1. ROLL CALL

The meeting of the Board of Nursing Home Administration was called to order by Scott Bahe, Chair, at 1:00 p.m. at the Nebraska State Office Building, Lower Level Room A, Lincoln, Nebraska. Copies of the agenda were mailed to the Board Members and other interested parties in accordance with the Open Meetings Law. The following members answered roll call:

<table>
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<th>Members Present:</th>
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<tr>
<td>Scott Bahe - Chair</td>
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<tr>
<td>Amy Fish - Member</td>
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<td>Renea Gernant - Member</td>
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<tr>
<td>Kathryn Hajj - Member</td>
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<td>Karen Jones - Member</td>
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<td>Dean Schmid - Member</td>
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<td>Alexander Willford - Member</td>
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<th>Members Absent:</th>
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<tr>
<td>Debra Sutton - Secretary</td>
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<td>Kevin Moriarty - Vice-Chair (arrived 1:03 p.m.)</td>
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<th>Others Present:</th>
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<tr>
<td>Kris Chiles - Program Manager, Licensure Unit</td>
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<td>Ami Huff - Assistant Attorney General</td>
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<td>Nancy Herdman - Health Licensing Coordinator, Licensure Unit</td>
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<td>Sherri Lovelace - Investigator</td>
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<td>Anna Harrison - Compliance Monitor</td>
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2. ADOPTION OF AGENDA

Motion: Gernant moved, seconded by Jones, to adopt the agenda. A roll call vote was taken. Voting aye: Bahe, Fish, Gernant, Hajj, Jones, Schmid, Willford (7). Voting nay: none (0). Absent: Sutton, Moriarty (2). Motion Carried.

3. APPROVAL OF MINUTES (5-9-17)

Motion: Fish moved, seconded by Willford, to approve the 5-9-17 minutes. A roll call vote was taken. Voting aye: Bahe, Fish, Gernant, Hajj, Jones, Schmid, Willford (7). Voting nay: none (0). Absent: Sutton, Moriarty (2). Motion Carried.

4. INVESTIGATIVE REPORTS & OTHER CONFIDENTIAL INFORMATION - CLOSED SESSION

MOTION: Schmid moved, seconded by Willford, to enter into closed session at 1:01 p.m. to hear discussions of investigative reports/other confidential information, and for the prevention of needless injury to the reputation of the individuals. A roll call vote was taken. Voting aye: Bahe, Fish, Gernant, Hajj, Jones, Schmid, Willford (7). Voting nay: none (0). Absent: Sutton, Moriarty (2). Motion Carried.

1:03 p.m. - Moriarty entered meeting
1:50 p.m. - Harrison and Lovelace departed meeting

MOTION: Fish moved, seconded by Willford, to enter into open session at 1:52 p.m. A roll call vote was taken. Voting aye: Bahe, Fish, Gernant, Hajj, Jones, Moriarty, Schmid, Willford (8). Voting nay: none (0). Absent: Sutton (1). Motion Carried.

1:52 p.m. - 1 public person entered meeting
5. APPLICATION REVIEW, RECOMMENDATION AND REPORT OUT ON MAIL BALLOTS
– OPEN SESSION

a. Convictions / Practice Prior to Application / Education / Reinstatements

Conviction Reviews:

Shannon Saunsoci – Mentoring Applicant

MOTION: Gernant moved, seconded by Fish, to recommend approval with a 1 year probation to include the standard terms and conditions and 1) completion of a 3 semester college credit course on ethics within the first 6 months which must be pre-approved by the Board and cannot retake same ethics course taken to meet mentoring education requirements; and 2) monthly report from preceptor during the mentoring program which addresses professionalism and ethical behavior. The basis for the probation is misrepresentation and failure to disclose convictions on application. A roll call vote was taken. Voting aye: Bahe, Fish, Gernant, Hajj, Moriarty (5). Voting nay: Jones, Schmid, Willford (3). Abstain: None (0). Absent: Sutton (1). Motion Carried.

Chiles reported the mail ballot results for Laura Wolfe resulted in issuance of the license.

6. UNFINISHED BUSINESS

a. Preceptor Stakeholder Committee Meeting Summary (June 26, 2017) and Next Steps

Fish reported that the stakeholder group reviewed the preceptor survey results, the National Association of Long Term Care Administrators Boards (NAB) and American College of Health Care Administrators (ACHCA) Administrator-in-Training Manual and the preceptor on-line training. The stakeholders were in favor of adopting the Manual as the standard and using the on-line program as meeting part of the preceptor training hours. The Board discussed the next step would be to do a webinar to discuss these items with current and prospective preceptors.

7. NEW BUSINESS

a. Review and Decision: AIT Program Manual As Meeting the Requirements of 106-008 of the Regulations

It was discussed that some items in the current regulations under 106-008 were out-of-date. Chiles will identify these as out-of-date when sending out materials in the future. The members supported using the NAB/ACHCA Administrator-in-Training Manual. Chiles reported that the Manual could be suggested as a resource and a statement that encourages the use of the AIT Program Manual could be placed on materials sent out to AIT candidates.


It was discussed that review and use of the Manual would need to be put on the Board’s annual agenda each year.

Chiles reported there was a Governor’s Executive Order that suspended all rulemaking until 12-31-17 and required the review of all existing or proposed regulations with a report by 11-15-17. The review is to answer the following questions:

- Is the regulation essential to health, safety, or welfare of Nebraskans?
- Do the costs of the regulation outweigh the benefits?
- Does a process exist to measure the effectiveness of the regulation?
- Has a less restrictive alternative been considered?
- Was the regulation solely promulgated due to a state statutory requirement?
- Was the regulation promulgated as the result of a federal mandate?
Chiles will be reviewing several sets of regulations within the next couple months.

b. **Review and Decision: Preceptor On-Line Training As Meeting the Requirements of 106-011 of the Regulations**

It was discussed that use of NAB’s preceptor on-line training would meet 5 of the 8 hours of initial or renewal preceptor training. It would cover 2 hours of the 4 hours in the required topic areas with 1 hour each in 1) leadership and/or team building and/or communication and/or generation styles; and 2) adult education and/or train the trainer and/or learning styles. It would also cover 3 hours of the remaining 4 hours from the list of other topic areas. Gernant commented that there was support from the stakeholders regarding this training.

**MOTION:** Fish moved, seconded by Jones, to approve NAB’s preceptor on-line training as meeting 5 hours of the initial or renewal preceptor training requirements found in regulation 106-011. A roll call vote was taken. Voting aye: Bahe, Fish, Gernant, Hajj, Jones, Moriarty, Schmid, Willford (8). Voting nay: none (0). Absent: Sutton (1). Motion Carried.

A public person confirmed that there would not be an issue with taking the remaining education hours elsewhere as long as the topic areas were met. Also the public person suggested that this preceptor training information be sent to all nursing home administrators.

c. **Review and Board Position: Health Services Executive**

Fish provided a brochure on the Health Services Executive. It is a NAB credential that they hope will assist with portability of licenses. NAB is asking states to consider accepting this credential as meeting their standards. It was agreed that this would be discussed further at the first meeting in 2018.

1:28 p.m. - Gernant departed meeting
1:31 p.m. - Gernant entered meeting

d. **Reports/Updates**

- **National Association of Long Term Care Administrator Boards (NAB)**
  1) **Licensing Examination Fee Increase**

Fish reported the examination fee went from $350 to $425.

  2) **Overview of NAB’s CE Registry for Licensed NHA**

Fish discussed that NAB has a registry to record continuing education for nursing home administrators.

- **LeadingAge Nebraska**

It was reported that LeadingAge Nebraska had a new director.

- **Nebraska Health Care Association**

There was no report.

e. **Staffing Update: Ashley Denney, Health Licensing Specialist**

Chiles reported that this person did not become employed by the Licensure Unit but there is a current job listing for a health licensing specialist who will work with nursing home administrator licensing.
1. Disciplinary and Non-Disciplinary Actions Taken / Statistics: AIT/Mentoring, Examinations, Licensure, and Administrative Penalties

Chiles reported there had been one disciplinary action since 1-1-17 which was Dorene Spies whose NHA license was placed on probation from 7-12-17 to 9-12-19.

Chiles reported the following examination statistics since 1-1-17:
- NAB – 14 pass, 16 fail

Chiles provided the following statistics:
- Administrator Overseeing More than 1 Nursing Home – 19
- NHA AIT – 5
- NHA Mentoring Trainee – 14
- NHA Preceptor – 80
- NHA – 401
- Provisional NHA – 21

Scott brought up the possibility of meeting at 10:30 a.m. because of distances people travel. Schmid responded that he traveled several hours and would prefer to keep the 1:00 p.m. meeting time. It was agreed that the meeting time would remain the same.

8. ADJOURNMENT

MOTION: Schmid moved, seconded by Willford, to adjourn the meeting. A roll call vote was taken. Voting aye: Bahe, Fish, Gernant, Hajj, Jones, Moriarty, Schmid, Willford (8). Voting nay: none (0). Absent: Sutton (1). Motion Carried.

Bahe, Chair, declared the meeting adjourned at 2:47 p.m.

Respectfully submitted,

Debra L. Sutton, Secretary
Board of Nursing Home Administration

Summarized by: Nancy Herdman, Health Licensing Coordinator