

-COMMONWEALTH OF MASSACHUSETTS

BOARD OF REGISTRATION OF NURSING HOME ADMINISTRATORS

**THIS AGENDA CONSTITUTES NOTICE OF THE REGULARLY SCHEDULED MEETING OF THE
BOARD OF REGISTRATION OF NURSING HOME ADMINISTRATORS
IN COMPLIANCE WITH THE OPEN MEETING LAW, M.G.L. c. 30A, § 20**

**Friday, December 20, 2019
10:00 a.m. to 2:00 p.m.**

**239 Causeway Street ~ 4th Floor ~ Room 417A
Boston, Massachusetts 02114**

Agenda

Time	Item #	Item	Exhibits	Staff Contact
10:00 a.m.	I	Call to Order Determination of Quorum Notice of Electronic Recording		Chair
	II	Conflict of Interest Approval of General Session Agenda	Draft Agenda	Board
	III	Approval of Minutes of Regularly Scheduled Meeting A. November 15, 2019 Board Meeting Minutes	Draft Minutes	Board
	IV	11-15-2019 Proposed Amendment to Staff Action Policy - Licensure	Draft Policy	MS
	V	Licensing Applications: A. AIT with Credits (Work Experience) 1. Application No. 960963 Michelle Minghella	Application	Board
	VI	Flex Session A. Announcements/Discussions 1. NAB Mid-Year Meeting Update B. Topics for the next Agenda	Verbal	RC

Time	Item #	Item	Exhibits	Staff Contact
	VII	<p>Executive Session (Roll call vote) The Board will meet in Executive Session as authorized pursuant to M.G.L. c.30A, § 21(a)(1) for the purpose of discussing the reputation, character, physical condition or mental health, rather than professional competence, of an individual, or to discuss the discipline or dismissal of, or complaints or charges brought against, a public officer, employee, staff member or individual.</p> <ol style="list-style-type: none"> Specifically, the Board will discuss and evaluate the necessity of modifying probation conditions for a Licensee. Specifically, the Board will discuss complaints or charges brought against a Licensee or Licensees. Finally, the Board will consider approving prior executive session minutes in accordance with M.G.L. ch.30A, § 22(a) for previous executive sessions of the Board. <p>The Board will not reconvene in open session subsequent to the closed session(s).</p>	Closed Session	Board Chair
	VIII	65C Session: N/A		Board Counsel
	IX	Adjudicatory Session: N/A		Board Counsel
2:00 p.m.	X	Adjournment -next Board meeting scheduled for January 17, 2020.		Board

COMMONWEALTH OF MASSACHUSETTS
BOARD OF REGISTRATION OF NURSING HOME ADMINISTRATORS
BOARD MEETING
Friday, November 15, 2019

239 Causeway Street - 4th floor, Room 417A/B
Boston, MA 02114

REGULAR SESSION
(OPEN SESSION)
MINUTES

Board Members
Present:

William J. Graves, N.H.A., Chair | Nursing Home Administrator 1
Sherman Lohnes, Vice-Chair | Department of Public Health
Mary K. Moscato, N.H.A., Secretary | Hospital Administrator
Mary McKenna | Executive Office of Elder Affairs
Mary Ellen Heine | Office of Long Term Services and Supports
Sister Jacquelyn McCarthy, N.H.A. | Nursing Home Administrator 2
Roxanne Webster, R.N. | Registered Nurse
Patrick J Stapleton, N.H.A. | Nursing Home Administrator 5 (Non-Proprietary Nursing Home)
Naomi M. Prendergast, N.H.A. | Nursing Home Administrator 4
Daniel Gebremedhin, M.D. | Physician

Board Members
Not Present:

Nancy Lordan, N.H.A. | Nursing Home Administrator 3

Staff Present:

Karen Geoghegan | Assistant Executive Director - Multi-Boards, BHPL
Mary Strachan | Board Counsel - Office of the General Counsel, DPH
Lisa Seeley-Murphy | Board Investigator - BHPL
Jonane Nicolas | Office Support Staff 1 - Multi-Boards, BHPL
Hindu Nanziri | Office Support Staff (Temp) - Multi-Boards, BHPL
Sophia Glemaud | Office Support Staff (Temp) - Multi-Boards, BHPL

Staff Absent:

Ruby Cherfils | Executive Director, Multi-Boards, BHPL

Guests:

Members of the public

- I. Call to Order | Determination of Quorum | Notice of Electronic Recording
William Graves called to order the regular session meeting of the Board of Registration of Nursing Home Administrators (hereinafter BORNHA or the Board) at 10:05 a.m., requesting for the Board members present to state their name for the record. A quorum of the Board was determined. Sherman Lohnes reminded those present that the meeting was being recorded.
- II. Conflict of Interest | Approval of the Agenda
William Graves asked the Board members to disclose any conflicts of interest with the present meeting agenda. Mary Moscato recused herself from the licensing application file of Lingda Hou.

DISCUSSION: NONE

ACTION: Sherman Lohnes made a motion to approve the November 15, 2019 draft agenda. Mary Ellen Heine seconded the motion. The motion was passed unanimously by Board members present.

Document: November 15th, 2019 Draft Agenda

III. Approval of Minutes

A. Board members reviewed the July 19, 2019 Minutes

DISCUSSION: NONE.

ACTION: Naomi Prendergast made a motion to approve the minutes. Patrick Stapleton seconded the motion. All Board members voted in favor of the motion.

Document: July 19th, 2019 Minutes

B. Board members reviewed the September 20, 2019 Minutes

DISCUSSION: NONE.

ACTION: Mary Ellen Heine made a motion to approve the minutes seconded by Patrick Stapleton. The minutes were unanimously approved.

Document: September 20th, 2019 Minutes

IV. ePrescribing Regulation Update

Lauren Nelson presented a summary of regulatory changes that were made based upon a review of all public comments and other states' experience implementing required ePrescribing. The changes included extending a grace period on the implementation of mandated ePrescribing until January 1, 2021, and allowing the dispensing of Schedule VI

Failovers as valid oral prescriptions. The changes also permit some exceptions from ePrescribing requirements including, emergency situations, time-limited waivers, all schedule VI prescriptions, prescriptions for residents of nursing homes through January 1, 2023, and public health emergency responses. The changes clarify the pharmacist's role in filling prescriptions submitted under an exception or waiver.

DISCUSSION:

Naomi Prendergast asked if nursing homes were required to submit a waiver if they were not able to implement e-prescribing by 2021. Lauren Nelson said they were not required to submit a waiver, the extension was automatic.

ACTION:

Document: ePrescribing Regulation Update

V. Licensing Applications:

- A. Reciprocity (Out of State AIT): Karen Geoghegan presented the four applicants, their work experiences and previous out of state AIT's, including the following,
1. Application No. 952964 Ellen Belanger
 2. Application No. 955693 Brian Nyberg
 3. Application No. 954623 Lisa Rivard-Chopak
 4. Application No. 957480 Michael McCarthy

DISCUSSION:

William Graves stated that he believed there was already a staff action policy that enabled staff to approve reciprocity applications. Marcy Strachan said she did not have all the staff action policies with her at the time. Karen Geoghegan explained that staff was responsible for evaluating AIT applicants in which an equivalent of 1040 hours is needed. If an application did not have the minimum required hours it was brought before the board for approval.

Roxanne Webster stated that she did not recall the board reviewing an AIT out of state program in the past. She further stated that if an applicant from out of state was licensed and in good standing the board staff would approve their reciprocity application. Ms. Geoghegan identified recent cases where the applicant's AIT program was not 1040 hours in reciprocity applications.

Naomi Prendergast suggested we look at the length of their experience comparable to their AIT. William Graves asked Mary Strachan to draft the amendment to the staff action policy allowing board staff to approve applications for reciprocity if the applicant is licensed, in good standing, and a practicing administrator for at least 6 months prior to applying for licensure. The Board asked Mary Strachan to bring the

draft back to the next board meeting for review. Mary McKenna added that if an applicant's work experience is less than 6 months in his/her state, the application would need to come before the Board for review.

ACTION: Mary McKenna made a motion to approve the reciprocity applications of Nyberg, McCarthy, Rivard, and Belanger. Patrick Stapleton seconded the motion. The motion was passed unanimously by the Board members present.

B. AIT with Credits (Work Experience)

1. Application No. 951949 Maria Casey

Board members reviewed the applicant's submitted application materials, resume, and AIT documents. Mary McKenna provided a brief overview of the applicant's work experience as presented in her resume.

DISCUSSION: The Board decided the applicant should be approved for 1 week's credit.

ACTION: Mary McKenna made a motion to approve the AIT with 1 week credit from her work experience. Roxanne Webster seconded the motion. The motion was passed unanimously by the Board.

2. Application No. 951358 Cherlene Jeudy

Board members reviewed the applicant's submitted application materials, resume, and AIT documents. Mary McKenna provided a brief overview of the applicant's work experience as presented in her resume.

DISCUSSION: The Board discussed approving the AIT with 1 month of credit.

ACTION: Patrick Stapleton made a motion to approve the AIT with 1 month's credit from her work experience. Roxanne Webster seconded the motion. The motion was passed unanimously by Board members present.

3. Application No. 951837 Cynthia Andrews

Board members reviewed the applicant's submitted application materials, resume, and AIT documents. Mary Moscato provided a brief overview of the applicant's work experience as presented in her resume.

DISCUSSION: Karen Geoghegan noted that her master's degree (in nursing) was not in one of the six majors that would make an AIT eligible for education credit (or for work experience as in this case). Mary Moscato mentioned that the applicant has been a director of nurses since 2004.

William Graves recommended a month as opposed to the three months requested by the applicant.

ACTION: Patrick Stapleton made a motion to approve the AIT with 1 month's credit from her work experience. Mary Webster seconded the motion. The motion was passed unanimously by Board members present.

4. Application No. 957164 Jennifer Faro

Board members reviewed the applicant's submitted application materials, resume, and AIT documents. Mary Moscato provided a brief overview of the applicant's work experience as presented in her resume.

DISCUSSION: The Board decided to approve the applicant with 1 week of credit.

ACTION: Roxanne Webster made a motion to approve the AIT with 1 week of credit from her work experience. Patrick Stapleton seconded the motion. The motion was passed unanimously by the board.

5. Application No. 957173 Kelly Ann Madore

Board members reviewed the applicant's submitted application materials, resume, and AIT documents. Mary Moscato provided a brief overview of the applicant's work experience as presented in her resume.

DISCUSSION: The Board discussed approving the applicant's AIT with 1 week of credit.

ACTION: Mary McKenna made a motion to approve her AIT with 1 week of credit from her work experience. Roxanne Webster seconded the motion. The motion was passed unanimously by the board.

Mary Moscato exited the room at 10: 44 am.

6. Application No. 959497 Lingda Hou

Board members reviewed the applicant's submitted application materials, resume, and AIT documents. Roxanne Webster provided a brief overview of the applicant's work experience as presented in her resume.

DISCUSSION:

Roxanne Webster informed the board that Lingda is requesting credit for her academic and professional experience with a master's degree in finance and economics. This degree does not meet the educational requirement. The applicant's employment experience as the manager of

global business planning for Hebrew Senior Life involved branding and naming options in Chinese. The applicant gained some assisted living training and experience with operations in assisted living in 2015 and 2016. The applicant seemed to have an abundance of managerial experience but non-pertaining to nursing home regulatory requirements. Roxanne Webster recommended the applicant complete the entire administrator in training program because her experience was not really relevant to long term care.

ACTION: Patrick Stapleton made a motion to approve AIT with no credit. Naomi Prendergast seconded the motion. The motion was passed unanimously by the Board.

Mary Moscato entered the room at 10:47am.

7. Application No. 957180 Nicholas Lausier

Board members reviewed the applicant's submitted application materials, resume, and AIT documents. Roxanne Webster provided a brief overview of the applicant's work experience as presented in his resume.

DISCUSSION: The Board discussed approving the AIT with 1 week of credit for the applicant's experience.

ACTION: Mary McKenna made a motion to approve the request for AIT with 1 week credit from work experience. Patrick Stapleton seconded the motion. The motion was passed unanimously by the Board.

8. Application No. 956559 Christopher Joseph Braid

Board members reviewed the applicant's submitted application materials, resume, and AIT documents. Roxanne Webster provided a brief overview of the applicant's work experience as presented in his resume.

DISCUSSION: The Board decided to approve the applicant's AIT with 1 week of credit from work experience.

ACTION: Mary McKenna made a motion to approve the AIT with 1 week of credit from work experience. Patrick Stapleton seconded the motion. The motion was passed unanimously by the Board.

VI. CY2020 Board Meeting Schedule

Karen Geoghegan proposed the same pattern for the 2020 board meeting dates every 3rd Friday of every month from 10am to 2pm in the same room (room 417). There was no vote needed for this. Sherman Lohnes added that it would be helpful for Board members to email Board staff when they know in advance that he/she will not be able to attend a meeting.

VII. Flex Session

A. Announcements/Discussions

DISCUSSION: None

B. Topics for the next Agenda

DISCUSSION: None

VIII. Executive Session (Roll call vote)

The Board will meet in Executive Session as authorized pursuant to M.G.L. c.30A, § 21(a)(1) for the purpose of discussing the reputation, character, physical condition or mental health, rather than professional competence, of an individual, or to discuss the discipline or dismissal of, or complaints or charges brought against, a public officer, employee, staff member or individual.

1. Specifically, the Board will discuss and evaluate the necessity of modifying probation conditions for a Licensee.
2. Specifically, the Board will discuss complaints or charges brought against a Licensee or Licensees.
3. Finally, the Board will consider approving prior executive session minutes in accordance with M.G.L. ch.30A, § 22(a) for previous executive sessions of the Board.

The Board will not reconvene in open session subsequent to the closed session(s).

ACTION: There being no further business for the Regular Session meeting of the Board of Registration of Nursing Home Administrators, Sherman Lohnes made a motion to enter into Executive Session meeting. Patrick Stapleton seconded the motion. The motion passed with Board Members present voting in favor: Mary Moscato – yes; William Graves - yes; Roxanne Webster – yes; Mary McKenna – yes; Naomi Prendergast – yes; Daniel Gebremedhin – yes;

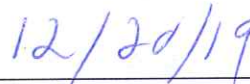
Sister Jacquelyn McCarty- yes; Mary Ellen Heine – yes; Patrick Stapleton – yes; Sherman Lohnes – yes; Abstained: None; Opposed: None; Recused: None; Absent: Nancy Lordan; .

The next meeting of the Board of Registration of Nursing Home Administrators is scheduled for **Friday, December 20, 2019.**

Respectfully submitted:



William Graves, Chair
Nursing Home Administrator 1



Date

• Sherman Lohnes, Vice-Chair
Department of Public Health

Date

Mary Moscato, Secretary
Hospital Administrator

Date

COMMONWEALTH OF MASSACHUSETTS

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BOARD MEETING
Friday, December 20th, 2019

239 Causeway Street - 4th floor, Room 417A/B
Boston, MA 02114

REGULAR SESSION
(OPEN SESSION)
MINUTES

Board Members

Present:

William J. Graves, N.H.A., Chair | Nursing Home Administrator 1
Sherman Lohnes, Vice-Chair | Department of Public Health
Mary McKenna | Executive Office of Elder Affairs
Mary Ellen Heine | Office of Long Term Services and Supports
Sister Jacquelyn McCarthy, N.H.A. | Nursing Home Administrator 2
Roxanne Webster, R.N. | Registered Nurse
Patrick J Stapleton, N.H.A. | Nursing Home Administrator 5 (Non-Proprietary Nursing Home)
Naomi M. Prendergast, N.H.A. | Nursing Home Administrator 4

Board Members

Not Present:

Daniel Gebremedhin, M.D. | Physician
Mary K. Moscato, N.H.A., Secretary | Hospital Administrator
Nancy Lordan, N.H.A. | Nursing Home Administrator 3

Staff Present:

Roberlyne Cherfils, M.P.A. | Executive Director - Multi-Boards, BHPL
Karen Geoghegan | Assistant Executive Director - Multi-Boards, BHPL
Mary Strachan | Board Counsel - Office of the General Counsel, DPH
Lisa Seeley-Murphy | Board Investigator - BHPL
Hindu Nanziri | Office Support Staff (Temp) - Multi-Boards, BHPL
Sophia Glemaud | Office Support Staff (Temp) - Multi-Boards, BHPL

Guests:

Members of the public

I. Call to Order | Determination of Quorum | Notice of Electronic Recording

Board chair William Graves called the regular session of the Board of Registration of Nursing Home Administrators (hereinafter BORNHA or the Board) meeting to order at

10:02 a.m. He requested that the Board members who were present state their name for the record. A quorum of the Board was determined. Mr. Graves reminded those present that the meeting was being recorded.

II. Conflict of Interest | Approval of the Agenda

Mr Graves asked the Board members to disclose any conflicts of interest with the meeting agenda. None were brought forth.

DISCUSSION: NONE

ACTION: Naomi Prendergast made a motion to approve the December 20, 2019 Draft Agenda-BORNHA Regular Session Meeting. Mary Ellen Heine seconded the motion. The motion was passed unanimously by Board members present.

Document: December 20, 2019 Draft Agenda – BORNHA Regular Session Meeting

III. Approval of Minutes of Regularly Scheduled Meeting

Board members reviewed the November 15, 2019 Draft Minutes – BORNHA Regular Session Meeting for approval.

DISCUSSION: NONE.

ACTION: Patrick Stapleton, made a motion to approve the November 15, 2019 Draft Agenda-BORNHA Regular Session Meeting. Sister Jacqueline McCarthy, seconded the motion. The motion was passed unanimously by Board members present.

Document: November 15, 2019 Draft Minutes – BORNHA Regular Session Meeting

IV. Proposed Amendment to Staff Action Policy - Licensure

Mary Strachan reviewed the proposed staff action policy regarding licensure by reciprocity with the Board. She asked for a motion to approve the policy provided that the language was acceptable to the Board members.

DISCUSSION: Mr. Graves asked for clarification on whether applicants need to be currently employed in the other jurisdiction. Ms. Strachan responded that the staff action policy would require that the applicant is currently employed but anything outside of the circumstances listed in the staff action policy would be reviewed by the Board.

ACTION: Roxanne Webster made a motion to approve the amendments to the staff action policy. Sherman Lohnes seconded the motion. The motion was passed unanimously by Board members present.

Document: Proposed-Amendment-to-Staff-Action-Policy-licensure

V. Licensing Applications

A. A.I.T with Credits (Work Experience)

Application No. 960963 Michelle Minghella

Ms. Webster presented Michelle Minghella's request for credit towards the required 1040 hours A.I.T program based on her work experience as a Director of Nursing, Quality Assurance Director, as well as her role as a Nurse Manager at a nursing home for twenty and a half years. Based on her experience, Ms. Webster recommended awarding a 4 week credit towards the required 1040 hours A.I.T program.

DISCUSSION: NONE

ACTION: Mary McKenna made a motion to approve the request for 1 month credit from her work experience. Mr. Lohnes seconded the motion. The motion was passed unanimously by Board members present.

Document: Licensing Application

VI. Flex Session

A. Announcements/Discussions

NAB Mid-Year Meeting Update

Ruby Cherfils highlighted the key NAB Mid-Year meeting update items. NAB voted to approve a change in the fee structure for NAB's Continuing Education Review Service based on an organization's gross revenue. The discounts range from 10% to 50% for organizations with gross revenues up to 5 million dollars. NAB identified organizations that could potentially qualify for the discounted fees including; the American Health Care Association, the American College of Healthcare Administrators (ACHA), the Alzheimer's Association, Argentum and Leading Age. All of these organizations traditionally struggle to pay fees. Hopefully, all of the Leading Age member organizations nationally will be able to become part of NAB because of the discount.

Ruby Cherfils also shared that NAB has reactivated its A.I.T workforce task force. The major areas will be workforce development, preceptor development and agreement, A.I.T pathways, as well as ways to encourage and market this workforce to younger people. The American College of Healthcare Administrators (ACHA) has posted an interest form on their website. ACHA plans to use the form to try to match individuals who are interested in becoming an administrator with nursing homes and their respective preceptors. Ruby asked the board if they were comfortable with the sharing the information on the Board's website so that interested individuals could be linked to the ACHA website to input their information. The Board felt that posting the information to the website seemed appropriate.

Ruby Cherfils reminded the Board that it must be in compliance with Open Meeting Law. She explained that Board staff often have a delay in getting a signature on Board meeting minutes, which delays the posting of the Board meeting minutes. Ruby Cherfils explained that she verified that a signature is not required on the Board Meeting minutes once the minutes are approved and Board staff have made the final edits. She said that starting in 2020, Board meeting minutes, will no longer include a signature page. Instead of a signature, the minutes would end with "Respectfully submitted for the Board of Nursing Home Administrators" with the date that the board met and actually approved the minutes.

DISCUSSION: None

ACTION: None

Document: 2019 Mid-Year Meeting Attendee Binder (For E-Version Only)

B. Topics for the next Agenda

DISCUSSION: None

ACTION: None

Document: None

VII. Executive Session (Roll call vote)

The Board will meet in Executive Session as authorized pursuant to M.G.L. c.30A, § 21(a)(1) for the purpose of discussing the reputation, character, physical condition or mental health, rather than professional competence, of an individual, or to discuss the discipline or dismissal of, or complaints or charges brought against, a public officer, employee, staff member or individual.

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The Board will not reconvene in open session subsequent to the closed session(s).

ACTION: There being no further business for the Regular Session meeting of the Board of Registration of Nursing Home Administrators, Mary McKenna made the motion to

enter into Executive Session meeting. Roxanne Webster seconded the motion. The motion was passed with Board Members present voting in favor: Naomi M. Prendergast – yes; William Graves- yes; Roxanne Webster – yes; Mary McKenna – yes; Sister Jacquelyn McCarty- yes; Mary Ellen Heine – yes; Patrick Stapleton – yes; Sherman Lohnes – yes; Abstained: None; Opposed: None; Recused: None; Absent: Nancy Lordan, Mary Moscato, Daniel Gebremedhin.

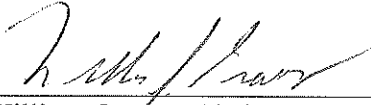
VIII. 65C Session: N/A

IX. Adjudicatory Session: N/A

X. Adjournment:

The next meeting of the Board of Registration of Nursing Home Administrators is scheduled for **Friday, January 17, 2020.**

Respectfully submitted:



William Graves, Chair
Nursing Home Administrator 1

1/17/2020

Date

Sherman Lohnes, Vice-Chair
Department of Public Health

Date

Mary Moscato, Secretary
Hospital Administrator

Date