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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: 9:00 A.M.

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

Wednesday, May 30, 2018

1 State Board of Examiners of
2 Nursing Home Administrators
3 May 30, 2018
4
5

6 BOARD MEMBERS:
7

8 Kimberly Cobaugh, Chairperson
9 Ian J. Harlow, Commissioner of Professional and
10 Occupational Affairs - Absent
11 Sharon K. McDermond, Vice Chairperson
12 Anne E. Holladay, CNHA, MHA, Secretary
13 Diane M. Baldi, R.N.
14 Michael P. Kelly
15 Anna E. Messmer-Wise, R.N. - Absent
16 Robert L. Wernicki - Absent
17 Susan Williamson, Department of Health Representative
18 Carrie E. Wilson, Consumer Protection Agent
19
20

21 BUREAU PERSONNEL:
22

23 Judith Pachter Schulder, Esquire, Board Counsel
24 Peter D. Kovach, Esquire, Senior Counsel
25 Chris Stuckey, Board Administrator
26
27

28 ALSO PRESENT:
29

30 Kim Deline, Pennsylvania Coalition of Affiliated
31 Healthcare & Living Communities (PACHA)
32 Mary Marshall, Director, Workforce & Professional
33 Services, The Hospital and Healthsystem Association
34 of Pennsylvania
35 Matthew Peter Pavalko, Assistant Administrator, The
36 Gardens at Lititz
37 Ilan Richland, Director of Operations, Priority
38 Healthcare Group
39 Kelly Lynn Montgomery, Assistant Administrator,
40 Platinum Ridge Center for Rehabilitation & Healing
41 Rodney Brooks, LNHA, Administrator, Platinum Ridge
42 Center for Rehabilitation & Healing
43 Jennifer Starr, RN-BSN, Director of Nursing, Platinum
44 Ridge Center for Rehabilitation & Healing
45 Tracy Lynn Blake, Sweden Valley Manor
46 Mary A. Elliott, Administrator, Sweden Valley Manor
47 Mary Austin, MSN, RN, NHA, Director, MS in Aging and
48 Long-Term Care Administration, Philadelphia College
49 of Osteopathic Medicine
50

1 ***

2 State Board of Examiners of Nursing

3 Home Administrators

4 May 30, 2018

5 ***

6 The regularly scheduled meeting of the State
7 Board of Examiners of Nursing Home Administrators was
8 held on Wednesday, May 30, 2018. Kimberly Cobaugh,
9 Chairperson, called the meeting to order at 9:00 a.m.
10 Roll call was taken.

11 ***

12 Approval of Minutes of the February 28, 2018 meeting

13 CHAIRPERSON COBAUGH:

14 Did everyone get a chance to review the
15 February 28, 2018 minutes?

16 Do I have a motion to approve?

17 MS. HOLLADAY:

18 I make a motion.

19 MR. KELLY:

20 I'll second that.

21 CHAIRPERSON COBAUGH:

22 All in favor?

23 [The motion carried unanimously.]

24 ***

25 Evacuation Announcement

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

3

4 Report of Prosecutorial Division

5 [Judith Pachter Schulder, Esquire, Board Counsel,
6 noted Prosecution Case Reports for January 2018 and
7 February 2018 for the Board's review.]

8 Ms. Pachter Schulder introduced Peter D. Kovach,
9 Esquire, Board Counsel, as the Board's Liaison in
10 Counsel.]

11

12 Appointment - Matthew Peter Pavalko

13 [Matthew Peter Pavalko, Assistant Administrator, The
14 Gardens at Lititz, requested a Temporary Permit to act
15 as the Nursing Home Administrator at The Gardens at
16 Lititz until October 30, 2018. Mr. Pavalko provided a
17 summary of his educational background and experience.

18 He stated the former administrator had resigned.

19 Also present was Mr. Ilan Richland, Director of
20 Operations. Mr. Richland commended Mr. Pavalko and
21 expressed his support for Mr. Pavalko to serve as the
22 facility administrator after passing the examination.
23 Mr. Pavalko answered questions from the Board related
24 to his ability to manage the facility.]

25

1 Report of Board Counsel

2 [Judith Pachter Schulder, Esquire, Board Counsel,
3 informed the Board that MaryAnn Hewston will not be
4 reappointed to the Board and noted another nursing
5 home administrator may be nominated soon.

6 Ms. Pachter Schulder addressed Act 6 of 2018,
7 which requires all licensees to report criminal
8 convictions and disciplinary actions in other states
9 within 30 days.]

10 ***

11 Report of Board Chair

12 [Chairperson Cobaugh addressed the new requirements by
13 the National Association of LongTerm Care
14 Administrator Boards (NAB) regarding reporting
15 continuing education units (CEU), noting extra work
16 and costs for nursing homes involved in the startup of
17 the database.

18 Kim Deline of PACHA explained the barcode
19 scanning process for the CEUs, noting that it
20 eliminates tampering and assures 100 percent accuracy
21 if an individual is ever audited. It was noted that
22 PACHA hired an individual dedicated solely to the
23 registry.]

24 ***

25 Appointment - Kelly Lynn Montgomery

1 [Kelly Lynn Montgomery, Assistant Administrator,
2 Platinum Ridge Center for Rehabilitation & Healing,
3 requested to sit for the Nursing Home Administrator
4 Examinations under Section 39.5(b)(5) of the Board's
5 regulations. Ms. Montgomery provided a summary of her
6 educational background and experience.

7 Rodney Brooks, Administrator, and Jennifer Starr,
8 Director of Nursing, Platinum Ridge Center for
9 Rehabilitation and Healing, were present on behalf of
10 Ms. Montgomery. They discussed Kelly's decision-
11 making abilities, leadership skills and ability to
12 interact with residents and their families.]

13

14 Appointment - Tracy Lynn Blake

15 [Tracy Lynn Blake, Sweden Valley Manor, presented to
16 request to sit for the Nursing Home Administrator
17 Examinations under Section 39.5(b)(5) of the Board's
18 regulations. Ms. Blake provided a summary of her
19 educational background and experience.

20 Mary A. Elliott, Administrator, Bradford Manor,
21 urged the Board to consider Ms. Blake as an applicant
22 for nursing home administrator as she has a close
23 relationship with the staff and residents and
24 possesses all the qualities to be a good
25 administrator.]

1 ***

2 [Pursuant to Section 708(a)(5) of the Sunshine Act, at
3 10:09 a.m. the Board entered into Executive Session
4 with Judith Pachter Schulder, Esquire, Board Counsel,
5 for the purpose of conducting quasi-judicial
6 deliberations and to receive advice of Counsel. The
7 Board returned to open session at 10:27 a.m.]

8 ***

9 MOTIONS

10 MS. PACHTER SCHULDER:

11 During Executive Session, the Board
12 engaged in quasi-judicial deliberations
13 on the three Applicants that had come
14 before us this morning.

15 With regard to Matthew Peter
16 Pavalko and his request for a temporary
17 administrator's license until October
18 30, 2018, unless there would be an
19 unfortunate result when he takes the
20 examination, is there a motion to
21 approve that request?

22 MR. KELLY:

23 I make a motion.

24 MS. BALDI:

25 Second.

1 CHAIRPERSON COBAUGH:

2 All in favor?

3 [The motion carried unanimously.]

4 ***

5 MS. PACHTER SCHULDER:

6 On the applications of Ms. Montgomery
7 and Ms. Blake, the Board actually has
8 additional questions for both of you.

9 [The Applicants answered questions regarding their
10 supervisory experience in each of the nursing home
11 departments.]

12 ***

13 [Pursuant to Section 708(a)(5) of the Sunshine Act, at
14 10:44 a.m. the Board entered into Executive Session
15 with Judith Pachter Schulder, Esquire, Board Counsel,
16 for the purpose of conducting quasi-judicial
17 deliberations and to receive advice of Counsel. The
18 Board returned to open session at 10:57 a.m.]

19 ***

20 MOTIONS

21 MS. PACHTER SCHULDER:

22 With the review of the applications, is
23 there a motion to approve the
24 application of Kelly Lynn Montgomery and
25 Tracy Lynn Blake to take the

1 examinations?

2 MR. KELLY:

3 I make a motion.

4 MS. MCDERMOND:

5 I'll second.

6 CHAIRPERSON COBAUGH:

7 All in favor?

8 [The motion carried unanimously.]

9 ***

10 [Ms. Pachter Schulder commented that, while the Board
11 heard from both applicants, the statements of the
12 administrators were very important to the Board in
13 understanding the operations of the facilities and the
14 supervisory experience for the applicants.]

15 ***

16 MS. PACHTER SCHULDER:

17 The Board also reviewed the application
18 of Julie Lynn Gregory for permission to
19 take the licensure exam.

20 Is there a motion to approve Ms.
21 Gregory to take the exam, but in that
22 the exam now is composed of two parts,
23 she is required to take both portions of
24 that examination?

25 MS. HOLLADAY:

1 So moved.

2 MS. MCDERMOND:

3 I'll second.

4 CHAIRPERSON COBAUGH:

5 All in favor?

6 [The motion carried unanimously.]

7 ***

8 [Mary M. Austin, MSN, RN, NHA, Director, Master's
9 Program in Aging and Long-Term Care Administration,
10 Philadelphia College of Osteopathic Medicine,
11 introduced herself and informed the Board of an NHA
12 120-hour course offered by the Philadelphia College of
13 Osteopathic Medicine. She stated that 40 or 50
14 students take the course every year. Of those
15 students, approximately eight or ten students graduate
16 with a Master's Degree.]

17 ***

18 [Diane M. Baldi, R.N., exited the meeting at
19 10:59 a.m. and reentered the meeting at 11:01 a.m.]

20 ***

21 Miscellaneous/Discussion

22 [Chris Stuckey, Board Administrator, noted the
23 following tentative 2019 Board meeting dates:
24 February 27, 2019; May 29, 2019; August 28, 2019; and
25 December 4, 2019.]

1 MS. MCDERMOND:

2 I move to accept the tentative Board
3 meetings for 2019.

4 MR. KELLY:

5 I'll second.

6 CHAIRPERSON COBAUGH:

7 All in favor? Opposed?

8 [The motion carried unanimously.]

9 ***

10 Report of Committees - Report of Examination Committee

11 MS. PACHTER SCHULDER:

12 The Board entertains a motion to approve
13 or continue the applications as
14 reflected on the Report of the
15 Examination Committee.

16 Is there a motion?

17 MS. MCDERMOND:

18 I'll make a motion.

19 MR. KELLY:

20 Second.

21 CHAIRPERSON COBAUGH:

22 All in favor?

23 [The motion carried unanimously.]

24 ***

25 Adjournment

1 [There being no further business, the State Board of
2 Examiners of Nursing Home Administrators Meeting
3 adjourned at 11:03 a.m.]

4 ***

5
6 CERTIFICATE

7
8 I hereby certify that the foregoing summary
9 minutes of the State Board of Examiners of Nursing
10 Home Administrators, was reduced to writing by me or
11 under my supervision, and that the minutes accurately
12 summarize the substance of the State Board of
13 Examiners of Nursing Home Administrators meeting.

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17 Amy L. Warehime,

18 Minute Clerk

19 Sargent's Court Reporting

20 Service, Inc.
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STATE BOARD OF EXAMINERS OF NURSING HOME
ADMINISTRATORS
REFERENCE INDEX
May 30, 2018

	TIME	AGENDA
1		
2		
3		
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7		
8	9:00	Official Call to Order/Roll Call
9		
10	9:00	Approval of Minutes
11		
12	9:01	Report of Prosecutorial Division
13		
14	9:02	Appointment - Matthew Peter Pavalko
15		
16	9:09	Report of Board Counsel
17		
18	9:11	Report of Chairperson
19		
20	9:16	Appointment - Kelly Lynn Montgomery
21		
22	9:42	Appointment - Tracy Lynn Blake
23		
24	10:09	Executive Session
25	10:27	Return to Open Session
26		
27	10:27	Motions
28		
29	10:44	Executive Session
30	10:57	Return to Open Session
31		
32	10:57	Motions
33		
34	11:02	Miscellaneous/Discussion
35		
36	11:02	Report of Committees
37		
38	11:03	Adjournment
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