

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

DATE: November 6, 2006

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

LOCATION: 227 French Landing Drive, Suite 300  
Heritage Place, Metro Center  
3<sup>rd</sup> Floor Conference Room  
Nashville, TN 37243

MEMBERS PRESENT: Harold Walker, Chair, NHA  
Mark Davis, Vice-Chair, NHA  
Jennifer Johnson, M.D.  
Katy Gammon, HCF Director, Ex Officio  
Norma Lester, RN, NHA  
Craig Laman, NHA  
Kathryn Wilhoit, RN, NHA

MEMBERS ABSENT: Palyce Jones, RN, NHA  
Susan Carson, Citizen  
Robbie Bell, HRB Director, Ex Officio

STAFF PRESENT: Marva Swann, Unit Director  
Karen Robinson, Board Administrator  
Juanita Presley, Advisory Attorney  
Jerry Kosten, Regulations Manager

STAFF ABSENT: Lea Phelps, Disciplinary Coordinator

GUEST: Richard Russell, Legal Counsel, THCA  
Courtney Cross, Court Reporter from Denise Harwood-Stacy

With a quorum being present, Mr. Walker called the meeting to order at 9:06 a. m.

**Consent Of Interest**

Ms. Presley reviewed the Conflict of Interest Policy and reminded the Board members of their responsibilities under the policy.

## **Study Committee**

A motion was made by Mr. Davis and seconded by Ms. Lester, to accept the committee's recommendation for individuals who are applying by experience as a hospital administrator or assistant/associate hospital administrator. This applicant must have a baccalaureate degree from an accredited college, and have a minimum of five (5) of the last seven (7) years, as the chief executive officer of a licensed hospital having been appointed by the hospital's board. The motion carried.

The Board recommended that the study committee review the following:

- a. Four hundred (400) hours internship and possibly increasing the internship hours to eight hundred and thirty two (832) hours which is equivalent to the six (6) months administrator in training program (A.I.T.P.) that is based on twenty six (26) weeks at thirty two (32) hours per week. The part time A.I.T.P. is based on fifty two (52) weeks at sixteen (16) hours per week.
- b. A three (3) month administrator in training program in a licensed nursing home for the applicants that apply for licensure by experience as a hospital administrator or assistant/associate hospital administrator; and, it is important that the subject matter be clearly defined as part of this recommendation.
- c. Define what is to be included in the fifty (50) hours of continuing education course.

## **Proposed Rule Amendment**

Ms. Robinson, explained to the Board that the administrative office can not be in compliance with rule 1020-1-.10 (1) (a) 3, when the applicants approved for a six (6) month or a twelve (12) month administrator in training program are waiting to take the NAB exam study course with Tennessee Health Care Association (THCA) that is given once or twice a year and the time period that NAB has to process the exam, is more that a one (1) year period. Ms. Robinson, explained that this is one of the items that the state auditors mark the board administrative office deficient in for not being in compliance with this rule. After much discussion the Board recommended for the committee to study this part of the rule and bring the decision to the next board meeting of March 5, 2007.

## **Minutes**

A motion was made by Mr. Laman and seconded by Ms. Wilhoit to approve the June 5, 2006 minutes, and a motion was made by Mr. Laman and seconded by Mr. Davis to approve the August 7, 2006 minutes. Both motions carried.

## **Applicant Review/File Review**

**Mary Whitcomb**-Ms. Whitcomb, preceptor for Brea Beaven, A.I.T. Pursuant to Rule 1020-1.06 (2) (d), the preceptor must appear before the Board to give oral assessment of why the A.I.T. Ms. Beaven failed the exam twice. Ms. Whitcomb could not give a reason for Ms. Beaven failing the exam and expressed that Ms. Beaven is very qualified to sit the exam and would be a good administrator. Ms. Beaven stated that she feels she is over analyzing the questions which is probably due to her sociology back ground. After much discussion a motion was made by Mr. Davis and seconded by Mr. Laman for Ms. Beaven to study and retake the exam and the Board set a deadline of February 27, 2007 for the process to be completed or the file will be closed. The motion carried.

**Joyce L. Martin**-Ms. Martin is requesting that her eleven (11) month A.I.T. program be shortened and be approved to sit the NAB exam when she completes her baccalaureate degree in May of 2007. A motion was made by Dr. Johnson and seconded by Mr. Laman to request Ms. Martin and the preceptor Ms. Pannell to appear before the Board at the next meeting of March 5, 2007. The motion carried.

**Randy W. Ashby**-Mr. Ashby was requested to attend the Board meeting and show proof of his three (3) year acceptable management experience. After much discussing a motion was made by Mr. Davis and seconded by Dr. Johnson to approve Mr. Ashby for a twelve (12) month A.I.T. program. The motion carried.

**Jo Park**—Ms. Park is requesting that the Board extend her application so she can study and take the NAB exam. Ms. Robinson explained to the Board that Ms. Park took the NAB exam study course through THAC on October 16 & 17, 2006 and applied on October 24, 1006 with NAB to take the exam. NAB gave an expiration date of February 21, 2007. After much discussion a motion was made by Dr. Johnson and seconded by Mr. Laman to accept the deadline to complete the application process on February 21, 2007 or the file will be closed. The motion carried.

**David Boozer, III-** Mr. Boozer applied to be approved for an A.I.T. program. After a full Board review of the application a motion was made by Mr. Davis and seconded by Dr. Johnson to approve Mr. Boozer for a six (6) month A.I.T. program. The motion carried.

**Betty Caton** – Ms. Caton applied to be approved for an A.I.T. program. After a full Board review of the application, a motion was made by Mr. Davis and seconded by Ms. Lester to approve Ms. Caton for an eleven (11) month A.I.T. pending proof of one (1) month assistant administrator experience submitted to the administrative office. The motion carried.

## **Office of General Counsel Report**

Ms. Presley presented the OGC report and discussed the following rules that became effective on October 10, 2006.

Rule 1020-1-.03 11, Screening Panels

Rule 1020-1-.06 (2) (a), Preceptors

Rule 1020-1-.08 (4), Photo

Rule 1020-1-.12 (1) (d), Waiver or Extension of Continuing Education Requirements

Rule 1020-1-.16 (3), Use of Titles

Rule 1020-1-.18 Advertising

Ms. Presley stated that OGC currently has no open disciplinary cases pertaining to the Board.

Ms. Presley explained and discussed the political activity by state employees memorandum and reminded the Board members that as state employees there are restrictions on their participation in political activities.

Ms. Swann explained and discussed the Health Related Board's policy on patient safety. After much discussion a motion was made by Mr. Laman and seconded by Ms. Wilhoit to endorse the policy. The motion carried with a unanimous vote.

## **Administrative Reports**

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

<b>Nursing Home Administrators</b>	<b>Nursing Home Administrators</b>
<b>August 2006</b>	<b>September 2006</b>
<b>Active Licensees – 770</b>	<b>Active Licensees – 773</b>
<b>Retired Licensees – 797</b>	<b>Retired Licensees – 796</b>
<b>Failed to Renew – 656</b>	<b>Failed to Renew - 656</b>

## PERFORMANCE MEASURES

<b><i>Performance Measure</i></b>	<b><i>Goal</i></b>	<b><i>Jan-Sept 2006</i></b>
Renewal Processing Time	14 days	5 to 7 days
Application Processing Time	100 days	236 days

The application processing time is directly relative to the length of the A.I.T. program, the length of the NAB examination process, and the length of the state Jurisprudence examination and the success or lack thereof, of the applicants on the examinations.

## **BUDGET/TRAVEL ISSUES**

Ms. Robinson presented to the Board 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 World Travel Services, Inc. at 1-866-835-9979. To go through World Travel Services 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 Administrator. The mileage rate is .42 a mile.

## **Financial Report**

The Board reviewed the 2002, 2003, 2004 and 2005 financial reports. The Board requested all the reports again with the total carry over for each year. The Board requested for Mr. Lisa Tittle, Director of Administrative Services to appear at the March 5, 2007 Board meeting to give explanation of these reports.

## **Investigative And Disciplinary Reports**

Ms. Swann presented the Discipline and Investigative reports which indicated that there were fourteen (14) year to date new complaints received. Thirteen (13) year to date total closed complaints. Eight (8) year to date closed no action. Three (3) year to date closed letter of concern. One (1) year to date closed letter of warning. One (1) year to date closed referred to the Office of General Counsel. One (1) drug related case, three (3) unprofessional conduct, seven (7) care of services, three (3) marked other. Three (3) were from the west region, six (6) were from the middle region, four (4) were from the east region, and one (1) was from out of state.

## **Ratifications**

A motion was made by Mr. Davis and seconded by Ms. Wilhoit to approve the following New Licensees. The motion carried.

### New Licensees

Andrea D. Craig	James B. Carrington
Lisa J. Garner	Charles C. Glimer
Sandra K. Griggin-Bukoskey	Jennifer L. Hanson
Joseph A. Mancini	Latessa E. Morris
James S. Pate	James L. Sherwood
Barbara E. Strametz	Lisa R. Veteto

A motion was made by Ms. Lester and seconded by Mr. Laman to approve the following reinstatements. The motion carried.

Reinstatements

Kenneth B. Eisele  
Nancy Meidinger  
Kirk D. Rogers

Michael L. Foxworthy  
Gregory L. Neal

Election of Officers

A motion was made by Ms. Lester and seconded by Ms. Wilhoit to re-elect Mr. Walker as the Board Chair. The motion carried with a unanimous vote.

A motion was made by Mr. Laman and seconded by Ms. Wilhoit to re-elect Mr. Davis as the Board Vice Chair. The motion carried with a unanimous vote.

A motion was made by Mr. Laman and seconded by Mr. Davis to re-elect Ms. Lester as the Board Secretary. The motion carried with a unanimous vote.

Adjournment

There being no further business, the meeting was adjourned at 12:50 p.m.

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Norma Lester Secretary

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Date