

**IDAHO BOARD OF EXAMINERS OF NURSING HOME ADMINISTRATORS**  
**Bureau of Occupational Licenses**  
700 West State Street, P.O. Box 83720  
Boise, ID 83720-0063

**Board Meeting Minutes of 1/30/2013**

**BOARD MEMBERS PRESENT:** Zendi Fae-Hansen Meharry - Chair  
Keith Holloway  
Joshua R Thompson  
Cathy Hart  
Jonathan Paine – by phone

**BUREAU STAFF:** Tana Cory, Bureau Chief  
Dawn Hall, Administrative Support Manager  
Lori Peel, Investigative Unit Manager  
Eric Nelson, Board Prosecutor  
Maurie Ellsworth, Legal Counsel  
Marilyn London, Technical Records Specialist

**OTHERS PRESENT:** Shelly Henderson, Applicant

The meeting was called to order at 9:05 AM MST by Zendi Fae-Hansen Meharry.

Keith Holloway attended the Legislative Hearing regarding the proposed laws on behalf of the Board that began at 9:00 A.M.

**APPROVAL OF MINUTES**

Ms. Hart made a motion to approve the minutes of October 18, 2012. It was seconded by Dr. Paine. Motion carried.

**FINANCIAL REPORT**

Ms. Hall gave the financial report, which indicated that the Board has a cash balance of \$36,641.13 as of December 31, 2012.

**DISCIPLINE**

Mr. Nelson presented a memorandum regarding case number NHA-2013.1.  
Ms. Hart made a motion to close case NHA-2013-1 with a warning letter. It was seconded by Mr. Thompson. Motion carried.

Mr. Nelson presented a Stipulation and Consent Order in case NHA-2012-5. Mr. Thompson made a motion to approve the Consent Order and allow the Board

Chair to sign on behalf of the Board. It was seconded by Ms. Hart. Motion carried.

### **INVESTIGATIVE REPORT**

Ms. Peel gave the investigative report, which is linked above.

### **FOR BOARD DETERMINATION**

Ms. Hart made a motion to approve the Bureau's recommendation and authorize closure in case I-NHA-2012-5. It was seconded by Mr. Thompson. Motion carried.

### **NEW BUSINESS**

Ms. Henderson spoke to the Board regarding her 3<sup>rd</sup> quarterly report that the Board did not approve. Additional hours were submitted for the Board's review. The Board directed a letter be sent to the preceptor.

### **NATIONAL ASSOCIATION OF LONG TERM CARE ADMINISTRATOR BOARDS**

The Board reviewed the NAB membership dues invoice. Ms. Hart moved that the Board authorize payment of \$1,500 for NAB membership dues. It was seconded by Mr. Thompson. Motion carried.

### **CORRESPONDENCE**

The Board reviewed a letter from Lynae Nielsen requesting clarification on the Administrator-in-Training requirements. Ms. Hart moved that a letter be sent including the AIT Rule 400.02 that addresses the requirement of at least 32 hours per week in a licensed nursing home setting and complete an application for the administrator-in-training program. It was seconded by Mr. Thompson. Motion carried.

The Board reviewed a letter from Christine Amlin requesting a waiver of the specialized administrator course requirement as part of the AIT program based upon courses she took as part of a bachelor's degree program. It was moved by Mr. Thompson that the Board deny the request based upon Rule 400.03.g. It was seconded by Ms. Hart. Motion carried.

### **CONTINUING EDUCATION COURSE**

The Board reviewed a continuing education course titled, "Hospice Care". It was moved by Mr. Thompson that the Board deny the course titled, "Hospice Care"

based upon not being sponsored by an approved group as referenced in Rule 200.01. It was seconded by Ms. Hart. Motion carried.

## **EXECUTIVE SESSION**

Ms. Hart made a motion that the Board go into executive session under Idaho Code § 67-2345(1)(d) to consider records that are exempt from disclosure under the Idaho Public Records Law. The purpose of the Executive Session was to consider license application materials. It was seconded by Mr. Thompson. The vote was: Ms. Hart, aye; Mr. Thompson, aye; Mr. Paine, aye; and Ms. Meharry, aye. Motion carried.

Mr. Holloway made a motion to come out of executive session. It was seconded by Mr. Thompson. The vote was: Ms. Hart, aye; Mr. Thompson, aye; Mr. Paine, aye; Mr. Holloway, aye; and Ms. Meharry, aye. Motion carried.

Mr. Holloway returned to the meeting at 10:00 A.M.

## **CONTINUING EDUCATION AUDITS**

Ms. Hart made a motion to approve the two continuing education audits. It was seconded by Mr. Thompson. Motion carried.

Ms. Hart made a motion that the Board approve the continuing education documentation for 901090588 pending receipt of additional information on the sponsoring health care association for a continuing education training course. It was seconded by Mr. Holloway. Motion carried.

## **APPLICATIONS**

Mr. Thompson made a motion to approve the following for licensure by endorsement:

Michael Cleveland  
Stephen Farnsworth  
Harold Gibbons  
Kenneth Perry  
Alan Romero  
John Williams

It was seconded by Ms. Hart. Motion carried.

It was moved by Ms. Hart to approve Pascale Snodgrass as a nursing home administrator designee. It was seconded by Mr. Thompson. Motion carried.

It was moved by Mr. Thompson to approve Kathryn Irwin, Joshua Bowman, and Samira Husic for the AIT program. It was seconded by Mr. Holloway. Motion carried.

It was moved by Mr. Thompson that the Board deny the examination application for Nathan Montgomery based upon his master degree not meeting Rule 300.02.c.d. It was seconded by Ms. Hart. Motion carried.

### **LEGISLATIVE UPDATE**

Mr. Holloway reported that the Board's proposed law change passed the House Health and Welfare Committee and that he will be available to attend when it goes to the Senate Health and Welfare Committee.

**NEXT MEETING** was scheduled for May 2, 2013 at 9:00 A.M.

### **ADJOURNMENT**

Ms. Hart made a motion to adjourn the meeting at 11:50 A.M. MST. It was seconded by Dr. Paine. Motion carried.

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Zendi Fae-Hansen Meharry, Chair

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Keith Holloway

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Cathy Hart

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Jonathan Paine

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Tana Cory, Bureau Chief