

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

June 10, 2020

The regularly scheduled meeting of the New Hampshire Board of Examiners of Nursing Home Administrators was held electronically via Zoom on the above date, beginning at 9:30 A.M. Unless otherwise indicated, the members present and participating were: Ted J. Purdy, NHA, Chair; Luanne S. Rogers, NHA; Daniel A. Estee, NHA; Arthur O’Leary, NHA; Mark J. Bonica, PhD.; Barry E. Conway, Public Member; Anne Howe, RN; Judith M. Cote, PTA, and Anthony C. Linardos, R.Ph. Absent was: N/A

Mr. Purdy called the meeting to order at 9:50 A.M.

INTERVIEWS/HEARINGS WITH THE BOARD:

N/A

NEW BUSINESS:

1. Minutes from the March 11, 2020 Board meeting. **Board Action: 6/10/2020** – On motion of Ms. Howe, seconded by Ms. Rogers, approved. Each member recorded his or her vote on the motion, which passed by the unanimous pole vote of all members present.

Mr. Purdy	Yes	Ms. Rogers	Yes
Mr. Estee	Yes	Ms. Howe	Yes
Mr. O’Leary	Yes	Ms. Cote	Yes
Mr. Bonica	Yes	Mr. Conway	Yes
Mr. Linardos	Yes		

2. Office of Professional Licensure and Certification, Board of NHA 3rd Qtr FY2020 Preliminary Quarterly Report. **Board Action: 6/10/2020** – File.

3. Request from Andrew Irwin to waive Nuh 301.03, which requires the administrator-in-training program to be done in a nursing home of at least 50 beds or equivalent experience as described in Nuh 306.01. **Board Action: 6/10/2020** – On motion of Ms. Rogers, seconded by Ms. Howe, approved. This is a one-time only due to Covid-19 epidemic. Mr. Irwin must complete AIT by June 8, 2021. Each member recorded his or her vote on the motion, which passed by the unanimous pole vote of all members present.

Mr. Purdy	Yes	Ms. Rogers	Yes
Mr. Estee	Yes	Ms. Howe	Yes
Mr. O’Leary	Yes	Ms. Cote	Yes
Mr. Bonica	Yes	Mr. Conway	Yes
Mr. Linardos	Yes		

- Request from Jessica Dragon, NHA for an exception to Administrative Rule Nuh 102.06, which indicates ““Preceptor” means a licensed nursing home administrator, in good standing, with a minimum of 5 years’ experience who supervises administrators in training.” **Board Action: 6/10/2020** – On motion of Ms. Rogers, seconded by Mr. Estee, denied pursuant to Nuh 102.06. Each member recorded his or her vote on the motion, which passed by the unanimous pole vote of all members present.

Mr. Purdy	Yes	Ms. Rogers	Yes
Mr. Estee	Yes	Ms. Howe	Yes
Mr. O’Leary	Yes	Ms. Cote	Yes
Mr. Bonica	Yes	Mr. Conway	Yes
Mr. Linardos	Yes		

- Request from Lindsey Feland to consider reducing the length of her AIT. **Board Action: 6/10/2020** – On motion of Ms. Rogers, seconded by Mr. Estee, approved a 3-month waiver. Each member recorded his or her vote on the motion, which passed by the unanimous pole vote of all members present.

Mr. Purdy	Yes	Ms. Rogers	Yes
Mr. Estee	Yes	Ms. Howe	Yes
Mr. O’Leary	Yes	Ms. Cote	Yes
Mr. Bonica	Yes	Mr. Conway	Yes
Mr. Linardos	Yes		

COMMITTEE REPORTS

EDUCATION COMMITTEE:

- Request from Denise McNulla, NHA for the approval of a seminar entitled: “Embracing the Journey: Compassionate care for the caregivers” for 5.25 hours. **Board Action: 6/10/2020** – On motion of Ms. Howe, seconded by Ms. Cote, approved. Each member recorded his or her vote on the motion, which passed by the unanimous pole vote of all members present.

Mr. Purdy	Yes	Ms. Rogers	Yes
Mr. Estee	Yes	Ms. Howe	Yes
Mr. O’Leary	Yes	Ms. Cote	Yes
Mr. Bonica	Yes	Mr. Conway	Yes
Mr. Linardos	Yes		

EVALUATION COMMITTEE:

1. **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):

PHYBERS, Linda S., NHA – State

Board Action: 6/10/2020 – On motion of Ms. Rogers, seconded by Mr. Estee, conditional approval to sit for the exam(s). Ms. Phypers will need to submit another verification of her Vermont license. Each member recorded his or her vote on the motion, which passed by the unanimous pole vote of all members present.

Mr. Purdy	Yes	Ms. Rogers	Yes
Mr. Estee	Yes	Ms. Howe	Yes
Mr. O’Leary	Yes	Ms. Cote	Yes
Mr. Bonica	Yes	Mr. Conway	Yes
Mr. Linardos	Yes		

ROGERS, Richard C., NHA – State and NAB

Board Action: 6/10/2020 – On motion of Mr. Estee, seconded by Mr. Bonica, approval to sit for the exam(s). Each member recorded his or her vote on the motion, which passed by the unanimous pole vote of all members present.

Mr. Purdy	Yes	Ms. Rogers	Abstained
Mr. Estee	Yes	Ms. Howe	Yes
Mr. O’Leary	Yes	Ms. Cote	Yes
Mr. Bonica	Yes	Mr. Conway	Yes
Mr. Linardos	Yes		

2. **NURSING HOME ADMINISTRATOR REINSTATEMENT APPLICATION(S):**
Board Action: 6/10/2020- On motion of Ms. Rogers, seconded by Ms. Howe, approved. Each member recorded his or her vote on the motion, which passed by the unanimous pole vote of all members present.

Mr. Purdy	Yes	Ms. Rogers	Yes
Mr. Estee	Yes	Ms. Howe	Yes
Mr. O’Leary	Yes	Ms. Cote	Yes
Mr. Bonica	Yes	Mr. Conway	Yes
Mr. Linardos	Yes		

LEBATE, Wendy A., NHA

3. **RATIFY TEMPORARY PERMIT ISSUED ON April 24, 2020. Board Action: 6/10/2020** – on motion of Ms. Rogers, seconded by Ms. Cote, Board ratified vote to issue temporary permit on April 24, 2020. Each member recorded his or her vote on the motion, which passed by the unanimous pole vote of all members present.

Mr. Purdy	Yes	Ms. Rogers	Yes
Mr. Estee	Yes	Ms. Howe	Yes
Mr. O’Leary	Yes	Ms. Cote	Yes
Mr. Bonica	Yes	Mr. Conway	Yes
Mr. Linardos	Yes		

GREENHALGH, Katrina, NHA

4. **RATIFY EMERGENCY PERMIT ISSUED ON June 2, 2020. Board Action: 6/10/2020** – On motion of Ms. Rogers, seconded by Ms. Cote, Board ratified vote to approve emergency permit issued on June 2, 2020. Each member recorded his or her vote on the motion, which passed by the unanimous pole vote of all members present.

Mr. Purdy	Yes	Ms. Rogers	Yes
Mr. Estee	Yes	Ms. Howe	Yes
Mr. O’Leary	Yes	Ms. Cote	Yes
Mr. Bonica	Yes	Mr. Conway	Yes
Mr. Linardos	Yes		

Sullivan County Health Care – April Bartley, RN

5. **RATIFY LICENSE ISSUED ON May 12, 2020. Board Action: 6/10/2020** – On motion of Ms. Rogers, seconded by Ms. Cote, Board ratified vote to approve license issued on May 12, 2020. Each member recorded his or her vote on the motion, which passed by the unanimous pole vote of all members present.

Mr. Purdy	Yes	Ms. Rogers	Yes
Mr. Estee	Yes	Ms. Howe	Yes
Mr. O’Leary	Yes	Ms. Cote	Yes
Mr. Bonica	Yes	Mr. Conway	Yes
Mr. Linardos	Yes		

GREENHALGH, Katrina L., NHA

Motion to commence 1st non-public session:

On motion of Ms. Rogers, seconded by Ms. Howe, at 10:10 A.M. the Board voted to conduct a non-public session for the purpose of discussing license applications 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.

Mr. Purdy	Yes	Ms. Rogers	Yes
Mr. Estee	Yes	Ms. Howe	Yes
Mr. O'Leary	Yes	Ms. Cote	Yes
Mr. Bonica	Yes	Mr. Conway	Yes
Mr. Linardos	Yes		

1st NON-PUBLIC SESSION:

[Minutes kept separately]

On motion of Mr. Estee, seconded by Mr. Bonica, the Board voted to go into public session. Each member recorded his or her vote on the motion, which passed by the unanimous poll vote of all members present.

Mr. Purdy	Yes	Ms. Rogers	Yes
Mr. Estee	Yes	Ms. Howe	Yes
Mr. O'Leary	Yes	Ms. Cote	Yes
Mr. Bonica	Yes	Mr. Conway	Yes
Mr. Linardos	Yes		

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

Upon the motion of Ms. Rogers and the second of Mr. Estee, 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.

Mr. Purdy	Yes	Ms. Rogers	Yes
Mr. Estee	Yes	Ms. Howe	Yes
Mr. O'Leary	Yes	Ms. Cote	Yes
Mr. Bonica	Yes	Mr. Conway	Yes
Mr. Linardos	Yes		

On motion of Mr. O’Leary, seconded by Mr. Bonica, meeting adjourned at 10:40 a.m.
Each member recorded his or her vote on the motion, which passed by the unanimous
poll vote of all members present.

Mr. Purdy	Yes	Ms. Rogers	Yes
Mr. Estee	Yes	Ms. Howe	Yes
Mr. O’Leary	Yes	Ms. Cote	Yes
Mr. Bonica	Yes	Mr. Conway	Yes
Mr. Linardos	Yes		

DATE OF NEXT MEETING: September 9, 2020 at 9:30 A.M.

A Checklist To Ensure Meetings Are Compliant With The Right-to-Know Law
During The State Of Emergency (Read at the June 10, 2020 Meeting of the
Board of Examiners of Nursing Home Administrators)

As President of the Board of Examiners of Nursing Home Administrators, I, Ted Purdy, NHA., find that due to the State of Emergency declared by the Governor as a result of the COVID-19 pandemic and in accordance with the Governor's Emergency Order #12 pursuant to Executive Order 2020-04, this public body is authorized to meet electronically.

Please note that there is no physical location to observe and listen contemporaneously to this meeting, which was authorized pursuant to the Governor's Emergency Order. However, in accordance with his Emergency Order, I am confirming that we are:

a) Providing public access to the meeting by telephone, with additional access possibilities by video or other electronic means:

We are utilizing Zoom for this electronic meeting.¹ All members of the NH Board of Examiners of Nursing Home Administrators have the ability to communicate contemporaneously during this meeting through this platform, and the public has access to contemporaneously listen and, if necessary, participate in this meeting through dialing the following: Meeting ID: 975 6169 5521; Password: 6qYHWV, or by clicking on the following website address:

<https://zoom.us/j/97561695521?pwd=cU9vTnRiRDYvQ0NTVkgwQTIXczFZQT09>

b) Providing public notice of the necessary information for accessing the meeting:

We previously gave notice to the public of the necessary information for accessing the meeting, including how to access the meeting using Zoom or telephonically. Instructions have also been provided on the website of the NH Board of Examiners of Nursing Home Administrators (<https://www.oplc.nh.gov/nursing-home/about.htm>).

c) Providing a mechanism for the public to alert the NH Board of Examiners of Nursing Home Administrators during the meeting if there are problems with access:

If anybody has a problem, please email Sharon Canney at Sharon.Canney@oplc.nh.gov.

d) Adjourning the meeting if the public is unable to access the meeting:

In the event the public is unable to access the meeting, the meeting will be adjourned and either the problem corrected or the meeting will be rescheduled.

Please note that **all votes** that are taken during this meeting shall be done by **roll call vote**. We will start the meeting by taking a roll call of attendees. When each member states their name, please also state whether there is anyone in the room with you during this meeting, which is required under the Right-to-Know law, also known as 91-A. Sharon, please do the roll call vote.

¹ Many public bodies are utilizing video teleconferencing technology, such as Zoom, to ensure the electronic meeting comply with the Right-to-Know law and any applicable due process requirements. In certain circumstances, a regular business meeting of a public body may be conducted utilizing audio-only technology. If you have any questions about the appropriateness of the technology utilized to conduct your meeting, please consult your agency counsel or the Attorney General's Office.