

# MINUTES

## UTAH HEALTH FACILITY ADMINISTRATOR LICENSING BOARD Meeting

August 27<sup>th</sup>, 2013  
Room 475 (fourth floor) - 9:00 a.m.  
Heber M. Wells Building  
Salt Lake City, Utah

**CONVENED: 9:15 a.m.**

**ADJOURNED: 10:30 a.m.**

**Bureau Manager:**

Sally A. Stewart

**Board Secretary:**

Sally Canavan

**Board Members Present:**

John A. Stephenson, IV  
Bryan Erickson, Acting Chairperson

**Board Members Absent:**

John H. Williams - Absent  
Dave Murray - Absent  
Jeanie Pettit - Absent

**Oath of Office**

Ms. Stewart administered the Oath of Office to Mr. John Alexander Stephenson, IV and welcomed him to the Health Facility Administrators Licensing Board.

**Guests:**

Christian D. Yeates, HFA

**DOPL Staff Present:**

Debra Troxel, Compliance Specialist

**ADMINISTRATIVE BUSINESS:**

**DECISIONS AND RECOMMENDATIONS**

**MINUTES:**

With no quorum present, no actions on approving the February 26th, 2013 minutes were made.

**No Quorum Present**

**COMPLIANCE REPORT:**

Ms. Troxel reviewed the status of the probationer being interviewed today.

**PROBATION INTERVIEW:**

**Cindy Lee Peterson**

The Board requested to see her in person even though she is compliant, hoping they would not have to have her travel so far in winter weather. She brought her employer reports with her and turned them in. She stated she is still working for Mayfield Care Center. The board noted all required CE have been received and all fines have been paid. The medication destruction program is continuing and working fine. She stated she is thinking about retiring. The Board suggested if she does she could request the Board to amend her order to end probationary status. The Board asked how she is handling the stress of probation, she stated fine as she hasn't changed jobs.

**Compliant**

**DISCUSSION ITEMS: (no motions or votes taken)**

**AIT Preceptorship - Christian D. Yeates**

Mr. Yeates was invited to come to the table. He stated he is the administrative supervisor for several health facilities for Stonehenge Care Facility. The company has three different facilities. Stonehenge would like to do some AIT training at their facilities. The Board read him the Rule for AIT Preceptorships, UAC §R156-15-307. It states that the Health Facility Administrator supervisor of an AIT Preceptorship must be currently working as the administrator of a licensed health facility. The Board also read him the definitions of an Administrator in the Health Facility Administrator Licensing Act. Mr. Yeates stated he had been working in the field for 25 years. He feels a preceptee would benefit by doing a portion of his AIT in different facilities. He also mentioned the Stonehenge facilities were five-star programs. The Board discussed the definitions in their law and rule. Mr. Erickson and Mr. Stephenson, along with the Division, think there is merit in looking at this in more depth. They expressed that a trainee could benefit from the experience available. The Board determined the rule may need to be updated; noting that there are Health Department Regulations to be considered also. Ms. Stewart will be the focus point as people email her their ideas for the change. The Board also stated they wanted to find a way for up and coming Health Facility Administrators to be able to get the benefits of what the current Health Facility Administrators have learned.

**Testing Pre-Approvals**

Ms. Stewart stated the Division must currently require applications from individuals seeking pre-approval for the NAB exam. This process is cause for concern. The Board discussed how this process means the Division must hold applications indefinitely. At the time the person signs up for the test they have a 90-day limit, however they may reapply for the test and the timeframe starts over again, with a pending application being held indefinitely. There is a secondary concern with possible changes to criminal activity after being pre-approved to take the exam. The recommendation from the Board members present was to take out the requirement of pre-approving for the test based upon an application, possibly by

removing the fee. This could be a law change, but may be considered a “clean-up” measure thereby protecting the public in making this change to the Health Facility Administrator Licensing Act. Ms. Stewart stated she would talk with the NAB testing organization for their requirements as well.

**NAB 2012 Report**

The NAB 2012 report was information that had been received and shared electronically with the Board.

**NAB 2013 Annual Meeting**

The NAB 2013 Annual Meeting has actually passed. This information had been previously shared electronically with the Board members also.

**NAB 2013 Mid Year Meeting**

The NAB 2013 mid-year meeting will be held November 6<sup>th</sup> -8<sup>th</sup>, 2013 in Florida.

**Next Meeting Tentatively Scheduled**

Tuesday, February 25<sup>th</sup>, 2014

**ADJOURN: 10:30 a.m.**

(no motion required)

*Note: These minutes are not intended to be a verbatim transcript but are intended to record the significant features of the business conducted in this meeting. Discussed items are not necessarily shown in the chronological order they occurred.*

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Date Approved

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Chairperson  
Health Facility Administrator Licensing Board

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Date Approved

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Bureau Manager  
Division of Occupational and Professional Licensing

Awaiting Formal Approval