

**INDIANA STATE BOARD OF HEALTH FACILITY ADMINISTRATORS**

**MINUTES**

**November 19, 2013**

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

Mrs. Shelley Rauch called the meeting to order at 10:00 a.m. in Room W064 in the Indiana Government Center South, 402 W. Washington Street, Indianapolis, IN 46204. A quorum was not established.

**Board Members Present:**

Shelley Rauch, HFA, Chair  
Kelly Borrer, HFA, Vice Chair  
Christine Shuey, HFA, Member  
Christi Davidson, Member  
Mark Wolfschlag, Member  
Deb Mill, HFA, Member  
Arlene Franklin, Member  
Sarah Hartman for Kathy Frank, Member

**Board Members Absent:**

Nan Girton, Consumer Member  
Jennifer Gappa, HFA, Member  
Karen Smith Filler, Member

**State Officials Present:**

Tasha Coleman, Board Director, Indiana Professional Licensing Agency  
Hannah Fichter, Assistant Board Director, Indiana Professional Licensing Agency  
Kevin McDowell, Board Advisory Council, Office of the Attorney General

**II. ADOPTION OF THE AGENDA**

A motion was made and seconded to adopt the agenda as amended.

Mills/Franklin  
8/0/0 Motion carried

**III. ADOPTION OF THE MINUTES FROM THE SEPTEMBER 24, 2013 MEETING OF THE BOARD**

A motion was made and seconded to adopt the Minutes from the September 24, 2013 meeting of the Board, as amended.

Shuey/Wolfschlag  
8/0/0 Motion carried

**IV. PERSONAL APPEARANCE**

**A. Indiana Chapter: American College of Health Care Administrators (ACHCA)**

Re: Presentation by Vivian Wright-Defrees and Mark Prifogle

Mark Prifogle and Vivian Wright-Defrees presented information to the Board regarding the Indiana chapter of the ACHCA which is a network of licensed administrators whose purpose is to bring value to the practice of health facility administration. The ACHCA's program assists administrators in resolving policy/procedure issues, provide opportunities meaningful educational and networking

venues, professional advocacy, with a “pay it forward” mentality regarding AIT placement. At this point, at one year into the process, the ACHCA has been able to facilitate AIT placement for six (6) potential administrators.

**B. Paul Emeka Okeke**

Re: Reinstatement Application.

Mr. Okeke did personally appear before the Board to request reinstatement of his HFA license which has been expired since 2004. According to his resume, Mr. Okeke has not practiced as an HFA since 2003 in any state. Mr. Okeke did not submit CE or transcripts to verify the five (5) HFA related courses completed in the last 12 months. After reviewing the file and hearing testimony a motion was made and seconded to approve the reinstatement of Mr. Okeke’s license pending receipt of 40 hours of acceptable CE within six (6) months from the date of the meeting.

Borrer/Franklin  
8/0/0 Motion carried

**C. Linda Sharp**

Re: HFA Application

Ms. Sharp did personally appear before the Board to request a waiver of AIT and Exams due to active military experience - per Ind. Code § 25-1-17-4 she is eligible to be exempted from the exams and AIT. After reviewing the file and hearing testimony a motion was made and seconded to grant the license and waive the AIT and exam requirements per IC 25-1-17-4.

Borrer/Mills  
8/0/0 Motion carried

**D. Karen Marzec**

Re: Reinstatement Application

Ms. Marzec did personally appear before the Board to request reinstate of her HFA license which has been expired since 2000. Ms. Marzec reported that she has not practiced since 1998 and submitted only 10.5 hours of acceptable CE. A motion was made and seconded to approve the reinstatement of Ms. Marzec’s license pending receipt of 29.5 hours of acceptable CE and pass the jurisprudence exam within six (6) months from the date of this meeting.

Borrer/Shuey  
8/0/0 Motion carried

**V. ADMINISTRATIVE HEARINGS**

**A. In the matter of the license of Debbie Jo Swartzentruber, HFA, License Number: 14001233A**

Cause No.: 2013 HFA 0011

Re: Petition to Review

**Parties and Counsel Present:**

Debbie Swartzentruber, HFA

**Witnesses:**

Debbie Swartzentruber, HFA

Tasha Coleman, HFA Board Director

**Participating Board Members:**

Shelley Rauch, HFA

Kelly Borrer, HFA

Christine Shuey, HFA  
Christi Davidson  
Deb Mill, HFA  
Arlene Franklin  
Sarah Hartman

**Court Reporter:**  
Susan Hessman

**Case Summary:** Requested review of Notice of Non-compliance – submitted only 21.5 hours of acceptable CE for audit.

**Resolution:** After hearing testimony and reviewing the file a motion was made and seconded to uphold the notice of non compliance and require that the hours as well as the civil penalty.

Borrer/Shuey  
8/0/0 Motion carried

**B. In the matter of the license of Heather Kesler, HFA, License Number: 14004506A**

Cause No.: 2013 HFA 0012  
Re: Complaint  
*Continued*

**C. In the matter of the license of Jon Eric Howard, HFA, License Number: 14005072A**

Cause No.: 2013 HFA 0014  
Re: Complaint /Proposed Settlement Agreement

**Resolution:** A motion was made and seconded to adopt the proposed settlement agreement as written, which shall include a letter of reprimand.

Mills/Franklin  
7/0/0 Motion carried

**D. In the matter of the license of Bradley A. Kramer, HFA, License Number: 14005017A**

Cause No.: 2013 HFA 0015  
Re: Complaint  
*Continued*

**VI. APPLICATION REVIEW**

**A. Amir Youssef**

Re: Education – Foreign Trained

The board reviewed the transcripts and credential evaluation for Amir Youssef, to date the board has not reviewed a non-US graduate for licensure. The credential evaluation indicates that he has a degree equivalent to a US issued BA in English/Literature. After reviewing the file a motion was made and seconded to accept the education and approve the applicant to enter the AIT.

Borrer/Mills  
8/0/0 Motion carried

**VII. ADJOURNMENT**

There being no further business, and having completed its duties, the meeting of the Indiana State Board of Health Facility Administrators adjourned at 12:00 p.m.

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Shelley Rauch, HFA