

OPEN SESSION MINUTES
MISSOURI BOARD OF NURSING HOME ADMINISTRATORS
October 7, 2015

The members of the Missouri Board of Nursing Home Administrators convened on October 7, 2015, at 9:09 a.m., in conference room 102-103, 3418 Knipp Drive, Jefferson City.

Presiding: Mike Roth, President

Members Present: Dr. Naveed Razzaque, Secretary
Janice Unger
Ann Harris
Alexis Roam
Don Yost
Jeanne Serra, Division Director

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

Absent: Mike Levitt, Vice President
Phyllis Stayton

Agenda

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

June 2015 Meeting Minutes

A motion was made by Dr. Razzaque and seconded by Don Yost to approve the June 24, 2015, meeting minutes. Motion carried unanimously.

August 2015 Meeting Minutes

A motion was made by Dr. Razzaque and seconded by Don Yost to approve the August 19, 2015, meeting minutes. Motion carried unanimously.

Meeting Dates

The next Board meeting is confirmed for Wednesday, December 16, 2015 at 9:00 a.m. with the DRC meeting on December 15, 2015 at 5:00 p.m.

The next Board meeting after December is tentatively scheduled for February 3, 2016 with the DRC meeting on February 2, 2016.

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. Mike Roth recused himself regarding Sarah Vinson. Motion carried unanimously.

Almy, Brandy M.
Carlson, Katherine R.
Davis, Danyal L.
Gondwe, Anganile E.
Henry, Darci S.
Malotte, Erin L.

Ballenger, Shawna S.
Carter, Rolando L.
Driscoll, Mary G.
Griffin, Shanna K.
Hu, Yameng
Melton, Carmen J.

Barratt, Jennifer L.
Daniels, Sandra S.
Edwards, Kiara Q.
Hatchman, Wade L.
Jallow, Alieu S.
Michel, Anna M.

Miller, Melissa E.
Prater, Carey S.
Stottlemire, Angela D.
Vinson, Sarah J.

Mursid, Danny
Ray, Tracey M.
Swinton-Mickens, Evelyn

Penn, Sarah B.
Sterling, Cory B.
Vassar, Joshalynn M.

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.

Chatham, Rochelle A.

Lockhart, Melissa D.

Wang, Tao

Applications for RCAL Licensure

After review of the RCAL application for licensure, Don Yost made the motion and Dr. Razzaque seconded to accept the following applicant qualified to examine. Motion carried unanimously.

Chamberlin, Elizabeth L.

Dr. Razzaque made the motion and seconded by Alexis Roam to accept the following RCAL applicants as not qualified to examine. Mike Roth recused himself regarding Faye Caviness-Vaughn. Motion carried unanimously.

Caviness-Vaughn, Faye
Shelby, Megan E.

Clark, Tashea

Crawford, Mary K.

Application Reevaluation

Meagan Martorelli – Ms. Martorelli 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 Alexis Roam and seconded by Dr. Razzaque to find Meagan Martorelli not qualified to examine. Motion carried unanimously.

Training Agency

The Board reviewed and discussed the training agency application received from Medical Update, Inc. After review of the regulation defining a training agency, Alexis Roam made the motion and seconded by Janice Unger to find Medical Update, Inc. not qualified to be a training agency. Motion carried unanimously.

Retired Status Request

Charlotte and Randol York verbally requested on July 28, 2015 for the Board to review and approve their NHA applications for retired status. The Board reviewed their applications and the statutes and regulations outlining the retired status criteria. After review and discussion, Don Yost made the motion and seconded by Ann Harris to not approve their request for retired status. Motion carried unanimously.

AIT/Internship Issue

Mike Roth recused himself. An AIT program was approved for applicant, Gary Borkowski, to intern under board-approved preceptor, Michael Riggins, at Mother of Perpetual Help. Section for Long Term Care Region 7 office contacted the Board office and shared that Mr. Borkowski was employed at St. Elizabeth Hall working for Mr. Riggins. Mr. Borkowski completed 157 internship hours with Michael Riggins at St. Elizabeth Hall without approval from the Board. After review and discussion, Alexis Roam made the motion and seconded by Don Yost to decline the 157 internship hours completed by Gary Borkowski under Michael Riggins. 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)	Aug – 62 (6 RCAL, 56 NHA)	Oct – 37 (5 RCAL, 32 NHA)	
	Feb – 45 (7 RCAL, 38 NHA)	April - 56 (5 RCAL, 51 NHA)	June – 60 (18 RCAL, 42 NHA)			
	Oct 2014	Dec 2014	Feb 2015	Apr 2015	June 2015	Oct 2015
Continuing Ed Pgms	33	17	36	18	47	53
Licensed Administrators	1632	1644	1674	1696	1710	1636
New Licenses	29	11	25	22	30	35
TEls Issued	12	7	4	9	11	17
Referrals Rec'd*	14	12	3	17	9	25
Letters of Inquiries to Licensees	8	8	3	5	4	--
Board Interviews	4	3	3	4	1	2
Public Complaints Received	0	5	0	1	3	0
Board Hearing	0	0	2	0	0	0
AHC Hearing	0	0	0	1	0	0
Letters of Concern Issued	9	6	9	8	7	--
Referral to AGO for Action	0	1	0	2	1	--
Disciplinary Action Issued	1	1	0	3	0	0

*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.

2015 administrator licensure renewals:

- 117 licenses expired – these licenses were due to renew 06/30/14 and had until 06/30/15 to renew before expiring. Last year, 82 licenses expired.
- 140 licenses are late (lapsed) and have until 6/30/16 to renew before expiring. The office mailed 140 late renewal reminders August 28, 2015.

Audit of 2015 license renewals – a letter was sent October 1 to those licensees randomly selected for a continuing education audit. This fulfills the regulatory requirement, 19 CSR 73-2.050(4).

Out of the 1636 licensed administrators, 48 of them are licensed RCAL administrators. A year ago, there were 21 licensed RCAL administrators.

Sally McKee submitted the paperwork for DHSS approval to attend the out-of-state NAB Mid-Year meeting in November. There is no cost to the Board and to the state for this trip.

Nominating Committee

Mike Roth, President, selected three board members to serve on the nominating committee to decide a slate of officers for 2016. The committee members are Alexis Roam, Ann Harris, and Phyllis Stayton. The committee will present a slate of officers at the December 16 meeting.

Rules Committee Report

The Rules Committee met June 24, 2015 and provided the following recommendations:

- Minimum education and experience requirements to be found qualified to take the nursing home administrator licensure exams would be an associate degree from an accredited institution with one year full-time experience in a licensed health care facility plus completion of six hundred (600) Administrator-In-Training (AIT) internship hours.
 - If the above minimum requirements are not agreeable to the stakeholders, the potential requirements would be an associate degree from an accredited institution with six (6) months of full-time experience in a licensed health care facility plus completion of five hundred (500) Administrator-In-Training (AIT) internship hours
- Develop an AIT program – Sally McKee will be receiving information about NAB’s AIT model program and will share with the committee after the November NAB meeting. The committee discussed the following ideas:
 - Recommend a board-approved training agency or an entity offering AIT program as long it meets the criteria developed by the Board; and
 - AIT program should follow the Long Term Care Core (LTC) of Knowledge as outlined in 19 CSR 73-2.031 A – K. The committee recommends adding Ethics and Quality Improvement to the LTC Core of Knowledge. In addition, the NAB NHA exam domains should be included in the AIT program.
- The TEL regulation (19 CSR 73-2.070) will need to be changed to address the qualifications and the facility’s gap of being without an administrator. The committee discussed possibly recommending a fee for the TEL application.

The committee recommended for Sally McKee to send an email to the stakeholders providing an update of the NHA education/experience requirements and request feedback. The feedback will be shared with the Board at the December 16 meeting.

A motion made by Don Yost and seconded by Alexis Roam to accept the committee’s report. Motion carried unanimously.

Closed Session

A motion was made by Dr. Razzaque and seconded by Alexis Roam to go into closed session at 11:23 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 2:00 p.m. Motion carried unanimously after a roll call vote.

Interview

Lanora Porterfield – Kathy Migard attended the interview with Ms. Porterfield. Ms. Migard is the building manager at Life Enhancement Village of the Ozarks. Due to Ms. Migard attending the

interview with Ms. Porterfield, it was determined that this is not a closed session matter. Ms. Porterfield was interviewed by the Board regarding the August 13, 2014 and November 6, 2014 Class I Notice of Noncompliance and the December 26, 2014 Uncorrected Class II Notice of Noncompliance at Life Enhancement Village of the Ozarks.

Closed Session

A motion was made by Dr. Razzaque and seconded by Janice Unger to go into closed session at 2:46 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 3:00 p.m. Motion carried unanimously after a roll call vote.

Adjournment

A motion was made by Dr. Razzaque and seconded by Ann Harris to adjourn the meeting. Motion carried unanimously. Meeting adjourned at 3:00 p.m.



Naveed Razzaque, Secretary
Board of Nursing Home Administrators