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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: 9:04 A.M.

BOARD ROOM B  
One Penn Center  
2601 North Third Street  
Harrisburg, Pennsylvania 17110

Wednesday, February 28, 2018

1                                    State Board of Examiners of  
2                                    Nursing Home Administrators  
3                                    February 28, 2018  
4

5 BOARD MEMBERS:  
6

7 Kimberly Cobaugh, Chairperson  
8 Ian J. Harlow, Commissioner of Professional and  
9     Occupational Affairs - Absent  
10 Sharon K. McDermond, Vice Chairperson  
11 MaryAnn Hewston, Secretary - Absent  
12 Diane M. Baldi, RN  
13 Anne E. Holladay, CNHA, MHA  
14 Michael P. Kelly  
15 Anita J. Lahr, Public Member  
16 Anna E. Messmer-Wise, RN  
17 Robert L. Wernicki - Absent  
18 Carrie E. Wilson, Consumer Protection Agent - Absent  
19  
20

21 BUREAU PERSONNEL:  
22

23 Judith Pachter Schulder, Esquire, Board Counsel  
24 William A. Newport, Esquire, Board Prosecutor  
25 Chris Stuckey, Board Administrator  
26  
27 Kimberly Adams, Chief of Division of Fiscal  
28     Management, Bureau of Finance and Operations  
29 Julie Snader, Finance and Operations Manager, Division  
30     Of Fiscal Management, Bureau of Finance and  
31     Operations  
32  
33

34 ALSO PRESENT:  
35

36 Kim Deline, Pennsylvania Coalition of Affiliated  
37     Healthcare & Living Communities  
38 Mary Marshall, Director, Workforce & Professional  
39     Services, The Hospital and Healthsystem Association  
40     of Pennsylvania  
41 Jesse L. Aultz  
42 Tarra Dawn Porter  
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1 \*\*\*

2 State Board of Examiners of Nursing

3 Home Administrators

4 February 28, 2018

5 \*\*\*

6 The regularly scheduled meeting of the State  
7 Board of Examiners of Nursing Home Administrators was  
8 held on Wednesday, February 28, 2018. Kimberly  
9 Cobaugh, Chairperson, called the meeting to order at  
10 9:04 a.m.

11 \*\*\*

12 Introduction of Audience

13 [Chairperson Cobaugh requested the introduction of the  
14 audience in attendance.]

15 \*\*\*

16 [Chairperson Cobaugh requested a moment of silence for  
17 those who died in the recent Florida school shooting.]

18 \*\*\*

19 Approval of Minutes of the August 2, 2017 meeting

20 CHAIRPERSON COBAUGH:

21 Did everyone get a chance to review the  
22 minutes from the August 2nd Board  
23 meeting?

24 Do I have a motion to approve?

25 MS. MCDERMOND:

1 I'll make a motion.

2 MS. HOLLADAY:

3 Second.

4 CHAIRPERSON COBAUGH:

5 All in favor?

6 [The motion carried unanimously.]

7 \*\*\*

8 Evacuation Announcement

9 [Chris Stuckey, Board Administrator, reviewed the  
10 emergency evacuation procedures for One Penn Center.]

11 \*\*\*

12 Report of Prosecutorial Division

13 [William A. Newport, Esquire, Board Prosecutor,  
14 presented the Consent Agreement for File No. 17-62-  
15 02043.]

16 \*\*\*

17 Report of Board Counsel

18 [Judith Pachter Schulder, Esquire, Board Counsel,  
19 discussed the legislative initiative request regarding  
20 the removal of the provision for high school graduates  
21 qualifying for licensure. She noted the Board's  
22 desire to have a two-year college education or an RN  
23 licensure as the minimum licensure requirement. She  
24 inquired as to any associations or audience members'  
25 support of the initiative.]

1 Kim Deline, Meeting and Marketing Manager, PACAH,  
2 agreed to relay the legislative information to the  
3 Executive Director of the Pennsylvania Coalition of  
4 Affiliated Healthcare & Living Communities (PACAH).

5 Chairperson Cobaugh, also on the PACAH Board,  
6 stated the support of the initiative had been  
7 discussed at several PACAH meetings.

8 Ms. Pachter Schulder suggested that seeking a  
9 sponsor would be one way of moving the legislation  
10 forward, as well as determining its status on the  
11 Governor's priority list.

12 Ms. Marshall believed The Hospital and  
13 Healthsystem Association of Pennsylvania (HAP) would  
14 support the legislation.]

15 \*\*\*

16 Report of Board Chairperson

17 [Kimberly Cobaugh, Chairperson, stated the western  
18 side of the state was two months into the Department  
19 of Human Services' Community HealthChoices initiative  
20 and in the process of working out the "bumps" with  
21 managed care organizations. Chairperson Cobaugh  
22 mentioned acclimation to the survey process with her  
23 facility's survey to follow in April or May. She also  
24 noted regulations currently in effect.

25 Ms. McDermond shared her experience with the

1 survey process and felt that the health side of the  
2 survey had less of an impact on her facility than  
3 anticipated. She mentioned the use of new technology,  
4 more patient interviewing, and additional concentrated  
5 time with the residents.

6 Ms. McDermond stated the safety side of the  
7 process was extremely intense, and noted that the  
8 surveyor had spent approximately three hours combing  
9 through the emergency plan.]

10 \*\*\*

11 Appointment - Bureau of Finance and Operations  
12 [Kimberly Adams, Chief of Fiscal Management, Bureau of  
13 Finance and Operations, introduced herself and Julie  
14 Snader, Finance and Operations Manager. Ms. Adams  
15 referred Board members to the budget packet for  
16 further discussion of the FY 2016-2017 Expenditures,  
17 FY 2017-2018 Budget Information, and FY 2018-2019  
18 Budget Planning.

19 She pointed out that the licensee population  
20 decreased by 22 licensees overall since the 2015-2016  
21 fiscal year.

22 Ms. Adams referred to the sources of revenue  
23 totals for further discussion as well as the biennial  
24 totals. She attributed 90 percent of the revenue to  
25 renewals and applications. She also noted the last

1 fee increase in 2006.

2 Ms. Adams referred members to the expenses  
3 category, including direct charges, timesheets, and  
4 per licensee base fee. She added that the money  
5 budgeted would cover the expenses.

6 Ms. Adams reviewed the financial status for the  
7 current budgeted year, which was projected to slowly  
8 grow for the years 2019-2020 and 2020-2021.

9 Ms. Adams then referred to Board member expense  
10 categories and totals, which were "well-within the  
11 budget." Ms. Adams answered questions from Board  
12 members.]

13 \*\*\*

14 Appointment - Jesse L. Aultz

15 [Jesse L. Aultz presented to request permission to  
16 retake the NAB Line of Service (LOS) examination. Mr.  
17 Aultz previously passed the Core Knowledge but failed  
18 by two to three questions on the Line of Service  
19 portion.

20 Mr. Aultz provided the Board a summary of his  
21 educational, professional background, and financial  
22 situation. He explained problems with keeping up with  
23 the regulatory changes. Mr. Aultz also noted anxiety  
24 issues with regard to test taking.

25 Ms. Pachter Schulder noted information on this

1 matter in the August agenda. Board members questioned  
2 Mr. Aultz to obtain additional information on his  
3 request.

4 Ms. Pachter Schulder recommended that Mr. Aultz  
5 visit the Department of Health website for regulation  
6 information as well as the Independent Regulatory  
7 Review Commission's (IRRC) website for a list of  
8 approved nursing home regulations. It was noted the  
9 matter would be discussed further during Executive  
10 Session.]

11 \*\*\*

12 Report of Board Administrator  
13 [Chris Stuckey, Board Administrator, updated the Board  
14 on the PALS system. Ms. Stuckey noted the receipt of  
15 additional applications and expects the AIT  
16 application to be in PALS soon.

17 Ms. Pachter Schulder suggested issuing another  
18 email announcement to inform licensees to register  
19 online with PALS early in order to shorten the renewal  
20 process.

21 Ms. Stuckey suggested attempting to register may  
22 be difficult without the notices and instructions that  
23 are sent out 60 to 90 days prior to the expiration  
24 date. There was further discussion regarding the  
25 renewal process.]



1 \*\*\*

2 Report of Committees

3 Examination Committee

4 [Chairperson Cobaugh noted the expiration of MaryAnn  
5 Hewston's appointment with the Board. Mr. Kelly and  
6 Ms. Messmer-Wise volunteered to assist with the review  
7 of examination applications. Ms. Stuckey provided an  
8 explanation of the process.]

9

\*\*\*

10 MS. PACHTER SCHULDER:

11 If someone would be inclined please to  
12 make a motion to approve the names of  
13 the individuals listed as approved on  
14 the Report of Examination Committee for  
15 February 28, 2018.

16 MS. BALDI:

17 So moved.

18 MS. MCDERMOND:

19 Second.

20 CHAIRPERSON COBAUGH:

21 All in favor?

22 [The motion carried unanimously.]

23

\*\*\*

24 Report of AIT Review Committee

25 MS. PACHTER SCHULDER:



1 Act.

2 Is there a motion to approve the  
3 Consent Agreement at File No.  
4 17-62-02043?

5 MR. KELLY:

6 I make a motion.

7 MS. MCDERMOND:

8 Second.

9 CHAIRPERSON COBAUGH:

10 All in favor?

11 [The motion carried unanimously. The Respondent's  
12 name is Kenneth A. Horvath, N.H.A.]

13 \*\*\*

14 MS. PACHTER SCHULDER:

15 Is there a motion in the matter of Jesse  
16 L. Aultz's request to take the NAB LOS  
17 portion of the examination for a sixth  
18 time, that the Board require him to  
19 complete the Board approved 120-hour  
20 course in order to do so. And upon  
21 providing documentation of having  
22 completed that course, he is permitted  
23 to retake that portion of the  
24 examination.

25 MS. BALDI:

1 I'll make the motion.

2 MS. LAHR:

3 I'll second.

4 CHAIRPERSON COBAUGH:

5 All in favor?

6 [The motion carried unanimously.]

7 \*\*\*

8 MS. PACHTER SCHULDER:

9 In the matter of Alexandra Blane  
10 Kithcart, who indicated that she had  
11 lost her application papers or that they  
12 were somehow lost in the mail, and had  
13 completed her Administrator-in-Training  
14 (AIT) program and requested that the  
15 Board accept the completed non-approved  
16 AIT program, is there a motion to deny  
17 that request?

18 MS. HOLLADAY:

19 So moved.

20 MS. BALDI:

21 Second.

22 CHAIRPERSON COBAUGH:

23 All in favor?

24 [The motion carried unanimously.]

25 \*\*\*

1 MS. PACHTER SCHULDER:

2                   In the matter of Brian E. Mejia, who  
3                   requested that the Board consider the  
4                   time he spent in AIT from July 24, 2017  
5                   to October 30, 2017, as acceptable even  
6                   though it was not approved by the Board,  
7                   is there a motion to deny his request to  
8                   accept his experience prior to the  
9                   Board's approval?

10 MS. MCDERMOND:

11                   I make a motion.

12 MS. LAHR:

13                   I'll second.

14 CHAIRPERSON COBAUGH:

15                   All in favor?

16 [The motion carried unanimously.]

17   \*\*\*

18 [Ms. Pachter Schulder noted the absence of Tarra Dawn  
19 Porter, who was scheduled for a 10:00 a.m. appointment  
20 with regard to her temporary permit application.]

21   \*\*\*

22 Miscellaneous

23 Discussion

24 Election of Officers

25 MS. LAHR:

1 I'd like to nominate Kimberly as Chair,  
2 Sharon as Vice Chair, and Anne as  
3 Secretary.

4 MR. KELLY:

5 I second that.

6 MS. LAHR:

7 Michael seconded it. All those in  
8 favor, signify by saying aye? Any  
9 opposed?

10 [The motion carried unanimously.]

11 \*\*\*

12 Next Meeting Dates

13 [Chairperson Cobaugh noted the following 2018 meeting  
14 dates that had previously been approved: May 2, 2018;  
15 August 1, 2018; and November 14, 2018.]

16 \*\*\*

17 [Kim Deline, Pennsylvania Coalition of Affiliated  
18 Healthcare & Living Communities (PACAH), noted her  
19 attendance at the NAB webinar for providers and  
20 sponsors. Ms. Deline requested that the Board provide  
21 clarification of state requirements regarding member  
22 registration through the NAB CE registry.

23 Ms. Pachter Schulder stated the Board cannot make  
24 recommendations concerning a third party. Licensees  
25 of the Board are not required to obtain their

1 continuing education certificates in that manner, but  
2 licensees may be required to provide their continuing  
3 education certificates if audited. She reviewed  
4 unacceptable excuses for not having a certificate,  
5 such as, "I did not know I had to register in order to  
6 get one."

7 Ms. Deline discussed PACAH determining whether to  
8 continue with paper certificates or take the online  
9 initiative in preparation for any possible future  
10 regulatory changes.

11 Ms. Pachter Schulder explained the Pennsylvania  
12 Licensing System (PALS) will be able to accommodate  
13 electronic transfers in the future.]

14

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15 Appointment - Tarra Dawn Porter, Temporary Permit  
16 Application

17 [Tarra Dawn Porter, Director of Nursing at The  
18 Lutheran Home at Kane, introduced herself and Pastor  
19 Stephen Fair, Board President.

20 Ms. Porter presented before the Board to request  
21 a Temporary Permit Application to serve as  
22 administrator at The Lutheran Home at Kane. She  
23 provided a summary of her work experience and outlined  
24 the goal to search for the appropriate candidate for  
25 the position. Ms. Porter believed the person

1 currently in the administrator-in-training program was  
2 possibly the right person.

3 Ms. Porter added that the current assistant  
4 director of nursing was willing to assume the  
5 responsibilities as the DON, while Ms. Porter provided  
6 guidance and support to the new NHA.

7 Pastor Fair commended Ms. Porter for bringing to  
8 light various problems with the previous administrator  
9 and her proven leadership in this emergency transition  
10 period. Pastor Fair encouraged the Board to find in  
11 favor of the request.

12 Ms. Porter answered questions from the Board with  
13 regard to length of her current position, the number  
14 of beds at the facility, occupancy, nursing care  
15 staff, and the four minor citations the home received  
16 in October.]

17

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18 [Pursuant to Section 708(a)(5) of the Sunshine Act, at  
19 10:45 a.m. the Board entered into Executive Session  
20 with Judith Pachter Schulder, Esquire, Board Counsel,  
21 and for the purpose of conducting quasi-judicial  
22 deliberations and to receive advice of Counsel. The  
23 Board returned to open session at 10:54 a.m.]

24

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25 MS. PACHTER SCHULDER:



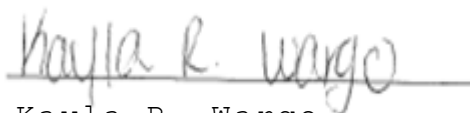




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CERTIFICATE

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.



Kayla R. Wargo,

Minute Clerk

Sargent's Court Reporting  
Service, Inc.

STATE BOARD OF EXAMINERS OF NURSING HOME  
ADMINISTRATORS  
REFERENCE INDEX  
February 28, 2018

	TIME	AGENDA
1		
2		
3		
4		
5		
6		
7		
8	9:04	Official Call to Order
9		
10	9:05	Introduction of Audience
11		
12	9:05	Approval of Minutes
13		
14	9:06	Report of Prosecutorial Division
15		
16	9:09	Report of Board Counsel
17		
18	9:15	Report of Chairperson
19		
20	9:20	Appointment - Budget Review Presentation
21		
22	9:30	Appointment - Jesse L. Aultz
23		
24	9:47	Report of Board Administrator
25		
26	9:54	Report of Committees
27		
28	9:59	Executive Session
29	10:21	Return to Open Session
30		
31	10:22	Motions
32		
33	10:26	Miscellaneous
34		
35	10:35	Appointment - Tarra Dawn Porter
36		
37	10:45	Executive Session
38	10:54	Return to Open Session
39		
40	11:00	Commonwealth Security Training
41		
42	11:12	Adjournment
43		
44		
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