

**OPEN SESSION MINUTES**  
**MISSOURI BOARD OF NURSING HOME ADMINISTRATORS**  
**October 1, 2014**

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The members of the Missouri Board of Nursing Home Administrators convened on October 1, 2014 at 8:10 a.m., in conference rooms 102-103, 3418 Knipp Drive, Jefferson City.

**Presiding:** Don Yost, President

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

**Staff Present:** Sally McKee, Board Coordinator  
Ross Brown, Asst. Attorney General  
Nichole Bock, Asst. Attorney General

**Absent:** Jeanne Serra, Division Director  
Mike Levitt

**Guests:** Novella Perrin, University of Central Missouri  
Shelly Williamson, Assistant Administrator, DHSS/SLCR  
Kristen Edwards, Administrator, DHSS/SLCR  
Denise Clemonds, Leading Age Missouri  
Nina Bakke, Missouri League for Nursing  
Kay Dinolfo, DHSS/LTC Ombudsman Program  
Dave Walker, University of Missouri Sinclair School of Nursing  
Deborah Finley, Primaris  
Cindy Wrigley, Missouri Association of Nursing Home Administrators  
Keith Sappington, Missouri Assisted Living Association  
Michelle Walters, Missouri Health Care Association  
Lorie Towe, Missouri Health Care Association

**Agenda**

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

**July 2014 Meeting Minutes**

A motion was made by Dr. Razzaque and seconded by Ann Harris to approve the July 30, 2014, meeting minutes. Motion carried unanimously.

**Meeting Dates**

The next board meeting is confirmed for Wednesday, December 3, 2014 at 9:00 a.m. with the DRC meeting on December 2, 2014 at 5:00 p.m.

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

**Nominating Committee**

Don Yost, President, selected three board members to serve on the nominating committee to decide a slate of officers for 2015. The committee members are Alexis Roam, Ann Harris, and Phyllis Stayton. The committee will present a slate of officers at the December 3 meeting.

### **Training Agency**

The board reviewed the training agency application for Missouri Nursing Home Insurance Trust (MNHIT). The board's Education Committee reviews and determines if an organization is qualified to be a training agency as defined in 19 CSR 73-2.010(12). The committee had reviewed this application and decided to refer it to the board for discussion and action. Based on the regulation 19 CSR 73-2.010(12), the definition of training agency is defined as an accredited education institution; or a statewide or national membership agency, association, professional society, or organization in the fields of health care or health care management approved by the board to provided courses of instruction and training. It was determined that MNHIT is member-owned and created to provide qualified licensed long term care facilities with reduced cost workers' compensation. A motion was made by Mike Roth seconded by Janice Unger to not approve MHNIT as a training agency since it does not meet the criteria as a membership agency in the fields of health care or health care management. Motion carried unanimously.

### **Welcome/Introductions**

Ross Brown shared with the board that he will no longer be the legal counsel for the board. He has been reassigned to other duties. Ross introduced Nichole Bock, Assistant Attorney General. She is the new legal counsel for the board.

### **Board Office Report**

Sally McKee presented the board office report.

	<b>FY 2014</b>			<b>FY 2015</b>		
New Applicants	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 – 56 (9 RCAL, 47 NHA)		
	Sept 2013	Dec 2013	Mar 2014	May 2014	July 2014	Oct 2014
Continuing Ed Pgms	45	39	45	51	43	33
Licensed Administrators	1613	1639	1663	1684	1688	1632
New Licenses	22	25	23	29	13	29
Inactive Licensees	39	39	39	39	38	38
TELS Issued	7	9	17	9	12	12
Letters of Inquiries to Licensees	12	9	6	8	7	--
Board Interviews	1	2	4	4	5	4
Public Complaints Received	3	1	1	2	1	0
Board Hearing	0	0	0	0	0	0
AHC Hearing	0	0	0	1	0	0

Letters of Concern Issued	7	14	8	9	11	--
Referral to AGO for Action	1	2	1	1	2	--
Disciplinary Action Issued	1	0	2	0	0	0

The five board approved rules from September 2013 are still under review with the Governor's Office. Once completed, the rules will be filed with the Secretary of State's office.

Letters will be mailed today to those licensees randomly selected for the 2014 continuing education renewal audit. This fulfills the regulatory requirement, 19 CSR 73-2.050(4).

Sally McKee will be attending the NAB Mid-Year meeting November 12-14, 2014 in San Francisco, California. She was recently selected as vice-chair of NAB's State Governance and Regulatory Issues Committee. Donald Aldridge from New York is the chair. This committee's purpose is to identify and disseminate information regarding national and state regulatory issues. The NAB Mid-Year meeting will focus on the implementation of the professional practice analysis, updates on development in academic accreditation, continuing education, state governance, and marketing and member relations programs. Sally will be one of 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, will be on the panel representing Advancing Excellence.

### **Closed Session**

A motion was made by Dr. Razzaque and seconded by Janice Unger to go into closed session at 8:35 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 10:38 a.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 Phyllis Stayton to accept the following applicants qualified to examine. Motion carried unanimously.

Axelbaum, Steven R.  
Clark, Jack D.  
Davis, Susan L.  
Highfill, Jordan  
Martinez, Marliisa J.  
Olorunda, Abioye O.  
Starkey, Kristen L.  
Underwood, Karen A.  
Wu, Zhen

Braswell, Dana L.  
Cunningham, Rhonda S.  
Elder, Mary S.  
Horecker, David J.  
Nance, Ginger D.  
Olson, Tammy L.  
Stubbs, Bradley R.  
Webster, Cora J.  
Young, Danielle M.

Brown, Jeff  
Davied, Tracy R.  
Ferguson, Stephanie L.  
Larson, Molly A.  
Oginni, Adetumi  
Sida, Matthew S.  
Tilley, Kim  
Willits, Heather R.

April Bailey is an applicant for nursing home administrator licensure. The board reviewed and discussed the results of her background screening. The Division of Family Services (DFS) placed Bailey on the Family Care Safety Registry for moderate neglect through lack of supervision of her son, which occurred March 20, 1996. The Administrative Hearing Commission reversed the DFS decision October 17, 2013. After review and discussion, a motion made by Mike Roth and seconded by Dr. Razzaque to approve her application for licensure and allow her to take the exams. Motion carried unanimously.

Junior Denning, III, is an applicant for nursing home administrator licensure. The board reviewed and discussed his application, the 2006 criminal offense of retail theft, and his past disciplinary actions on his RN license. The criminal offense was in the state of Illinois. After review and discussion, a motion made by Alexis Roam and seconded by Mike Roth to request further information pertaining to the criminal offense and review his application at the December 3 board meeting. Motion carried unanimously.

Lisa Rodenbaugh is an applicant for nursing home administrator licensure. The board reviewed and discussed her application and her criminal offense. Rodenbaugh was found guilty December 3, 2007, for Class C felony for theft. After review and discussion, a motion made by Janice Unger and seconded by Ann Harris to deny her application for licensure pursuant to section 344.050.1.2(2), RSMo, and 19 CSR 73-2.020(2)(D). Motion carried unanimously.

Lolita Watson is an applicant for residential care and assisted living administrator licensure. The board review and discussed her application and her criminal offense. Watson was found guilty on February 3, 1995, for Class B felony for distribution/delivery/manufacturing controlled substance. After review and discussion, a motion made by Dr. Razzaque and seconded by Alexis Roam to deny her application for licensure pursuant to section 344.050.1.2(2), RSMo, and 19 CSR 73-2.020(2)(D). Motion carried unanimously.

### **Closed Session**

A motion was made by Dr. Razzaque and seconded by Mike Roth to go into closed session at 11:00 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 1:40 p.m. Motion carried unanimously after a roll call vote.

### **Applications for NHA Licensure continued**

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.

Allen, Robin E.	Bartron-Carlson, Katherine R.	Christiansen, Betty A.
Cutbirth, Crystal K.	DePew, Marilyn	Dovel, Deborah
Drekshage, Andrew D.	Emery, Michael R.	Higgins, Janet K.
Hooppaw, Corey J.	Johnston, Kristy D.	Key, Nina L.
Nichols, Ectasy	Mauck, Sarah M.	Paden, Susan E.
Perkins, Nickeia C.	Wood, Charles O.	Zimmerman, Jennifer L.

### **Applications for RCAL Licensure**

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

Coffman-Williams, Charmaine  
Gammon, Iva J.

Collins, Tammy M.  
Nance, Sally S.

Freeman, Teresa J.  
Peters, Melissa A.

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

Casey, Jonathan E.

Anna Wagganer is an applicant for residential care and assisted living administrator licensure. The board review and discussed her application. The two facilities that she referenced within her application indicating she is part owner are licensed residential care facilities. Wagganer indicated that they are licensed as assisted living. After review and discussion, a motion made by Dr. Razzaque and seconded by Mike Roth to verify the licensure level of the facilities and receive clarification from Wagganer. Motion carried unanimously.

Toni Travis is an applicant for nursing home administrator licensure that was found qualified to examine on December 4, 2013. She marked "No" on question 2, section IV, page 1 of her application for licensure – "Have you ever been charged with, arrested for, or convicted of a crime, an essential element of which is dishonesty, fraud or moral turpitude?" On August 25, 2014 she registered for the NAB NHA exam and indicated "Yes" on the criminal background question asking if she had been charged with or convicted of a felony. The board office contacted Ms. Travis on August 26, 2014, requesting information and an explanation from her. Ms. Travis was charged with Class C felony and pled guilty to a Class A misdemeanor of assault 3<sup>rd</sup> degree on October 29, 2007; and charged and guilty of misdemeanor B for driving under the influence on July 15, 2009. She completed two years probation. After review and discussion, a motion made by Dr. Razzaque and seconded by Alexis Roam to continue to find her qualified to take the exams. Motion carried unanimously.

### **NHA Criteria**

Stakeholders were in attendance to discuss the qualifications of nursing home administration (NHA), 19 CSR 73-2.020. Don Yost welcomed the guests and introductions were made. The board members shared with the group that they do want to create a hardship for the current licensed nursing home administrators and the changes will not impact them. The goal is to ensure the success of the aspiring applicants for NHA licensure and put them on a career path that can be sustained and satisfying to the person. This meeting is a starting point to discuss and work on the ultimate goal of helping the aspiring NHA applicants to be successful. The group reviewed and discussed the board's position paper and the current regulations. The group was in consensus that an accredited associate degree would be the minimum education requirement, not a high school diploma or GED. The degree areas were discussed and the group agreed that language needs to include "but not limited to" to allow board discretion to review and approve appropriate degrees for qualification. There was discussion regarding qualifying criteria to include the associate degree with relevant experience or internship/practicum. The group discussed the need to clearly define experience, management, and supervision. The stakeholders offered to develop the experience and internship/practicum criteria. Sally McKee will send other states' experience information to the group. The stakeholders will share the position paper and regulations with their colleagues and association members for feedback. The board requested the experience information and feedback to be submitted to Sally McKee in 30 days.

The following members left between 2:00 – 3:30 p.m. - Phyllis Stayton, Janice Unger and Dr. Razzaque.

### **Application Reevaluations**

Barry Conner – Mr. Conner was found not qualified to take the NHA exams on July 30, 2014. He submitted a written request for the board to find him qualified based on his application along with the additional information he provided for this meeting. After review and discussion, Alexis Roam made the motion and Mike Roth seconded to find Barry Conner qualified to examine. Motion carried unanimously.

Belinda Brown – Ms. Brown was found not qualified to take the NHA exams on July 30, 2014. She submitted a written request for the board to find her qualified based on her application along with the additional information she provided for this meeting. The board also reviewed her background screening through the North Carolina Department of Public Safety. She is currently serving probation for Class 2 misdemeanor of worthless check and Class H felony for attempting to obtain property by false pretenses/cheats/services. In addition, she has multiple offenses on her record 1981 to present. After review and discussion, Mike Roth made the motion and Alexis Roam seconded to deny her application for licensure pursuant to section 344.050.1.2(2), RSMo, and 19 CSR 73-2.020(2)(D). Motion carried unanimously.

Jameka Garrett – Ms. Garrett was found not qualified to take the RCAL exams on July 30, 2014. She submitted a written request for the board to find her qualified based on her application along with the additional information she provided for this meeting. After review and discussion, Alexis Roam made the motion and Dean Linneman seconded to find Jameka Garrett qualified to examine. Motion carried unanimously.

Jeana Klenc – Ms. Klenc was found not qualified to take the RCAL exams on July 30, 2014. She submitted a written request for the board to find her qualified based on her application along with the additional information she provided for this meeting. After review and discussion, Mike Roth made the motion and Ann Harris seconded to find Jeana Klenc qualified to examine. Motion carried unanimously.

Jessica Green – Ms. Green was found qualified December 5, 2013 for the NHA exams. She passed the state exam on February 27, 2014 and failed the NHA exam for the third time on July 1, 2014. Three times fail on an exam required Ms. Green to complete the board prescribed 500 hours of internship with a board approved preceptor. Ms. Green submitted a written request for the board to waive the 500 internship hours and allow her to take the exams again. After review and discussion, Mike Roth made the motion and Ann Harris seconded to not approve her request and she is required to complete the 500 hours of internship before taking the exams. Motion carried with four “Yes” votes – Dean Linneman, Ann Harris, Don Yost, and Mike Roth; and one abstention vote – Alexis Roam.

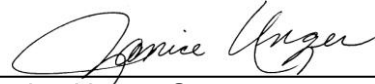
Kristy Johnson – Ms. Johnson was found not qualified to take the NHA exams on August 7, 2014. She submitted a written request for the board to find her qualified based on her application along with the additional information she provided for this meeting. After review and discussion, Alexis Roam made the motion and Mike Roth seconded to find Kristy Johnson qualified to examine. Motion carried unanimously.

Todd Nault – Mr. Nault was found not qualified to take the RCAL exams on July 30, 2014. He submitted a written request for the board to find him qualified based on his application along with the additional information he provided for this meeting. After review and discussion, Alexis

Roam made the motion and Ann Harris seconded to find Todd Nault qualified to examine.  
Motion carried unanimously.

**Adjournment**

A motion was made by Mike Roth and seconded by Alexis Roam to adjourn the meeting.  
Motion carried unanimously. Meeting adjourned at 4:15 p.m.



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Janice Unger, Secretary  
Board of Nursing Home Administrators