

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

DATE: November 30, 2015

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

LOCATION: 665 Mainstream Drive
Ground Floor, Iris Conference Room
Nashville, TN 37243

MEMBERS PRESENT: Harold Walker, Board Chair
Stephen J. D'Amico, MD
Craig Laman, NHA
Russell Caughron, NHA
Juanita Honeycutt, NHA
Barbara Trautman, Consumer Member
Dr. Kathryn Wilhoit, Vice Chair

MEMBERS ABSENT: Florence Weierbach, PhD
Vincent Davis, Director of Health Care Facilities

STAFF PRESENT: Michael Sobowale, Unit Director
Lakita Taylor, Board Manager
Mary V. Webb, Board Administrator
Kyonzte Hughes-Toombs, Assistant General Counsel
Devin Wells, Deputy General Counsel

With a quorum being present, Mr. Walker, Board Chair, called the meeting to order at 9:10 a.m.

1. Conflict of Interest form

Michael Sobowale, Unit Director, reminded all board members of the conflict interest policy and for those who had not signed the conflict of interest form to please do so.

2. Office of General Counsel Report

Kyonzte Hughes-Toombs, Assistant General Counsel, presented the OGC Report. There were five (5) open cases. Two (2) of the cases will be presented as Consent Orders and the remaining three (3) cases are being processed. Consent Orders were presented as follows:

A. Trena Joy Taylor, NHA License #2901

Devin Wells, Deputy General Counsel, presented a Consent Order on Ms. Taylor.

On or about March 5, 2014 through March 11, 2014, the Department of Health conducted an annual survey at the facility at which Ms. Taylor was the administrator, in conjunction with an investigation of several other complaints against the facility. Ms. Taylor was found to be unfit or incompetent by reasons of negligence, habits, or other causes and her license was reprimanded with terms; assessed \$ 1,000 civil penalty, plus costs not to exceed \$1,000.

After discussion, a motion was made by Mr. Laman, and seconded by Dr. D'Amico, to accept the Consent Order as presented. The motion carried. Dr. Wilhoit opposed.

B. Felicia Nicks-Speaks, NHA License #3103

Mr. Wells presented a consent order on Felicia Nicks-Speaks.

On or about April 2, 2015, a Tennessee Department of Health survey team conducted an annual survey at the facility at which Ms. Nicks-Speaks was the administrator. The investigations and surveys revealed violations of licensure statutes and regulations and found Ms. Nicks-Speaks to be unfit or incompetent by reasons of negligence, habits, or other causes. Ms. Nicks-Speaks' license was reprimanded with terms and she was assessed costs not to exceed \$1,000.

After discussion, a motion was made by Mr. Laman, and seconded by Dr. Wilhoit, to accept the consent order. The motion carried.

3. Minutes

A motion was made by Mr. Laman, and seconded by Ms. Trautman, to approve the August 10, 2015 minutes as written. The motion carried.

4. Applicant Interviews/File Reviews

AIT Applicants

- A. **Zachary Anderson** – was present. Mr. Anderson appeared before the board to explain the convictions that were on his criminal background check. Mr. Anderson stated that he was young and has learned his lesson from his past mistakes. After discussion, a motion was made by Dr. D'Amico, and seconded by Ms. Trautman, to approve Mr. Anderson on the condition that he undergoes counseling and remain in counseling while he is in the administrator-in-training program. Later, the Board amended the motion to send a letter to the preceptor, Darrin McKamey, so that he is made aware of the Board's decision that Mr. Anderson must stay in counseling and the reports must come directly to the administrator's office. Dr. Wilhoit opposed. The motion carried.

- B. **Ricky Lucas** – was present. Mr. Lucas was requested to appear before the board due to a conviction on his criminal background check from 1982. After review and discussion, a motion was made by Mr. Laman, and seconded by Ms. Honeycutt, to approve Mr. Lucas for the administrator-in-training program. The motion carried.

- C. **Jose Fuentes** – Mr. Fuentes had a change in his preceptors and requested that the board approve the change. A motion was made by Ms. Honeycutt, and seconded by Mr. Caughron, to approve the request. The motion carried.
- D. **Marianna Glover** – A motion was made Mr. Laman and seconded by Ms. Honeycutt, to approve Ms. Glover for the AIT program. The motion carried.
- E. **Jordie Montgomery** – A motion was made by Mr. Laman, and seconded Dr. Wilhoit, to approve Mr. Montgomery for the AIT program, however, he must be made aware that he cannot continue with his current position as the Director of Business Development while in the program. The motion carried.
- F. **Joshua Lee** – A motion was made by Ms. Honeycutt, and seconded by Dr. Wilhoit, to approve Mr. Lee for the AIT program. The motion carried.
- G. **Julie Cottrell** – A motion was made by Mr. Laman, and seconded by Mr. D’Amico, to approve Ms. Cottrell for the AIT program. The motion carried.
- H. **Debra Lankford** – A motion was made by Mr. Laman, and seconded by Dr. Wilhoit, to deny Ms. Lankford’s application for the administrator-in-training program because Ms. Lankford has an associate degree and does not have the required five (5) years of management experience to be able to sit for the NAB examination. The motion carried.
- I. **Jennifer Raymer** – A motion was made by Mr. Laman, and seconded Mr. Caughron, to approve Ms. Raymer for the AIT program. The motion carried.
- J. **Kimberly Swift** – A motion was made by Mr. Laman, and seconded by Ms. Wilhoit, to approve the AIT program. The motion carried.

Reciprocity Applicants

- A. **Natalie Wynegar** – was present. Ms. Wynegar application file was approved by the Board Consultant Janet Pulley. A motion was made by Mr. Laman and seconded by Ms. Wilhoit to approve Ms. Wynegar for licensure by reciprocity. The motion carried.
- B. **Amir Zarif** – A motion was made by Mr. Laman, and seconded by Ms. Trautman, to approve Mr. Zarif for licensure by reciprocity. The motion carried.
- C. **Janet Turensky** – A motion was made by Ms. Honeycutt, and seconded by Dr. Wilhoit, to approve Ms. Turensky for licensure by reciprocity. The motion carried.
- D. **Laura Etter** – A motion was made by Mr. Laman and seconded by Dr. Wilhoit, to approve Ms. Etter for licensure by reciprocity. The motion carried.

- E. **Courtney Bledsoe** - A motion was made by Mr. Laman and seconded by Ms. Honeycutt, to approve Ms. Bledsoe for licensure by reciprocity. The motion carried.
- F. **Nellie Weeks** - A motion was made by Dr. D'Amico and seconded by Mr. Laman, to approve Ms. Weeks for licensure by reciprocity. The motion carried.
- G. **Benjamin Crider** - A motion was made by Mr. Laman and seconded by Dr. Wilhoit, to approve Mr. Crider for licensure by reciprocity. The motion carried.
- H. **Michael Hambley** - A motion was made by Mr. Caughron and seconded by Dr. Wilhoit, to approve Mr. Hambley for licensure by reciprocity. The motion carried.
- I. **Christina Malvern** - A motion was made by Dr. Wilhoit and seconded by Mr. Laman, to approve Ms. Malvern for licensure by reciprocity. The motion carried.
- J. **Jon Rarick** - A motion was made by Dr. D'Amico and seconded by Mr. Laman, to approve Mr. Rarick for licensure by reciprocity. The motion carried.
- K. **Michelle Rusek** - A motion was made by Dr. D'Amico and seconded by Mr. Laman, to approve Ms. Rusek for licensure by reciprocity. The motion carried.
- L. **Robert Taylor** - A motion was made by Dr. Wilhoit and seconded by Ms. Trautman, to approve Mr. Taylor for licensure by reciprocity. The motion carried.
- M. **Sara Lewis Wallace** - A motion was made by Mr. Laman and seconded by Dr. Wilhoit, to approve Ms. Wallace for licensure by reciprocity. The motion carried.
- N. **Yolanda Jefferson** - A motion was made by Dr. D'Amico and seconded by Ms. Honeycutt, to request Ms. Jefferson to appear before the Board. The motion carried.

NAB Applicants

- A. **Timothy Roberts** – Mr. Roberts was present. He had submitted an application to the Board to be approved to sit for the NAB exam. He explained to the Board that he has an associate degree but, has completed an internship in long term care with Southern Adventist University. Mr. Walker explained to Mr. Roberts that according to the Board's rule, he would need a bachelor's degree and with an associate degree, he would need at least five (5) years of management experience and complete additional hours in an administrator-in-training program. A motion was made by Mr. Laman, and seconded by Ms. Wilhoit, to deny his application to sit for the NAB exam. The motion carried.
- B. **Marciania Speights-Floyd** – A motion was made by Dr. Wilhoit, and seconded by Mr. Caughron, to approve Ms. Speights-Floyd to sit for the NAB examination. The motion carried.

- C. **Cody Clark** – A motion was made by Dr. Wilhoit, and seconded by Mr. Laman, to approve Mr. Clark to sit for the NAB examination. The motion carried.
- D. **Ashley Tanner** – After review and discussion of Ms. Tanner’s application file, a motion was made by Dr. D’Amico, and seconded by Dr. Wilhoit, to approve Ms. Tanner to sit for the NAB examination, contingent upon submitting proof of completion of all of the 400 hours required for the internship program and provided it is reflected on her transcripts from the University of Memphis. The motion carried.
- E. **Sara Moton** – A motion was made by Mr. Laman and seconded by Dr. Wilhoit to approve Ms. Moton to sit for the NAB examination. The motion carried.

Other applicant requests

- A. **Wendy Owens** – Ms. Owens’ application file was presented to the Board a second time pursuant to her request for another Board review of her management experience so that she may be approved for the administrator-in-training (AIT) program. After review and discussion, a motion was made by Ms. Honeycutt, and seconded by Mr. Laman, to deny her application to be approved for the AIT program. The motion carried.
- B. **Annette Reeves** – The Board had requested that Ms. Reeves’ application file be presented back to the Board upon her completion of the administrator-in-training program, to determine if she has met the management experience necessary to sit for the NAB examination. After review and discussion, it was determined that Ms. Reeves still does not meet the necessary management experience required with the associate degree pathway. A motion was made by Mr. Laman, and seconded by Ms. Honeycutt, to deny Ms. Reeves to sit for the NAB examination. The motion carried.

5. Administrator’s Report

Ms. Webb reported that there are 831 active nursing home administrators as of November 20, 2015.

She also provided an account of Board licensure activities from May 27, 2015 through July 27, 2015 as follows:

- New Applications received—35
- New licenses issued—15
- Reinstatements issued-5
- Number of paper renewals-46
- Number of renewals online-76
- Number of licensees who retired- 4
- Failed to renew/Expired Applications-12

Ms. Webb reported the online renewals constituted a usage rate of approximately 62% of all renewals during this period.

Financial Report

The financial statements were not available for review from the finance office. However, Mr. Walker stated that at the next board meeting, he would like to see a discussion regarding reduction of renewal fees added to the agenda.

6. Other Board Business

Ms. Webb directed the Board's attention to the waiver list from Healthcare Facilities under tab 10 for members review.

Lakita Taylor passed out copies of the board newsletter that was composed by staff for members review. Ms. Taylor explained that, per policy, board newsletters are to be posted to the board's website at least once a year.

Conferences and Meetings to attend in 2015

Dr. Wilhoit requested board permission to invite Randy Linder, NAB Executive Director, to attend the March 7, 2016 board meeting to make a presentation on trends currently taking place in regulation of the profession. She stated she wanted Mr. Linder to further explain the paths that the Ohio and Oklahoma boards have taken to change the profession of a Nursing Home Administrator to a Health Care Services Administrator. The Board agreed to invite Mr. Linder to the March 7, 2016 board meeting.

7. Ratifications

A motion was made by Dr. Wilhoit, and seconded by Mr. Caughron, to approve the following list of new licensees:

New Licensees

Bledsoe, Courtney
Crowell, Robin
Dale, Robert James
Etter, Laura Lee
Fackrell, Tyler
Foster, Chelsey
Lawson, Steven
Miranda, Juan

Olden, Jaclynn
Shelton, Joe
Simon Coelho Christopher
Turensky, Janet
Von Pahlen-Federoff
Weeks, Nellie Jane
Wilkerson, Lesley

Reinstatements

A motion was made by Dr. D'Amico, and seconded by Ms. Trautman, to approve the following list of reinstatements:

Gaddy, Troy
Martin, Paul
Smith, Leonard
Toney, Alice
Wall, Teresa

The motion carried.

Preceptors

A motion was made by Ms. Honeycutt, and seconded by Mr. Laman, to approve the following list of preceptors:

Craig Brian Green

The motion carried.

Adjournment

There being no further business, the meeting adjourned at 12:18 p.m.

These minutes were ratified at the March 7, 2016 Board meeting.