

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

Minutes of Regular Quarterly Board Meeting

Date & Time: Wednesday, April 5, 2023, at 9:30 am

Place of Meeting: Virtually via Zoom:

<https://zoom.us/j/95379503451?pwd=b1BjZkFPYncrcnExYnVQOUNmVTdaQT09>
Meeting ID: 953 7950 3451
Passcode: 600895

I. Vice Chair, Mary Ellen Wilkinson called the meeting to order at 9:32 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
Lisa Meyer

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

Staff:

Sandy Lampert, Executive Director

Sophia Long, Deputy Attorney General

IV. 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.

V. SECRETARY'S REPORT: Approve Minutes of December 14, 2022, Meeting "for possible action"

Executive Director, Sandy Lampert called for a motion to approve the minutes as stated. Douglas Sinclair moved to approve the minutes. Lindsay Hansen seconded. Motion passed.

VI. ADMINISTRATIVE REPORT “for possible action”

Executive Director, Sandy Lampert informed that Board that Thentia is now up and running. We have had about 20 online applications and renewals.

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

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

- (1) Hopkins, Douglas S.
- (2) McBride, Herald M.

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

- (1) Gibbs, Kimberly K.

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

- (1) Wilson, Mary E.
- (2) Tsanos, Tamra M.
- (3) Donner, Torrey L.

Vice Chair, Mary Ellen Wilkinson called for a motion to approve Items a, b and c. Lisa Meyer moved to approve. Brooke Westlake seconded. Motion passed.

d. Inactive Requests “for possible action”

- (1) Buntin, Emily A. – RFA
- (2) Grossa, Abby M. – NFA 618

Vice Chair, Mary Ellen Wilkinson called for a motion to approve Item d. Lindsay Hansen moved to approve. Douglas Sinclair seconded. Motion passed.

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

- (1) Nicholas R. Kittle

Mr. Kittle answered “NO” to Item IV-2-a that asked if you have ever been charged with a felony, gross misdemeanor or misdemeanor. However, his background check disclosed an incident that occurred on November 4, 2011. Mr. Kittle stated that 12 years ago he received a DUI. He stated that a law enforcement official told him that in 2023 this would not be on his record. When he applied for licensure he did not give this question a thought, and that he was not trying to be dishonest. After some discussion, Deputy Attorney General informed the Board that based on Statute and Regulation this application is technically a fraud must be denied. Therefore, Mr. Kittle must reapply and the Board may impose some conditions to his license. Vice Chair, Mary Ellen Wilkinson called for a motion to accept or deny Mr. Kittle’s application. Lindsay Hansen motioned to deny the current application. Douglas Sinclair seconded. Motion carried. Douglas Sinclair motioned that Mr. Kittle can reapply and that his license will be on probation with the condition that he shall maintain a grade of B or better for all of his facilities for the eighteen (18) months immediately following the issuance of his license and agrees that if licensee receives a grade below a B, his license shall be immediately suspended until he comes before the Board at the next Quarterly Board Meeting. Lindsay Hansen seconded. Motion carried.

X. UNFINISHED BUSINESS:

a. Board Statistics “for possible action”

Executive Director, Sandy Lampert, stated the following:

RFA – March 31, 2023, there are 409 RFA facilities that require a licensed administrator, since 4 facilities are currently being run by a Health Services Executive. We have a total 243 of in State working administrators. There are currently 5 facilities operating without a license administrator. As of the previous meeting we had 33 candidates going through the licensing process. We received 17 applications, 2 applications voided due to failing the NAB Exam twice, 9 expired due to time, 1 for application denial and 5 licenses issued. This leaves 33 candidates going through the program.

HSE – We now have 10 Health Service Executives.

NFA – There are 65 NFA facilities, 3 are being operated under a HSE, so there are 62 facilities that require a licensed NFA. We have 146 licensed administrators, 9 are inactive, 36 are out of State leaving 101 in state active administrators. As of the last report there were 3 candidates going through the program. 4 applications were received, 4 licenses were issued so there are currently 3 applicants going through the licensure process.

Disciplinary Actions – For this fiscal year, we have received 7 referrals, 6 are for RFAs and 1 is for a HSE. There are 2 open cases for RFAs and 1 for HSE and they should be settled before the next meeting.

XI. NEW BUSINESS:

XII. DEPUTY ATTORNEY GENERAL'S REPORT

Deputy Attorney General, Sophia Long, informed the board that there are 2 court cases that we have been subpoenaed for records. The first case involves Administrator, Miki Ton and her facility, Gentle Spring Care Home. The other case involved Administrator, Andrew Reeves and his facility, The Summerlin Summit.

XIII. BOARD MEMBER COMMENTS

XIV. 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.

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

The Board will be meeting on Wednesday, July 5, 2023, at 9:30 am via Zoom.

XV. ADJOURNMENT

Vice Chair, Mary Ellen Wilkinson adjourned the meeting at 10:13 am.

Respectfully submitted:

Sandy Lampert

Sandy Lampert
Executive Director

Attested by:

Dena Schmidt

Dena Schmidt
Secretary/Treasurer