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GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
BUREAU OF HEALTH CARE SERVICES

MIKE ZIMMER  
ACTING DIRECTOR

## MICHIGAN BOARD OF NURSING HOME ADMINISTRATORS MEETING OF SEPTEMBER 2, 2014

### APPROVED MINUTES

In accordance with the Open Meetings Act, 1976, PA 267, as amended, the Michigan Board of Nursing Home Administrators met in regular session on September 2, 2014, at the Ottawa Building, 611 W. Ottawa, Conference Room 4, Upper Level Conference Center, Lansing, Michigan.

### **CALL TO ORDER**

Kimberly Kimbrough-Wozniak, Chairperson, called the meeting to order at 10:05 a.m.

### **ROLL CALL**

**Members Present:**

Kimberly Kimbrough-Wozniak, NHA  
Carl Ver Beek, Public Member, Vice Chairperson  
Ricky Ackerman, NHA  
Pam Ditri, NHA  
Paul Barber, NHA  
Patricia Lyden, RN, MS, LNHA, LNC  
Bridget Looby, Public Member

**Members Absent:**

Jeffrey Beutner, Public Member  
Justin Moreau, BA, CDM, CFPP, NHA

**Staff Present:**

Amy Schneider, Board Secretary, Policy, Rules and Board Support  
Norene Lind, Board Manager, Policy, Rules and Board Support  
Elaine Barr, Analyst, Policy, Rules and Board Support

**Others Present:**

Representative from the Michigan Podiatric Medical Association

## ***APPROVAL OF MINUTES***

*MOTION* by Lyden, seconded by Ver Beek, to approve the minutes of the June 24, 2014 meeting, as presented.

*MOTION PREVAILED*

## ***APPROVAL OF AGENDA***

*MOTION* by Ver Beek, seconded by Lyden, to approve the agenda with the addition of "Introductions" before "Regulatory Considerations."

*MOTION PREVAILED*

## ***INTRODUCTIONS***

Kimbrough-Wozniak asked the Board and staff to introduce themselves.

## ***REGULATORY CONSIDERATIONS***

None

## ***OLD BUSINESS***

None

## ***NEW BUSINESS***

### ***Elections***

Lind ran the election for Chairperson.

*MOTION* by Ver Beek, seconded by Lyden, to re-elect Kimbrough-Wozniak for Chairperson.

A voice vote was held.

*MOTION PASSED.*

Kimbrough-Wozniak ran the election for Vice-Chairperson.

*MOTION* by Lyden, seconded by Ackerman, to re-elect Ver Beek for Vice-Chairperson.

A voice vote was held.

*MOTION PASSED.*

### **Committee Assignments**

Lind explained the composition of the Disciplinary Subcommittee (DSC) and the requirements for meeting quorum.

The following assignments were made to the Disciplinary Subcommittee: Carl Ver Beek Chair, Bridget Looby, Patricia Lyden, Ricky Ackerman, and Paul Barber. Alternates: Jeffrey Beutner and Justin Moreau.

Lind informed about the new allegation review procedures that went into effect on July 1, 2014, requiring two Board members to review all allegations in addition to the Chairperson. Kimbrough-Wozniak asked Ditri and Ver Beek to assist with the allegation review.

### **National Association of Long Term Care Administrator Boards (NAB) Meeting Recap**

Kimbrough-Wozniak reported that she attended the National Association of Long Term Care Administrator Boards (NAB) meeting held in Louisville, Kentucky, June 4-6, 2014. She shared a summary of topics that were covered at the meeting, namely:

- The responsibilities of the NAB, a board comprised of both Nursing Home Administrations (NHA) and Assisted Living (AL) representatives, are as follows: creation of the exams, approval of the Continuing Education (CE), and the Academic Accreditation Program.

Kimbrough-Wozniak also noted that she was involved with the Board of Governors adopted "Practice Analysis Report" that examined career progression within the NHA and AL fields, and will outline a new vision for the professions. She is also involved with a work group that discussed Administrator- in-Training (AIT) programs. She informed of interest in joining the committee that develops the NHA test questions.

### **Department Update**

Lind updated Board members about SB 597, a bill that would require all health professional licensees to complete training in recognizing the signs of Human Trafficking. This requirement would apply to both original and renewal licenses.

Barr stated that the draft administrative rules, among other things, will clarify the coursework required for licensure and clarify continuing education requirements for licensure renewal. The next step in the rulemaking process will be a Public Hearing. Information on the hearing is forthcoming.

## **PUBLIC COMMENT**

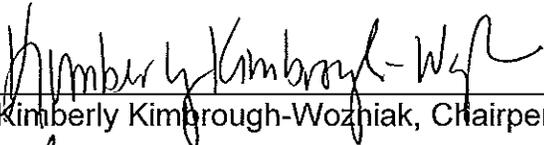
None

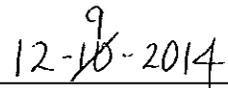
## **ANNOUNCEMENTS**

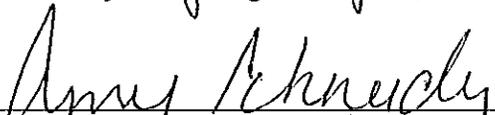
The next regularly scheduled meeting will be held December 9, 2014 at 10:00 a.m. at the Ottawa Building, 611 W. Ottawa, Conference Room 4, Upper Level Conference Center, Lansing, Michigan.

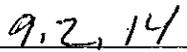
## **ADJOURNMENT**

*MOTION* by Lyden, seconded by Ditri, to adjourn the meeting at 10:40 a.m.

  
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Kimberly Kimbrough-Wozniak, Chairperson

  
\_\_\_\_\_  
Date Minutes Approved

  
\_\_\_\_\_  
Amy Schneider, Board Secretary

  
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Date Minutes Prepared