

**MINUTES
STATE OF NEW HAMPSHIRE
BOARD OF EXAMINERS OF NURSING HOME ADMINISTRATORS**

September 19, 2018

The regularly scheduled meeting of the New Hampshire Board of Examiners of Nursing Home Administrators was held at 121 South Fruit Street, Concord, New Hampshire on the above date, beginning at 9:30 A.M. Unless otherwise indicated, the members present and participating were: Daniel A. Estee, NHA, Chair; Jeanne V. Sanders, NHA, Vice Chair; Ted J. Purdy, NHA; Luanne S. Rogers, NHA; Mark J. Bonica, PhD.; Anne Howe, RN; Judith M. Cote, PTA.; Anthony C. Linardos, R.Ph. and Barry E. Conway, Public Members. Absent was: N/A

INTERVIEWS/HEARINGS WITH THE BOARD:

N/A

Call to Order at 9:34

NEW BUSINESS:

Minutes from the June 20, 2018 Board meeting. **Board Action: 9/19/18** – On motion of Ms. Rogers, seconded by Ms. Howe, approved. Unanimous.

Board to review AIT checklist with the NAB AIT Program Manual from February 2017 **Board Action: 9/19/18** – On motion of Ms. Sanders, seconded by Mr. Bonica, Board voted to add the phrase “suggested preceptor/AIT program” to the website with the link to the AIT Program Manual. Approved. Unanimous.

COMMITTEE REPORTS:

EDUCATION COMMITTEE:

N/A

EVALUATION COMMITTEE:

APPLICANTS FOR THE APPROVAL TO SIT FOR EXAM(S) (If applicant passes exam(s), staff to issue license and ratify at next regularly scheduled Board Meeting): Board Action: 9/19/2018 – on motion of Ms. Conway, seconded by Ms. Rogers, approve to sit for the exam(s). Unanimous.

FULLER, Kelly M., NHA – State and NAB (**pending transcripts from Capella University**)

LEE, Allison S., NHA – State and NAB (**Pending Background check**)

SLATTERY, Jessica A., NHA – State and NAB (**Pending Background check**)

VERGE, Tara L., NHA – State (**Pending Background check**)

WHITTEN, Jolynn K., NHA – State

RATIFY LICENSE ISSUED ON July 2, 2018. Board Action: 9/19/2018 - On motion of Mr. Conway, seconded by Ms. Rogers, ratified vote to approve license issued on July 2, 2018. Unanimous.

BAZZELL, Donald R., NHA

RATIFY LICENSE ISSUED ON July 17, 2018. Board Action: 9/19/2018 - On motion of Mr. Conway, seconded by Ms. Rogers, ratified vote to approve license issued on July 17, 2018. Unanimous.

MILLER, Jeffrey, NHA

RATIFY LICENSE ISSUED ON July 23, 2018. Board Action: 9/19/2018 - On motion of Mr. Conway, seconded by Ms. Rogers, ratified vote to approve license issued on July 23, 2018. Unanimous.

AULETTO, Amy T., NHA

TABLED:

NAB and the American College of Health Care Administrators introduced two new training programs. **Board Action – 12/14/16** – Tabled. **Board Action – 3/8/17** – Tabled. **Board Action: 6/14/17** – Tabled. **Board Action: 9/13/17** – Tabled. **Board Action: 12/13/2017** – Tabled. **Board Action: 4/26/18** – Tabled. **Board Action: 6/20/2018** – On motion of Ms. Howe, seconded by Ms. Sanders, the Board will bring forward at next meeting NAB regulations as it relates to AIT requirements. Unanimous. **Board Action: 9/19/18** – On Motion of of Ms. Sanders, seconded by Mr. Bonica, Board voted to add the phrase “suggested preceptor/AIT program” to the website with the link to the Program Manual. Approved. Unanimous.

NAB Candidate Handbook, effective July 1, 2017. **Board Action: 6/14/17** – Tabled. **Board Action: 9/13/17** – Tabled. **Board Action: 12/13/2017** – Tabled. **Board Action: 4/26/18** – Tabled. **Board Action: 6/20/2018** – On motion of Ms. Howe, seconded by Ms. Sanders, the Board will bring forward at next meeting NAB regulations as it relates to AIT requirements. Unanimous. **Board Action: 9/19/18** – On Motion of of Ms. Sanders, seconded by Mr. Bonica, Board voted to add the phrase “suggested preceptor/AIT program” to the website with the link to the Program Manual. Approved. Unanimous.

Nuh 217 and Nuh 300.01, Nuh 301.02, Nuh 304.03, Nuh 304.03, Nuh 304.04, Nuh 401.02, Nuh 401.03, Nuh 401.04, Nuh 402.01, Nuh 403.02, Nuh 403.03. **Board Action: 4/26/18** – Board opens the hearing at 9:46 A.M. and closed it at 10:00 A.M. with no public comments. On motion of Mr. Purdy, seconded by Mr. Linardos, Board approves initial proposal. Unanimous. On motion of Mr. Purdy, seconded by Ms. Sanders, Board approves final proposal and voted to leave the forms as is. Unanimous. **Board Action: 9/19/18** – On motion of Ms. Rogers, seconded by Ms. Sanders, Board approves to readopt Nuh 217. Unanimous. On motion of Ms. Howe, seconded by Ms. Cote, Board approves conditional approval response for Nuh 300.01, Nuh 301.02, Nuh 304.03, Nuh 304.03, Nuh 304.04, Nuh 401.02, Nuh 401.03, Nuh 401.04, Nuh 402.01, Nuh 403.02, Nuh 403.03. Unanimous.

Motion to commence 1st non-public session:

On motion of Mr. Conway, seconded by Ms. Rogers, the Board voted to conduct a non-public session for the purpose of discussing investigations of alleged licensee misconduct and other confidential Board business and noting that such a non-public session is authorized by RSA 91-A:3, II (c), RSA 91-A:3, II (e), RSA 91-A:5, IV, Lodge v. Knowlton, 119 N.H. 574 (1978), and the Board's executive and deliberative privileges. Each member recorded his or her vote on the motion, which passed by the unanimous poll vote of all members present.

1st NON-PUBLIC SESSION:

[Minutes kept separately]

Motion to keep minutes of 1st non-public session confidential:

Upon the motion of Mr. Conway and the second of Ms. Rogers, the Board voted to withhold the minutes of the preceding non-public session from public disclosure pursuant to RSA 91-A:3, III on the grounds that public disclosure would be likely to affect adversely the reputation of a person other than a board member and/or to render the proposed action ineffective. Each member recorded his or her vote on the motion, which passed by the unanimous poll vote of all members present.

On motion of Ms. Sanders, seconded by Ms. Rogers, the Board voted to go back into public session.

DATE OF NEXT MEETING: December 12, 2018 at 9:30 A.M.