

GEORGIA STATE BOARD OF NURSING HOME ADMINISTRATORS
Meeting Minutes – July 30, 2015

The Georgia State Board of Nursing Home Administrators met on Thursday, July 30, 2015 in the Board office at 237 Coliseum Drive, Macon, Georgia 31217.

Members Present:

Barbara Baxter, NHA, Chair
Barbara Mitchell, NHA, Vice-Chair
Terrell Cook, NHA
Kerry Smith, NHA
Scott Kroell, Hospital Administrator
Diane Patterson, NHA
Donna Huffstutler, NHA
Dare Domico, Educator
Kay Watkins, Public at Large
Carolyn Hill, RN

Board Members Absent:

Dennis Taylor, Jr., M.D.

Others Present:

Brig Zimmerman, Executive Director, HC-1
Hope Harrison, Licensure Analyst
Mary Katherine Lindsey, BSS

Attorney General's Office:

Janet Jackson, Assistant Attorney General

Ms. Baxter, Board Chair, established that a quorum was present and called for a meeting of the Board to order at 9:02 a.m.

Oaths of Office:

- Carolyn Hill executed the Oath of Office and was duly sworn in as a Board member of the Georgia Board of Nursing Home Administrators.

Agenda: Approved as presented with two late agenda item added: Non-Compliance with Board Order and Rule 393-3-4 Examination.

Assistant Attorney General Janet Jackson presented an orientation for the new board members discussing the statutory provisions of the open meetings, open records act, other relevant code sections of Georgia laws, and Board member roles and expectations in serving on this Board.

Chair Report:

Ms. Baxter shared information from her attendance at the NAB conference in Philadelphia, PA; reported she was appointed to the NAB Bylaws Committee.

Correspondence:

- No correspondence was presented.

Minutes:

- April 2, 2015

Ms. Patterson motioned, Ms. Domico seconded and the Board voted to approve the corrected meeting minutes of April 2, 2015. None opposed, motion carried.

Miscellaneous Rules Discussion – Proposed Amendments:

Note: Underlined text is proposed to be added; lined-through text is proposed to be deleted.

- **393-3-.04 Examination.**

(1) An applicant must take and pass a Board approved national examination within two months of completion of the AIT program, and not before.

(2) An applicant must complete all requirements for licensure within one year of the date of approval of the application or date AIT program began.

(3) If the applicant fails to complete the application process including passing of the national exam, within ~~that~~ one year's-timeframe, the applicant must submit a new application, current documentation and fee. Mitigating circumstances regarding the application of this rule may be considered by the Board

- **393-5-.01 Renewal of License.**

(1) Nursing Home Administrator licenses shall expire on December 31st ~~st~~ of the each odd-numbered years.

(a)) Renewal fee is due by December 31st ~~of the each~~ odd-numbered year.

(2) 40 hours of CE must be obtained ~~within the current biennial renewal period~~ during the two year active licensure cycle (i.e. between January 1st of every even numbered year after the expiration date, through December 31st of the subsequent odd numbered year/next expiration date).

(a) Unless the licensee is audited by the Board, it is the responsibility of the licensee to ~~keep~~ maintain records of the 40 hours of CE per renewal for a period of three years.

(3) Nursing Home Administrator Preceptor and Nursing Home Administrator Training site approvals also expire on December 31st of every odd-numbered year.

(a)) Renewal fee is due by December 31st of each odd-numbered year.

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

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

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

(3) 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) 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.

(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.

(5) Failure to renew a Preceptor or Training Site approval within three (3) months from its expiration date shall have the same effect as a surrender or revocation of a license.

(a) Reinstatement of Preceptor or Training Site approvals shall be at the discretion of the Board.

(b) In order to be considered for reinstatement of a Preceptor or Training Site approval, the applicant must submit a completed reinstatement application, pay the required fee and provide any supporting documentation required on the application form.

- **393-9-.01 Application by Endorsement.**

(1) Licensure by endorsement refers to licensure for applicants who hold a current valid Nursing Home Administrators license in other states and are applying for ~~license~~ consideration of licensure in Georgia as a Nursing Home Administrator.

(2) The Endorsement applications, other Board forms and ~~the a current listing for of the Board approved and disnon-approved states for endorsement are available at the following on the Board web site:~~

www.sos.state.ga.us/plb/nursinghome.

(3) The Board may in its discretion deny licensure to an applicant who has had disciplinary action taken against him or her by any licensing authority or professional organization, or whose record reflects any other matter that puts in question his or her competency to be a Nursing Home Administrator.

- **393-9-.02 Qualifications of Applicants by Endorsement.**

Licensure in Georgia by Endorsement from one of the states on the Board approved states list may be granted to a Nursing Home Administrator who is at least 21 years of age, of reputable and responsible character, and a citizen of the United States or ~~have a registration card indicating valid residency and work status in the United States~~ a qualified alien under the Federal Immigration and Naturalization Act, and be lawfully present in the United States, and must satisfy one of the alternatives delineated below.

(a) Applicants from the approved states list ~~must send~~ shall submit the aApplication by Endorsement, fee, affidavit of Applicant and a cause a verification of licensure be sent, currently active or not, from every state licensed- in currently, or having ever held a license in, directly to the Georgia Board from the issuing entity. .- ~~The application must be received 14 days prior to the next Board meeting.~~

(b) Applicants from the ~~dis non-approved states list must send~~ shall submit the aApplication by Endorsement, fee, Affidavit of Experience for one year as a licensed administrator, Affidavit of Applicant, evidence of twenty (20) hours of CEUs obtained within one year of prior to the date on of application, official NAB score, and cause a verification of licensure be sent, currently active or not, from every state ever licensed- in currently, or having ever held a license in, directly to the Georgia Board from the issuing entity.

(c)) ALL endorsement applicants must NOT have any Board sanctions or other disciplinary actions taken by another state or jurisdiction.

Mr. Kroell motioned, Mr. Cook seconded, and the Board voted to refer the proposed rule amendments to the AG's office for a Memo of Statutory Authority, and for the Executive Director to post the minutes upon receipt of authority for the required minimum of thirty days for public view and comment, with a public rules hearing to follow as soon as possible. None opposed, motion carried.

The Board discussed the potential economic impact of these rule amendments upon their licensees. Mr. Kroell motioned and Ms. Patterson seconded, and the Board voted that the formulation and adoption of this proposed rule amendment 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. § 43-27. Additionally, the Board voted that it is not legal or feasible to meet the objectives of O.C.G.A. § 43-27 to adopt or implement differing actions for businesses as listed in O.C.G.A. § 50-13-4(a)(3)(A), (B), (C) and (D). 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, Mr. Cook seconded and the Board voted to approve the ratify list of licenses issued between meetings as presented. None opposed, motion carried.

Ratify List: April 1, 2015 to July 27, 2015

License No.	Name	Profession
NHA005630	Gilliam, Katherine	Nursing Home Administrators
NHA005631	Jones, Craig Allen	Nursing Home Administrators
NHA005632	Turner, Mico Brenitta	Nursing Home Administrators
NHA005633	Omodara, Tamika Renee	Nursing Home Administrators
NHA005634	Franklin, Freddie Lenoris	Nursing Home Administrators
NHA005635	Parker, Craig Matthew	Nursing Home Administrators
NHA005636	Valleray, Kaline Elody	Nursing Home Administrators
NHA005637	Wilcox, Alexi D	Nursing Home Administrators
NHA005638	Hill, Christopher R	Nursing Home Administrators
NHA005639	Williamson, Debra A	Nursing Home Administrators
NHAP000193	Orne, Deborah V	Nursing Home Administrators
NHAP000194	Tanner, Gail B	Nursing Home Administrators
NHAP000195	Dickerson, Rena Ann	Nursing Home Administrators
NHAP000196	Lambert, Reno D	Nursing Home Administrators
NHAS000211	Azalealand Nursing Home	Nursing Home Administrators
NHAS000212	McRae Manor Nursing Home	Nursing Home Administrators
NHAS000213	Signature Healthcare at Tower Road	Nursing Home Administrators
NHAS000214	Shamrock Nursing & Rehabilitation	Nursing Home Administrators
NHAS000215	Friendship Health & Rehab	Nursing Home Administrators
NHAT000266	Newsome, Lorie Ann Scott	Nursing Home Administrators
NHAT000267	Smith, Shawna Lynn	Nursing Home Administrators
NHAT000268	Edge, James Clinton	Nursing Home Administrators
NHAT000269	Hughes, Lori Lynn	Nursing Home Administrators
NHAT000270	Slocumb, Natalie Renee	Nursing Home Administrators
NHAT000271	Goberdhan, Bhojraj	Nursing Home Administrators
NHAT000272	Jones, Crystal Sterling	Nursing Home Administrators

Board Appearance:

- Timothy Heath - Appeared with Attorney, Frances Cullen, Esq.

Mr. Cook motioned, Mr. Kroell seconded, and the Board voted to rescind the prior Board denial of Mr. Heath's reinstatement application, and to refer the applicant to the AG's office for a Consent Agreement for Reinstatement Order. Eight members approved, two members opposed, motion carried.

Ms. Mitchell motioned, Ms. Domico 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 the prior meetings applicant interview, applications and the Professional Practices Committee and Attorney Generals reports. Voting in favor of the motion were Baxter, Cook, Huffstutler, Kroell, Mitchell, Patterson, Watkins, Smith, Domico and Hill.

At the conclusion of Executive Session on Thursday, July 30, 2015, 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.

Professional Practice Committee Report:

Cases recommended for closure. no additional actions required – DCH Surveys/In Compliance:

- NHA150013, NHA160002

Mr. Kroell motioned, Ms. Domico seconded and the Board voted to accept the Professional Practices Committee recommendations on the above named complaints/surveys. None opposed, motion carried.

Referral to DCH:

- NHA150014, NHA160003

Mr. Kroell motioned, Ms. Domico seconded and the Board voted to refer the above complaint to the Department of Community Health. None opposed, motion carried.

Non-Compliance with a Board Order:

- T.O. Non-Compliance with Board Order presented to full Board by ED Zimmerman;
Following discussion, Board recommended to refer to AG's office.

Ms. Huffstutler motioned, Ms. Watkins seconded and the Board voted to refer T.O to the AG's office for non-compliance with a Board Order. 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.

Ms. Patterson motioned, Ms. Watkins seconded and the Board voted to accept the Attorney General's report as presented. None opposed, motion carried.

Applications:

- R.G. Refer to SOS Legal
- A.S. Deny
- R.W. Pending additional Information
- K.W. Application approved, issue license
- A.D. Application approved, issue license

Ms. Domico motioned, Ms. Huffstutler seconded and the Board voted to accept the recommendations made on all applications presented. None opposed, motion carried.

Applicant Interview:

- A.D. Application approved, issue license

Executive Session Minutes:

- April 2, 2015 Recommendation to accept as presented.

Ms. Patterson motioned, Mr. Kroell seconded and the Board voted to approve the Executive Session minutes of April 2, 2015 as presented. None opposed, motion carried.

Board Orders with Monetary Fines – Board Policy:

Ms. Patterson motioned, Mr. Kroell seconded, and the Board voted on a policy that all Board Orders containing a monetary fine include the language that the license will not be issued until the fine amount is paid in full. None opposed, motion carried.

The next scheduled Board meeting is October 1, 2015, Board Offices, Macon, GA

Mr. Kroell motioned, Ms. Huffstutler seconded and the Board meeting was adjourned at 1:53 a.m.

Minutes recorded, reviewed and edited by:

Mary Katherine Lindsey, BSS
Brig Zimmerman, Executive Director

BARBARA BAXTER
Chair

BRIG ZIMMERMAN,
Executive Director, Healthcare 1

These minutes were approved: **October 1, 2015**