

**GEORGIA STATE BOARD OF  
NURSING HOME ADMINISTRATORS  
CONFERENCE CALL MINUTES  
June 27, 2013**

The Georgia State Board of Nursing Home Administrators held a conference call meeting on Thursday, June 27, 2013 at 237 Coliseum Drive, Macon, Georgia 31217.

**Members Present:**

Barbara Baxter, Chair  
Terrell Cook, Vice Chair  
Christi Card  
Pamela Griffin  
Scott Kroell  
Barbara Mitchell  
Diane Patterson  
Carol Robinson  
Dr. Maranah Sauter  
Dennis Taylor, Jr., M.D.  
Victoria Walter

**Board Members Absent:**

Norma Jean Morgan

**Others Present:**

Brig Zimmerman, Executive Director, HC-1  
Jim Cleghorn, Executive Director, HC-3  
Serena Gadson, Licensing Analyst Supervisor  
Chrissy Lewis, Complaint Specialist  
Hope Harrison, Board Support Specialist

**Attorney General's Office:**

Janet Jackson, Assistant Attorney General

Ms. Baxter, Board Chair, established that a quorum was present and called the conference call meeting to order at 9:03 a.m.

**Agenda:** Approved as presented.

**Mr. Cook motioned, Ms. Card seconded and the Board voted to approve the agenda as presented. None opposed, motion carried.**

**Board Announcements:**

Two new members have been appointed to the Board. Ms. Barbara Mitchell and Ms. Diane Patterson were introduced and welcomed to the Board.

Ms. Barbara Mitchell confirmed that she executed the Oath of Office and has been duly sworn in as a Board member of the Georgia Board of Nursing Home Administrators.

Ms. Diane Patterson confirmed that she executed the Oath of Office and has been duly sworn in as a Board member of the Georgia Board of Nursing Home Administrators.

**Board Chair Report:**

No report.

**Approval of Minutes**

**Mr. Kroell motioned, Ms. Griffin seconded and the Board voted to approve the minutes as amended from the April 9, 2013 meeting. None opposed, motion carried.**

**Executive Director's Report:**

Mr. Zimmerman introduced Mr. Jim Cleghorn, Executive Director of Healthcare 3. Beginning with the next scheduled Board meeting, the administrative support for the Georgia Board of Nursing Home Administrators will shift from the staff of Healthcare 1 to Healthcare 3. The Board expressed their appreciation to Mr. Zimmerman and his administrative staff for their work with the Board. Mr. Zimmerman stated he and his staff would work with Mr. Cleghorn and his staff to make the transition as smooth as possible.

**Public Hearing – Proposed Rule Amendments:**

**Ms. Baxter opened the Public Hearing at 9:17 a.m. There were no guests in attendance.**

**SYNOPSIS OF PROPOSED REPEAL OF THE GEORGIA BOARD OF NURSING HOME ADMINISTRATORS RULE FOR CHAPTER 393-1-.02 QUORUM:**

**Purpose:** To define a quorum of the Board.

**Main Features:** This rule is repealed.

**DIFFERENCES BETWEEN THE EXISTING RULE AND THE PROPOSED AMENDMENTS TO THE GEORGIA BOARD OF NURSING HOME ADMINISTRATORS RULE FOR CHAPTER 393-1-.02 QUORUM:**

[Note: underlined text is proposed to be added; lined-through text is proposed to be deleted.]

**~~393-1-.02 Quorum. Amended.~~ Repealed**

~~Seven members of the Board shall constitute a quorum.~~

Authority: O.C.G.A. §§ 43-1-25, 43-27-5 and 50-13-3

**SYNOPSIS OF PROPOSED CHANGES TO THE GEORGIA BOARD OF NURSING HOME ADMINISTRATORS RULE FOR CHAPTER 393-4-.01 DEFINITIONS:**

**Purpose:** To define the term Administrator in Training.

**Main Features:** The amendment changes the term “licensed” as it refers to an Administrator in Training, AIT Training Site and Preceptor to “approved.”

**DIFFERENCES BETWEEN THE EXISTING RULE AND THE PROPOSED AMENDMENTS TO THE GEORGIA BOARD OF NURSING HOME ADMINISTRATORS RULE FOR CHAPTER 393-4-.01 DEFINITIONS:**

[Note: underlined text is proposed to be added; lined-through text is proposed to be deleted.]

**393-4-.01 Definitions.**

Administrator in Training is an individual completing a Board-approved traineeship in a Georgia nursing home facility which ~~is licensed~~ has been approved as an AIT Training Site with a Georgia Nursing Home Administrator active licensee who is licensed ~~has been approved~~ as a preceptor; ~~OR has submitted to the Board a college transcript reflecting credit for an AIT Internship comparable to the Georgia Board AIT program.~~

**Authority:** O.C.G.A. §§ 43-1-24, 43-1-25, 43-27-4, 43-27-5, 43-27-6, and 50-13-3

**SYNOPSIS OF PROPOSED CHANGES TO THE GEORGIA BOARD OF NURSING HOME ADMINISTRATORS RULE FOR CHAPTER 393-4-.02 ADMINISTRATOR IN TRAINING (AIT) PROGRAM REQUIREMENTS:**

**Purpose:** To define the requirements for the Administrator In Training (AIT) Program.

**Main Features:** The amendment is intended to clarify the requirements for the AIT program. In addition, it changes the terms of approval for a Preceptor and Training Site to coincide with the Nursing Home Administrators license expiration date of December 31<sup>st</sup> of every odd numbered year.

**DIFFERENCES BETWEEN THE EXISTING RULE AND THE PROPOSED AMENDMENTS TO THE GEORGIA BOARD OF NURSING HOME ADMINISTRATORS RULE FOR CHAPTER 393-4-.01 DEFINITIONS:**

[Note: underlined text is proposed to be added; lined-through text is proposed to be deleted.]

**393-4-.02 ~~Georgia Board Approved~~ Administrator In Training (AIT) Program Requirements**

(1) ALL applicants for initial licensure in Georgia as a Nursing Home Administrator must complete an Administrator in Training program as determined by the Board (excluding applicants by endorsement).

(~~4~~ 2) A person who intends to qualify for admission to the licensure examination by use of

an Administrator In Training (A.I.T.) program must first receive approval to begin the program by ~~complying with meeting the requirements of rules (393-3) and successfully complete~~ completing the AIT program in a Board approved Nursing Home Training Site facility under the coordination, supervision and teaching of a Georgia Nursing Home Administrator Preceptor who has obtained approval from the Board pursuant to, and who continues to meet the qualifications of this rule.

(2) 3) Board Approved Nursing Home Training Site.

(a) In order to be the site of an AIT program, the nursing home must have a minimum of sixty (60) licensed beds.

(b) The Board may limit the number of AITs the nursing home trains at one time as follows:

1. a nursing home with sixty (60) to one hundred (100) licensed beds may be approved for a maximum of one (1) Intern AIT;

2. a nursing home with one hundred and one (101) or more licensed beds may be approved for a maximum of two (2) interns AITs;

(c) The licensed Georgia Nursing Home Administrator of record of the proposed AIT site must submit:

1. An Application and non-refundable administrative fee for consideration as a Board Approved Nursing Home Training AIT Site;

~~2. An application fee (See Fee Schedule Non-Refundable);~~

~~3~~ 2. Submit eCopies of all surveys received in the last eighteen (18) months.

(d) A nursing home which otherwise qualifies for approval, but is deficient in one or more of the above listed criteria, may seek approval based upon the establishment of affiliations with other nursing homes.

~~(e) The approval of a nursing home as an AIT site shall be valid for three consecutive years, unless withdrawn by the Board for reasons stated in these rules including Chapters 393-4 and 393-6. Re-approval will be considered after receipt and review of application, fee and forms at the Board's discretion. Once approved, a Nursing Home Training Site term of approval shall coincide with the Nursing Home Administrators license expiration date of December 31<sup>st</sup> of every odd numbered year and will be subject to re-approval and a new administrative fee every two years. Approved training sites will be able to complete this re-approval process online (NOTE: NO continuing education hours required for re-approval of a Nursing Home Training Site).~~

(f) The Board may withdraw approval of an AIT site based upon changes in the nursing home surveys, preceptor or for reasons stated in these rules including Rule Chapters 393-4 and 393-6.

(3 4) Nursing Home Administrator Preceptor

(a) The preceptor is solely responsible for ensuring that the AIT complies with the ~~L~~aws and ~~R~~ules of the Board, and must attest to such compliance on monthly reports as well as upon completion of the AIT program.

(b) The preceptor must ensure that the AIT is not over-burdened with routine job responsibilities that may be detrimental to his or her training, and must ensure that the ~~intern~~ AIT is afforded a broad and comprehensive experience.

(c) To be ~~licensed~~ approved as a Nursing Home Administrator Preceptor, the applicant must submit the application, ~~and~~ non-refundable administrative fee and:

1. Be currently licensed in Georgia as a Nursing Home Administrator with no disciplinary actions taken against the applicant's license which the Board deems to be of such a nature as to prevent the applicant from providing services as a Preceptor;

2. Currently have been employed as a licensed Nursing Home Administrator for five (5) years with the final year of practice being in Georgia;

3. Be employed and working full time at the Georgia Board approved AIT Training Site-;

4. Notify the Board of successfully completing the "Nursing Home Administrator Preceptor" course through the Georgia Health Care Association (GHCA) within eighteen (18) months of the Board's initial preceptor status approval.

~~(d) Approval of a nursing home administrator as a preceptor shall be valid for three consecutive years unless withdrawn by the Board for reasons stated in these rules. Reapproval will be considered after the Board's receipt and review of an Application for Approved Preceptor and fee. Once approved, a Nursing Home Administrator Preceptor term of approval shall coincide with the Nursing Home Administrators license expiration date of December 31<sup>st</sup> of every odd numbered year and will be subject to re-approval and a new administrative fee every two years. Approved preceptors will be able to complete this re-approval process online (NOTE: NO continuing education hours required for re-approval of a Nursing Home Administrator Preceptor).~~

(e) The Board may withdraw approval of a preceptor ~~license~~ at its discretion.

(f) A nursing home administrator who becomes unable to continue to serve as a preceptor, must notify the Board of same by registered mail no later than ten (10) business days after their last date of service as a preceptor.

~~(4 5)~~ The starting date of an AIT will be determined upon receipt of completed application, the non-refundable fee, already and a currently approved Preceptor and AIT Site by the Board office (refer to current listing of approved sites/preceptors on the Board website [www.sos.ga.gov/plb/nursinghome](http://www.sos.ga.gov/plb/nursinghome)). ~~A license will be mailed to applicant upon approval by the Board office.~~ If the AIT Training Site or and Preceptor have not been pre-approved, the application must go to the next Board meeting for approval. The AIT program will not begin until ~~license~~ approval is ~~issued~~ granted and any training completed prior to the authorized start date will be considered invalid. The Preceptor must attest on the application that it is complete and meets all qualifications.

~~(a) This individual must meet requirements for licensure as stated in Board rule 393-3 Licensure requirement.~~

~~(5 6) Administrator In Training (AIT) Program.~~

~~(a) An AIT program is approved for a specific Georgia ~~licensed~~ Nursing Home as the Training Site, and, for the an approved Georgia ~~licensed~~ Nursing Home Administrator Preceptor at the approved Training Site.~~

~~(b) An AIT program occurs from a minimum of three 500 clock hours to a maximum of twelve 2000 clock hours, earned in consecutive months from three (3) months to twelve (12) months, with a an average per calendar week of twenty-four (24) hours worked for part time candidates to forty (40) hours worked for full time candidates as defined by ~~licensure requirements-Board~~ rules.~~

~~(c) Schedules for the AIT must include, at a minimum, the following:~~

~~1. Allotted time for various functions of the nursing home such as nursing, dietary, housekeeping, business office, leadership, quality improvement and supervisory techniques;~~

~~2. Allotted time for participation in professional meetings and staff meetings;~~

~~(d) A monthly report is to be submitted to the Board beginning thirty (30) days from the starting date of the AIT. This report must follow the individualized schedule and describe the activities of the month and should be signed and notarized by both the Preceptor and AIT.~~

~~(e) The Board may request the AIT and/or the preceptor to meet with the Board to discuss the ~~intern's~~ AIT's progress if monthly reports are denied or other concerns are raised.~~

~~(f) If the preceptor is no longer able to supervise the AIT, the AIT will be afforded up to 12 months time to find another Preceptor to oversee his/her program at the current site or seek placement at another approved site. The “interim” ~~licensed~~ Preceptor and the AIT ~~candidate~~ must notify the Board in writing (submit the “Change of Preceptor” Form) of the changes in~~

circumstances prior to any training being provided by the “interim” Preceptor. The Board will review the circumstances and determine if the AIT can proceed under the “interim” Preceptor. Once approved by the Board, the AIT may continue his/her program.

(g) An individual shall receive no credit for time served ~~in at an unapproved AIT program~~ Nursing Home Training Site; for time served under the supervision of a nursing home administrator who has not been approved as a preceptor; or for time served prior to the Board's approval of the AIT's ~~Application for Registration~~.

(h) ~~Any change in preceptor requires notice to and approval by the Board. An internship Administrator in Training program~~ which has been discontinued by a period of military service (the AIT or affected immediate family member of an AIT) shall be allowed to be completed within a year after the completion of the military service. ~~Also~~ ~~€~~ ~~The Board must receive notice in the event of discontinuance of training for any other reason as well.~~

(i) An AIT applicant may take the national examination prior to completion of the AIT program. However, the NHA license ~~will~~ shall not be issued until the AIT program is completed satisfactorily.

**Authority: O.C.G.A. §§ 43-1-24, 43-1-25, 43-27-4, 43-27-5, 43-27-6, 43-27-7 and 50-13-3.**

#### **SYNOPSIS OF PROPOSED CHANGES TO THE GEORGIA BOARD OF NURSING HOME ADMINISTRATORS RULE FOR CHAPTER 393-5-.02 LATE RENEWAL AND LATE RE-APPROVALS:**

**Purpose:** To specify terms for late renewals and late re-approvals.

**Main Features:** The amendment adds the term “Re-Approvals” as it relates to Preceptor and Training Site. In addition, it defines the late re-approval terms for Preceptors and Training Sites.

#### **DIFFERENCES BETWEEN THE EXISTING RULE AND THE PROPOSED AMENDMENTS TO THE GEORGIA BOARD OF NURSING HOME ADMINISTRATORS RULE FOR CHAPTER 393-5-.02 LATE RENEWALS AND LATE RE-APPROVALS:**

[**Note: underlined text is proposed to be added; lined-through text is proposed to be deleted.**]

#### **393-5-.02 Late Renewal and Late Re-Approvals.**

1. Each NHA license will expire and must be renewed by December 31<sup>st</sup> of odd numbered years. A NHA license not renewed by December 31<sup>st</sup> of odd numbered year will be considered a late renewal until March 31<sup>st</sup> of the following even numbered year by the payment of the current renewal fee, plus an additional 50% of the renewal fee. Late renewal applications must be accompanied by proof that all CE requirements have been met for the biennium.

2. Each Preceptor and/or Training site Board approval will expire and must be reapproved by December 31 of odd numbered years. A Preceptor and/or Training Site not reapproved by December 31<sup>st</sup> of odd numbered years will be considered a late reapproval until March 31<sup>st</sup> of the following even numbered year by the payment of the current reapproval administrative fee, plus an additional 50% of the reapproval administrative fee.

3. An individual may NOT practice as a nursing home administrator, or provide preceptor services and/or provide a training site for AITs, if the NHA license has not been renewed, or the preceptor and/or training site reapproved, by December 31<sup>st</sup> of odd numbered years.

**Authority: O.C.G.A. §§ 43-1-4, 43-1-24, 43-1-25, 43-27-4, 43-27-5, 43-27-8, 43-27-9 and 50-13-3.**

**SYNOPSIS OF PROPOSED CHANGES TO THE GEORGIA BOARD OF NURSING HOME ADMINISTRATORS RULE FOR CHAPTER 393-5-.03 LICENSE REINSTATEMENT:**

**Purpose:** To specify terms for reinstatement of a Nursing Home Administrator license.

**Main Features:** The amendment is intended to clarify the terms for reinstatement of a Nursing Home Administrator License.

**DIFFERENCES BETWEEN THE EXISTING RULE AND THE PROPOSED AMENDMENTS TO THE GEORGIA BOARD OF NURSING HOME ADMINISTRATORS RULE FOR CHAPTER 393-5-.03 LICENSE REINSTATEMENT:**

[Note: underlined text is proposed to be added; lined-through text is proposed to be deleted.]

**393-5-.03 License Reinstatement.**

~~(1) Expired License.~~

~~(a-1)~~ Failure to ~~late~~ renew ~~an expired~~ a license within three (3) months of its expiration date shall have the same effect as a surrender or revocation.

~~(b 2)~~ Reinstatement shall be at the discretion of the Board.

~~(2 3) Reinstatement of Surrendered or Revoked License due to expiration only.~~ In order to be considered for the reinstatement of a surrendered or revoked license, the applicant must submit a completed reinstatement application, pay the required fee and meet one of the following criteria:

~~(a) Person applying for reinstatement on or after April 1 must submit one of the following:~~

~~1. Submit a completed reinstatement application to the Board showing that the person has~~

~~(i) Retaken and passed the NAB Exam within one year of date of the application.~~

~~(ii) Obtained 40 contact hours or 4.0 CEUs directly related to the practice of Nursing Home Administrator within two years preceding the date of the application.~~

~~(iii) Paid the reinstatement fee as set by the Board, or~~

~~(b) Submit a completed reinstatement application to the Board and show that the person Has~~

~~1. A current license from another state with equivalent standards to the current Georgia Act with the verification from the other state.~~

~~(i) Practiced for a period of at least two years preceding the date of the reinstatement application.~~

~~(ii) Obtained 40 contact hours or 4.0 CEUs directly related to the practice of Nursing Home Administrator within two years preceding the date of the application.~~

~~(iii) Pay the reinstatement fee.~~

(a) If the license has been lapsed for two (2) years or less from the date of expiration, the applicant for reinstatement must provide certificates of completion of forty (40) contact hours or 4.0 CEUs directly related to the practice of Nursing Home Administrator obtained within two years preceding the date of the application as outlined in Board Rule # 393-13.

(b) If the license has been lapsed for more than two (2) years, but less than five (5) years from the date of expiration, the applicant must provide certificates of completion of eighty (80) contact hours or 8.0 CEUs directly related to the practice of Nursing Home Administrator obtained within two years preceding the date of the application as outlined in Board Rule Chapter 393-13.

(c) If the license has been lapsed for five (5) or more years from date of expiration, the applicant must provide verification of having retaken and passed the NAB exam within one year of the date of the application.

(d) If an applicant for reinstatement has been practicing as a Nursing Home Administrator in an approved state or jurisdiction, and holds a current unencumbered license, for a period of at least two (2) years preceding the date of the reinstatement application, the applicant must provide a current, official verification of licensure from the state or jurisdictions licensing authority, and certificates of completion of forty (40) contact hours or 4.0 CEUs directly related to the practice of Nursing Home Administrator within two (2) years preceding the date of the application as outlined in Board Rule Chapter 393-13.

(e 4) A surrendered or revoked license, due to other factors not related to allowing a license to expire, is subject to reinstatement at the discretion of the Board. The Board may restore or reissue a license and as a condition thereof may impose any disciplinary action.

**Authority:** O.C.G.A. §§ 43-1-4, 43-1-19, 43-1-24, 43-1-25, 43-27-4, 43-27-5, 43-27-8, 43-27-9 and 50-13-3.

**SYNOPSIS OF PROPOSED CHANGES TO THE GEORGIA BOARD OF NURSING HOME ADMINISTRATORS RULE FOR CHAPTER 393-13-.01 CONTINUING EDUCATION REQUIREMENTS. AMENDED:**

**Purpose:** To specify requirements for continuing education.

**Main Features:** The amendment changes the approved sponsor of emergency preparedness training from Georgia Safe Net to the Georgia Department of Public Health, CHCA or FEMA.

**DIFFERENCES BETWEEN THE EXISTING RULE AND THE PROPOSED AMENDMENTS TO THE GEORGIA BOARD OF NURSING HOME ADMINISTRATORS RULE FOR CHAPTER 393-13-.01 CONTINUING EDUCATION REQUIREMENTS. AMENDED:**

[Note: **underlined text is proposed to be added; lined-through text is proposed to be deleted.**]

**393-13-.01 Continuing Education Requirements. Amended.**

- (1) Forty (40) clock hours of continuing education are required biennially to renew a license.
- (2) A minimum of six (6) of the forty (40) hours shall be on Professional Development/Integrity and/or Resident Rights. These hours may not be earned through online or independent study. The main focus must be on standards of professional conduct, professional responsibility, malpractice and recognition of ethical dilemmas. Hours concerned exclusively with legislative issues will not be acceptable. A minimum of three (3) of the forty (40) hours shall be on Emergency Preparedness training. ~~These that hours~~ may not be earned through online or independent study, unless sponsored by ~~Georgia Safe Net~~ the Georgia Department of Public Health, or GHCA or FEMA. The main focus of these hours is disaster planning/preparedness.
- (3) The remaining thirty-one (31) clock hours shall be in any or all of the following health care subject areas:
  - (a) Resident Centered Care and Quality of Life;
  - (b) Gerontology and Special Populations;
  - (c) Human Resources;
  - (d) Finance/Financial Practice/Financial Integrity;
  - (e) Leadership Skills and Management;

(f) Ancillary Services Management/Development;

(g) Regulatory Compliance;

(h) Quality Assurance.

(4) Online study from a NAB/N.C.E.R.S. approved course is allowed (see # 5).

(5) No more than twenty (20) clock hours may be from any online provider, OR, one course. However, this limit does not apply to professional conferences which offer multiple presentations.

(6) The continuing education requirement for the first renewal of a license which was issued in even numbered years shall be twenty (20) hours in any combination of the categories set out above. Licensees obtaining licensure in odd numbered years shall not be required to obtain any continuing education hours prior to the first renewal cycle. The passing of the national examination at any time during the biennium shall be equal to twenty (20) hours of continuing education.

(7) A "Continuing Education Unit" (CEUs) shall be defined as ten (10) clock hours of continuing education.

(8) Continuing education hours must be obtained within the two year biennium renewal cycle (i.e. January 1st of Even Numbered years and December 31st of Odd Numbered years).

**Authority: O.C.G.A. §§ 43-1-4, 43-1-25, 43-1-24, 43-27-4 and 43-27-5**

**Mr. Kroell motioned, Ms. Robinson seconded, and the Board voted to repeal Rule 393-1-.02 Quorum and adopt Rule 393-4-.01 Definitions, Rule 393-4-.02 Administrator In Training (AIT) Program Requirements, Rule 393-5-.02 Late Renewal and Late Re-Approvals, Rule 393-5-.03 License Reinstatement, and Rule 393-13-.01 Continuing Education Requirements as posted for the 30-day minimum requirement. None opposed, motion carried.**

**Dr. Taylor motioned, Dr. Sauter seconded, and the Board voted that the formulation and adoption of these proposed rule amendments does not impose excessive regulatory cost on any licensee and any cost to comply with the proposed chapter cannot be reduced by a less expensive alternative that fully accomplishes the objectives of O.C.G.A. §§ 43-1-4, 43-1-25, 43-1-24, 43-27-4 and 43-27-5. Additionally, the formulation and adoption of this chapter will impact every licensee in the same manner and each licensee is independently licensed, owned and operated in the field of nursing home administration. None opposed, motion carried.**

**Ms. Mitchell motioned, Ms. Griffin seconded, and the Board voted to authorize the Executive Director to post a notice stating that preceptor and training site re-approval periods will now coincide with the Nursing Home Administrator license renewal period and authorize Ms. Baxter to submit the notice to GHCA for distribution. None opposed, motion carried.**

**Miscellaneous Board Discussion Items:**

- **Fee Schedule**

**Mr. Kroell motioned, Dr. Sauter seconded, and the Board voted to accept the proposed fee schedule as shown below to coincide with the rule changes adopted this date. None opposed, motion carried.**

## **Fee Schedule**

Application for Nursing Home Administrator-In-Training Approval (Administrative Cost Fee)	\$225.00
Application for Licensure by Endorsement	\$200.00
Application for Nursing Home (AIT) Training Site Approval (Administrative Cost Fee)	\$100.00
Application for Nursing Home (AIT Site) Preceptor Approval (Administrative Cost Fee)	\$ 75.00
Renewal Fee – NHA License (On or before 12-31 Odd # Years)	\$125.00
Administrative Cost Fee for Re-Approval – NH (AIT) Training Site	\$75.00
Administrative Cost Fee for Re-Approval – NH Preceptor License	\$50.00
Late Renewal Fee – NHA License (B/T 01-01 and 03-31 Even # Years)	\$187.50
Late Administrative Cost Fee for Re-Approval - NH Training Site (B/T 01-01 and 03-31 Even # Years)	\$112.50
Late Administrative Cost Fee for Re-Approval - NH Preceptor (B/T 01-01 and 03-31 Even # Years)	\$75.00
Application for Reinstatement as a Nursing Home Administrator	\$200.00
Application for Nursing Home Administrator Inactive status	\$100.00
Application to Reactivate Nursing Home Administrator License	\$200.00
Nursing Home Administrator License Pocket Card	\$ 25.00
License Verification	\$ 25.00
Decorative Wall Certificate (@ license has been issued and received)	\$ 50.00

**APPLICATION and RENEWAL/ADMINISTRATIVE RE-APPROVAL COST FEES ARE NON-REFUNDABLE**

**(Fees may be reviewed and changed at the discretion of the Board)**

**Make checks payable to the Georgia Nursing Home Administrators Board**

**NAB EXAM FEES ARE PAID DIRECTLY TO NAB**

**Checks returned for insufficient funds will be assessed a service charge pursuant to O.C.G.A. §16-9-20.**

- Correspondence: G. Anderson – NHA Exam

**Mr. Cook motioned, Dr. Taylor seconded, and the Board voted for the administrative staff to respond to Ms. Anderson that the rules require the completion of an Administrator In Training program. None opposed, motion carried.**

**Executive Session:**

**Mr. Kroell motioned, Ms. Card seconded, and the Board voted to enter into Executive Session in accordance with O. C. G. A. §43-1-2(k) (1) (2), § 50-14-2 (1), and 43-1-19(h) (2) &(4), to deliberate on applications, complaints, and to receive the Assistant Attorney General’s, and Cognizant reports. Voting in favor of the motion were Baxter, Cook, Taylor, Kroell, Card, Mitchell, Patterson, Sauter, Griffin, Robinson and Walter.**

**At the conclusion of Executive Session on Thursday, June 27, 2013, Ms. Baxter declared the meeting to be “open” pursuant to the Open and Public Meeting Act O.C.G.A. § 50-14-1 et seq.**

**Applications:**

**Mr. Kroell motioned, Dr. Sauter seconded, and the Board voted to accept the recommendations on the Applications and AIT monthly reports as presented. None opposed, motion carried.**

**ADMINISTRATOR IN TRAINING – MONTHLY REPORTS**

1.	Adams, Jacquelyne	Reports Approved
2.	Akande, Olapeju	Reports Approved
3.	Barnard, Monica	Reports Approved
4.	Bowman, Stephanie	Reports Approved
5.	Carrazana, George	Reports Approved
6.	Conley, Rebecca	Reports Approved
7.	Davis, Betty	Reports Approved
8.	Devero, Annie	Reports Approved
9.	Eppinger, Lisa	Reports Approved
10.	Feliciano, Mia Antoinetta	Reports Approved
11.	Green, Cassondra	Reports Approved
12.	Harris, Theresa	Reports Approved
13.	Hayes, Micahel	Reports Approved
14.	Joseph Elize	Reports Approved
15.	King, Christopher	Reports Approved
16.	Lee, Nelva	Reports Approved
17.	Lewis, John	Reports Approved
18.	Morris, Amy	Reports Approved
19.	O’Rourke, Robert	Reports Approved
20.	Singleton, Sharon	Reports Approved
21.	Watson, Andrea	Reports Approved
22.	West, Glenda	Reports Approved

- |     |                  |                  |
|-----|------------------|------------------|
| 23. | Whatley, Simone  | Reports Approved |
| 24. | Whittaker, Shawn | Reports Approved |
| 25. | Wrenn, Richard   | Reports Approved |

**APPLICANTS FOR APPROVAL AS AN ADMINISTRATOR IN TRAINING:**

- |    |                   |  |
|----|-------------------|--|
| 1. | B. C.             | Pending additional information                     |
| 2. | A. G.             | Pending additional information; Mr. Kroell recused |
| 3. | Logan, Lynda      | Approved for training                              |
| 4. | Prosser, Arnetria | Approved for training                              |

**APPLICATIONS BY ENDORSEMENT:**

- |    |                   |                        |
|----|-------------------|------------------------|
| 1. | Davis, Latonya    | Approved for licensure |
| 2. | Dunson, Stephen   | Approved for licensure |
| 3. | Holloway, Cody    | Approved for licensure |
| 4. | Rabuka, Michael   | Approved for licensure |
| 5. | Townsend, Sher V. | Approved for licensure |
| 6. | Vanegas, Carlos   | Approved for licensure |

**APPLICANTS FOR LICENSURE BY REINSTATEMENT:**

- |    |                    |                        |
|----|--------------------|------------------------|
| 1. | Hollander, Richard | Approved for licensure |
|----|--------------------|------------------------|

**APPLICATIONS AS AN APPROVED TRAINING SITE:**

- |    |                             |               |
|----|-----------------------------|---------------|
| 1. | Cook Senior Living Center   | Approved Site |
| 2. | Lake Crossing Health Center | Approved Site |
| 3. | The Place at Martinez       | Approved Site |
| 4. | Wrightsville Nursing Home   | Approved Site |

**APPLICANTS FOR APPROVAL AS A PRECEPTOR:**

- |    |                |                    |
|----|----------------|--------------------|
| 1. | Allen, Aurie   | Approved Preceptor |
| 2. | Hurst, Denene  | Approved Preceptor |
| 3. | Price, Dorothy | Approved Preceptor |
| 4. | Oden, Wynne    | Approved Preceptor |

**Professional Practice Committee Report:**

**Cases closed, no additional actions required:**

- NHA130066, NHA130067, NHA130070, NHA130072, NHA130073, NHA130074, NHA130075, NHA130076, NHA130077, NHA130078, and NHA130079.

**Dr. Taylor motioned, Dr. Sauter seconded, and the Board voted to accept the recommendations on the Professional Practice Committee report as presented. None opposed, motion carried.**

**Attorney General's Report:**

Ms. Janet Jackson, Assistant Attorney General provided a status report to the Board, which included information on any cases referred for action, requests for advice and/or requests for authority for proposed rules.

**Mr. Kroell motioned, Ms. Mitchell seconded, and the Board voted to accept the Attorney General's Report as presented. None opposed, motion carried.**

**Executive Session Minutes:**

- April 9, 2013

**Dr. Sauter motioned, Ms. Griffin seconded, and the Board voted to approve the April 9, 2013 Executive Session Minutes as amended. None opposed, motion carried.**

**Additional Business:**

Ms. Baxter, Board Chair, announced she has been re-appointed to the Board for another term.

Officer Elections:

**Mr. Kroell motioned, Mr. Cook seconded, and the Board voted to elect Ms. Barbara Baxter as Chair of the Georgia Board of Nursing Home Administrators. None opposed, motioned carried.**

**Ms. Card motioned, Mr. Kroell seconded, and the Board voted to elect Ms. Norma Jean Morgan as Vice-Chair of the Georgia Board of Nursing Home Administrators pending Ms. Morgan's acceptance. None opposed, motion carried.**

**With no additional business to be discussed, the Board adjourned the conference call meeting at 10:03 a.m.**

Minutes recorded by:

Hope Harrison, Board Support Specialist

Minutes reviewed and edited by:

Brig Zimmerman, Executive Director

BARBARA BAXTER

BRIG ZIMMERMAN,

Board President

Executive Director, Healthcare 1

These minutes were approved on October 2, 2013