## **MINUTES** INDIANA STATE BOARD

OF

## **HEALTH FACILITY ADMINISTRATORS** TUESDAY, APRIL 25, 2023 402 WEST WASHINGTON STREET, ROOM W064 **INDIANAPOLIS, IN 46204**

#### I. CALL TO ORDER AND ESTABLISHMENT OF QUORUM

10:00 a.m.

#### **Board Members Present:**

Kelly Borror Mark Wolfschlag Jennifer Gappa **Board Members Absent** 

None

#### Staff

Amy Hall, Director Chris Shea-Russell, Assistant Director Clearence Leatherback, Counsel for the HFA Board Heather Orbaugh, Court Reporter

#### II. ADOPTION OF THE AGENDA

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

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

#### III. ADOPTION OF THE MINUTES FROM THE DECEMBER 6, 2022 MEETING

Motion made by Kelly Borror and seconded by Jennifer Gappa to adopt the meeting minutes.

Jennifer Gappa/Kelly Borror

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

#### IV. PERSONAL APPEARANCE

#### 1. Tarshia Taylor - Exam approval

Tarshia Taylor did appear before the board pertaining to her 4 failed law exam attempts, one in 2021 and 3 in 2023. Tarshia originally applied in May of 2020, completed the

AIT and passed the NHA and CORE exams in 2021. It was recommended that she contact the associations about a taking a review course. Maybe reach out to Becky Bartle.

Motion made by Kelly Borror and seconded by Jennifer Gappa to approve for the Law one more time.

Kelly Borror/Jennifer Gappa

Motion passes 3/0/0 Kelly Borror - YEA Mark Wolfschlag -YEA Jennifer Gappa — YEA

## 2. Bartiscia Holmes – Exam approval

Bartiscia Homes did appear before the board pertaining to her 5 failed NHA attempts, two in 2021 and 3 in 2022. Bartiscia originally applied in December of 2020, completed the AIT and passed the CORE exam August of 2021.

Determining the what the calendar year is versus 12 months since she has failed 5 times.

Motion made by Kelly Borror and seconded by Jennifer Gappa to deny for the NAB retest. She may reapply, go through the AIT again and start the process fresh. Kelly Borror/Jennifer Gappa

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

#### 3. Zella Garron - Reinstatement

Zella Garron did appear before the board pertaining to her expired license. Her license expired August 31, 2012. She submitted online CE as well at 19 in person hours as well. She is currently working as an assistant administrator in Illinois.

Motion made by Kelly Borror and seconded by Jennifer Gappa to approve for the reinstatement request.

Kelly Borror/Jennifer Gappa

Motion passes 3/0/0 Kelly Borror - YEA Mark Wolfschlag -YEA Jennifer Gappa — YEA

#### 4. Tamela Jones – Reinstatement

Tamela Jones did appear before the board pertaining to her expired license. Her license

expired August 31, 2014. She did complete all of the required continuing education online.

Motion made by Jennifer Gappa and seconded by Kelly Borror to approve for the reinstatement request once the 20 hours of in person continuing education and approved.

Kelly Borror/Jennifer Gappa

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

## 5. Stephanie Lisenko – Hemmington Mwanza – AIT Approval

Stephanie Lisenko and Hemmington Mwanza met with the board to request approval of the AIT they had complete without Hemmington applying for the preceptor license. Kelly approved the change in preceptor. The form must be submitted and paid for.

Motion made by Kelly Borror and seconded by Jennifer Gappa to approve for the exam.

Kelly Borror/Jennifer Gappa

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

#### V. ADMINISTRATIVE HEARINGS

#### 1. Matthew D. Shafer - Cause No: 2018HFA0008

Motion to Withdraw from Probation

Matthew D. Shafer appeared before the board due to his petition requesting to be removed from probation. Did bring in a binder of reports that were not submitted per his final order. He completed the continuing education by completing 23 hours online in one day.

Motion made by Kelly Borror and seconded by Mark Wolfschlag to deny the petition for withdrawal of probation due to lack of completing the requirements of his probation. Probation requirements will need to be followed, with proper submissions as stated in the original order. A requirement of 10 hours of Continuing Education, quarterly reports, disciplinary reports, signed order by employer within 10 days of receipt.

Denial of removal of probation. Jennifer Gappa/Mark Wolfschlag

Motion passes 2/0/1 Kelly Borror - YEA Mark Wolfschlag -YEA Jennifer Gappa – ABSTAIN

#### 2. Michael Lehman - Cause No: 2022HFA0001

Administrative Complaint

Michael Lehman appeared before the board due to an administrative complaint. He had been convicted criminally of a misdemeanor charge of the delinquency of a minor. This occurred at a family function where alcohol and illegal substances were present.

Motion made by Kelly Borror and seconded by Jennifer Gappa to accept the stipulations and issue a Letter of Reprimand

Kelly Borror/Jennifer Gappa

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

#### VI. MOTIONS AND SETTLEMENT AGREEMENTS

## 1. Cory Blackwell - Cause No: 2022HFA0003

Motion to Dismiss

Motion made by Kelly Borror and seconded by Jennifer Gappa to approve the motion to dismiss.

Kelly Borror/Jennifer Gappa

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

## 2. Frances Jenkins - Cause No: 2022HFA0005

Proposed Settlement Agreement

Motion made by Kelly Borror and seconded by Jennifer Gappa to approve the proposed settlement agreement.

Kelly Borror/Jennifer Gappa

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

#### 3. Erika Hamilton - Cause No: 2022HFA0004

Proposed Settlement Agreement

Motion made by Kelly Borror and seconded by Jennifer Gappa to approve the proposed settlement agreement with the modification of stating at least one year probation. Kelly Borror/Jennifer Gappa

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

#### VII. REPORT FROM THE OFFICE OF THE ATTORNEY GENERAL

Paul Schilling provided a report from the Office of the Attorney General. There are currently 40 open complaints. There are currently 4 open litigation files at the time of the report.

#### VIII. DISCUSSION ITEMS

New legislation was discussed. Talk about the need for an updated jurisprudence exam. Need to create a test bank of questions and update the whole exam. It will affect residential care. There will be more than one exam, with a bank of questions. HFA preceptors will only have to take the course once and have a license in good standing with an active license.

# IX. ADJOURNMENT 12:31

Next Scheduled Meeting: May 23, 2023

Mark Wolfschlag, Chair

Date

5/23/23

,			