

**Georgia State Board of Long-Term Care Facility Administrators**  
**Teleconference Board Meeting Minutes – October 10, 2024**  
Professional Licensing Boards Division of the Secretary of State  
237 Coliseum Drive, Macon, Georgia 31217

**Members Present:**

- Barbara Mitchell, Chair
- Barbara Baxter, Vice Chair
- Norma Jean Morgan
- Beth Cayce
- Chap Nelson
- Darcy Watson
- Kim Pitsenbarger
- Shanna Dupree

**Others Present:**

- Brad Coman, Executive Director
- Melanie Foster, Licensing Supervisor
- Robyn Henley, Licensing Analyst
- Kristin Mitchell, Board Support Specialist
- Tommy McNulty, Senior Assistant Attorney General

**Members Absent:**

- Staci Kennedy
- Tim Bush

*Note: Visitors are excused during Executive Session unless scheduled for a personal appearance.*

Barbara Mitchell, Chair, noted that a quorum was present, called the meeting to order at 9:02 a.m., and declared the meeting to be “open” pursuant to the Open and Public Meeting Act, O.C.G.A. §§50-14-1 et seq.

**OPEN SESSION**

**Agenda**

Barbara Baxter moved, Chap Nelson seconded, and the Board voted to approve the October 10, 2024, agenda.

**Minutes**

Chap Nelson moved, Norma Jean Morgan seconded, and the Board voted to approve the July 11, 2024, Open Meeting minutes and Executive Session minutes.

**Ratification List**

Licenses Issued 7/8/2024 through 10/2/2024 (Total – 74): Chap Nelson moved, Barbara Baxter seconded, and the Board voted to ratify the licenses issued between meetings by application and reinstatement in accordance with Board Rules and Policies.

License #	Licensee
NHAP000307	Brian Elbert Coleman
ALCA000762	Latasha Shonta Lawton
ALCA000763	Leslie Swords
ALCA000764	Andrea Hunter
ALCA000765	Shonda Marie Brown
ALCA000766	Aleshia L Jenkins
ALCA000767	Tammy Phillips
PCHA000268	James Juhn
NHA006185	Candice Taylor-Dennis
ALCA000768	Sakinah Takiya Wood
NHA006186	Rebecca Jacobs Carruth

License #	Licensee
ALCA000769	Briggett Azalea Bartlett
ALCA000770	Brenda Thornton
ALCA000771	Nicole Pouncey
PCHA000269	Kristine D Shuman
ALCA000772	Maghan A Diaz
ALCA000773	Rickita Renee Wells
PCHA000270	Rickita Renee Wells
NHA006187	Andrea Graham
NHAT000540	Deanna Mia Sinha
ALCA000774	Heather MacLagan
ALCA000775	Melina Escobar

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License #	Licensee
PCHA000271	Sherry L Touchstone
ALCA000776	Sherry L Touchstone
PCHA000272	Melina Escobar
ALCA000777	Anna Hopkins Riley
PCHA000273	Shane Thomas Martin
PCHA000274	Wendi Phillips
ALCA000778	Dana Gail Chandler
PCHA000275	Sundra Walker
ALCA000779	Susan Tenai
ALCA000780	Julia Paima
ALCA000781	Christina Elizabeth Allen
ALCA000782	Kelli Clark
PCHA000276	Cherie Fortson
PCHA000277	Paul Kennedy Jr
ALCA000783	Ramesh Ramchandran
ALCA000784	Brittany Hereth
PCHA000278	Mary Catherine Fuller
ALCA000785	Stephanie Cameryas Gantt
ALCA000786	Steven Eric Ward
ALCA000787	Daylee Marie Thompson
ALCA000788	Chantelle S. Cudger
ALCA000789	Heather Blane
NHAT000541	Chrystal Stinson
NHA006188	Rolando LaMonte' Carter
ALCA000790	Tammy Gosier
NHAT000542	Ethan Hunter Barnhill

License #	Licensee
NHA006189	Benjamin Afue Ayuk
ALCA000791	Anita M Khan
NHA006190	Shannah Priester Martin
ALCA000792	Jodi Shavon Battle
ALCA000793	Michael Joseph Barry
ALCA000794	Jessica Helen Sears
ALCA000795	Michael Preston Ferguson
PCHA000279	Tammy Lorene Logue
ALCA000796	Charity Bradford Chambers
ALCA000798	Nicole Harris
ALCA000797	Santasha Siggers
PCHA000280	Steven Eric Ward
ALCA000799	Stacy Lynn Leyva
ALCA000800	Janet Allison Hammond
ALCA000801	Fonkwe Desmond Tamonkeng
ALCA000802	Antronette Darrell
NHA006191	Megan Lengerich
NHA006192	Kathie Marie Head
NHA006193	Theresa McNeal
ALCA000803	Mirvete Letty Cockrum
NHA006194	Takyra Nicole Byers
ALCA000804	Shanita Quentera Hall
NHA006195	Julius Freeman
PCHA000281	Chantelle S. Cudger
ALCA000805	Jennifer Lynn Turner
PCHA000282	Kristina Lynn Barnes

**Rules Hearing:**

Barbara Mitchell, Chair, called the rule adoption hearing to order at 9:06 a.m. and noted that the hearing was being recorded. Executive Director, Brad Coman noted that no written comments regarding the proposed amendments had been received and there were no visitors present who wished to offer comments.

**CHAPTER 393-9 RECIPROCITY**

The Board believes it is necessary to amend Rule 393-9-.02 to clarify that for applications for licensure by reciprocity/endorsement the applicant must have been licensed in a state who maintains a system and standard of qualifications and examinations which are substantially equivalent to those required in this state, but the Board will also consider the applicant’s experience, education, and/or training along with the initial licensure requirements to determine the applicant's eligibility for licensure by reciprocity/endorsement in this state. The Board has considered multiple variations of these proposed rule and has determined this to be the most succinct wording while adhering to requirements in the statute.

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Barbara Baxter moved that the formulation and adoption of these rules does not impose excessive regulatory cost on any licensee and any cost to comply with the proposed rules cannot be reduced by a less expensive alternative that fully accomplishes the objectives of the applicable laws as required by O.C.G.A. § 50-13-4. Shanna Dupree seconded the motion, and it carried unanimously.

Chap Nelson moved to adopt Rule 393-9-.02. Shanna Dupree seconded the motion, and it carried unanimously.

**Rule 393-9-.02 Qualifications of Nursing Home Administrator Applicants by Reciprocity**

- (1) Licensure in Georgia by Reciprocity 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 a qualified alien under the Federal Immigration and Naturalization Act, and be lawfully present in the United States, and must satisfy the following requirements:
  - (a) Applicants must submit to the Board an Application by Reciprocity, the fee, Affidavit of Applicant and shall cause verification of a current, unencumbered, nursing home administrator's license be sent directly to the Georgia Board. In addition, include a verification of licensure from every other state or jurisdiction in which the licensee has ever held a license, whether active or not.
  - (b) Applicants must have taken and passed the Nursing Home Administration national examination administered by the National Association of Long Term Care Administrator Boards (NAB) or a board recognized predecessor examination.
  - (c) ~~Applicants for licensure by reciprocity must meet all licensure requirements that are substantially equivalent to those required in this state.~~ Applicants for licensure by reciprocity must submit evidence satisfactory to the Board that such other state maintains a system and standard of qualifications and examinations for a personal care home administrator license, an assisted living community administrator license, or a nursing home administrator license which are substantially equivalent to those required in this state. As part of their review, the Board may consider experience, education, and/or training to determine an applicant's eligibility for licensure.
- (2) 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.

Authority: O.C.G.A. § 43-1-25, 43-27-4, 43-27-5, 43-27-6, and 43-27-7.

**CHAPTER 393-13 CONTINUING EDUCATION**

The Board believes it is necessary to amend Rules 393-13-.01, 393-13-.02, and 393-13-.04 to make the continuing education requirements easier to understand as well as make it simpler for licensees to obtain the required continuing education by reducing the number of in-person or live continuing education hours required as well as expanding the scope of approved sources of continuing education. The Board has considered multiple variations of these proposed rules and has determined this to be the most succinct wording while adhering to requirements in the statute.

Barbara Baxter moved that the formulation and adoption of these rules does not impose excessive regulatory cost on any licensee and any cost to comply with the proposed rules cannot be reduced by a less expensive alternative that fully accomplishes the objectives of the applicable laws as required by O.C.G.A. § 50-13-4. Shanna Dupree seconded the motion, and it carried unanimously.

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Chap Nelson moved to adopt Rules 393-13-.01, 393-13-.02, and 393-13-.04. Shanna Dupree seconded the motion, and it carried unanimously.

Rule 393-13-.01 Continuing Education Requirements for Nursing Home Administrators

- (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.~~
- (3) ~~(2)~~ The remaining ~~thirty-four (34)~~ clock hours shall be in any or all of the following health care subject areas:
  - (a) Resident Centered Care and Quality of Life to include Abuse, Neglect, Exploitation and Investigation;
  - (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;
  - (i) Emergency Preparedness training;
  - (j) Infection Control;
  - (k) Alzheimers and Dementia Care.
- ~~(4) Online study from a NAB/N.C.E.R.S. approved course is allowed (see #5).~~
- (5) ~~(3)~~ No more than ~~twenty~~ thirty-two (2032) clock hours of the total 40 clock hours may be obtained online. At least ~~20~~ 8 clock hours must be obtained in-person or via live webinar that is instructor led with student interaction, where student participation is monitored and verified.
- (6) ~~(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 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 qualifying national examination at any time during the biennium shall be equal to twenty (20) hours of continuing education.
- (7) ~~(5)~~ 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).

Rule 393-13-.02 Continuing Education Sources

- (1) Continuing education hours may be obtained by participation in activities sponsored, co-sponsored or approved by any of the below listed sources. The licensee's certificate of attendance must document the number of clock hours of educational content in each activity and indicate the source of education (NAB, N.C.E.R.S, etc.) or it may not be accepted as proof of completion. Continuing education hours must be obtained within the two (2) year biennium renewal cycle (i.e. January 1st of Even Numbered years and December 31st of Odd Numbered years).
  - (a) Professional trade associations in long-term care, ~~or~~ out of State Long-Term Care Facility Administrator Licensing Boards, courses approved by those boards, or courses that are required to work in a Long-Term Care Facility in this or any other state, OR,
  - (b) Educational institutions accredited by a regional body recognized by the Council on Post Secondary Accreditation. The educational institution shall certify the number of clock hours of educational content in each activity. One semester hour of course credit shall be equivalent to fifteen (15) clock hours of continuing education, and one (1) academic quarter hour of course credit shall be equivalent to ten (10) clock hours of continuing education, OR,

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- (c) National Continuing Education Review Services (N.C.E.R.S.) of the National Association of Long Term Care Administrator Boards (NAB). Continuing education hours may be obtained by participating in programs approved by N.C.E.R.S., OR,
  - (d) Government Agencies, Educational Institutions and Hospitals. Continuing education hours may be obtained by participating in "in-service" training, courses or workshops pertaining to long term care sponsored by federal, state or local government agencies, educational institutions and licensed hospitals.
- (2) Educational hours earned from an unapproved source shall NOT be counted toward the required continuing education hours for any two year biennium renewal cycle.

**Rule 393-13-.04 Continuing Education Requirements for Personal Care Home Administrators and Assisted Living Community Administrators**

- (1) Thirty (30) clock hours of continuing education are required biennially to renew a license.
- (2) Clock hours shall be in any or all of the following health care subject areas:
  - (a) Resident Centered Care and Quality of Life to include Abuse, Neglect, Exploitation and Investigation;
  - (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;
  - (i) Emergency Preparedness training;
  - (j) Infection Control;
  - (k) Proxy Caregiver/Medication Management;
  - (l) Alzheimers and Dementia Care.
- ~~(3) Online study from a NAB/N.C.E.R.S. approved course is allowed (see #4).~~
- (4) ~~(3)~~ No more than ~~fifteen~~ twenty-two (4522) clock hours of the total thirty (30) clock hours may be obtained online. At least ~~fifteen~~ eight (458) of the required thirty (30) clock hours must be obtained in-person or via live webinar that is instructor led with student interaction, where student participation is monitored and verified.
- (5) ~~(4)~~ The continuing education requirement for the first renewal of a license which was issued in even numbered years shall be fifteen (15) 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 qualifying national examination at any time during the biennium shall be equal to twenty (20) hours of continuing education.
- (6) ~~(5)~~ 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).
- (7) ~~(6)~~ If an individual holds more than one license issued by this Board they are required to complete the highest number of continuing education hours which are required to renew any one license. A maximum of 40 clock hours total may be required.

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

The rule adoption hearing was adjourned at 9:12 a.m.

**EXECUTIVE SESSION**

Barbara Baxter moved, Chap Nelson seconded, and the Board voted to enter Executive Session at 9:19 a.m. in accordance with O.C.G.A. §43-1-2(k) (1) (2), § 50-14-2 (1), and 43-1-19(h) (2) & (4), for the purpose of discussing and reviewing applications, complaints, and to hear the Attorney General's Report.

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At the conclusion of Executive Session Barbara Mitchell, Chair, declared the Board meeting to be “open” pursuant to the Open and Public Meeting Act O.C.G.A. § 50-14-1 et seq., at 11:00 a.m. No votes were taken in Executive Session.

**OPEN SESSION**

Barbara Baxter moved, Shanna Dupree seconded, and the motion was carried by the Board to ratify the following recommendations made during the Executive Session:

**Appointments:**

4113283 – D.G. – Nursing Home Administrator in Training – Approve pending receipt of corrected verification of employment.

4076915 – S.H. – Nursing Home Administrator in Training – Refer to the Attorney General’s office for a public Consent Order for preceptor for aiding and abetting unlicensed practice, to include a \$250 fine and requirement to submit monthly reports documenting hours worked at the facility for the duration of the training program. Letter of Concern to be sent to the applicant regarding unlicensed practice.

4046178 / 4046169 – C.L. – Appeal for denial of Personal Care Home Administrator – No show. Uphold denial.

**Applications:**

4122725 – C.S. – Assisted Living Community Administrator by Examination – Approve with a public Consent Order to include a \$500 fine for falsifying the application by failure to disclose arrest history.

4138341 – S.L. – Nursing Home Administrator by Reciprocity – Deny – The state that the applicant is applying for reciprocity from does not maintain a system and standard of qualifications which is substantially equivalent to those required in this state and the applicants experience, education, and/or training is insufficient to qualify.

4106682 – C.T.D. – Nursing Home Administrator by Reciprocity – Deny – The state that the applicant is applying for reciprocity from does not maintain a system and standard of qualifications which is substantially equivalent to those required in this state and the applicants experience, education, and/or training is insufficient to qualify.

4070952 – J.A. – Assisted Living Community Administrator by exam – Deny – Does not meet minimum qualifications.

**Complaints:**

NHA250003 – Close – No jurisdiction.

NHA250010 – Close – Refer to Department of Community Health’s Healthcare Facility Regulation Division.

NHA230034 – Close – Matter resolved, facility in compliance.

NHA240014 – Close – No violation.

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NHA250002 – Table – Refer to Investigations to obtain additional information and offer a voluntary Cease and Desist order if found to be practicing without a license.

**Attorney General’s Report**

The Board reviewed and accepted the Attorney General’s report, which included information on any cases referred for action and requests for advice.

The Commission made the recommendation to release the Attorney General’s Memorandum of Authority for Amendments to Rules 393-9-.02, 393-13-.01, 393-13-.02, and 393-13-.04.

**OTHER BUSINESS**

**Proposed Meeting Dates:**

Barbara Baxter moved, Shanna Dupree seconded, and the Board voted to approve the following meeting dates for 2025:

- January 9, 2025 (in-person)
- April 10, 2025 (teleconference)
- July 10, 2025 (in-person)
- October 9, 2025 (teleconference)

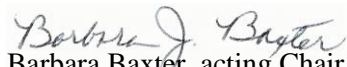
**Petition for Rule Waiver:**

Robert Burns, Palemon Gaskins Memorial Nursing Home – Waiver of Board Rule 393-4-.02(3)(a), which requires a nursing home to have a minimum of sixty (60) licensed beds in order to be the site of an AIT program. Barbara Baxter moved, Chap Nelson seconded, and the Board unanimously voted to grant the petition for rule waiver because the Board feels that the purpose of the underlying statute upon which the rule is based has been achieved, and that strict application of the rule would create a substantial hardship to the applicant.

There being no further business, Barbara Mitchell, Chair, declared the meeting adjourned at 11:12 a.m.

The next meeting of the Georgia State Board of Long-Term Care Facility Administrators will be held Thursday, January 9, 2025, at 9:00 a.m. at 237 Coliseum Drive, Macon, Georgia.

Minutes recorded by: Kristin Mitchell, Board Support Specialist  
Minutes reviewed and edited by: Brad Coman, Executive Director  
Minutes approved on January 9, 2025.

  
Barbara Baxter, acting Chair

  
Brad Coman, Executive Director

STATE OF GEORGIA  
 COUNTY OF BIBB

**AFFIDAVIT SUPPORTING CLOSING  
OF PUBLIC MEETING**

The Georgia Open Meetings Act, O.C.G.A.50-14-1 et seq., requires that all meetings of an entity covered by the statute must be open to the public unless there is some specific statutory exception which permits the closing of the meeting. If such a meeting to be closed, the law requires that the presiding person execute a sworn affidavit stating that the subject matter of the meeting or the closed portion thereof was devoted to matters within the statutory exceptions and identifying those specific exceptions relied upon. O.C.G.A.50-14-4(b). A copy of this affidavit must be filed with the minutes of the meeting in question:

Comes now, **Barbara Mitchell**, the presiding officer identified below and, before an official duly authorized to administer oaths, makes this affidavit in satisfaction of the statutory requirements outlined above.

1. I am the presiding officer of the Georgia State Board of Long-Term Care Facility Administrators.
2. I am over the age of 18 and in all other aspects, competent to make this sworn statement. I acknowledge that I am giving this statement under oath and penalty of perjury and that I have read the contents of this affidavit prior to signing it.
3. On October 10, 2024, this entity, which is subject to the Open Meetings Act, met. A majority of the quorum of the members present voted to close the meeting or a portion thereof for the following indicated reason(s). I hereby certify that during the closed portion of the meeting, only those subjects indicated below were discussed. I also certify that I have reviewed the exceptions provided under the Open Meetings Act that may permit the closing of a meeting and that, to the best of my knowledge, the reasons I have described in detail below meet the requirements for closing this public meeting.
4. The legal authority for the closure of this meeting was O.C.G.A. 43-1-2(k) and 43-1-19(h).
5. The subject(s) discussed and the underlying facts supporting the closing of this meeting are:

SUBJECT DISCUSSED:	LEGAL AUTHORITY
Investigations including reports and deliberations	O.C.G.A. Sect. 43-1-19(h)(2)&(4)
Applications	O.C.G.A. Sect. 43-1-2-(k)(1)(2)
Exams (including questions, materials, and deliberations)	O.C.G.A. Sect. 43-1-2(k)(3)(4)
Attorney General's Report (certain matters of attorney/client privilege which include: 1. Pending/Potential litigation 2. Settlements (Consent Orders/Disciplinary 3. Claims 4. Administrative Proceedings 5. Judicial actions relating to the board 6. Other matters listed as closed session	O.C.G.A. Sect. 50-14-2(1)
Investigative Interviews if part of disciplinary	O.C.G.A. Sect. 43-1-19(4)
Probation Report (employer and self report)	
Probation Reports (medical information)	O.C.G.A. Sect. 50-18-72(G)(2)

	Executive Session Minutes	O.C.G.A. Sect 50-14-4
	Cognizant Member's Report	O.C.G.A. Sect. 43-1-2(k)(4)
	Voting	None (must be in open session)

**FURTHER THE AFFIANT SAYETH NOT**

PRESIDING OFFICER Barbara Mitchell

Sworn and subscribed before me.  
This 10 th day of October, 20 24

Renae L. Gray  
Notary Public

My commission expires:

