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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 MICROSOFT TEAMS**

TIME: 10:34 A.M.

PENNSYLVANIA DEPARTMENT OF STATE
2601 North Third Street
One Penn Center, Board Room C
Harrisburg, Pennsylvania 17110

Wednesday, May 4, 2022

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State Board of Examiners of
Nursing Home Administrators
May 4, 2022

BOARD MEMBERS:

- Sharon K. McDermond, NHA, Chairperson - Absent
- Arion R. Claggett, Acting Commissioner, Bureau of Professional and Occupational Affairs
- Anne E. Holladay, CNHA, MHA, Vice Chairperson
- Sara L. King, NHA, Secretary
- Diane M. Baldi, R.N. - Absent
- Susan Coble, Deputy Secretary of Quality Assurance, Department of Health
- Michael P. Kelly, NHA
- Francis J. King, NHA
- Ilene Warner-Maron, Ph.D.
- Robert L. Wernicki, NHA
- Carrie E. Wilson, Office of Attorney General, Bureau of Consumer Protection

BUREAU PERSONNEL:

- Carole Clarke Smith, Esquire, Senior Board Counsel
- Megan E. Castor, Esquire, Board Counsel
- Carolyn DeLaurentis, Deputy Chief Counsel, Prosecution Division
- William A. Newport, Esquire, Board Prosecution Liaison
- Chris Stuckey, Board Administrator
- Michelle Witmer, Bureau of Finance and Operations, Department of State

1 ***

2 State Board of Examiners of
3 Nursing Home Administrators

4 May 4, 2022

5 ***

6 [Pursuant to Section 708(a)(5) of the Sunshine Act, at
7 9:30 a.m. the Board entered into Executive Session
8 with Megan E. Castor, Esquire, Board Counsel, for the
9 purpose of conducting quasi-judicial deliberations and
10 to receive legal advice. The Board began open session
11 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, May 4, 2022. Anne E. Holladay,
16 CNHA, MHA, Vice Chairperson, called the meeting to
17 order at 10:30 a.m.

18 ***

19 [Megan E. Castor, Esquire, Board Counsel, informed
20 everyone that the Board met in Executive Session prior
21 to the commencement of the meeting with Board Counsel
22 for the purpose of conducting quasi-judicial
23 deliberations and to receive legal advice regarding
24 some items on the agenda.

25 Ms. Castor announced that the meeting was being

1 recorded, and those attending this meeting were giving
2 their consent to be recorded.]

3 ***

4 Roll Call

5 [Chris Stuckey, Board Administrator, performed a roll
6 call of Board Members.]

7 ***

8 Appointment - Bureau of Finance and Operations Annual
9 Budget Presentation

10 [Michelle Witmer, Bureau of Finance and Operations,
11 Department of State, provided the 2021-2022 budget
12 presentation. She addressed the licensee population
13 for the Board, noting changes throughout fiscal years
14 of licensees. She mentioned comparing renewal years
15 so the Board could see their growth.

16 Ms. Witmer reported a decrease of 22 licenses
17 from FY15-16 to FY17-18 and a decrease from FY19-20 of
18 25 licenses. She noted 1,875 licenses as of the date
19 of the report with an increase this morning to 1,881
20 licenses.

21 Ms. Witmer noted the current revenue. She
22 mentioned that 99 percent of revenue comes from
23 renewals and applications and a very small portion
24 from miscellaneous items. She stated June 2020, which
25 is the Board's normal renewal period, was extended

1 through September 2020, and even though FY19-20 is the
2 renewal year, there is a little more revenue in FY20-
3 21. She noted the Bureau of Finance and Operations
4 (BFO) readjusted some things to show it as if it was a
5 normal year because they need to project out into
6 future years.

7 Ms. Witmer addressed expenses, noting the Board
8 incurs expenses through direct costs, timesheets, and
9 day-to-day business things. She reported on expenses
10 in FY19-20, FY20-21, and the current expenses. She
11 mentioned a recent increase. She noted a budget of
12 \$154,000 would be sufficient for the remainder the
13 year.

14 Ms. Witmer addressed revenue and expenses, noting
15 the Board showed continued growth and noted the
16 projected Board's balance.

17 Ms. Witmer noted the Board member expenses for
18 FY19-20, FY20-21, and the current Board expenses
19 figure. She stated BFO would leave the budget at
20 \$12,000. She noted any money not used goes back into
21 the restricted account for future use by the Board.

22 Vice Chair Holladay thanked Ms. Witmer for the
23 presentation.]

24 ***

25 Approval of minutes of the February 2, 2022 meeting

1 VICE CHAIR HOLLADAY:

2 We need to have approval of minutes for
3 the February 2, 2022 meeting.

4 Could I have a motion to approve
5 the minutes?

6 MR. WERNICKI:

7 I'll approve the minutes.

8 VICE CHAIR HOLLADAY:

9 Do I have a second?

10 MS. KING:

11 Second.

12 VICE CHAIR HOLLADAY:

13 Chris, could you call each name?

14

15 Claggett, abstain; Holladay, abstain;
16 Sara King, yes; Coble, approve; Kelly,
17 approve; Francis King, abstain; Warner-
18 Maron, approve; Wernicki, approve;
19 Wilson, approve.

20 [The motion carried. Arion Claggett, Anne Holladay,
21 and Francis King abstained from voting on the motion.]

22

23 Report of Prosecutorial Division - No Report

24

25 Report of Board Counsel

1 [Megan E. Castor, Esquire, Board Counsel, mentioned
2 she is pleased to be Board Counsel at the present
3 time.]

4 ***
5 Report of Board Chairperson

6 VICE CHAIR HOLLADAY:

7 I move to Ratify the Temporary Permit
8 Application listed in item 3 for Leslie
9 Ann Mason.

10 MS. KING:

11 So moved.

12 VICE CHAIR HOLLADAY:

13 Do we have a second?

14 ACTING COMMISSIONER CLAGGETT:

15 Second.

16 VICE CHAIR HOLLADAY:

17 Chris, we'll have to do a roll call
18 again.

19
20 Commissioner Claggett, aye; Anne
21 Holladay, yes; Sara King, yes; Susan
22 Coble, yes; Michael Kelly, yes; Francis
23 King, abstain; Ilene Warner-Marion, yes;
24 Robert Wernicki, yes; Carrie Wilson,
25 yes.

1 [The motion carried. Francis King abstained from
2 voting on the motion.]

3

4 Report of Acting Commissioner

5 [Arion R. Claggett, Acting Commissioner, Bureau of
6 Professional and Occupational Affairs, informed Board
7 members that the Department is currently in the
8 process of replacing the Pennsylvania Licensing System
9 (PALS) and should have the new system identified and
10 in place by the end of 2023.]

11

12 Report of Board Administrator - No Report

13

14 Report of Board Members - No Report

15

16 Report of Committees - Examination Committee

17 [Chris Stuckey, Board Administrator, noted a document
18 on the OneDrive under the Examination Committee Report
19 showing applications that have been approved since the
20 previous Board meeting.]

21 MS. CASTOR:

22

I believe the Board would entertain a
23 motion to provisionally deny the NHA
24 Examination of Rosemary Pettigrew.

25 DR. WARNER-MARON:

1 So moved.

2 VICE CHAIR:

3 Second?

4 MR. WERNICKI:

5 Second.

6 VICE CHAIR HOLLADAY:

7 Chris, you'll do a roll call.

8

9 Commissioner Claggett, aye; Anne
10 Holladay, yes; Sara King, yes; Susan
11 Coble, yes; Michael Kelly, yes; Francis
12 King, abstain; Ilene Warner-Marion, yes;
13 Robert Wernicki, yes; Carrie Wilson,
14 yes.

15 [The motion carried. Francis King abstained from
16 voting on the motion.]

17 ***

18 Report of Committees - Examination Committee

19 Assignments

20 [Anne E. Holladay, CNHA, MHA, Vice Chairperson,
21 announced that Mr. Kelly had been reappointed to the
22 Board. She asked whether he wished to serve on the
23 Examination Committee again, and he agreed.]

24 ***

25 Report of Committees - Administrator-in-Training (AIT)

1 Review Committee

2 [Chris Stuckey, Board Administrator, noted there is a
3 document on the OneDrive under the AIT Committee
4 identifying applications that have been approved since
5 the last Board meeting.]

6 ***

7 Discussion Items - Tentative 2023 Board Meeting Dates

8 [Chris Stuckey, Board Administrator, noted the
9 tentative 2023 Board meeting dates are March 1, May 3,
10 August 30, and November 1.]

11 VICE CHAIR HOLLADAY:

12 I move to approve the proposed meeting
13 dates.

14 Is there a second?

15 MS. KING:

16 Second.

17 VICE CHAIR HOLLADAY:

18 Chris, you'll call roll.

19

20 Commissioner Claggett, aye; Anne
21 Holladay, yes; Sara King, yes; Susan
22 Coble, yes; Michael Kelly, yes; Francis
23 King, yes; Ilene Warner-Maron, yes;
24 Robert Wernicki, yes; Carrie Wilson,
25 yes.

1 [The motion carried unanimously.]

2 ***

3 Correspondence

4 MS. CASTOR:

5 I believe the Board would entertain a
6 motion to approve the AIT hours for
7 Samuel Streater.

8 DR. WARNER-MARON:

9 So moved.

10 VICE CHAIR HOLLADAY:

11 Second. Chris, you'll make a roll call.

12

13 Commissioner Claggett, aye; Anne
14 Holladay, yes; Sara King, yes; Susan
15 Coble, yes; Michael Kelly, yes; Francis
16 King, yes; Ilene Warner-Maroon, yes;
17 Robert Wernicki, yes; Carrie Wilson,
18 yes.

19 [The motion carried unanimously.]

20 ***

21 MS. CASTOR:

22 I believe the Board would entertain a
23 motion to allow Matthew Giannini to
24 complete 8 hours of continuing education
25 for the renewal of his license.

1 DR. WARNER-MARON:

2 So moved.

3 VICE CHAIR HOLLADAY:

4 Is there a second?

5 MS. KING:

6 I'll second.

7 VICE CHAIR HOLLADAY:

8 Chris.

9

10 Commissioner Claggett, aye; Anne
11 Holladay, yes; Sara King, yes; Susan
12 Coble, yes; Michael Kelly, yes; Francis
13 King, yes; Ilene Warner-Maroon, yes;
14 Robert Wernicki, yes; Carrie Wilson,
15 yes.

16 [The motion carried unanimously.]

17 ***

18 FYI Items

19 [Anne E. Holladay, CNHA, MHA, Vice Chairperson,
20 referred to the 2022 National Association of Long-Term
21 Care Administrator Boards (NAB) Annual Meeting and
22 reminders for the Board's review. She received no
23 response after asking whether Board members wished to
24 attend.

25 Vice Chair Holladay also referred to the 2022

1 National Association of Long-Term Care Administrator
2 Boards spring newsletter for the Board's review.]

3 ***

4 Upcoming Meeting Dates

5 [Anne E. Holladay, CNHA, MHA, Vice Chairperson, noted
6 the next Board meeting is scheduled for August 31,
7 2022.]

8 ***

9 Upcoming Hearings

10 [Megan Castor, Esquire, Board Counsel, informed Board
11 members that there are no upcoming hearings.]

12 ***

13 Adjournment

14 VICE CHAIR HOLLADAY:

15 I move to adjourn the meeting.

16 DR. WARNER-MARON:

17 Second.

18 VICE CHAIR HOLLADAY:

19 Thank you for your attendance and
20 service to the Board.

21 [The motion carried unanimously.]

22 ***

23 [There being no further business, the State Board of
24 Examiners of Nursing Home Administrators Meeting
25 adjourned at 10:56 a.m.]

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.



Cory Ruda,
Minute Clerk
Sargent's Court Reporting
Service, Inc.

STATE BOARD OF EXAMINERS OF
NURSING HOME ADMINISTRATORS
REFERENCE INDEX

May 4, 2022

	TIME	AGENDA
1		
2		
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4		
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7		
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9		
10	9:30	Executive Session
11	10:30	Return to Open Session
12		
13	10:30	Official Call to Order
14		
15	10:31	Roll Call
16		
17	10:32	Appointment - Bureau of Finance and
18		Operations Annual Budget Presentation
19		
20	10:40	Approval of Minutes
21		
22	10:41	Report of Board Chair
23		
24	10:43	Report of Committees
25		
26	10:50	Discussion Items
27		
28	10:51	Correspondence
29		
30	10:53	FYI Items
31		
32	10:55	Meeting Dates
33		
34	10:55	Upcoming Hearings
35		
36	10:56	Adjournment
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