

**GEORGIA STATE BOARD OF NURSING HOME ADMINISTRATORS**  
**Meeting Minutes – October 1, 2015**

The Georgia State Board of Nursing Home Administrators met on Thursday, October 1, 2015 in the Board office at 237 Coliseum Drive, Macon, Georgia 31217.

**Members Present:**

Barbara Baxter, NHA, Chair  
Barbara Mitchell, NHA, Vice-Chair  
Kerry Smith, NHA  
Scott Kroell, Hospital Administrator  
Dianne Patterson, NHA  
Donna Huffstutler, NHA  
Kay Watkins, Public at Large  
Carolyn Hill, RN (via teleconference)

**Board Members Absent:**

Dennis Taylor, Jr., M.D.  
Dare Domico, Educator  
Terrell Cook, NHA

**Others Present:**

Brig Zimmerman, Executive Director, HC-1  
Mary Katherine Lindsey, BSS  
Amanda Allen, Supervisor HC-1  
Chrissy Lewis, Licensure Analyst  
Hope Harrison, Licensure Analyst

**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.

**Agenda:** Approved with 7 late agenda items – Rule amendments proposed:

- 393-3-.02 Licensure Requirements
- 393-3-.04 Examination
- 393-4-.02 Board Approved AIT Program Requirements
- 393-5-.01 License Renewal
- 393-5-.03 License Reinstatement
- 393-9-.01 Application by Endorsement
- 393-9-.02 Qualifications of Applicants by Endorsement

**Minutes:**

- July 30, 2015
- September 10, 2015 Conference Call

**Mr. Kroell motioned, Ms. Watkins seconded and the Board voted to approve the amended meeting minutes of July 30, 2015. None opposed, motion carried.**

**Ms. Patterson motioned, Ms. Mitchell seconded and the Board voted to approve the amended meeting minutes of September 10, 2015 Conference Call Minutes. None opposed, motion carried.**

**Rules Discussion:**

**393-3-.02 Licensure Requirements. Amended.**

A person who seeks licensure by examination as a nursing home administrator must show the following:

(a) Be at least 21 years of age;

- (b) Be of reputable and responsible character;
- (c) Be a citizen of the United States or have a registration card indicating valid residency and work status in the United States;
- (d) Be qualified to work in a skilled nursing home as outlined in state and federal guidelines and Board rules. The following are the education requirements accepted by the Georgia Nursing Home Administrators Board:
  1. A doctorate or master's degree in health administration, health services administration, health care administration, or nursing, or other related healthcare degrees, and a 500 hour Georgia AIT program; or
  2. A baccalaureate degree in health administration, health services administration, health care administration, or nursing, or other healthcare related degree, and a 1000 hour Georgia AIT program; or
  3. An associate degree in nursing or licensed practical nursing certification with four years of full time work in any skilled nursing facility with the last two years being in management, and a 1500 hour Georgia AIT program; or
  - ~~3~~ 4. Six years of full-time work in any skilled nursing facility with the last three years being in management and no less than 48 semester units or 90 quarter units of college, plus a 2000 hour Georgia AIT program, or
  - 4 ~~5~~. Eight years full time experience in a skilled nursing facility with the last five years being in management, a High School Diploma, and a 2000 hour Georgia AIT program.
- (e) Management experience is defined as full-time employment as a department manager or licensed professional supervising a staff of two or more employees in a skilled nursing facility or skilled nursing hospital unit.
- (f) Education is defined as one year of college with 45 quarter hours or 24 semester hours of course work at an educational institution accredited by a regional body recognized by the Council of Post Secondary Accreditation (like SACS).
- (g) If an applicant does not meet these requirements but does have a doctorate, masters or baccalaureate degree in a field outside of healthcare, the applicant would be required to complete a 2000 hour AIT program in Georgia to qualify for licensure.

**Mr. Kroell motioned, Ms. Huffstutler seconded, and the Board voted to refer the proposed rule amendments to 393-3-.02 to the AG's office for a Memo of Statutory Authority, and for the Executive Director to post the proposed rule amendments 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.**

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

- (1) An applicant must take and pass a Board approved national examination upon the Board approved completion of the AIT program and not before.
- (2) An applicant must complete all requirements for licensure as a Nursing Home Administrator within one year six (6) months of the date of the Board approval of the AIT program completion application.
- (3) If the applicant fails to complete the Nursing Home Administrator application process, including passing of the national exam, within ~~that year's~~ the six (6) month timeframe, the application will be withdrawn and the applicant must submit a new application, current documentation and fee.
- (4) At the sole discretion of the Board, mitigating circumstances may be considered regarding the application of this rule.

**Ms. Mitchell motioned, Mr. Kroell seconded, and the Board voted to refer the proposed rule amendments to 393-3-.04 to the AG's office for a Memo of Statutory Authority, and for the Executive Director to post the proposed rule amendments 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.**

#### **393-4-.02 Administrator In Training (AIT) Program Requirements**

- (1) ~~All~~ **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).
- ~~(2)~~ **(2)** A person who intends to qualify for a **Nursing Home Administrators license and** 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 meeting the requirements of ~~Rule~~ **Chapter 393-3** and successfully 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.

(3) ~~Board Approved Nursing Home Training Site.~~ **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 A nursing home with sixty (60) to one hundred (100) licensed beds may be approved for a maximum of one (1) AIT;
2. a A nursing home with one hundred and one (101) or more licensed beds may be approved for a maximum of two (2) 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 Site;
2. Copies 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) 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 training 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.

(4) ~~Nursing Home Administrator Preceptor~~ **Nursing Home Administrator Preceptor**

(a) The preceptor is solely responsible for ensuring that the AIT complies with the laws and rules of the Board, and must attest to such compliance on monthly reports as well as upon a final completion report of the AIT program.

1. It is the responsibility of the preceptor to assure each monthly and final completion report is completed correctly, completely and accurately.
2. Each monthly report shall only contain AIT hours accrued within the calendar month, regardless of the dates or number of hours. Do not combine calendar months into one report.

(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 AIT is afforded a broad and comprehensive experience.

(c) To be approved as a Nursing Home Administrator Preceptor, the applicant must submit the application, 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 ~~completed~~ 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) 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 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.

~~(5) The starting date of an AIT program will be determined upon receipt of completed application, the non-refundable fee, and a currently approved Preceptor and AIT Site by the Board (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)).~~ If the Training Site 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 approval is 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.

## **(5) Preceptor and Training Site Re-Approval Process**

(a) Failure to obtain re-approval of a Preceptor or Training Site within three (3) months from its expiration date will require new applications, fees and all supporting documents to be submitted.

(b) After April 1<sup>st</sup> of every EVEN numbered year, in order to be considered for the reinstatement of a Preceptor or Training Site approval, the Preceptor of Record for the Training Site must submit a completed Reinstatement of Preceptor Approval application, and a Training Site Approval application, pay the required fees and provide any supporting documentation required on the application forms.

(c) Any training conducted on or after January 1<sup>st</sup> of every EVEN numbered year without the Board's re-approval of the current Preceptor and Training Site shall not be accepted by the Board towards the required hours of the AIT program being conducted.

(d) Re-Approval of Preceptors and Training Sites shall be at the sole discretion of the Board.

### **(6) Administrator In Training (AIT) Program. Administrator In Training (AIT) Program**

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

(b) An AIT program occurs from a minimum of 500 clock hours to a maximum of 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 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/laundry, business office, leadership, quality improvement, disaster preparedness and supervisory management techniques;
2. Allotted time for participation in professional meetings and staff meetings, but cannot dominate training hours each week;

(d) ~~A m~~Monthly reports ~~is~~ are to be submitted to the Board ~~beginning no later than~~ thirty (30) days from the ~~starting date of the AIT~~ last day of the training month completed. 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. Any denied hours/reports by the Board must be addressed by the Preceptor and the AIT in a timely manner and no additional monthly reports will be reviewed/approved until the denied hours/reports are resolved.

(e) The Board may request the ~~AIT and/or the preceptor~~ Preceptor and/or AIT to meet with the Board to discuss the 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~~" new Preceptor and the AIT 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~~" new Preceptor. The Board will review the circumstances and determine if the AIT can proceed under the "~~interim~~" new Preceptor. Once approved by the Board, the AIT may continue his/her program.

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

(h) An 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. The Board must receive notice in the event of discontinuance of training for military service and for any other reason as well.

(i) An AIT ~~applicant~~ may take the national examination ~~prior to~~ within six (6) months of the Board approved completion of the AIT program and submission of a Nursing Home Administrator application for licensure ~~completion of the AIT program and not before.~~ However, the NHA license shall not be issued until the AIT program is completed satisfactorily.

(j) The starting date of an AIT program will be determined upon receipt of completed application, the non-refundable fee, and a currently approved Preceptor and AIT Site by the Board (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)).

1. If the Preceptor and Training Site have not been pre-approved by the Board, the AIT application cannot be approved until both the Preceptor and Training Site have been approved.

2. The Preceptor must attest on the application that it is complete and meets all qualifications prior to submitting it to the Board for consideration. The Preceptor is responsible for all documentation submitted to the Board for approval of his/her AIT.

**Mr. Kroell motioned, Ms. Huffstutler seconded, and the Board voted to refer the proposed rule amendments to 39304-.02 to the AG's office for a Memo of Statutory Authority, and for the Executive Director to post the proposed rule amendments 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.**

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

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

~~(a) Renewal fee is due by December 31<sup>st</sup> of the odd year.~~

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

~~(a) 3) Unless the licensee is audited by the Board, it~~ 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.

(4) 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 in Rule Chapter 393-13.

(5) 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.

**Ms. Mitchell motioned, Ms. Watkins seconded, and the Board voted to refer the proposed rule amendments to 393-5-.01 to the AG's office for a Memo of Statutory Authority, and for the Executive Director to post the proposed rule amendments 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.**

### **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 # Chapter 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) The continuing education requirement for the first renewal of a license which was reinstated in even numbered years shall be twenty (20) hours in any combination of the categories set out in Rule Chapter 393-13.

(5) Reinstated licenses issued 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.

~~(46)~~ 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.

**Ms. Mitchell motioned, Ms. Patterson seconded, and the Board voted to refer the proposed rule amendments to 393-5-.03 to the AG's office for a Memo of Statutory Authority, and for the Executive Director to post the proposed rule amendments 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.**

### **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](http://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.

**Mr. Smith motioned, Ms. Huffstutler seconded, and the Board voted to refer the proposed rule amendments to rule 393-9-.01 to the AG's office for a Memo of Statutory Authority, and for the Executive Director to post the proposed rule amendments 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.**

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

(1) Licensure in Georgia by Endorsement 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-2)~~ Applicants from the approved states list ~~must send~~ shall submit the aApplication by Endorsement, the fee, aAffidavit of Applicant and cause a verification of licensure be sent directly to the Georgia Board from every state licensed or jurisdiction in which the licensee has ever held a license. The application must be received 14 days prior to the next Board meeting.

~~(b-3)~~ Applicants from the ~~dis non-~~approved states list ~~must send~~ shall submit the aApplication by Endorsement, the 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 directly to the Georgia Board from every state licensed or jurisdiction in which the licensee has ever held a license.

~~(c 4)~~ ALL endorsement applicants must NOT have any Board sanctions 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.

**Ms. Patterson motioned, Ms. Watkins seconded, and the Board voted to refer the proposed rule amendments to 393-9-.02 to the AG's office for a Memo of Statutory Authority, and for the Executive Director to post the rules**

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.

Ms. Patterson motioned, Ms. Watkins seconded, and the Board voted that the formulation and adoption of the proposed rule amendments to 393-3-.02, 393-3-.04, 393-4-.02, 393-5-.01, 393-5-.03, 393-9-.01 and 393-9-.02 do 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. Additionally, the Board voted that it is not legal or feasible to meet the objectives of O.C.G.A. 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.

**2016 Board Meeting Schedule:**

- Thursday, January 28, 2016  
*Macon - Board Offices @ 9:00 a.m.*
  
- Thursday, April 28, 2016  
*\*Conference Call Meeting @ 9:00 a.m.*
  
- Thursday, July 28, 2016  
*Macon - Board Offices @ 9:00 a.m.*
  
- Thursday, October 13, 2016  
*\*Conference Call Meeting @ 9:00 a.m.*

Ms. Hill motioned, Ms. Watkins seconded, and the Board voted to accept the 2016 Board meeting schedule as presented. None opposed, motion carried.

Ms. Mitchell motioned, Ms. Hill 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, Huffstutler, Kroell, Mitchell, Patterson, Watkins, Smith, and Hill.

At the conclusion of Executive Session on Thursday, October 1, 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:**

- NHA140007, NHA140016, NHA140018, NHA140021, NHA150001, NHA150003, NHA150006, NHA150012, NHA150014, NHA150015, NHA160003 and NHA160006

**To Remain Pending:**

- NHA160001, NHA160005, NHA160007

Ms. Huffstutler motioned, Mr. Kroell seconded and the Board voted to accept the Professional Practices Committee recommendations on the above named complaints/surveys. 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. Mitchell motioned, Ms. Huffstutler seconded, and the Board voted to accept the recommendation of clarification on the Board Order of T.H. as presented by the AG's office. None opposed, motion carried.**

**Ms. Patterson motioned, Ms. Watkins seconded, and the Board voted to close NHA150012 and NHA160006 previously referred to the AG's office. None opposed, motion carried.**

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

**Applications:**

**Recommendation:**

- R. K. Issue license/Endorsement

**Ms. Mitchell motioned, Ms. Huffstutler seconded and the Board voted to accept the recommendations made on the application of R.K. as presented. None opposed, motion carried.**

**Applicant/Licensee Interview:**

**Recommendation:**

- P.J. Attend GHCA Preceptor Program; LOC

**Mr. Kroell motioned, Ms. Patterson seconded, and the Board voted to accept the recommendations of the applicant interview of P.J. as presented. None opposed, motion carried.**

**Executive Session Minutes:**

**Recommendation:**

- July 30, 2015 Accept as amended
- September 10, 2015 Conference Call Accept as presented.

**Ms. Patterson motioned, Ms. Mitchell seconded and the Board voted to approve the Executive Session minutes of July 30, 2015 as amended. None opposed, motion carried.**

**Ms. Patterson motioned, Ms. Watkins seconded and the Board voted to approve the Executive Session Conference Call minutes of September 10, 2015 as presented. None opposed, motion carried.**

The next scheduled Board meeting is January 28, 2016, Board Offices, 237 Coliseum Drive Macon, GA 31217.

**Ms. Watkins motioned, Mr. Smith seconded and the Board meeting was adjourned at 1:25 p.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: **January 28, 2016**