

STATE OF NEVADA
BOARD OF EXAMINERS FOR LONG-TERM CARE ADMINISTRATORS
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MINUTES
Quarterly Board Meeting
August 13, 2025

- I. Chair, Margaret McConnell called the meeting to order at approximately 10AM

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, Jennifer Nichols called the roll, and a quorum was present.

Board Members:

Margaret McConnell, Chair	Rique Robb, ADSD
Lisa Meyer, Vice Chair	Douglas Sinclair
Lindsay Hansen, M.D.	Brooke Westlake
Daniel Mathis	

Staff:

Jennifer Nichols, Executive Director

Legal Counsel:

Louis Ling, Esq.

Guests:

Mary Wilkinson

IV. PUBLIC COMMENTS

Chair, Margaret McConnell asked if there was anyone who would like to make a public comment at this point.

No public comments were made. Chair, Margaret McConnell reminded attendees that more public comment is on the agenda towards the end of the meeting.

Chair, Margaret McConnell exercised the right to take an agenda item out of order and introduced the newest Board Member, Rique Robb as the Governor's appointee.

V. SECRETARY'S REPORT

Chair, Margaret McConnell called for a motion to approve the minutes of May 7, 2025, Board Meeting, Douglas Sinclair motioned to approve the minutes; Brooke Westlake seconded the motion. Being no discussion, motion carried unanimously.

VI. EXECUTIVE DIRECTOR REPORT

Jennifer Nichols expressed that she would provide the normal statistics report at the next board meeting. She thanked Mary Wilkinson for her dedication to her onboarding. Jennifer notified the board of an upcoming address change and introduction of herself to the Licensees. Lastly, she provided an update on pending website changes.

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) Richard Vrban**
- (2) Braden Burrup**

c. Residential Facility Administrator Licenses Issued "for possible action"

- (1) Krista Solomon**
- (2) Ronald Gardner**
- (3) Kathy Knudson**

- (4) Mark Ryce, Jr.
- (5) Amy Roukie
- (6) Dexter Yder

- d. Inactive Requests “for possible action”
 - (1) Scott Cozza Jr. RFA

Chair, Margaret McConnell called for a motion to approve items b, c and d. Lisa Meyer moved to approve items b, c and d. Daniel Mathis seconded the motion. There being no discussion, motion carried unanimously.

IX. OUTSTANDING BUSINESS:

Chair, Margaret McConnell mentioned that the American Healthcare Association was having its annual meeting in Las Vegas and that it was an opportunity if anyone wanted to attend to collaborate with other Long-Term Care Administrators and to please let her or Jennifer know if they were interested in attending.

X. ACTION ITEMS: “for possible action”

- a. Approve contract for legal council

Chair, Margaret McConnell called for a motion to approve the Legal Contract for Louis Ling, Daniel Mathis motioned to approve the contract; Douglas Sinclair seconded the motion. Being no discussion, motion carried unanimously.

- b. Introduction of new ADSD Board Member – Ms. Rique Robb

- c. Election of new Board Secretary/Treasurer

Chair, Margaret McConnell called for a nomination of a new Secretary/Treasury Board Member, Lisa Meyer nominated Rique Robb, who agreed, Douglas Sinclair seconded the motion. Being no discussion, motion carried unanimously.

XI. LEGAL COUNSEL REPORT

Legal Counsel, Louis Ling, Esq. had no report.

XII. BOARD MEMBER COMMENTS

There were no Board Members comments.

XIII. PUBLIC COMMENTS

There were no comments by the public or guests.

XIV. TIME/DATE/LOCATION OF NEXT REGULAR QUARTERLY MEETING(S) “for possible action”

The Board will meet on Wednesday, October 15, 2025, at 10:00 am via Zoom. **This was the incorrect date and the Board voted to change the next meeting to Wednesday, November 19, 2025, at 10:00 am via zoom.

XV. ADJOURNMENT

Chair, Margaret McConnell called for a motion to adjourn at 10:20 am. Douglas Sinclair moved to adjourn; Lisa Meyer seconded. There being no discussion, motion passed.

Respectfully submitted:

**Jennifer Nichols
Executive Director**

Attested by:

**Margaret McConnell
Chair**