



RICK SNYDER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
LANSING

SHELLY EDGERTON  
DIRECTOR

## MICHIGAN BOARD OF NURSING HOME ADMINISTRATORS DECEMBER 4, 2018 MEETING

### APPROVED MINUTES

In accordance with the Open Meetings Act, 1976 PA 267, as amended, the Michigan Board of Nursing Home Administrators met on December 4, 2018, at the Ottawa Building, Conference Room 4, 611 West Ottawa Street, Lansing, Michigan 48933.

#### CALL TO ORDER

Rickey Ackerman, NHA, Acting Chairperson, called the meeting to order at 10:03 a.m.

#### ROLL CALL

**Members Present:** Rickey Ackerman, NHA, Vice-Chairperson  
Paul Barber, NHA  
Cheryl Bray, RN, NHA  
Margaret Chatti, BSN, NHA  
Kristine Dozeman, Public Member  
Ian Koffler, Public Member

**Members Absent:** Kimberly Kimbrough-Wozniak, NHA, Chairperson  
Jana Broughton, NHA

**Staff Present:** Kimmy Catlin, Board Support, Boards and Committees Section  
Dena Marks, Analyst, Boards and Committees Section

#### APPROVAL OF AGENDA

MOTION by Barber, seconded by Dozeman, to approve the agenda with the removal of Committee Assignments.

A voice vote was taken.

MOTION PREVAILED

#### APPROVAL OF MINUTES

MOTION by Chatti, seconded by Barber, to approve the June 5, 2018 meeting minutes as presented.

A voice vote was taken.

MOTION PREVAILED

### **REGULATORY CONSIDERATIONS**

None

### **OLD BUSINESS**

None

### **Rules Discussion**

Marks presented the comments made on the rules at the public hearing.

Discussion was held.

MOTION by Bray, seconded by Ackerman, to approve the rules with the discussed changes.

A roll call vote followed:   Yeas – Barber, Bray, Chatti, Dozeman, Koffler, Ackerman  
  Nays – None

MOTION PREVAILED

### **CE Audit Discussion**

Jeff Passick, Ben Williams, and Jenna Kiter, CE Audit Section, introduced themselves to the Board and explained the CE audit process.

Discussion was held.

### **HPRP Annual Report**

Marks presented the Health Professional Recovery Program (HPRP) Annual Report and discussed statistics of the participants in the program from October 1, 2016 through September 30, 2017.

### **HPRC Discussion**

Discussion of potential candidates was held with no appointment made.

### **2019 Public Notice**

Discussion was held regarding the 2019 meeting dates.

### **Elections**

Marks ran the election for chairperson.

MOTION by Barber, seconded by Dozeman, to re-elect Wozniak as chairperson.

A roll call vote followed:   Yeas – Barber, Bray, Chatti, Dozeman, Koffler, Ackerman  
                                      Nays – None

MOTION PREVAILED

Marks ran the election for vice chairperson.

MOTION by Barber, seconded by Chatti, to re-elect Ackerman as vice chairperson.

A roll call vote followed:   Yeas – Barber, Bray, Chatti, Dozeman, Koffler, Ackerman  
                                      Nays – None

MOTION PREVAILED

### **Chair Report**

Barber advised that he attended the National Association of Long-Term Care Administrator Boards (NAB) meeting. Barber reminded the board that NAB offers licensees the opportunity to register with the NAB in order to help facilitate CE tracking. Barber also informed the Board of information regarding HSE, bylaw changes, and additional initiatives discussed at the NAB meeting.

### **Department Update**

None

### **PUBLIC COMMENT**

Jon Campbell, Division Director, Investigation and Inspections Division, and Stephanie Rosenthal, Manager, Complaint Intake Section, introduced themselves to the Board and discussed the complaint intake and investigation process.

### **ANNOUNCEMENTS**

The next regularly scheduled meeting will be held March 5, 2019 at 10:00 a.m. at the Ottawa Building, 611 West Ottawa Street, Upper Level Conference Center, Conference Room 4, Lansing, Michigan.

## **ADJOURNMENT**

MOTION by Barber, seconded by Chatti, to adjourn the meeting at 11:31 a.m.

A voice vote was taken.

MOTION PREVAILED

Minutes approved by the Board on June 4, 2019.

Prepared by:

Kimmy Catlin, Board Support  
Bureau of Professional Licensing

December 10, 2018