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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  
VIA VIDEOCONFERENCE

TIME: 10:31 A.M.

Wednesday, May 26, 2021

1                   State Board of Examiners of  
2                   Nursing Home Administrators  
3                   May 26, 2021  
4  
5

6 BOARD MEMBERS:  
7

8 Sharon K. McDermond, NHA, Chairperson  
9 K. Kalonji Johnson, Commissioner, Bureau of  
10 Professional and Occupational Affairs  
11 Anne E. Holladay, CNHA, MHA, Vice Chairperson  
12 Sara L. King, NHA, Secretary  
13 Diane M. Baldi, R.N. - Absent  
14 Mary Patricia Howard, Department of Health  
15 Michael P. Kelly, NHA  
16 James Shadduck, NHA - Absent  
17 Anna E. Stewart, R.N. - Absent  
18 Ilene Warner-Maron, Ph.D.  
19 Robert L. Wernicki, NHA  
20 Carrie E. Wilson, Office of Attorney General, Bureau  
21 of Consumer Protection  
22  
23

24 BUREAU PERSONNEL:  
25

26 Alexandra "Sasha" Sacavage, Esquire, Board Counsel  
27 William A. Newport, Esquire, Board Prosecution  
28 Liaison  
29 Chris Stuckey, Board Administrator  
30 Carolyn A. DeLaurentis, Deputy Chief Counsel,  
31 Prosecution Division  
32 Jacqueline Wolfgang, Esquire, Acting Senior Regulatory  
33 Counsel  
34 Theodore Stauffer, Executive Secretary, Bureau of  
35 Professional and Occupational Affairs  
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2 State Board of Examiners of  
3 Nursing Home Administrators

4 May 26, 2021

5 \*\*\*

6 [Pursuant to Section 708(a)(5) of the Sunshine Act, at  
7 10:15 a.m. the Board entered into Executive Session  
8 with Alexandra "Sasha" Sacavage, Esquire, Board  
9 Counsel, to have attorney-client consultations and for  
10 the purpose of conducting quasi-judicial deliberations  
11 regarding items on today's agenda. The Board began  
12 open session at 10:31 a.m.]

13 \*\*\*

14 The regularly scheduled meeting of the State  
15 Board of Examiners of Nursing Home Administrators was  
16 held on Wednesday, May 26, 2021. Sharon K. McDermond,  
17 NHA, Chairperson, called the meeting to order at  
18 10:31 a.m.

19 K. Kalonji Johnson, Commissioner, Bureau of  
20 Professional and Occupational Affairs, was not present  
21 at the commencement of the meeting.

22 \*\*\*

23 Roll Call

24 [Chairperson McDermond requested a roll call be  
25 taken.]

1

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2 [Theodore Stauffer, Executive Secretary, announced  
3 that the meeting was being recorded, and those  
4 attending the meeting were giving their consent to be  
5 recorded.]

6

\*\*\*

7 Approval of minutes of the February 24, 2021 meeting

8 CHAIRPERSON MCDERMOND:

9

10 The first order of business is approval  
11 of our February 24, 2021 meeting  
12 Minutes. Questions? If not, we'll ask  
13 for approval of Minutes.

14 MR. KELLY:

15 I vote approving the Minutes as written.

16 MS. KING:

17 Second.

18 CHAIRPERSON MCDERMOND:

19 All those in favor? Any opposed or  
20 recusals?

21 [The motion carried unanimously.]

22

\*\*\*

23 Report of Board Counsel

24 [Alexandra "Sasha" Sacavage, Esquire, Board Counsel,  
25 noted Item 3 on the agenda would be discussed first.  
Ms. Sacavage stated the Board would discuss the

1 Advanced Notice of Final Rulemaking related to  
2 Regulation 16A-6219, specifically the comments from  
3 Leading Age PA, which requested the Board to  
4 reconsider its proposal that 12 of 48 clock hours of  
5 continuing education credits required for nursing home  
6 administrators must be in emergency preparedness and  
7 infection control. She asked the Board to have  
8 discussion regarding the matter and make a decision  
9 whether to maintain its position or offer a new  
10 proposal.

11 Dr. Warner-Marion commented that the Board should  
12 continue to pursue the hours as allocated and to focus  
13 on disaster and infection practices as the Board's  
14 position going forward.

15 Chairperson McDermond commented that research and  
16 science is showing it will continue to be a priority  
17 in the future and an opportunity for those in a  
18 position to develop resources to really be at the  
19 forefront of ensuring that those resources and  
20 education are available so all do not face another  
21 pandemic ill-equipped. She proposed that the Board  
22 maintain its position regarding the regulation.]

23 MS. SACAVAGE:

24 I believe the Board would entertain a  
25 motion to direct Counsel to draft the

1 rulemaking. It would be 12 out of 48  
2 hours designated for emergency  
3 preparedness and infection control.

4 CHAIRPERSON MCDERMOND:

5 I'll make a motion.

6 MR. KELLY:

7 I second that motion.

8 MS. SACAVAGE:

9 All in favor?

10 [The motion carried unanimously.]

11 \*\*\*

12 Scam Alert

13 [Ms. Sacavage announced that the Bureau of  
14 Professional and Occupational Affairs received reports  
15 that persons pretending to be from one of the health-  
16 related boards were contacting licensees by phone and  
17 mail regarding the statuses of their licenses.

18 She noted that BPOA would not contact anyone by  
19 phone to request credit card payment, wire transfer or  
20 a money and would never request payment of fees, fines  
21 or civil penalties to be paid using gift cards and  
22 never request payments be wired or transferred to a  
23 foreign country. Ms. Sacavage also noted that  
24 financial information should not be given over the  
25 phone, text message or fax. She stated the Department

1 initiates disciplinary action through an  
2 administrative process. Anyone who is the subject of  
3 disciplinary action would receive notice by certified  
4 mail and/or personal service and a contact name and  
5 phone number would be provided for anyone who is the  
6 subject of investigation or disciplinary action.

7 Anyone who believed they were a victim of a scam  
8 should contact their local police department or the  
9 Pennsylvania State Police.]

10 \*\*\*

11 Appointment - Jason Shaffer, 39.5(b)(5) Applicant  
12 [Chairperson McDermond welcomed Mr. Shaffer to the  
13 meeting. Board members had questions for Mr. Shaffer  
14 regarding where he worked, his current and past  
15 responsibilities at the facility where he works, how  
16 deficiencies were rectified, his direct supervisor,  
17 how many people are under his supervision, his  
18 involvement with the annual budget and whether he can  
19 hire and terminate employees.

20 Mr. Shaffer stated he had never had direct  
21 responsibility for the entire facility but has worked  
22 with the Director of Nursing when the administrator  
23 was out of the building. He commented that he had  
24 solved many family complaints including quality of  
25 food and care by being honest with the family. Mr.

1 Shaffer noted that he, along with the previous  
2 administrator, initiated a family counsel after hours  
3 where concerns are presented and rectified on the spot  
4 with a plan of correction in place.

5 Chairperson McDermond asked Mr. Shaffer to  
6 describe his process for handling grievances. Mr.  
7 Shaffer stated he would either do a resident or family  
8 member interview regarding the concern and then it was  
9 discussed with the direct supervisor of whichever  
10 department may be involved which in his case would be  
11 either dietary or housekeeping and then makes sure to  
12 follow up on all matters to assure the concerns are  
13 addressed.

14 Mr. Shaffer did not have direct involvement with  
15 clinical and nonclinical rounds other than as an  
16 observer. Mr. Shaffer commented that during his  
17 tenure at this facility, there have been five  
18 administrators. He stated the Director of Nursing has  
19 been employed at the facility for almost 21 years and  
20 the Director of Nursing for 9 years. It was noted  
21 that ACF Incorporated Ohio is the owner of the  
22 facility.]

23

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24 [Pursuant to Section 708(a)(5) of the Sunshine Act, at  
25 11:04 a.m. the Board entered into Executive Session



1 with Alexandra "Sasha" Sacavage, Esquire, Board  
2 Counsel, to have attorney-client consultations and for  
3 the purpose of conducting quasi-judicial deliberations  
4 regarding items on today's agenda. The Board returned  
5 to open session at 11:18 a.m.]

6 \*\*\*

7 MS. SACAVAGE:

8 I believe the Board would make a motion  
9 to approve the application of Jason  
10 Shaffer.

11 MR. KELLY:

12 I'll make the motion to approve the  
13 application of Jason Shaffer.

14 DR. WARNER-MARON:

15 I will second the motion.

16 MS. SACAVAGE:

17 All those in favor?

18 [The motion carried unanimously.]

19 \*\*\*

20 Report of Board Chairperson

21 MS. SACAVAGE:

22 I believe the Board will make a motion to  
23 ratify the temporary permit applications  
24 listed at Items 5 through 10 for Kevin  
25 Henderson, Julie Marlene Kline, Julie

1                   Pattison, Dale Dean Sanders, Joseph Seese  
2                   and Tinu Thomas.

3 CHAIRPERSON MCDERMOND:

4                   I'll make a motion for approval.

5 MS. KING:

6                   I second that motion.

7 CHAIRPERSON MCDERMOND:

8                   All in favor? Any opposed? Any  
9                   recusals?

10 [The motion carried unanimously.]

11   \*\*\*

12 Report of Commissioner

13 [Theodore Stauffer, Executive Secretary, had no formal  
14 report but offered to answer any questions from Board  
15 members.]

16   \*\*\*

17 [K. Kalonji Johnson, Commissioner of Professional and  
18 Occupational Affairs, entered the meeting at 11:20  
19 a.m.]

20   \*\*\*

21 Report of Board Administrator

22 [Chris Stuckey, Board Administrator, reported that the  
23 NAB Annual Meeting will be held virtually on June 9-  
24 11, 2021.

25

1 MS. KING:

2 I make a motion that Chairperson Sharon  
3 McDermond attend the NAB Board meeting.

4 MS. HOWARD:

5 I second the motion.

6 CHAIRPERSON MCDERMOND:

7 All those in favor?

8 [The motion carried unanimously.]

9

10 \*\*\*

11 Report of Board Members - No Report

12 \*\*\*

13 Report of Committees

14 Examination Committee

15 CHAIRPERSON MCDERMOND:

16 I will make a motion to approve the  
17 report of the Examination Committee.

18 MS. HOLLADAY:

19 I'll second.

20 MS. SACAVAGE:

21 All in favor?

22 [The motion carried unanimously.]

23 \*\*\*

24 AIT Review Committee

25 CHAIRPERSON MCDERMOND:

1                   Is anyone willing to make a motion for  
2                   approval of the report of the AIT Review  
3                   Committee?

4 MR. KELLY:

5                   I'll make a motion to approve the report  
6                   of the AIT Review Committee.

7 MS. HOLLADAY:

8                   I will second that.

9 MS. SACAVAGE:

10                   All in favor?

11 [The motion carried unanimously.]

12   \*\*\*

13 Miscellaneous

14 Discussion

15 CHAIRPERSON MCDERMOND:

16                   Would anyone like to make a motion for  
17                   approval of the Board Meeting Dates for  
18                   2022?

19 MS. HOWARD:

20                   I make the motion to approve.

21 DR. WARNER-MARON:

22                   I second that motion.

23 MS. SACAVAGE:

24                   All in favor?

25 [The motion carried unanimously.]

1 \*\*\*

2 FYI Items

3 [Chairperson McDermond noted the New Domains of  
4 Practice should be discussed further at the NAB Board  
5 meeting and she will update members with any new  
6 information.]

7 Commissioner Johnson asked Ms. Stuckey to provide  
8 information on what the cost would be for individual  
9 members to attend the virtual NAB meeting. Ms.  
10 Stuckey indicated the meeting is scheduled for June 9,  
11 10 and 11, 2021 and will check on the cost for  
12 additional Board members to attend.]

13 COMMISSIONER JOHNSON:

14 I would move that we offer this expanded  
15 invitation to all eligible Board members  
16 given that the cost would be limited to  
17 registration cost and that the  
18 Commissioner is inclined to approve  
19 additional member participation.

20 CHAIRPERSON MCDERMOND:

21 I'll second that.

22 MS. SACAVAGE:

23 All in favor?

24 [The motion carried unanimously.]

25 \*\*\*

1 Adjournment

2 CHAIRPERSON MCDERMOND:

3                   We'll need a motion to adjourn the  
4                   meeting?

5 MR. KELLY:

6                   I'll make a motion to adjourn.

7 MS. HOLLADAY:

8                   I'll second.

9 CHAIRPERSON MCDERMOND:

10                   All those in favor?

11 [The motion carried unanimously.]

12   \*\*\*

13 [The next meeting is scheduled for August 25, 2021.]

14   \*\*\*

15 [There being no further business, the State Board of  
16 Examiners of Nursing Home Administrators Meeting  
17 adjourned at 11:30 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.



Samantha Sabatini,

Minute Clerk

Sargent's Court Reporting  
Service, Inc.

STATE BOARD OF EXAMINERS OF  
NURSING HOME ADMINISTRATORS  
REFERENCE INDEX

May 26, 2021

	TIME	AGENDA
1		
2		
3		
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7		
8		
9		
10	10:15	Executive Session
11	10:31	Return to Open Session
12		
13	10:31	Official Call to Order
14		
15	10:31	Roll Call
16		
17	10:32	Approval of Minutes
18		
19	10:33	Report of Board Counsel
20		
21	10:40	Appointment - Jason Shaffer
22		
23	11:04	Executive Session
24	11:18	Return to Open Session
25		
26	11:18	Motion
27		
28	11:19	Report of Board Chairperson
29		
30	11:20	Report of Board Administrator
31		
32	11:22	Report of Committees
33		
34	11:23	Miscellaneous
35		
36	11:30	Adjournment
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