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**DEPARTMENT OF HEALTH  
MEDICAL QUALITY ASSURANCE  
BOARD OF NURSING HOME ADMINISTRATORS**

**MINUTES  
GENERAL BUSINESS MEETING**

**Telephone Conference Call**

**April 30, 2013**

Agenda items are subject to being taken up at anytime during the meeting. Participants in this public meeting should be aware that these proceedings are being recorded and that an audio file of the meeting will be posted to the board's website.

**General Board Business started: 1:08 p.m.**

**CALL TO ORDER:**

Ms. Patricia Freeman, Chair, called the meeting to order at 1:08 p.m. Those present for all or part of the meeting included the following:

**MEMBERS PRESENT:**

Patricia Freeman, Chair  
Robert Rosenthal, Vice-Chair  
Jeri Francoeur  
Keith Myers

**MEMBER NOT PRESENT:**

Cathy Bracher, ARNP (excused)

**STAFF PRESENT:**

Bill Miller, Board Executive Director  
Sharon Guilford, Program Operations Administrator  
Michele Jackson, Regulatory Supervisor/Consultant  
Edith Rogers, Regulatory Specialist II

**BOARD COUNSEL:**

Marlene Stern, Assistant Attorney General  
Larry Harris, Assistant Attorney General  
Office of Attorney General

**INTRODUCTION OF NEW EXECUTIVE DIRECTOR:**

**Mr. Bill Miller**

**Mr. Rosenthal moved to accept Mr. Bill Miller as the Board Executive Director.  
The motion was seconded 4/0.**

**APPROVAL OF MINUTES:**

1                   **November 29, 2012 – Full Board Meeting**

2

3 **Mr. Myers moved to approve the above minutes. This motion was carried out 4/0.**

4

5                   **November 30, 2012 – Full Board Meeting**

6

7 **Ms. Francoeur moved to approve the above minutes. This motion was carried out 4/0.**

8

9 **General Board Business ended: 1:17 p.m.**

10 **Applications started: 1:18 p.m.**

11

12 **APPLICANTS PRESENTED FOR BOARD REVIEW:**

13

14                   **Yolanda Ostertag – NHA Exam**

15

16 Ms. Ostertag was present and addressed the board.

17

18 The board addressed Ms. Ostertag’s application and the following action was taken.

19

20 **Mr. Rosenthal moved to deny the applicant for failure to meet the experience**  
21 **requirements. The motion was seconded and carried 3/1 with Ms. Francoeur**  
22 **opposed.**

23

24                   **Maria L. Phelan – NHA Exam**

25

26 Ms. Phelan was present and addressed the board. Ms. Julie Anderson with Wuesthoff  
27 Progressive Care Center, and Mr. Matt File with Conway Lakes Health & Rehabilitation  
28 Center, were also present and addressed the board on behalf of Ms. Phelan.

29

30 The board addressed Ms. Phelan’s application and the following action was taken.

31

32 **Mr. Myers moved to require additional information from Ms. Julie Anderson to**  
33 **provide updated detail employment verification and the information shall be**  
34 **reviewed by the board at their next board meeting. The motion was seconded and**  
35 **carried 4/0.**

36

37                   **Edwina Barkley – 2,000 Hours AIT**

38

39 Ms. Barkley was present and addressed the board.

40

41 The board addressed Ms. Barkley’s application and the following action was taken.

42

43 **Mr. Myers moved that the current application has expired and she will need to**  
44 **reapply for the 2,000 hour program. The motion was seconded and carried 4/0.**

45

46                   **Juan R. Hurtado – Current AIT**

47

1 Mr. Hurtado was present and addressed the board.

2  
3 The board addressed Mr. Hurtado's application.

4  
5 Mr. Hurtado stated he had submitted the report; however, Ms. Rogers indicated that the  
6 Credential's Committee had requested the application to be on the next agenda.

7  
8 The following action was taken.

9  
10 **Ms. Freeman moved to have Ms. Rogers forward the 3<sup>rd</sup> quarterly report to the**  
11 **Board Monitor, and if acceptable, then complete the 4<sup>th</sup> quarter at the new facility.**  
12 **If the report is unacceptable, then the 3<sup>rd</sup> and 4<sup>th</sup> quarterly report will be completed**  
13 **at the new facility. The motion was seconded and carried 4/0.**

14  
15 **Chandra Amin – NHA Exam**

16  
17 Ms. Amin was present and addressed the board. Ms. Sandra Gant and Mr. Suresh V. Pai  
18 were also present and addressed the board on behalf of Ms. Amin.

19  
20 The board addressed Ms. Amin's application and the following action was taken.

21  
22 **Ms. Freeman moved to deny the applicant for failure to meet the one year**  
23 **experience. The motion was seconded and carried 4/0.**

24  
25 **Darlene Ann Steiner – NHA Exam**

26  
27 Ms. Steiner was present and addressed the board. Mr. Michael Bradley was also present  
28 and addressed the board on behalf of Ms. Steiner.

29  
30 The board addressed Ms. Steiner's application indicating that she did not provide  
31 evidence of the one year of management experience. Therefore, the board requested if  
32 Ms. Steiner would like to withdraw her application.

33  
34 Ms. Steiner withdrew her application.

35  
36 **Ms. Freeman moved to accept Ms. Steiner's request to withdraw her application.**  
37 **The motion was seconded and carried 4/0.**

38  
39 Due to the board denying the previous applications, the board requested if the applicants  
40 wanted to withdraw their application in lieu of the denial. The following actions were  
41 taken:

42  
43 **Chandra Amin – NHA Exam (readdressed)**

44  
45 Ms. Amin requested to withdraw her application.

1 **Ms. Freeman moved to vacate the original motion and accept her request to**  
2 **withdraw her application. The motion was seconded and carried 4/0.**

3  
4 **Yolanda Ostertag – NHA Exam (readdressed)**

5  
6 Ms. Ostertag requested to withdraw her application.

7  
8 **Ms. Freeman moved to vacate the original motion and accept her request to**  
9 **withdraw her application. The motion was seconded and carried 4/0.**

10  
11 **Applications ended: 3:17 p.m.**

12 **General Board Business started: 3:18 p.m.**

13  
14 **BOARD COUNSEL’S REPORT:**

15  
16 **Rules Status Report**

17  
18 Ms. Stern provided an overview of the Rules Status Report. She also addressed the  
19 following rules.

- 20  
21 • **64B10-11.002, Florida Administrative Code – Eligibility for Licensure**  
22 • **64B10-15.001, Florida Administrative Code – Continuing Education for**  
23 **Licensure Renewal**  
24 • **64B10-16.001, Florida Administrative Code – General Information**

25  
26 **Annual Regulatory Plan**

27  
28 Ms. Stern tabled the discussion until the June meeting.

29  
30 **General Board Business ended: 3:29 p.m.**

31 **Applications started: 3:29 p.m.**

32  
33 **RATIFICATION OF LICENSURE:**

- 34  
35 • **Nursing Home Administrators**  
36 **(Mark Allen White, NHA 5364 – Alexander Joseph Vacek, NHA 5395)**

37  
38 **Ms. Francoeur moved to approve the ratification list as presented. The motion was**  
39 **seconded and carried 4/0.**

- 40  
41 • **Examination**  
42 **(Angel Manual Alvarez – Simara Ariel Zafir)**

43  
44 **Ms. Francoeur moved to approve the ratification list as presented. The motion was**  
45 **seconded and carried 4/0.**

- 1       • **Administrator-in-Training**  
2       **(Ophelia Beier – Krister Shifflet)**

3  
4 **Ms. Francoeur moved to approve the ratification list as presented. The motion was**  
5 **seconded and carried 4/0.**

- 6  
7       • **Preceptors**  
8       **(Scott Cairns and Judith Greenwald)**

9  
10 **Ms. Francoeur moved to approve the ratification list as presented. The motion was**  
11 **seconded and carried 4/0.**

12  
13 **Applications ended: 3:30 p.m.**  
14 **General Board Business started: 3:30 p.m.**

15  
16 **APPROVAL TO PAY NATIONAL ASSOCIATION OF LONG TERM CARE**  
17 **ADMINISTRATOR BOARD – Annual Dues:**

18  
19 **Ms. Francoeur moved to approve the board to pay the National Association of Long**  
20 **Term Care Administrator Board’s Annual Dues. The motion was seconded and**  
21 **carried 4/0.**

22  
23 Ms. Freeman requested the board to vote approving her to attend the NAB Conference in  
24 June 2013.

25  
26 **Ms. Francoeur moved to approve Ms. Freeman to attend the NAB Conference in**  
27 **June 2013. The motion was seconded and carried 4/0.**

28  
29 **CHAIR/VICE-CHAIR REPORT:**

30  
31 No report.

32  
33       **Future Agenda Items**

34  
35 The board requested the following to be addressed on the next agenda.

- 36  
37       • Rule Challenge – Rule 64B10-16.002, F.A.C.  
38       • Election of Officers  
39       • Defining the one year management experience  
40       • Annual Regulatory Plan

41  
42 **EXECUTIVE DIRECTOR’S REPORT:**

43  
44 No report.

45  
46 **COMMITTEE REPORTS:**

1  
2 **AIT/Preceptor – Ms. Freeman/Mr. Myers/Mr. Rosenthal**

3  
4 Each Committee Member provided an overview of their report.

5  
6 **Budget – Mr. Myers**

- 7  
8
  - 9 • **Revenue Report**
  - 10 • **Expenditures by Function Ending September 30, 2012**
  - 11 • **Cash Balance Report Ending September 30, 2012**
  - 12 • **Total expenditures (Direct and Allocated) by Board Ending**  
13 **September 30, 2012**
  - 14 • **Allocations to Boards by Source Organization and Category**  
15 **Ending September 30, 2012**

16
  - 17 • **Revenue Report**
  - 18 • **Expenditures by Function Ending December 31, 2012**
  - 19 • **Cash Balance Report Ending December 31, 2012**
  - 20 • **Total expenditures (Direct and Allocated) by Board Ending**  
21 **December 31, 2012**
  - 22 • **Allocations to Boards by Source Organization and Category**  
23 **Ending December 31, 2012**

24 Mr. Myers provided a brief overview of the above reports. He requested staff to prepare  
25 a summary of the reports on the agenda.

26  
27 Mr. Miller stated that staff does not provide a summary for other professions but he  
28 would speak with his supervisor.

29  
30 **Continuing Education – Ms. Bracher**

31  
32 **Providers and Courses Approved by CE Committee**

33  
34 **Ms. Francoeur moved to approve the providers and courses approved by the CE**  
35 **Committee with the exception to the courses titled “Orlando Health and Rehab**  
36 **Center Core Training,” course number 20-299199 and “Medical Errors Can Be**  
37 **Prevented in ALF’s,” course number 20-351350. Further the documents should be**  
38 **presented at the June 2013 meeting for review. The motion was seconded and**  
39 **carried 4/0.**

40  
41 **Providers and Courses Approved by Staff**

42  
43 **Ms. Francoeur moved to approve the providers and courses approved by the Board**  
44 **Staff with the exception to the course titled “November 2012 Equity BU Meeting,”**  
45 **course number 20-376750. Further the documents should be presented at the June**

1 **2013 meeting for review. The motion was seconded and carried 4/0. The motion was**  
2 **seconded and carried 4/0.**

3  
4 **Credentials – Ms. Freeman**

5  
6 No report.

7  
8 **Disciplinary Compliance – Ms. Francoeur**

9  
10 No report.

11  
12 **Examination/NAB – Ms. Freeman**

13  
14 No report.

15  
16 **Legislation – Mr. Myers**

17  
18 Mr. Myers stated the recommended changes for Section 468.1695, F.S., was not acted  
19 upon this session but will be for 2014 session.

20  
21 Ms. Freeman requested the approved language to appear on the next agenda.

22  
23 **Probable Cause – Mr. Rosenthal**

24  
25 **Stats**

26  
27 Information only.

28  
29 **Rules – Ms. Bracher**

30  
31 **Unlicensed Activity – Ms. Francoeur**

32  
33 No report.

34  
35 **NEXT MEETING DATE:**

36  
37 **June 7<sup>th</sup> – Ft. Lauderdale**

38  
39 The board requested staff to email the hotel information to the members following the  
40 meeting.

41  
42 **General Board Business ended: 4:05 p.m.**

43  
44 **ADJOURNMENT:**

45 The meeting was adjourned at 4:05 p.m.