oversight and use of clinical operations, quality improvement, overview of each department, residents’ rights and person centered care, and family/resident/staff satisfaction.

After discussion regarding experience and internship, the Board requested Sally McKee to draft rule language for the Board to review to include different education, experience, and/or internship options an applicant can be found qualified.

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)	
	Mar 2014	May 2014	July 2014	Oct 2014	Dec 2014	Feb 2015
Continuing Ed Pgms	45	51	43	33	17	36
Licensed Administrators	1663	1684	1688	1632	1644	1674
New Licenses	23	29	13	29	11	25
TEs Issued	17	9	12	12	7	4
Referrals Rec’d*	8	8	6	14	12	3
Letters of Inquiries to Licensees	6	8	7	8	8	--
Board Interviews	4	4	5	4	3	3
Public Complaints Received	1	2	1	0	5	0
Board Hearing	0	0	0	0	0	2
AHC Hearing	0	1	0	0	0	0
Letters of Concern Issued	8	9	11	9	6	--
Referral to AGO for Action	1	1	2	0	1	--
Disciplinary Action Issued	2	0	0	1	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 reminded the Board to file the Personal Financial Disclosure (PFD) by May 1, 2015 with the Missouri Ethics Commission (MEC). Each board member should have received a letter from the MEC providing the information on how to file the PFD.

Sally will be presenting at the MANHA Winterfest Conference on February 12, 2015 in St. Charles.

Sally provided an overview of the 2015 legislative report and the following bills that may impact the Board – HB 155, HB 681, and SB 16.

TEL Extensions

The Board reviewed and discussed section 344.050, RSMo, and 19 CSR 73-2.080, which outlines the temporary emergency license extension criteria.

Alexandra Edris, applicant, applied for a TEL extension at Monroe City Manor. After review of the TEL statute and regulations, the Board's Executive Officers recommended that the request be denied.

Closed Session

A motion was made by Dr. Razzaque and seconded by Mike Levitt to go into closed session at 3:05 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 Dr. Razzaque to return to open session at 3:32 p.m. Motion carried unanimously after a roll call vote.

NHA State Exams

The Board reviewed and discussed information pertaining to the NHA state exams. There are three NHA state exams offered and 19 core questions are on all three exams. The main topics covered on the exams include: fire safety, sanitation, administrative/personnel/resident care, resident rights and funds, general licensure and certification, construction/physical plant, dietary, and laws. The last time the exams were updated was around September 2013 when the state long term care facility regulations were amended. During 2011, the Board's Education Committee worked on revising the NHA state exam questions. The questions were revamped for clarity. The Missouri Association of Nursing Home Administrators (MANHA) is the only entity offering NHA state exam study courses. They offer the courses online and in person. There was discussion on the need to revamp the questions and how to best provide resources and study materials for the applicants. The Board suggested including the website link to the Licensure Regulation Manual on the study materials information given to applicants.

Training Agency – Caring Hands Consulting, Inc.

The Board reviewed and discussed the training agency application received from Caring Hands Consulting, Inc. After review of the regulation defining a training agency, Alexis Roam made the motion and seconded by Don Yost to find Caring Hands Consulting, Inc. not qualified to be a training agency. Motion carried unanimously.

Adjournment

A motion was made by Alexis Roam and seconded by Dr. Razzaque to adjourn the meeting. Motion carried unanimously. Meeting adjourned at 4:04 p.m.



Sally McKee, Board Coordinator
Board of Nursing Home Administrators