

**STATE OF NEVDA  
BOARD OF EXAMINERS FOR LONG-TERM CARE ADMINISTRATORS**

**Minutes of Regular Quarterly Board Meeting**

**Date & Time:** Wednesday, October 6, 2021 at 9:30 am

**Place of Meeting:** Virtually via zoom:

<https://us02web.zoom.us/j/85435537028?pwd=ZVc3cXB3dDJqV1F2dU9namt6dDFaUT09>

Call in: 1-669-900-9128

Meeting ID: 854 3553 7028

Passcode: 668867

I. Chair, Margaret McConnell called the meeting to order at 9:42 a.m.

II. MISSION STATEMENT:

***It is the mission of the Nevada Board of Long Term Care Administrators (BELTCA) to license and regulate long term care administrators in Nevada, including Nursing Home Administrators, Residential Facilities for Groups Administrators, and Health Service Executives. The Board provides consumers with an assurance of the qualifications of licensees, along with a means of enforcement for the benefit of the public, to ensure Nevada's citizens are served in a dignified and caring manner.***

III. ROLL CALL: Executive Director, Sandy Lampert called the roll and a quorum was present.

Board Members:

Margaret McConnell, Chair  
Lindsay Hansen, M.D.  
Brooke Westlake

Mary Ellen Wilkinson, Vice Chair  
Dena Schmidt, ADSD - Excused  
Douglas Sinclair

Staff:

Sophia Long, Deputy Attorney General    Sandy Lampert, Executive Director

Guests:

Jennifer Williams Woods - ADSD  
Janessa Becker

Danielle Tuck  
Brett Salmon - NVHCA

IV. PUBLIC COMMENTS –

V. SECRETARY’S REPORT: Approve Minutes of July 14, 2021 Meeting “for possible action”

On behalf of Dena Schmidt, Executive Director, Sandy Lampert called for a motion to approve the minutes as stated. Douglas Sinclair moved to approve the minutes. Brooke Westlake seconded. Motion passed.

VI. ADMINISTRATIVE REPORT “for possible action”

Executive Director, Sandy Lampert, reported that currently we are in the middle of our bi-annual audit that should be completed in the next few weeks, and Thentia is working behind the scenes programming our initial requirements to hopefully be live by the end of November.

VII. ADMINISTRATOR LICENSES ISSUED MUST RECEIVE FINAL BOARD APPROVAL WHEN ALL REQUIREMENTS HAVE BEEN MET.

a. Health Services Executive Licenses Issued “for possible action”

b. Nursing Facility Administrator Licenses Issued “for possible action”

- (1) Francois, Nathalie A.
- (2) Zollinger, Adam R.
- (3) Bushong, Glenn R.

c. Residential Facility Administrator Licenses Issued “for possible action”

- (1) Villanueva, Ferdinand
- (2) Whitehead, Karie R.
- (3) Kirby, Marjolijn M.
- (4) Maddox, Amber R.
- (5) Ramirez, Purita P.
- (6) Starkey, Steven D.
- (7) Murphy, Brian K.
- (8) Fuller, Randall P.

Vice Chair, Mary Ellen Wilkinson, called for a motion to approve items a through c. Douglas Sinclair moved to approve the above as stated. Margaret McConnell seconded. Motion passed.

d. Inactive Requests “for possible action”

- (1) Berg, Wendy T. - RFA
- (2) Stewart, Rhonda R. - RFA

Vice Chair, Mary Ellen Wilkinson, called for a motion to approve items d. Douglas Sinclair moved to approve the above as stated. Margaret McConnell seconded. Motion passed.

e. Approve/Deny RFA Application “for possible action” May go into Closed (Executive) Session per NRS 241.030

- (1) Danielle Tuck

Executive Director, Sandy Lampert advised that Board that Ms. Tuck submitted an Application for Licensure in which she indicated that an incident took place that showed up on her background check. Ms. Tuck forwarded documentation regarding this matter. She has gone through all of the training and

last step for licensure would be for the Board to consent for her to proceed, and to pass the NAB Exams. Chair, Margaret McConnell asked Ms. Tuck if she wished to go into closed session to which she answered no. Ms. Tuck thanked the Board for the opportunity to explain what happened. She stated that in 2016 she had just gone through a divorce, lost her home and business. She was charged with possession of a controlled substance and placed into a diversion program to be completed within 3 years. She completed the program within 1 year. She was not convicted of any charges because of the diversion program. Since then, she has been the Business Office Manager at Inspirations for the last 5 years. She has been designee in charge for Administrator, Janessa Becker. The residents have become her family and that she understands that the residents are her first priority. Janessa Becker offered her support and recommendation for Ms. Tuck's to get her license. Ms. Becker has been her supervisor and the administrator for the community she has been working at for the past 3 years. Ms. Tuck has been a great role model. The community has received the highest engagement association survey in our region of 11 communities. Brooke Westlake commended Ms. Tuck for completing her treatment. Mary Ellen Wilkinson stated that she was impressed with the letters of recommendation received indicating that Ms. Tuck has had an impact with her residents. Douglas Sinclair asked what the controlled substance was. He also commended Ms. Tuck for completing her treatment. Dr. Hansen asked what type of facility Inspirations was and asked if Ms. Tuck was aspiring to become the administrator. The facility currently has 74 residents. Executive Director, Sandy Lampert told the Board that Ms. Tuck submitted her application on September 1, 2021, and she was steadfast in going through the material, and her scores indicated that she has a real understanding of the material. Chair, Margaret McConnell called for a motion. Douglas Sinclair moved to approve her application. Lindsay Hansen seconded. Motion passed.

#### VIII. UNFINISHED BUSINESS:

##### a. Board Statistics "for possible action"

RFA - Executive Director reported that there are currently 331 residential facilities with less than 20 beds and 68 with 21 beds or more for a total of 399 residential facilities. Of the residential facilities, 3 are under the supervision of a HSE. We have a total of 288 RFA Administrators, 15 are Inactive, 1 is suspended, 17 are out of state with no facilities, leaving a total of 255 in state active administrators. Currently 3 facilities are operating without an administrator. Ms. Lampert alerted the Board that Rainbow Adult Care has been operating without an administrator since June 1, 2021. As of the last meeting there were 28 RFA Candidates. We have received 8 applications, 2 have been voided and 8 licenses have been issued, leaving 26 candidates still going through the program.

HSE - There are 6 licensed HSE.

NFA - There are currently 65 NFA facilities of which 1 is under a HSE. There are 142 NFA licensed administrators, 6 are Inactive, 1 is suspended and 29 are out of state with no facilities, leaving 106 active, in state administrators. As of the last meeting there were 6 candidates, 3 applications have been received and 3 licenses were issued.

Disciplinary actions for the fiscal year beginning July 1, 2021, we have received 5 referrals, 4 for RFAs and 1 HSE. Three have been closed with a letter.

#### IX. NEW BUSINESS:

##### a. Approval of contract with Hearings Division "for possible action"

Deputy Attorney General, Sophia Long stated that she anticipated having a hearing in November regarding the matter. The contract needs to go to the BOE for approval. The basics state that the fee for a hearing officer is \$100 per hour, \$50 per hour for staff and all costs. Roughly 30 days after the hearing we will receive an invoice, and then the Board will have 30 days to pay. The total contract not to exceed \$15,000. Mary Ellen Wilkinson asked for some background regarding this matter. Ms. Long explained that there is a case that may go to a hearing that might take 2 days. For a hearing officer to oversee the case, this contract must be in place. She also told the Board that any recommendation by the hearing officer must be approved by the Board. Chair, Margaret McConnell asked how much information from the

hearing will be provided to the Board. Ms. Long responded that the hearing will be recorded and can be transcribed and that this will be the property of the Board. Ms. McConnell also asked if the charges incurred can be passed on to the respondent to which Ms. Long responded yes if found in violation to something. Chair, Margaret McConnell called for a motion. Mary Ellen Wilkinson moved to approve the contract. Douglas Sinclair seconded. Motion passed.

X. DEPUTY ATTORNEY GENERAL'S REPORT

Deputy Attorney General, Sophia Long informed the Board that the annual Board and Commission training will be tentatively on October 27th via Zoom and will also be recorded. She will be presenting on Administrative Hearings.

XI. BOARD MEMBER COMMENTS

XII. PUBLIC COMMENTS

This item is to receive comments, limited to five (5) minutes, on any issue and any discussion of those items. However, no action will be taken on an item raised during Public Comments. Comments based on viewpoint are welcome.

Jennifer Williams-Woods stated that ADSD performs quarterly facility visits and that they can pay attention to facilities reported operating without an administrator.

XIII. TIME/DATE/LOCATION OF NEXT REGULAR QUARTERLY MEETING(S) "for possible action"

The Board will be meeting on Wednesday, January 12, 2022 at 9:30 am

XIV. ADJOURNMENT

Chair, Margaret McConnell called for a motion. Douglas Sinclair moved to adjourn. Mary Ellen Wilkinson seconded. Motion passed.

Respectfully submitted:

*Sandy Lampert*

Sandy Lampert  
Executive Director

Attested by:

*Dena Schmidt*

Dena Schmidt  
Secretary/Treasurer