

**INDIANA STATE BOARD OF HEALTH FACILITY ADMINISTRATORS
MINUTES
SEPTEMBER 28, 2021
9:00 a.m.**

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

I. CALL TO ORDER AND ESTABLISHMENT OF QUORUM 9:01 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 Kelly Borrer and seconded by Jennifer Gappa to adopt agenda.
Kelly Borrer/Jennifer Gappa

ROLL CALL VOTE

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

III. ADOPTION OF THE MINUTES FROM THE MAY 25, 2021, MEETING

Motion made by Jennifer Gappa and seconded by Kelly Borrer to adopt the meeting minutes from May 25, 2021.
Jennifer Gappa/Kelly Borrer

ROLL CALL VOTE

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

IV. PERSONAL APPEARANCE

1. LaShelle Crawley – NAB Exam Approval

LaShelle Crawley appeared before the board electronically to discuss approval for the NAB Exam.

Motion made by Kelly Borrer and seconded by Jennifer Gappa to approve to test again.
Kelly Borrer/Jennifer Gappa

ROLL CALL VOTE

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

2. Kristie Cottrell – NAB Exam Approval

Kristie Cottrell appeared before the board electronically to discuss approval for the NAB Exam. She is an AIT though she is not working with her preceptor in the same building. Letter of reference referred to her as acting administrator. She daily zoom calls with her preceptor.

Motion made by Kelly Borrer and seconded by Jennifer Gappa to table the request for the NAB exam. The request is to bring her preceptor and the licensed facility administrator as a personal appearance. This AIT program needs to be audited.
Kelly Borrer/Jennifer Gappa

ROLL CALL VOTE

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

3. Sandra Williams – NAB Exam Approval

Sandra Williams appeared before the board electronically to discuss approval for the NAB Exam. She is currently acting as DON at the facility at the moment.

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

ROLL CALL VOTE

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

V. REPORT FOR THE ATTORNEY GENERAL'S OFFICE

Paul Schilling 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

Gwen Reverman – Cause No: 2019HFA0004 – Petition for removal of probation

Motion made by Jennifer Gappa and seconded by Kelly Borrer to approve the petition for removal of probation.

Jennifer Gappa/Kelly Borrer

ROLL CALL VOTE

Motion passes 3/0/0

Kelly Borrer - YEA

Mark Wolfschlag -YEA

Jennifer Gappa – YEA

VII. DISCUSSION ITEMS

1. NAB Virtual Annual Meeting June 9 to 11, 2021

Mark did attend a few sessions virtually.

2. Rule Readoption

Motion made by Kelly Borrer and seconded by Jennifer Gappa to approve the readoption of the rules.

Kelly Borrer/Jennifer Gappa

ROLL CALL VOTE

Motion passes 3/0/0

Kelly Borrer - YEA

Mark Wolfschlag -YEA

Jennifer Gappa – YEA

3. Electronic Meeting Policy

Motion made by Kelly Borrer and seconded by Jennifer Gappa to approve the newly updated electronic meeting policy.

Kelly Borrer/Jennifer Gappa

ROLL CALL VOTE

Motion passes 3/0/0

Kelly Borrer - YEA

Mark Wolfschlag -YEA

Jennifer Gappa – YEA

4. HFA Jurisprudence Exam

Mark discussed the need to review the exam questions. There have been changes that have occurred since pre covid. He wants input on how to proceed. Kelly did mention that prior to the pandemic there were modifications made to the exam, to update some of the questions on the exam, following the ROP 3 changes. Amy will send out copies of the exam to the board members to review the exam and figure out if the questions are up to date.

5. 2022 Board Dates

VIII. ADJOURNMENT – Meeting adjourned at 9:56

Motion made by Kelly Borrer and seconded by Jennifer Gappa to adopt agenda.
Kelly Borrer/Jennifer Gappa

ROLL CALL VOTE

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