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COMMONWEALTH OF PENNSYLVANIA  
DEPARTMENT OF STATE  
BUREAU OF PROFESSIONAL AND OCCUPATIONAL AFFAIRS

**F I N A L M I N U T E S**

MEETING OF:

**STATE BOARD OF EXAMINERS OF  
NURSING HOME ADMINISTRATORS**

TIME: 10:30 A.M.

Held at

**PENNSYLVANIA DEPARTMENT OF STATE**

2601 North Third Street

One Penn Center, Board Room C

Harrisburg, Pennsylvania 17110

as well as

**VIA MICROSOFT TEAMS**

Wednesday, November 1, 2023

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State Board of Examiners of  
Nursing Home Administrators  
November 1, 2023

BOARD MEMBERS:

- Sharon K. McDermond, NHA, Chairperson - Absent
- Arion R. Claggett, Acting Commissioner, Bureau of Professional and Occupational Affairs
- Ilene Warner-Maron, Ph.D., Vice Chairperson
- Sara L. King, NHA
- Ann Chronister, Department of Health
- Michael P. Kelly, NHA - Absent
- Francis J. King, NHA
- Robert L. Wernicki, NHA - Absent
- Carrie E. Wilson, Office of Attorney General, Bureau of Consumer Protection
- David R. Hoffman, Public Member

BUREAU PERSONNEL:

- Carole Clarke Smith, Esquire, Senior Board Counsel
- Judith Pachter Schulder, Esquire, Board Counsel
- Thomas M. Davis, Esquire, Board Regulatory Counsel
- Kathryn E. Bellfy, Esquire, Board Prosecution Liaison
- Deidre Bowers, Board Administrator
- Thomas Leech II, Acting Board Administrator
- Michael McDonald, Policy Director, Department of State

ALSO PRESENT:

- Natashia Brady, Claremont Nursing and Rehabilitation Center
- Drew LeRoy, Claremont Nursing and Rehabilitation Center
- Devin Nunemaker

1 \*\*\*

2 State Board of Examiners of  
3 Nursing Home Administrators

4 November 1, 2023

5 \*\*\*

6 [Pursuant to Section 708(a)(5) of the Sunshine Act,  
7 at 9:30 a.m. the Board entered into Executive Session  
8 with Judith Pachter Schulder, Esquire, Board Counsel,  
9 for the purpose of conducting quasi-judicial  
10 deliberations and to receive legal advice. The Board  
11 returned to open session at 10:30 a.m.]

12 \*\*\*

13 The regularly scheduled meeting of the State  
14 Board of Examiners of Nursing Home Administrators was  
15 held on Wednesday, November 1, 2023. Ilene Warner-  
16 Maron, Ph.D., Vice Chair, called the meeting to order  
17 at 10:30 a.m.

18 \*\*\*

19 Roll Call of Board Members/Introduction of Attendees  
20 [Deidre Bowers, Board Administrator, provided a roll  
21 call of Board members and introduction of attendees.]

22 \*\*\*

23 Appointment - Introduction

24 [Michael McDonald, Policy Director, Department of  
25 State, introduced himself and provided a brief

1 history of his personal and professional background.  
2 He informed everyone that the policy office consists  
3 of him and two deputy directors who serve and assist  
4 program areas throughout the Department of State,  
5 including licensing boards and commissions.

6 Mr. McDonald noted working closely with the  
7 secretary, deputy secretary, commissioner, and  
8 individuals in the governor's office to set policy  
9 agendas. He explained that they review and analyze  
10 proposed and circulating legislation in the General  
11 Assembly.

12 Mr. McDonald mentioned working closely with Board  
13 Counsel to draft and review proposed regulations in  
14 the Commonwealth of Pennsylvania and other  
15 jurisdictions in other states. He noted they also  
16 keep the boards and commissions apprised of any  
17 trends in the profession. He also offered assistance  
18 to the Board when implementing new policies or rules,  
19 along with Deputy Director Andrew LaFratte and Acting  
20 Commissioner Claggett, who would also be available to  
21 answer any questions or concerns.

22 Mr. McDonald thanked Board members for their  
23 service to the licensees and citizens of the  
24 Commonwealth of Pennsylvania.]

25

\*\*\*

1 Approval of minutes of the August 30, 2023 meeting

2 VICE CHAIR WARNER-MARON:

3 I'd like to have a motion for approval  
4 of the minutes from our meeting on  
5 August 30, 2023.

6 ACTING COMMISSIONER CLAGGETT:

7 So moved.

8 MS. KING:

9 Second.

10 VICE CHAIR WARNER-MARON:

11 Roll call.

12

13 Claggett, aye; Warner-Maron, aye; Sara  
14 King, aye; Chronister, aye; Francis  
15 King, aye; Wilson, aye; Hoffman, aye.

16 [The motion carried unanimously.]

17 \*\*\*

18 Report of Prosecutorial Division

19 [Kathryn E. Bellfy, Esquire, Board Prosecution

20 Liaison, had nothing to offer from prosecution.]

21 \*\*\*

22 Report of Board Counsel

23 [Judith Pachter Schulder, Esquire, Board Counsel,

24 informed Board members that she would be replacing

25 Mr. Barrett as Board Counsel.

1 Ms. Pachter Schulder noted the Act 41 Licensure  
2 by Endorsement Regulation was sent out for pre-draft  
3 input on September 13, and she would be bringing the  
4 regulation back to the Board for approval in proposed  
5 form at the next meeting because there were no  
6 comments. She mentioned the regulation takes more of  
7 an airplane view as long as there is substantial  
8 equivalence between the Board's requirements and  
9 requirements in another state, where the Board would  
10 use that standard and not do an individual analysis.

11 Ms. Pachter Schulder addressed the high school  
12 equivalency requirement, noting no other states have  
13 the high school requirement, and every other state  
14 has standards that are substantially equivalent or  
15 even higher than theirs because of the high school  
16 equivalency.

17 Ms. King recalled that the Board was aiming for  
18 that removal in order to set a higher standard for  
19 the practice.

20 Ms. Pachter Schulder mentioned the Board's desire  
21 in the past to have high school equivalency removed  
22 from the legislation. She noted prior conversations,  
23 where the Board made a motion to ask the legislative  
24 liaison to potentially pursue removing the high  
25 school degree from the licensure requirements, where

1 they had to have a minimum of a bachelor's degree in  
2 order to be able to become licensed. She mentioned  
3 that Mr. Wernicki was particularly in favor of the  
4 change in legislation. She asked whether the Board  
5 wished to discuss the matter or wait until the next  
6 meeting when additional Board members are present to  
7 see if it is still the position of the Board.

8 Acting Commission Claggett suggested holding the  
9 conversation until they have more Board members.

10 Ms. Pachter Schulder referred to Ms. Warner-  
11 Maron's comments about revisions to the Nursing Home  
12 Administrators (NHA) Examination, where the  
13 Department of Health changed its regulations, which  
14 means that NHA Exam needs to be amended. She offered  
15 to enquire further to find out if there have been any  
16 revisions or contract amendments.

17 Vice Chair Warner-Marion stated there was an  
18 effort to identify the vendor and identify people  
19 within that vendor who could update the questions to  
20 reflect that.

21 Ms. Pachter Schulder stated the Board has a  
22 current contract with a vendor unless that contract  
23 expired. She explained that the vendor would need to  
24 be informed that the exam needs to be changed and  
25 then it would be on the vendor to get subject matter

1 experts or whoever writes the exam to change it.

2 Mr. Leech stated Pearson VUE supplies the  
3 questions to the testing agency and believed Pearson  
4 VUE supplies Pennsylvania exam questions to NAB.

5 Acting Commissioner Claggett suggested further  
6 discussion again offline, noting there was prior  
7 discussion and emails exchanged but did not remember  
8 where it landed.

9 Ms. Pachter Schulder offered to speak to the  
10 contract attorney to assure his involvement in those  
11 discussions to move this along and would provide  
12 additional information at the next meeting.]

13 \*\*\*

14 Report of Board Chairperson

15 MS. PACHTER SCHULDER:

16 Is there a motion to Ratify the action  
17 taken by the Board Chair for Nazirah  
18 Sabree to take the Licensure  
19 Examination for the Fifth Time?

20 ACTING COMMISSIONER CLAGGETT:

21 So moved.

22 MS. KING:

23 Second.

24 VICE CHAIR WARNER-MARON:

25 Roll call.



1

2

Claggett, aye; Warner-Maron, aye; Sara

3

King, aye; Chronister, aye; Francis

4

King, aye; Wilson, aye; Hoffman, aye.

5

[The motion carried unanimously.]

6

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7

MS. PACHTER SCHULDER:

8

Is there a motion to Ratify the

9

granting of a Temporary NHA License to

10

Courtney Boord?

11

ACTING COMMISSIONER CLAGGETT:

12

So moved.

13

MS. KING:

14

Second.

15

VICE CHAIR WARNER-MARON:

16

Roll call.

17

18

Claggett, aye; Warner-Maron, aye; Sara

19

King, aye; Chronister, aye; Francis

20

King, aye; Wilson, aye; Hoffman, aye.

21

[The motion carried unanimously.]

22

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23

Appointment - Natasha Brady - 39.5(b)(5) Applicant

24

[Judith Pachter Schulder, Esquire, Board Counsel,

25

informed everyone that Natasha Brady is before the

1 Board requesting the ability to obtain a license  
2 under 39.5(b)(5). She asked Ms. Brady to give a  
3 summary of your educational and work experience  
4 credentials.

5       Natashia Brady, Manager, Business Office,  
6 Claremont Nursing and Rehabilitation Center, provided  
7 a summary of her educational background that brought  
8 her to a position as a business office manager at a  
9 nursing home and started her on a path to an  
10 assistant administrator at Susquehanna Health and  
11 Wellness, where she completed 1000 hours, but is  
12 currently at Claremont Nursing and Rehabilitation  
13 Center and continuing to learn.

14       Vice Chair Warner-Maron asked whether Ms. Brady  
15 graduated from the community college she attended and  
16 asked her to provide information regarding the  
17 current facility.

18       Ms. Brady noted she did not graduate from the  
19 community college and provided information concerning  
20 the size of the facility, impacts of COVID, and  
21 employee engagement, including a culture committee  
22 and bringing staff together to make them feel their  
23 job is important.

24       Vice Chair Warner-Maron requested information  
25 concerning Ms. Brady's role in surveys.

1 Ms. Brady addressed deficiencies and how they  
2 resolved the issue.

3 Ms. King asked Ms. Brady who reports directly to  
4 her and who she reports to in her role as business  
5 office manager.

6 Ms. Brady reports directly to the administrator  
7 and an assistant business office manager and a group  
8 of receptionists report directly to her.

9 Ms. King asked whether Ms. Brady was involved in  
10 writing a plan of correction for the survey and  
11 whether she had done any electronic event reporting.  
12 She also asked whether she had any involvement in  
13 Quality Assurance and Performance Improvement (QAPI).

14 Ms. Brady explained that she has not written  
15 anything yet but has done event reporting on the  
16 website with the assistance of her administrator.  
17 She also addressed her involvement with QAPI,  
18 including audits in the business office and  
19 discussions of ways to make improvements, along with  
20 resident council to inform staff that something is  
21 not going well at the facility.

22 Ms. King asked whether there was a reduction in  
23 agency staff and whether it was part of the goal.

24 Ms. Brady commented that the main goal is  
25 retention, noting they have many agency workers at

1 the facility and are actively trying to encourage as  
2 many as they can to come onboard, so they could be  
3 held accountable. She stated the key to retention is  
4 understanding staff needs and struggles and the  
5 importance of not losing them because it benefits  
6 residents to have staff who know their needs.

7 Ms. Brady also addressed challenging situations,  
8 including calming an unhappy young resident who she  
9 helped agree to stay at the facility.

10 Drew LeRoy, Claremont Nursing and Rehabilitation  
11 Center, stated Ms. Brady has a foundation in the  
12 business office and financial affairs but also has a  
13 tremendous passion for serving both residents and  
14 staff. He was happy to endorse her.

15 Vice Chair Warner-Marion informed Ms. Brady that  
16 the Board would get back with her after they finish  
17 the rest of the agenda.]

18 \*\*\*

19 Report of Acting Commissioner

20 [Arion R. Claggett, Acting Commissioner, Bureau of  
21 Professional and Occupational Affairs, informed Board  
22 members that the request for proposal (RFP) for the  
23 Pennsylvania Licensing System (PALS) replacement was  
24 issued on September 28, 2023, and he would follow up  
25 when he receives additional information.]



1 \*\*\*

2 Discussion Items

3 [Ilene Warner-Maron, Ph.D., Vice Chair, noted the  
4 Board already discussed the issue with the state  
5 portion of the test reflecting the new regulations.  
6 She mentioned that she asked Mr. Leech and Ms. Bowers  
7 whether the Board needed to update FAQs currently on  
8 the website that were updated last November 4, 2022.  
9 She noted not having any updates but asked Board  
10 members whether they had any concerns, and Board  
11 members also had no updates or concerns.]

12 \*\*\*

13 FYI

14 [Ilene Warner-Maron, Ph.D., Vice Chair, noted the  
15 2024 National Association of Long-Term Care  
16 Administrator Boards proposed budget and proposed  
17 policy changes were already addressed.]

18 \*\*\*

19 Upcoming Hearings

20 [Ilene Warner-Maron, Ph.D., Vice Chair, reported no  
21 upcoming hearings.]

22 \*\*\*

23 Upcoming Meeting Dates

24 [Ilene Warner-Maron, Ph.D., Vice Chair, noted the  
25 next scheduled meeting date is February 7, 2024.]

1 \*\*\*

2 [Pursuant to Section 708(a)(5) of the Sunshine Act,  
3 at 11:14 a.m. the Board entered into Executive  
4 Session with Judith Pachter Schulder, Esquire, Board  
5 Counsel, for the purpose of conducting quasi-judicial  
6 deliberations and to receive legal advice. The Board  
7 returned to open session at 11:38 a.m.]

8 \*\*\*

9 MOTIONS

10 MS. PACHTER SCHULDER:

11 During Executive Session, the Board  
12 engaged in quasi-judicial deliberations  
13 on the Application of Natashia Brady  
14 for a License as a Nursing Home  
15 Administrator.

16 Is there a motion to table the  
17 Application of Ms. Brady on the grounds  
18 that she has not yet demonstrated the  
19 depth and breadth of experience in the  
20 practice of nursing home administration  
21 and that she be permitted to come back  
22 to the Board after she has obtained a  
23 minimum of nine months experience,  
24 where she has obtained exposure to  
25 other departments that she has worked

1 and supervised within those other  
2 departments as well as the critical  
3 areas, that she has engaged in  
4 experience with the survey and plan of  
5 correction and implementation of the  
6 plan of correction, that she has had a  
7 role in reviewing policies and  
8 educating staff, and that she consider  
9 taking a look at the AIT requirements  
10 as a guide to making she sure that she  
11 has the proper exposure to those other  
12 departments.

13 Once she has gained that experience  
14 after that minimum of nine months, she  
15 may provide an update to the Board, and  
16 the Board can again reconsider her  
17 Application.

18 ACTING COMMISSIONER CLAGGETT:

19 So moved.

20 MS. KING:

21 Second.

22 VICE CHAIR WARNER-MARON:

23 Roll call.

24

25 Claggett, aye; Warner-Marion, aye; Sara



1 King, aye; Chronister, aye; Francis  
2 King, aye; Wilson, aye; Hoffman, aye.

3 [The motion carried unanimously.]

4 \*\*\*

5 Adjournment

6 VICE CHAIR WARNER-MARON:

7 I move that we adjourn our meeting.

8 ACTING COMMISSIONER CLAGGETT:

9 So moved.

10 MS. KING:

11 Second.

12 \*\*\*

13 [There being no further business, the State Board of  
14 Examiners of Nursing Home Administrators Meeting  
15 adjourned at 11:41 a.m.]

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CERTIFICATE

I hereby certify that the foregoing summary minutes of the State Board of Examiners of Nursing Home Administrators, was reduced to writing by me or under my supervision, and that the minutes accurately summarize the substance of the State Board of Examiners of Nursing Home Administrators meeting.



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Devin Nunemaker,  
Minute Clerk  
Sargent's Court Reporting  
Service, Inc.

STATE BOARD OF EXAMINERS OF  
NURSING HOME ADMINISTRATORS  
REFERENCE INDEX

November 1, 2023

	TIME	AGENDA
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8		
9		
10	10:00	Executive Session
11	10:30	Return to Open Session
12		
13	10:30	Official Call to Order
14		
15	10:30	Roll Call
16		
17	10:30	Introduction of Attendees
18		
19	10:31	Appointment - Michael McDonald, Policy
20		Director, Department of State
21		
22	10:35	Approval of Minutes
23		
24	10:36	Report of Board Counsel
25		
26	10:44	Report of Board Chairperson
27		
28	10:50	Appointment - Natasha Brady -
29		39.5(b)(5) Applicant
30		
31	11:09	Report of Acting Commissioner
32		
33	11:10	Report of Committees
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35	11:11	Discussion Items
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37	11:11	FYI Items
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39	11:13	Upcoming Hearings
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41	11:13	Upcoming Meeting Dates
42		
43	11:14	Executive Session
44	11:38	Return to Open Session
45		
46	11:39	Motions
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48	11:41	Adjournment
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