

**INDIANA STATE BOARD OF HEALTH FACILITY ADMINISTRATORS**

**July 31, 2012**

**MINUTES**

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

Mrs. Shelley Rauch called the meeting to order at 10:12 a.m. in Room W064 in the Indiana Government Center South, 402 W. Washington Street, Indianapolis, IN 46204. A quorum was established.

**Board Members Present:**

Shelley Rauch, HFA, Chair  
Kathy Frank, Member  
Karen Smith Filler, Member  
Gina Berkshire, Member  
Dr. William Province, II, Member  
Jennifer Gappa, HFA, Member  
Arlene Franklin, Member

**Board Members Absent:**

Nan Girton, Consumer Member  
Colleen Matthews, HFA, Member  
Kelly Borrer, HFA, Vice Chair  
Christine Shuey, HFA, Member

**State Officials Present:**

Tasha Coleman, Board Director, Indiana Professional Licensing Agency  
Andre Phillips, Assistant Board Director, Indiana Professional Licensing Agency  
Gordon White, 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.

Province/Frank  
7/0/0 Motion carried

**III. ADOPTION OF THE MINUTES FROM THE MAY 22, 2012 MEETING OF THE BOARD**

A motion was made and seconded to adopt the Minutes from the May 22, 2012 meeting of the Board, as amended.

Franklin/Gappa  
7/0/0 Motion carried

#### IV. PERSONAL APPEARANCE

**A. Catherine Martin**

Re: Reinstatement/Renewal Request

Ms. Martin did personally appear before the Board to answer questions regarding her license reinstatement application. Ms. Martin's license has been expired since 1988. After reviewing the information submitted and speaking with the applicant, a motion was made and seconded to sit for the Jurisprudence exam prior to being approved for reinstatement.

Franklin/Gappa  
7/0/0 Motion carried

**B. Success Development, Inc.**

Re: Specialized Course

Vivian Wright Defrees with Success Development appeared before the Board to inform them that the RCA/HFA specialized and preceptor courses that Successful Development offers will no longer be sponsored through Martin University. Indiana Health Care Association (IHCA) will now sponsor that course. A motion was made and seconded to approve the RCA/HFA specialized and preceptor courses under the sponsorship of IHCA.

Gappa/Frank  
7/0/0 Motion carried

**C. Jarrod Smith**

Re: Positive Response Application

Mr. Smith did personally appear before the Board to answer questions regarding his positive response application for licensure. Mr. Smith was arrested and pled guilty to OWI in 2006 and 2009. Due to having two offenses in a five year timeframe, the second OWI resulted in an automatic felony. As of January 2012 he has completed house arrest and has to complete the remainder of 18 months of probation. After hearing testimony and reviewing the information before them the Board tabled the application and requested that he submit more information to prove that he is not alcohol dependent, recommendation from his employer, and a report from his probation officer.

**D. David Batts**

Re: License Reactivation

Mr. Batts did personally appear before the Board to request that his license status be updated from inactive to active. Mr. Batts was able to demonstrate having completed 41 hours of continuing education. After hearing testimony and reviewing the information in the file a motion was made and seconded to reactivate the license.

Gappa/Frank  
7/0/0 Motion carried

**E. Steven Schaaf**  
Re: Reinstatement/ Renewal Request

Mr. Schaaf did personally appear before the Board regarding his license reinstatement application. Ms. Schaaf's license has been expired since 2008. Mr. Schaaf has been working as an administrator in Ohio since December 2004. He has been able to demonstrate having completed over 40 hours of acceptable continuing education within the last 24 months. After hearing testimony and reviewing the information in the file a motion was made and seconded to approve the license for reinstatement.

Franklin/Gappa  
7/0/0 Motion carried

**F. Jason Wardwell**  
Re: Reinstatement/ Renewal Request

Mr. Wardwell did personally appear before the Board regarding his license reinstatement application. Ms. Wardwell's license has been expired since 2008. Mr. Wardwell has not worked as an administrator since December 2006. He has been able to demonstrate having completed 17.75 hours of acceptable continuing education in the last 24 months. The Board tabled the reinstatement application until he has completed the remaining 22.25 CEUs.

**G. Anthony Hill**  
Re: Positive Response Renewal

Mr. Hill did personally appear before the Board to answer questions regarding his positive response renewal application. Mr. Hill reported that he had been terminated in December 2001 for allegedly not reporting an incident within the reporting guidelines. After hearing testimony and reviewing the paperwork in the file a motion was made and seconded to approve the license for reinstatement.

Gappa/Province  
7/0/0 Motion carried

**H. Greg Gilliatt**  
Re: Positive Response Application

Mr. Gilliatt did personally appear before the Board to answer questions regarding his positive response application. Mr. Gilliatt was arrested for DUI in 2001, public intoxication in 2009, terminated from his employment due to attendance issues related to alcohol related issues, and has been treated for alcohol addiction. Mr. Gilliatt has successfully completed treatment and has reported that he has been sober for three years. After hearing testimony and reviewing the information in the file a motion was made and seconded to approve the start of the AIT and request that his preceptor submit reports midway and at the end of his AIT indicating his professional competence, sense of responsibility, work habit, mental attitude, attendance, and ability to work with others.

Gappa/Franklin  
7/0/0 Motion carried

I. **Linda Lacey**  
Re: License Reactivation

Ms. Lacey did personally appear before the Board to request that her inactive license be reactivated. Ms. Lacey renewed her license to inactive in error in 2010 and has been practicing on that inactive license for two years. Ms. Lacey was able to demonstrate having completed 44.5 hours of acceptable continuing education in the last 24 months. A motion was made and seconded to renew the license to active and file a consumer complaint to the OAG for investigation.

Gappa/Frank  
7/0/0 Motion carried

V. **ADMINISTRATIVE HEARINGS**

A. **In the matter of the license of Robin Lynn Laaser, HFA, License Number 14004905A**

Cause No.: 2012 HFA 0004  
Re: Complaint  
*Continued until November 27, 2012*

B. **In the matter of the license of Elizabeth B. Holstein, HFA, License Number: 14003902A**

Cause No.: 2012 HFA 0006  
Re: Complaint

**Parties and Counsel Present:**

Amber Swartzell, OAG  
Elizabeth Holstein, HFA

**Witnesses:**

Elizabeth Holstein, HFA

**Participating Board Members:**

Shelley Rauch  
Kathy Frank  
Karen Smith Filler  
Gina Berkshire  
Dr. William Province, II  
Jennifer Gappa  
Arlene Franklin

**Court Reporter:**

Susan Hessman

**Case Summary:** On March 26, 2012 the Board filed a Complaint against the Respondent which alleges that the Respondent failed to notify the Indiana State Department of Health of allegations of sexual abuse towards a resident by the son of said resident. The State Department of Health's records indicate that the abuse was not reported within 24 hours as required by statute.

**Resolution:** The Respondent requested to meet with the OAG and Board designee to attempt to reach a settlement agreement. A motion was made and seconded to continue

the hearing until September 2012 at the request of the OAG to allow for a settlement conference.

Franklin/Gappa  
7/0/0 Motion carried

- C. In the matter of the license of Carolyn J. Williams, HFA, License Number: 14004427A**  
Cause No.: 2012 HFA 0009  
Re: Settlement Agreement

**Resolution:** A motion was made and seconded to accept the settlement agreement as written which shall revoke the health facility administrator license of Carolyn Williams.

Gappa/Province  
7/0/0 Motion carried

- D. In the matter of the license of Laurena M. Moore, HFA, License Number: 14004857A**  
Cause No.: 2012 HFA 0008  
Re: Complaint  
*Continued until September 25, 2012*

- E. In the matter of the license of Jeanine A. Thompson, HFA, License Number 14004214A**  
Cause No.: 2012 HFA 0003  
Re: Settlement Agreement

**Resolution:** A motion was made and seconded to accept the settlement agreement as written. The agreement shall include a letter of reprimand and a fine in the amount of two hundred fifty dollars (\$250.00) payable within thirty (30) days of the final order, as well as for a copy of the transcripts and court reporter fees.

Province/Frank  
7/0/0 Motion carried

- F. In the matter of the license of Janet L. Saaf, HFA, License Number: 14004556A**  
Cause No.: 2011 HFA 0001  
Re: Second Amended Complaint

**Parties and Counsel Present:**  
Michael A. Minglin, OAG

**Witnesses:**  
None

**Participating Board Members:**  
Shelley Rauch  
Kathy Frank  
Karen Smith Filler  
Gina Berkshire  
Dr. William Province, II  
Jennifer Gappa (Abstained)  
Arlene Franklin

**Court Reporter:**  
Susan Hessman

**Case Summary:** On May 29, 2012 the Board filed an amended complaint which indicates that the Respondent had been charged with, pled guilty to and found guilty of exploitation of an endangered adult, a class D felony. Respondent was ordered serve one of three years in the Indiana Department of Corrections after which she shall serve two years and 95 days on home detention. In addition to her prison sentence she has been ordered to pay restitution in the amount of \$51,420.17, in addition to court costs, probation fees, and administrative/user fees in the amount of \$385.00.

**Resolution:** A motion was made and seconded to issue a Notice of Proposed Default based on the Respondent's failure to appear either in person or by counsel.

Franklin/Province  
6/0/1 (Gappa abstained) Motion carried

- G. In the matter of the license of Mark A. Thompson, HFA, License Number: 14003991A**  
Cause No.: 2012 HFA 0010  
Re: Complaint

**Resolution:** Based on the fact that that IPLA and the OAG's office have been unable to locate the respondent and guarantee that he is in receipt of the Complaint and Hearing Notice, a motion was made and seconded to continue the hearing until September 2012 and send the hearing notice to his employer's address.

Province/Gappa  
7/0/0 Motion carried

- H. In the matter of the license of Daniel Allis, HFA, License Number: 14004988A**  
Cause No.: 2012 HFA 0011  
Re: Settlement Agreement

**Resolution:** A motion was made and seconded to accept the settlement agreement as written. The agreement shall include a letter of reprimand and a fine in the amount of two hundred fifty dollars (\$250.00) payable within thirty (30) days of the final order, as well as transcripts and court reporter fees.

Gappa/Province  
7/0/0 Motion carried

## **VI. APPLICATION REVIEW**

- A. Brienne Knowling**  
Re: AIT over 12 months

The Board reviewed the application of Brienne Knowling who has completed her AIT in 13 months. A motion was made and seconded to approve the extended AIT and allow her to sit for the exams.

Gappa/Frank  
7/0/0 Motion carried

A motion was made and seconded to require that Jennifer Flower, preceptor for Brieanne Knowling, to make a personal appearance at the September 2012 meeting to answer questions regarding the issues with completing the AIT in a timely manner.

Frank/Franklin  
7/0/0 Motion carried

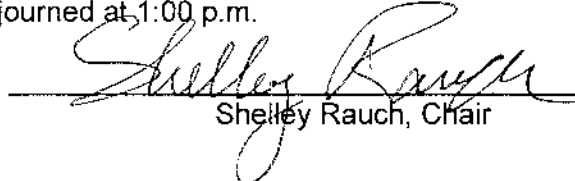
## VII. DISCUSSION

- A. Criminal Background Checks:** Tasha Coleman discussed with the Board the need to determine when would be the appropriate time to require the criminal background checks (CBC), either prior to the AIT or prior to full licensure being granted. The Board wanted to get more information from IPLA in that they (the Board) wants to know if they would be permitted to require that a CBC be completed prior to the AIT and after the exams. Shelley Rauch, Chair, requested that the associations weigh in on this decision in writing. This issue will be discussed again at the September 2012 meeting.
- B. Erin Van Horn: Renewal:** The Board reviewed letter from Erin Van Horn requesting a hardship waiver of the CE requirements for this renewal due to the fact that she had been issued her license in Indiana in May 2012. Because she applied by endorsement (issued a license in Kentucky in June 2011), she had not been licensed in Kentucky long enough to have met the CE requirements for that state. Since her license was issued in Indiana, and becoming acclimated with her responsibilities and being moved to three different buildings in the past year, she has not completed her required CE. A motion was made and seconded to deny the request.

Smith Filler/Gappa  
7/0/0 Motion carried

## VIII. ADJOURNMENT:

There being no further business, and having completed its duties, the meeting of the Indiana State Board of Health Facility Administrators adjourned at 1:00 p.m.

  
Shelley Rauch, Chair