

**BOARD OF EXAMINERS FOR NURSING HOME ADMINISTRATORS  
MINUTES**

DATE: March 3, 2008

TIME: 9:00 a.m. C.S.T

LOCATION: 227 French Landing  
Heritage Place, Metro Center  
Ground Floor, Iris Conference Room  
Nashville, TN 37243

MEMBERS PRESENT: Harold Walker, Chair, NHA  
Craig Laman, NHA  
Kathryn Wilhoit, RN, NHA  
Stephen J. D'Amico, M.D.  
Vickie Harris, NHA

MEMBERS ABSENT: Norma Lester, Secretary, RN, Secretary  
Susan Carson, Citizen

STAFF PRESENT: Marva Swann, Board Director  
Mary V. Webb, Board Administrator  
Erin Begley, Board Attorney  
Juanita Stone, Disciplinary Coordinator  
Elizabeth Miller, Director of Health Related Boards

GUESTS: Richard Russell, Legal Counsel, THCA  
Chris West, Representative of McKendree Village

With a quorum being present, Mr. Walker called the meeting to order at 9:05 a. m.

**Conflict Of Interest**

Ms. Begley discussed the Conflict of Interest Policy and reminded the Board members of their responsibilities under the policy.

## Minutes

A motion was made by Ms. Wilhoit and seconded by Mr. Laman to approve the November 5, 2007 minutes. The motion carried.

## Applicant Interviews/File Reviews

**Theresa Jarvis** – Her file was presented to the Board to request for an extension of her AIT. A motion was made by Mr. Davis and seconded by Mr. Laman to allow Ms. Jarvis a six month extension to begin the AIT program, contingent upon the administrative staff contacting her former preceptor, Mr. Charles Tirrell, to confirm why she left the program. Ms. Jarvis will be requested to appear before the Board on June 2, 2008, if her letter can not be substantiated. The motion carried.

**Marcia Mitchell** – requested from the Board an extension to take the NAB in order that she may take the exam review course that is offered by the Tennessee Healthcare Association. A motion was made by Ms. Harris and seconded by Ms. Wilhoit that Ms. Mitchell's file can remain open until October 31, 2008; and, after that time her file will be closed. The motion carried.

**Sandra Casper** – appeared before the Board to explain her work experience as a Nursing Home Administrator. Ms. Casper explained to the Board that she has been a Nursing Home Administrator for the past twenty (20) years. The Board requested that she write down a timeline of all her work experience because her resume was very confusing and to present the information before the end of the meeting.

Ms. Casper presented her work history to the Board and explained that in 2003 she was the Regional Director for eight (8) facilities and all of the administrators reported directly to her. In 2004 she was the Regional Director for five (5) facilities for eight (8) months. In 2005 she was the Sitting Administrator at two (2) facilities for a period of six (6) months each. In 2006 she was the Administrator for an eight (8) month period and a four (4) month period at two (2) nursing homes. In 2007 she served as the Acting Administrator for eight (8) months at a facility. In 2008 she worked a four (4) month assignment in South Carolina. When asked if all of these assignments were in skilled nursing home facilities, Ms. Casper replied yes.

A motion was made by Mr. Laman and seconded by Mr. Davis that Ms. Casper submit proof of a profile verification of her work experience to the Administrative office. Once submitted she can take the jurisprudence exam and upon passage she will be issued a license. The motion carried.

**Margaret Garrett** – appeared before the Board to explain her Nursing Home Administrator experience. Ms. Garrett explained to the Board that she has been a licensed Administrator since 1991. A motion was made by Mr. Davis and seconded by Mr. Laman to approve Ms. Garrett for a license after she has passed the jurisprudence exam. The motion carried.

**Sherri Frances** – appeared before the Board to explain her work experience. Ms. Frances explained to the Board that she attended Sawyer College from 1988 to 1990 and received her associate’s degree as a medical clinician. She attended Bethany Theological Seminary from 1997 through 1999 and Francis Sandy Theological Centre from 2001 through 2002. Ms. Frances explained to the Board that she did receive a bachelor’s degree at Francis Sandy in Ontario Canada; but, in order for the transcript to be transferred to the United States it would cost her \$1500.00 and at this time she does not have the money. Ms. Frances stated that is the reason she is using her Associates degree and experience to get a license in the state of Tennessee.

Ms. Frances explained to the Board all of her college and work experience. Ms. Frances stated that she has completed an AIT program with about six hundred and fourteen hours (614) from October 2003 through November 2004. Ms. Anna Osborne was the owner and Nursing Home Administrator of Osborne Care and Rehab Center in Miami, OK and served as her preceptor. Ms. Frances stated that she passed the NAB examination in 2006.

Ms. Frances said that she served as the CEO at Osborne Care and Rehab and managed all aspects of the business from 2001 until the present time. Ms. Frances explained that she needs to move to Tennessee be closer to her mother and other relatives who reside in Tennessee. A motion was made by Mr. Laman and seconded by Mr. Davis to approve Ms. Frances for a license contingent upon successful passage of the jurisprudence examination. The motion carried.

**Bruce Bible** – appeared before the board to explain his work history and experience as a Nursing Home Administrator. Mr. Bible explained that he had been a nursing home administrator from 1983 to 2006 and that he has been licensed in two (2) states. Mr. Bible stated that he has taken and passed the NAB examination. A motion was made by Mr. Laman and seconded by Ms. Wilhoit to approve Mr. Bible and issue him a license contingent upon his successful passage of the jurisprudence examination. The motion carried.

**Jay Alan Beaudoin** – appeared before the Board to explain his work history and experience as a Nursing Home Administrator. Mr. Beaudoin stated that he has practiced uninterrupted from 1998 to 2006 as an Sitting Nursing Home Administrator.

From October 2001 to March 2006 he was the administrator for NHC HealthCare of Greenville, SC. He was the Executive Director from October 2000 to October 2001 at the Rosecrest Retirement Community. From October 1998 to October 2000, he was the Nursing Home Administrator at the National Healthcare Corporation.

Mr. Beaudoin stated that he has passed the NAB examination but did not complete an AIT program. A motion was made by Mr. Davis and seconded by Dr. D’Amico to approve Mr. Beaudoin for a license upon successful passage of the jurisprudence examination. The motion carried.

**Ronald Mark Cain** – appeared before the Board to explain his work history and experience. Mr. Cain stated that he has been in hospital administration for a very long time. He received his master’s degree

in Hospital and Health Administration from the University of Alabama and he received his bachelor's degree in business administration from Samford University in Birmingham, Alabama.

Mr. Cain stated that he has been the CEO at four (4) different hospitals since 1998 – two (2) hospitals in the state of Tennessee and two (2) hospitals in Arkansas. A motion was made by Mr. Davis and seconded by Ms. Wilhoit to approve Mr. Cain to sit for the NAB examination and to be issued a license contingent upon successful passage of the jurisprudence examination. The motion carried.

**Ryan Myracle** - appeared before the board to request approval to begin the AIT program. Mr. Myracle presented the Board an updated survey and preceptor request form for David Slayton as his preceptor. A motion was made by Ms. Harris and seconded by Mr. Laman to approve Mr. Myracle for the AIT program. The motion carried.

**Barry Cotton** – appeared before the Board to request approval to begin the AIT program. The Board requested that Mr. Cotton provide documentation that his preceptor, Mr. Mark Miller is the Regional Director for Montgomery County Care and Rehab. A motion was made by Ms. Harris and seconded by Mr. Laman to approve Mr. Cotton to begin the AIT program once documentation is received. The motion carried.

**Patrick Charles Baldwin** – file was presented to the Board as a new AIT. Mr. Chris West Representative of McKendree Village Nursing Home, represented Mr. Baldwin and explained to the Board that McKendree Village is on its way to stability and that it is the best facility for Mr. Baldwin to complete his AIT program. The Board explained that the McKendree Center is not in compliance with state and federal guidelines and that the Board does not want to set a precedent in approving decertified facilities. A motion was made by Mr. Davis and seconded by Ms. Harris to approve Mr. Baldwin to begin his AIT program contingent upon receipt of documentation for a new facility, preceptor, and a recent survey from the facility. The Administrative office will telephone one of the Board Members to discuss the new information in order to grant Mr. Baldwin's initial approval with the Board ratifying his approval in June. The motion carried.

**Lisa Hogan** – Ms. Hogan is a new applicant for the AIT program. Mr. Davis recused himself and left the room. A motion was made by Ms. Wilhoit and seconded by Mr. Laman to approve Ms. Hogan to begin the AIT program. The motion carried.

**Hollie Coates-Hensley** – Ms. Hensley is a new applicant for the AIT program. A motion was made by Mr. Laman and seconded by Mr. Davis to approve Ms. Coates-Hensley to begin the AIT program. The motion carried.

**Climaity Anderson** – Ms. Anderson is a new applicant for the AIT program. The Board delayed the application until it has received confirmation of the most current faculty survey. A motion was made by Mr. Davis and seconded by Ms. Wilhoit to delay. The motion carried.

**Denise Stacks** – file was presented to the Board for a license by reciprocity. A motion was made by Mr. Davis and seconded by Ms. Harris to approve the applicant for licensure contingent upon successful passage of the jurisprudence examination. The motion carried.

**Office of General Counsel Reports**

Ms. Begley presented the OGC report and discussed the following rules and legislation:  
Rule 1020-1-.07, .10,.15,.16 07-1323 Increase Licensure Requirements, Eligibility for Exams, Conditions, Titles; the rulemaking notice was filed on June 4, 2007 and the rule went to hearing on August 20, 2007. The rule packet has been completed by the State’s counsel and is ready to be sent to the Attorney General.

Ms. Begley stated that OGC currently has one open disciplinary case pertaining to the Board of Examiners for Nursing Home Administrators.

**Topics for Discussion**

Discuss and take action if needed regarding submission for inadequate continuing education requirements and approve continuing education courses.

Ms. Webb explained to the Board that the Board of Nursing Home Administrators had been audited and that the Administrative office needed to know how to handle those licensees who did not submit the correct continuing education and not enough contact hours.

Mr. Walker explained that the Board had always sent those licensees who are not in compliance to the Office of Investigations. The Board would like for the administrative office to continue to refer those individuals to the Office of Investigations and that the procedures that are now in place continue.

Ms. Webb presented the Board with two continuing education requests. Ms. Harris stated that all ceu requests must be NAB approved. The providers will need to contact the NAB for approval of their material.

**Administrative Reports**

Ms. Webb presented the statistical reports which indicate the following:

<b>Nursing Home Administrators</b>
<b>January 31, 2008</b>
<b>Active Licensees – 761</b>
<b>Retired Licensees – 823</b>
<b>Failed to Renew - 673</b>

## **BUDGET/TRAVEL ISSUES**

Ms. Webb presented to the Board that a change has been made in the travel agency for the state which was effective Monday, October 29, 2007, and that no one is to make any arrangements prior to receiving approval; and when making travel arrangements, such as purchasing airline tickets, you must go through Wright Travel Agency of Nashville at 1-800-643-5992. Each time you go through Wright Travel Agency of Nashville, you must identify that you are with the State of Tennessee and provide them with the Board's budget and allotment code which can be obtained from the Unit Director or the Administrator of the Board.

## **New Board Member**

Ms. Mary Webb introduced Dr. Stephen J. D'Amico to the Board of Nursing Home Administrators. Dr. D'Amico replaced Dr. Jennifer Johnson who had been a long time Board Member.

## **Financial Report**

Ms. Webb presented the Board's financial report. It has a projected cumulative carryover of \$89,733.90 as of June 30, 2007.

## **Investigative and Disciplinary Reports**

Ms. Juanita Stone presented the investigative report which indicated that there are eight (8) year to date new complaints received as of January 2008. One (1) complaint was closed and one (1) complaint was referred to OGC. There are currently fourteen (14) open complaints in investigations.

Ms. Stone presented the disciplinary report which indicated that one (1) of the licensees, Mr. Jack Jordan is deceased. That brought the total to four (4) licensees who are currently being monitored.

## **Ratifications**

### **New Licensees**

A motion was made by Mr. Laman and seconded by Mr. Davis to approve the following new licensees for licensure. The motion carried.

### **Ratifications catinued**

Van Bergstrom  
Jennifer Elaine Henderson  
Robert ray Hubbart  
Ifeoma Frances Idoye  
Lee Anne Lowrance  
Christina Erin Myers  
Bartlee Edward Norton  
John Edward Rainbolt  
Kyle Robert Smith  
Jason Douglas Steen

### **Reinstatements**

A motion was made by Mr. Laman and seconded by Mr. Davis to approve the following reinstatement licensees for licensure. The motion carried.

Donald E. Downey  
Jack Dennis Milligan  
Gregory Jay Mitchell  
Judy M. Scott  
Teresa Bobo Wall

Ms. Webb told the Board that there were no preceptor applications for approval at this meeting.

### **Adjourn**

A motion was made by Ms. Harris and seconded by Dr. Johnson, with there being no further business, the meeting was adjourned at 11:55 a.m.

These minutes were ratified at the June 2, 2008 board meeting.