

**INDIANA STATE BOARD OF HEALTH FACILITY ADMINISTRATORS
MINUTES
DECEMBER 7, 2021
9:00 a.m.**

*** HELD THROUGH VIDEO AND AUDIO CONFERENCING***

I. CALL TO ORDER AND ESTABLISHMENT OF QUORUM 9:04 a.m.

Board Members Present:

Kelly Borrer
Mark Wolfschlag
Jennifer Gappa

Board Members Absent

Staff
Amy Hall, Director
Chris Shea-Russell, Assistant Director
Kurt Miller, Counsel for the HFA Board
Margie Addington, Court Reporter

II. ADOPTION OF THE AGENDA

Motion made by Jennifer Gappa and seconded by Mark Wolfschlag to adopt agenda.
Jennifer Gappa/Mark Wolfschlag

ROLL CALL VOTE

Motion passes 3/0/0
Kelly Borrer - YEA
Mark Wolfschlag -YEA
Jennifer Gappa – YEA

III. ADOPTION OF THE MINUTES FROM THE SEPTEMBER 28, 2021, MEETING

Motion made by Kelly Borrer and seconded by Jennifer Gappa to adopt the meeting minutes from September 28, 2021.
Kelly Borrer/Jennifer Gappa

ROLL CALL VOTE

Motion passes 3/0/0
Kelly Borrer - YEA
Mark Wolfschlag -YEA
Jennifer Gappa – YEA

IV. PERSONAL APPEARANCE

1. Healthcare Therapy Service, Inc. CE Provider – Kayla Hardy

Kayla Hardy did not appear electronically before the board to discuss the CE program.

Motion made by Jennifer Gappa and seconded by Mark Wolfschlag to approve Healthcare Therapy Services as a CE Provider
Jennifer Gappa/Mark Wolfschlag

ROLL CALL VOTE

Motion passes 3/0/0
Kelly Borrer - YEA
Mark Wolfschlag -YEA
Jennifer Gappa – YEA

2. LEL Homes Services CE Provider – Ireka Smith

Ireka Smith appeared electronically before the board to discuss the CE program.

Motion made by Kelly Borrer and seconded by Mark Wolfschlag to approve Healthcare Therapy Services as a CE Provider
Kelly Borrer/Mark Wolfschlag

ROLL CALL VOTE

Motion passes 3/0/0
Kelly Borrer - YEA
Mark Wolfschlag -YEA
Jennifer Gappa – YEA

3. Karl Steinhaus – NAB Exam Approval

Karl Steinhaus appeared before the board electronically to discuss approval for the NAB Exam.

Motion made by Jennifer Gappa and seconded by Kelly Borrer to approve for the NAB retest.
Jennifer Gappa/Kelly Borrer

ROLL CALL VOTE

Motion passes 3/0/0
Kelly Borrer - YEA
Mark Wolfschlag -YEA
Jennifer Gappa – YEA

4. Alyssa Fusco – 100% AIT Waiver Request

Alyssa Fusco appeared before the board to request a full waiver. The 100% waiver request was denied.

Motion made by Kelly Borrer and seconded by Jennifer Gappa to deny the 100% waiver.

Kelly Borrer/Jennifer Gappa

ROLL CALL VOTE

Motion passes 3/0/0

Kelly Borrer - YEA

Mark Wolfschlag -YEA

Jennifer Gappa – YEA

5. Damertria Marshall – Law Exam Approval

Dametria Marshall appeared before the board electronically to discuss approval for the Law Exam.

Motion made by Kelly Borrer and seconded by Jennifer Gappa to approve for the law exam retest for a fourth and final time.

Kelly Borrer/Jennifer Gappa

ROLL CALL VOTE

Motion passes 3/0/0

Kelly Borrer - YEA

Mark Wolfschlag -YEA

Jennifer Gappa – YEA

6. Kristie Cottrell – NAB Exam Approval

1. Jackie Adams

2. Shawn Schofield

Kristie Cottrell and Jackie Adams appeared before the board electronically to discuss Kristie Cottrell’s AIT programs. Jackie Adams was her preceptor. Adriana Albright provided a letter of reference stating that she was acting as the Administrator at another facility at McKinney Place. Heather Reach was the administrator at McKinney Place and she was not actively in the building. AIT program is being reviewed. Obtain proof that Jackie Adams was present daily during her AIT. Huge concerns as acting as an unlicensed administrator.

Motion made by Jennifer Gappa and seconded by Mark Wolfschlag to deny the request for the fourth NAB retest.

Jennifer Gappa/Mark Wolfschlag

ROLL CALL VOTE

Motion passes 3/0/0

Kelly Borrer - YEA

Mark Wolfschlag -YEA

Jennifer Gappa – YEA

7.

V. REPORT FOR THE ATTORNEY GENERAL’S OFFICE

Abigail Smith appeared before the board to let the board know that there was no report to provide to the board due to a software change in their office. There are 35 open consumer files. There are currently one open litigation file and four have been closed.

VI. ADMINISTRATIVE HEARINGS

NONE

VII. DISCUSSION ITEMS

1. 2022 Board Dates

Need to add Law Exam review and HSE licensing to the next meeting agenda.
Next meeting is scheduled to be in person.

VIII. ADJOURNMENT – Meeting adjourned at 10:01

Motion made by Jennifer Gappa and seconded by Mark Wolfschlag to adjourn
Kelly Borrer/Jennifer Gappa/Mark Wolfschlag

ROLL CALL VOTE

Motion passes 3/0/0
Kelly Borrer - YEA
Mark Wolfschlag -YEA
Jennifer Gappa – YEA



Mark Wolfschlag, Board Chair

5/24/22

Date