

South Dakota Nursing Facility Administrators

Regular Meeting Agenda

Wednesday April 5, 2023 -- 1:00 pm Central
Teleconference/Zoom

Please register for the Board meeting using the link below. After registering, you will receive a confirmation email containing a unique link that you can use to join the board meeting on April 5th.

Register: https://us02web.zoom.us/meeting/register/tZAud--srzwvEtKMsRdMvLbHLdPtvH_nevAf

- 1) Call to Order
- 2) Open Forum – *5 minutes for the public to address the Board.*
- 3) Approval of Minutes – *September 14, 2022*
- 4) Adoption of Agenda
- 5) Financial Report
- 6) Office Update
- 7) Executive Session -1-25-2 (3) and (4)
- 8) New Business
 - a. FY 2024 Board Operations
 - b. Board Policies
 - c. Continuing Education Guidelines
 - d. Board Officer Elections
 - e. Board Meeting Schedule – March 2024
- 9) License Applications
- 10) Announcements: Next Meeting – September 6, 2023 at 1pm Central.
- 11) Adjourn



South Dakota Board of Nursing Facility Administrators
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South Dakota Board of Nursing Facility Administrators
Teleconference Board Meeting
September 14, 2022

President Hinker called the meeting to order at 1:00 pm Central.

Members of the Board present via Video/Audio Conferencing: Justin Hinker, Jason Hanssen, Daryl Reinicke and Marilyn Kinsman.

Board staff in attendance via Video/Audio Conferencing: Brittany Novotny and Lisa Harsma.

Legal Counsel in attendance via Video/Audio Conferencing: Shelly Munson.

Guests in attendance via Video/Audio Conferencing: Chris Qualm and Heather Krzmarzick.

Hinker called for public testimony during the open forum. There was no public testimony.

Motion to approve the minutes of the April 6, 2022 Board Meeting by Hanssen. Second by Kinsman. Motion carried.

Motion to approve the agenda by Reinicke. Second by Hanssen. Motion carried.

Motion to approve the financial report by Reinicke. Second by Kinsman. Motion carried.

Novotny provided an office update.

Heather Krzmarzick from the Department of Human Services provided an update on the Division of Long Term Services and Supports.

Chris Qualm from the Department of Health provided an update on the Department of Health Office of Health Facilities Licensure and Certification.

Motion to move into Executive Session per SDCL 1-25-2 (3) by Reinicke. Second by Kinsman. Motion carried. The Board went into Executive Session at 1:25 pm.

Motion to move out of Executive Session by Reinicke. Second by Hanssen. Motion carried. The Board came out of Executive Session at 1:30 pm.

Motion to approve Nursing Facility Administrator licenses for Ashley Altena, Kassandra Doty, Thomas Fraser, Stephanie Macfarlane, Stephanie Moran, Shawn Morris, Veronica Schmidt, Britney Senger and Kathleen Styles and Emergency Permits for Blake Minsaas, Joy Voss and Calyn Weiss by Hanssen. Second by Reinicke. Motion carried.

The Board announced meeting dates of April 5, 2023 and September 6, 2023.

There being no further business, the meeting was adjourned at 1:33 pm.

Respectfully Submitted,

Jason Hanssen
Secretary

Remaining Authority by Object/Subobject

Expenditures current through 03/04/2023 05:20:33 PM

HEALTH -- Summary

FY 2023 Version -- AS -- Budgeted and Informational

FY Remaining: 32.6 %

09207	Board of Nursing Home Admin - Info						PCT
Subobject		Operating	Expenditures	Encumbrances	Commitments	Remaining	AVL
EMPLOYEE SALARIES							
5101030	Board & Comm Mbrs Fees	3,248	0	0	0	3,248	100.0
Subtotal		3,248	0	0	0	3,248	100.0
EMPLOYEE BENEFITS							
5102010	Oasi-employer's Share	327	0	0	0	327	100.0
Subtotal		327	0	0	0	327	100.0
51 Personal Services							
Subtotal		3,575	0	0	0	3,575	100.0
TRAVEL							
5203030	Auto-priv (in-st.) H/rte	1,200	0	0	0	1,200	100.0
5203100	Lodging/in-state	456	0	0	0	456	100.0
5203120	Incidentals-travel-in St.	88	0	0	0	88	100.0
5203130	Non-employ. Travel-in St.	500	0	0	0	500	100.0
5203140	Meals/taxable/in-state	176	0	0	0	176	100.0
5203150	Non-taxable Meals/in-st	50	0	0	0	50	100.0
5203260	Air-comm-out-of-state	185	0	0	0	185	100.0
5203280	Other-public-out-of-state	50	0	0	0	50	100.0
5203300	Lodging/out-state	200	0	0	0	200	100.0
5203320	Incidentals-out-of-state	50	0	0	0	50	100.0
5203350	Non-taxable Meals/out-st	100	0	0	0	100	100.0
Subtotal		3,055	0	0	0	3,055	100.0
CONTRACTUAL SERVICES							
5204020	Dues & Membership Fees	1,500	1,500	0	0	0	0.0
5204050	Computer Consultant	6,500	5,069	231	0	1,200	18.5
5204080	Legal Consultant	2,138	112	0	0	2,026	94.8
5204090	Management Consultant	43,634	23,124	14,538	0	5,972	13.7
5204160	Workshop Registration Fee	50	0	0	0	50	100.0
5204181	Computer Services-state	465	0	0	0	465	100.0
5204200	Central Services	821	316	0	0	505	61.5
5204204	Central Services	305	228	0	0	77	25.2
5204207	Central Services	610	0	0	0	610	100.0
5204360	Advertising-newspaper	100	0	0	0	100	100.0
5204510	Rents-other	300	0	0	0	300	100.0
5204530	Telecommunications Svcs	1,500	0	0	0	1,500	100.0
5204590	Ins Premiums & Surety Bds	2,300	0	0	0	2,300	100.0

Remaining Authority by Object/Subobject

Expenditures current through 03/04/2023 05:20:33 PM

HEALTH -- Summary

FY 2023 Version -- AS -- Budgeted and Informational

FY Remaining: 32.6 %

09207	Board of Nursing Home Admin - Info						PCT
Subobject		Operating	Expenditures	Encumbrances	Commitments	Remaining	AVL
5204960	Other Contractual Service	1,500	1,310	0	0	190	12.7
Subtotal		61,723	31,659	14,769	0	15,295	24.8
SUPPLIES & MATERIALS							
5205020	Office Supplies	0	312	0	0	-312	0.0
5205310	Printing-state	500	238	0	0	262	52.4
5205320	Printing-commercial	500	0	0	0	500	100.0
5205350	Postage	900	360	0	0	540	60.0
5205390	Food Stuffs	50	0	0	0	50	100.0
Subtotal		1,950	910	0	0	1,040	53.3
52 Operating							
Subtotal		66,728	32,569	14,769	0	19,390	29.1
Total							
Total		70,303	32,569	14,769	0	22,965	32.7

BA0225R5 03/04/2023

STATE OF SOUTH DAKOTA
REVENUE SUMMARY BY BUDGET UNIT
FOR PERIOD ENDING: 02/28/2023

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AGENCY 09 HEALTH
BUDGET UNIT 09207 BOARD OF NURSING HOME ADMIN - INFO

CENTER	COMP	ACCOUNT	DESCRIPTION	CURRENT MONTH	YEAR-TO-DATE	
COMPANY NO 6503						
COMPANY NAME PROFESSIONAL & LICENSING BOARDS						
092070061816	6503	4293974	RENEWAL LIC - NHA	.00	55,500.00	
092070061816	6503	4293975	INITIAL APP'L - NHA	300.00	1,800.00	
092070061816	6503	4293976	RECIPROCITY APP'L - NHA	300.00	2,100.00	
092070061816	6503	4293977	EMERGENCY TEMP LIC-NHA	.00	1,800.00	
092070061816	6503	4293978	EXAM FEE-HNA	200.00	1,300.00	
092070061816	6503	4293979	INACTIVE LICENSE FEES	450.00	3,150.00	
ACCT:	4293	BUSINESS & OCCUP LICENSING (NON-GOVERNMENTAL)		1,250.00	65,650.00	*
ACCT:	42	LICENSES, PERMITS & FEES		1,250.00	65,650.00	**
092070061816	6503	4896019	MISC INCOME-NHA	75.00	125.00	
ACCT:	4896			75.00	125.00	*
ACCT:	48	OTHER REVENUE		75.00	125.00	**
092070061816	6503	4920045	NONOPERATING REVENUES	.00	376.06	
ACCT:	4920	NONOPERATING REVENUE		.00	376.06	*
ACCT:	49	OTHER REVENUE		.00	376.06	**
CNTR:	092070061816			1,325.00	66,151.06	***
CNTR:	092070061			1,325.00	66,151.06	****
CNTR:	0920700			1,325.00	66,151.06	*****
COMP:	6503			1,325.00	66,151.06	*****
B UNIT:	09207			1,325.00	66,151.06	*****

BA1409R1

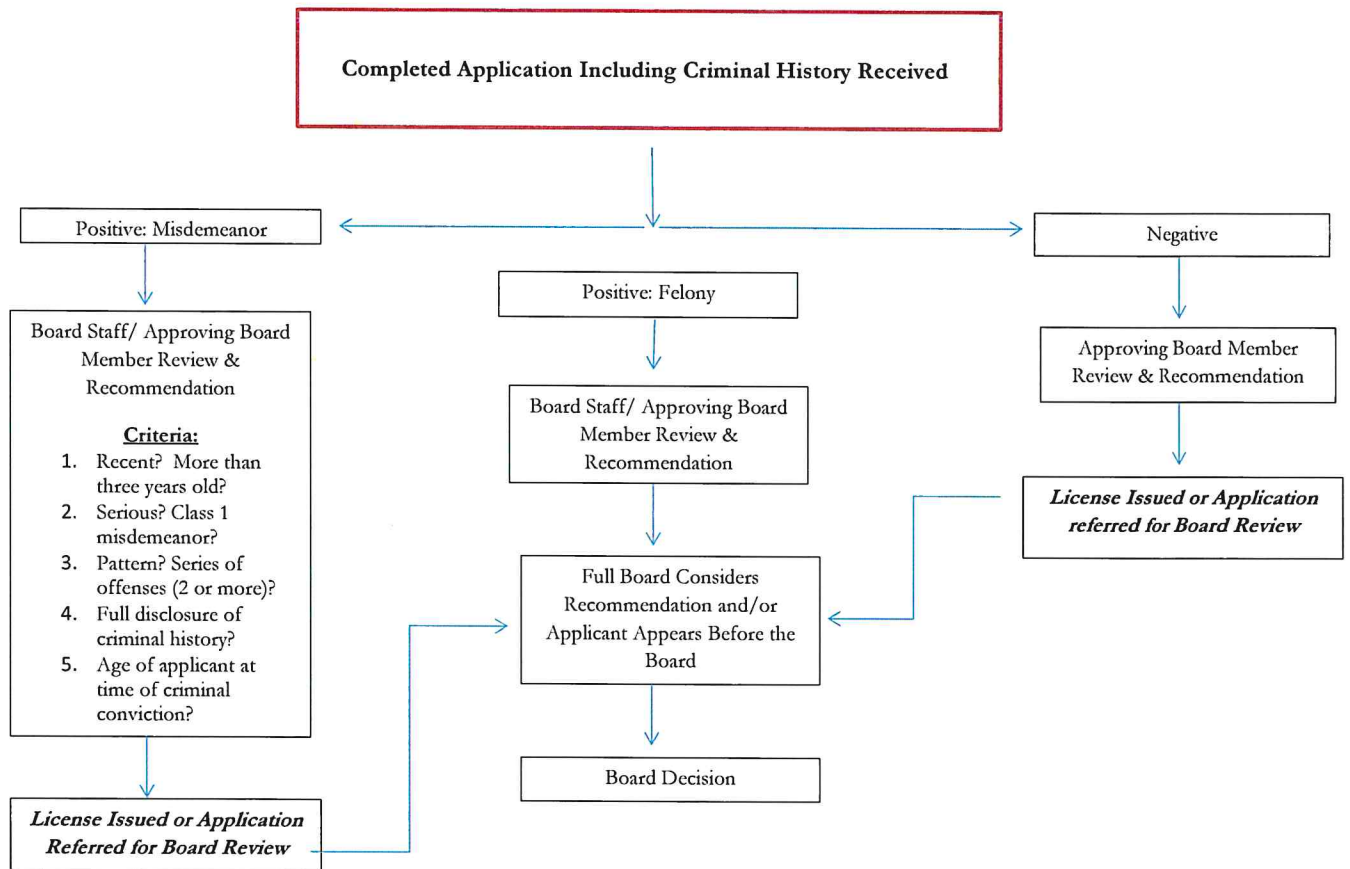
STATE OF SOUTH DAKOTA
CASH CENTER BALANCES
AS OF: 02/28/2023

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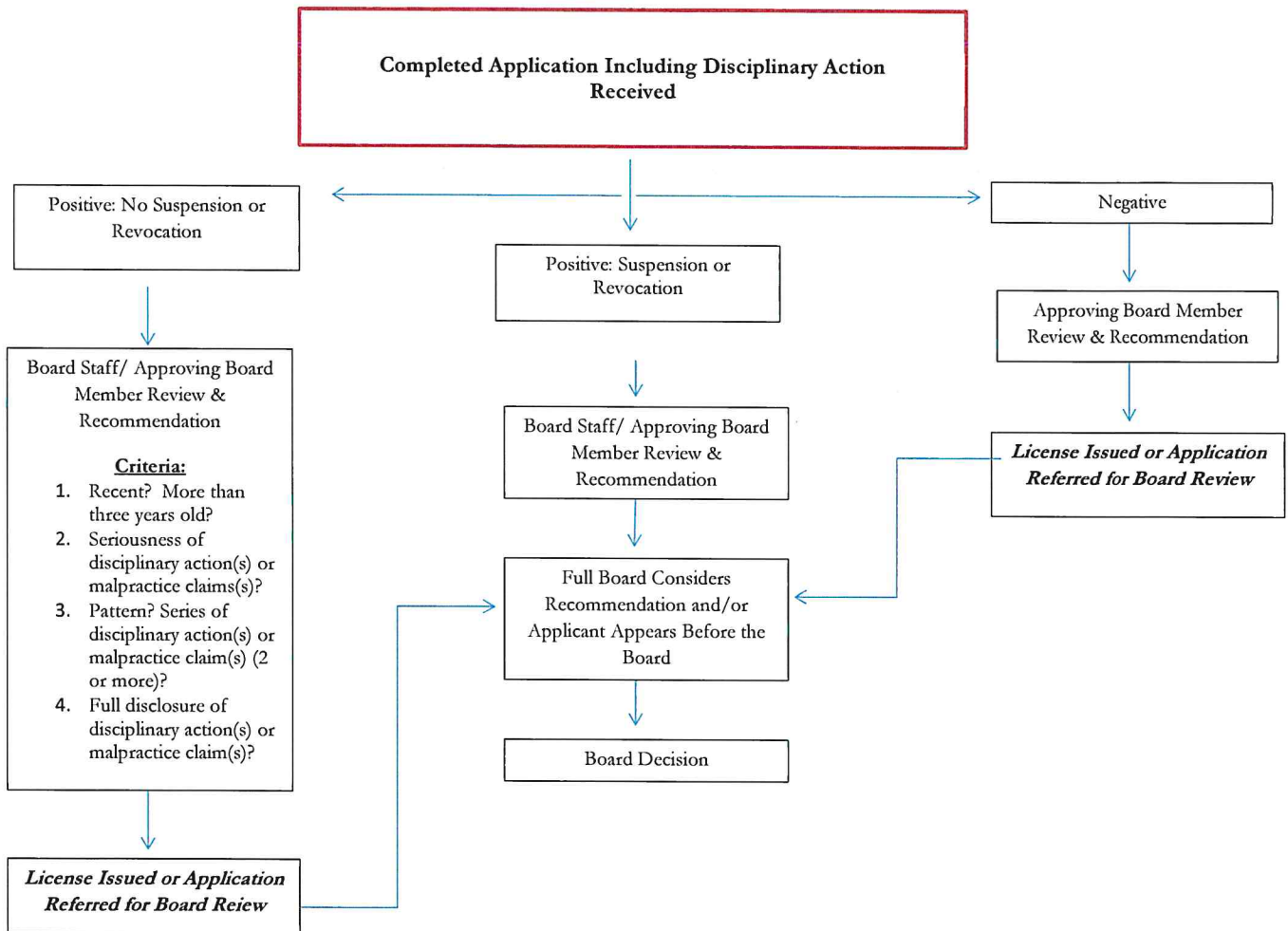
AGENCY: 09 HEALTH
BUDGET UNIT: 09207 BOARD OF NURSING HOME ADMIN - INFO

COMPANY	CENTER	ACCOUNT	BALANCE	DR/CR	CENTER DESCRIPTION
6503	092000061816	1140000	66,218.59	DR	BOARD OF NURSING FACILITY ADMINISTRATORS
COMPANY/SOURCE TOTAL 6503 618			66,218.59	DR *	
COMP/BUDG UNIT TOTAL 6503 09207			66,218.59	DR **	
BUDGET UNIT TOTAL 09207			66,218.59	DR ***	

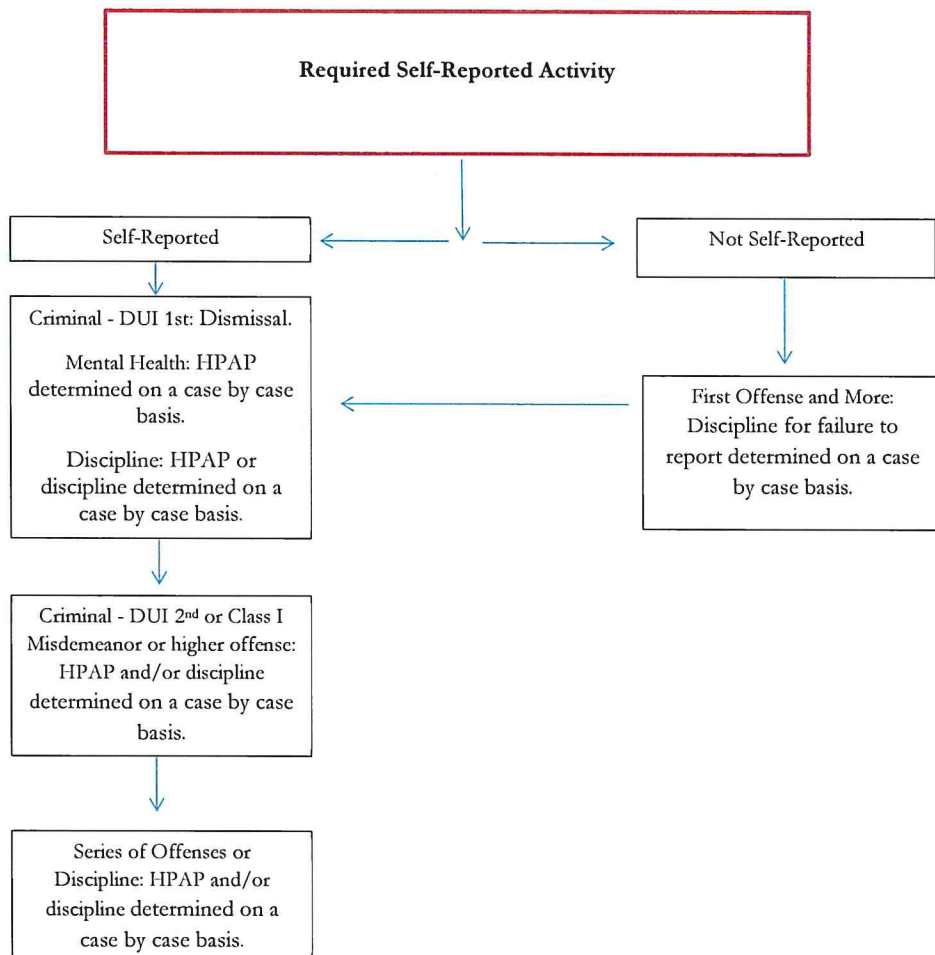
Criminal History Algorithm: It is the policy of the Board to use the Criminal History Algorithm as guidance when determining whether to issue a license.



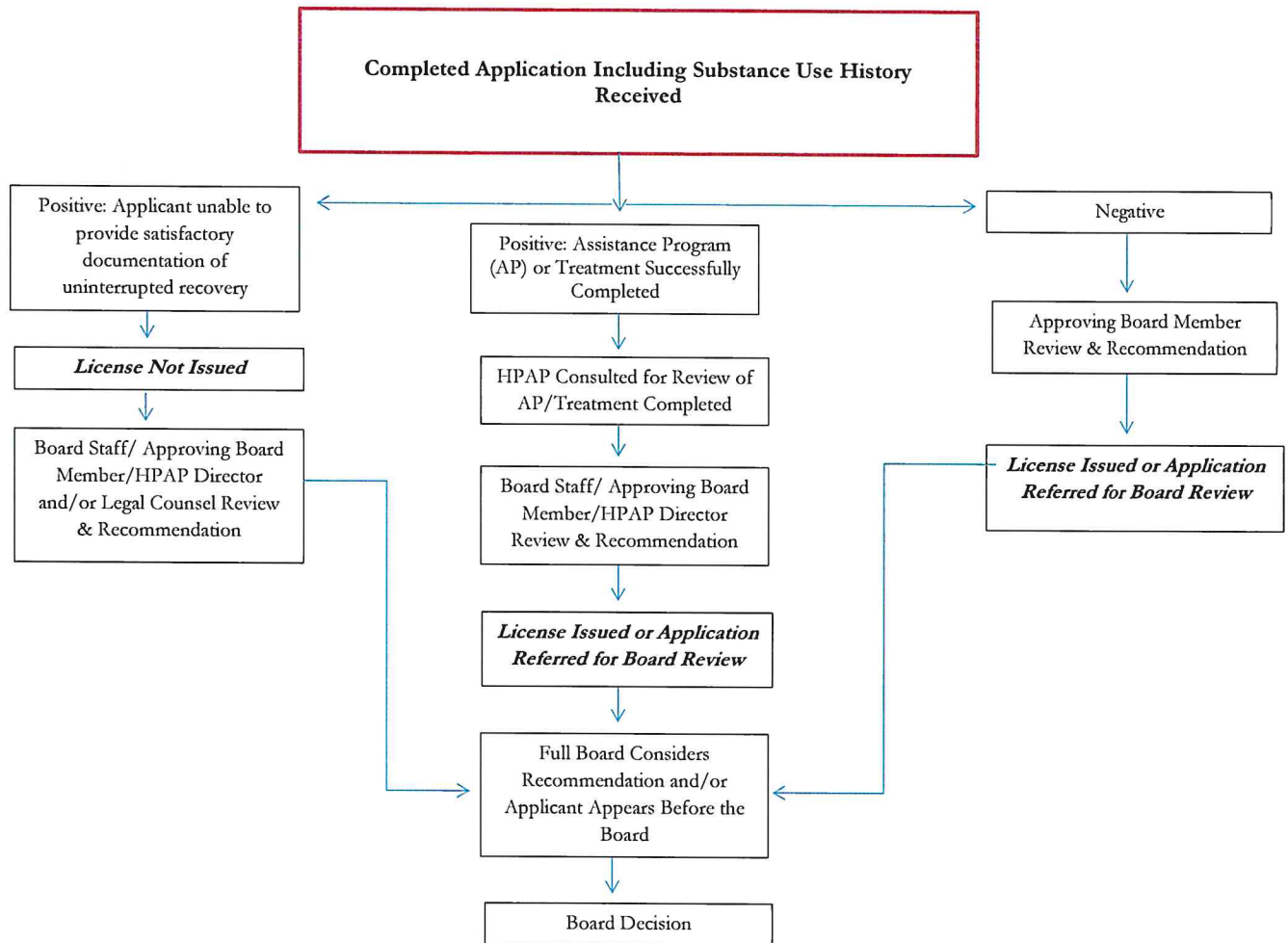
Disciplinary Action Algorithm: It is the policy of the Board to use the Disciplinary Action Algorithm as guidance when determining whether to issue a license.



Self-Reported Activity: It is the policy of the Board to use the Self-Reported Activity as guidance when reviewing information required to be reported to the Board.



Substance Use History Algorithm: It is the policy of the Board to use the Substance Use Algorithm as guidance when determining whether to issue a license.



Application Review Policy: It is the policy of the Board to use the Application Review Policy as guidance when determining whether to issue a license or permit. “Complex” encompasses any application or document that includes the disclosure of or absence of information that warrants additional review.

Application

- **Nursing Facility Administrator License Applications:** A completed application will be reviewed and may be approved by board office staff. A complex application will be reviewed and may be approved by a member of the Board.

Emergency Permit

- **Emergency Permit:** A completed application will be reviewed and may be approved by board office staff. A complex application will be reviewed and may be approved by a member of the Board.

Preceptor Status

- **Preceptor Status:** A completed application will be reviewed and may be approved by board office staff. A complex application will be reviewed and may be approved by a member of the Board.



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CONTINUING EDUCATION GUIDELINES

A minimum of 40 hours of continuing education directly related to the duties of a nursing facility administrator, and pertaining to health care, healthcare administration or business administration, are required biennially for renewal of license. The Board does not limit the number of online courses that a licensee can take. The following continuing education courses are accepted by the South Dakota Board of Nursing Facility Administrators:

- Academic courses directly related to the duties of a nursing facility administrator, and pertaining to health care, healthcare administration or business administration, offered through a higher education institution accredited by an organization recognized by the Council for Higher Education Accreditation (one credit hour = 15 hours of continuing education).
- The Board will accept programs directly related to the duties of a nursing facility administrator, and pertaining to health care, healthcare administration or business administration, that are approved or provided by:
 - Other state licensing boards for nursing facility administrators
 - National Association of Long Term Care Administrator Boards (NAB)
 - American College of Healthcare Executives (ACHE)
 - American College of Health Care Administrators (ACHCA)
 - American Health Care Association (AHCA) and State Affiliates
 - American Hospice Foundation
 - American Hospital Association (AHA) and State Affiliates
 - American Medical Directors Association
 - Catholic Health Association
 - Centers for Medicare and Medicaid Services (CMS)
 - Leading Age (formerly AAHSA) and State Affiliates
 - National Rural Health Association
 - Great Plains Quality Innovation Network
 - Yankton Area Mental Wellness Inc.
 - American Association of Healthcare Administrative Management (AAHAM) and State Affiliates
 - Healthcare Financial Management Association (HFMA) and State Affiliates
 - Systems of care that operate South Dakota nursing home facilities.

The Board does not accept courses specific to a facility's computer programs and/or software.

SDNFA Board Meeting**Licenses that have been issued between 9/14/2022 and
3/23/2023 (Initial Licensure)**

First Name	Last Name
James	Foster
Robert	Roeper
Dorene	Spies
Calyn	Weiss
Helen	Wichman
Michael	Zwicker

**Emergency Permits that have been issued between 09/14/2022
and 3/23/2023**

First Name	Last Name
Clay	Brouwer
Loren	Diekman
Michelle	Kettwig
Travis	Miles
Rachel	Morehouse
Charisse	Oland
Amanda	Peterson
Stephen	Schmitz
Molly	Wright
Kimberly	Sivertsen