

South Dakota Nursing Facility Administrators

Regular Meeting Agenda

Tuesday September 17, 2019 -- 1:00 pm Central
Or immediately following the Administrative Rules Public Hearing
Kneip Building, Conference room #2
700 Governors Drive, Pierre SD

The Administrative Rules Public Hearing will begin at 1:00pm Central. The Board Meeting will begin immediately after.

- 1) Call to Order
- 2) Open Forum –
- 3) Approval of Minutes – *April 16, 2019.*
- 4) Adoption of Agenda
- 5) Financial Report
- 6) Office Update
- 7) New Business
 - a. Department of Health Update
 - b. Health Services Executive Credential Acceptance
 - c. National Association of Long-Term Care Administrator Boards (NAB) Update
 - d. Annual Evaluation of Services
 - e. Long Term Operations Planning
 - f. Board Meeting Schedule
- 8) License Applications
- 9) Announcements: Next Meeting – *April 15, 2020.*
- 10) Adjourn



South Dakota Board of Nursing Facility Administrators
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South Dakota Board of Nursing Facility Administrators
Board Meeting
April 16, 2019

President Stahl called the meeting to order at 1:12 pm Central.

Members of the Board present in person: Bob Stahl, Loren Diekman, Tom Richter, and Mark Burket

Member of the Board present via teleconference: Jessica Spencer

Board staff in attendance in person: Brittany Novotny and Lisa Harsma

Legal Counsel in attendance in person: Grant Flynn

Guests in attendance in person: Beth Dokken and Donna Fischer

Guests in attendance via teleconference: Randy Linder

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

Motion to approve the minutes of December 10, 2018 and December 18, 2018 by Richter. Second by Diekman. Motion carried.

Motion to approve the agenda by Burket. Second by Richter. Motion carried.

Motion to approve the financial report by Richter. Second by Burket. Motion carried.

Novotney provided an office update.

Beth Dokken and Donna Fischer from the Department of Human Services presented updates on the Division of Long Term Services and Supports and the Ombudsman program.

Randy Lindner from National Association of Long Term Care Administrator Boards presented an update on NAB programs and examinations.

Motion to approve the polices regarding criminal history, disciplinary actions, substance use and reported actions, as presented, by Burket. Second by Richter. Motion carried.

Motion to approve the Continuing Education Guidelines, as amended, by Diekman. Second by Richter. Motion carried.

Motion to deny the continuing education request from Amanda Larson by Burket. Second by Richter. Diekman abstained. Motion carried.

Motion to appoint Mark Burket as President, Tom Richter as Vice President and Jessica Spencer as Secretary-Treasurer by Stahl. Second by Richter. Motion carried.

Motion to appoint Loren Diekman as the board member that will review and approve continuing education requests by Burket. Second by Richter. Motion carried.

Motion to appoint Bob Stahl as the board member that will review and approve license applications, preceptor applications and emergency permit applications by Burket. Second by Spencer. Motion carried.

Motion to approve travel for one representative to attend the National Association of Long Term Care Administrator Boards 2019 annual meeting and mid-year meeting by Richter. Second by Burket. Motion carried.

The board scheduled a meeting for April 15, 2020.

Motion to move into Executive Session per SDCL 1-25-2 (3) and (4) by Burket. Second by Richter. Motion carried. The board went into Executive Session at 3:39 pm.

Motion to move out of Executive Session by Burket. Second by Richter. Motion carried. The Board came out of Executive Session at 4:01 pm.

Motion to dismiss case 1.1819 by Burket. Second by Spencer. Richter abstained. Motion carried.

Motion to approve the FY20 contracts, as presented, by Richter. Second by Burket. Motion carried.

Motion to approve Nursing Facility Administrator licenses for Anna Lee Christensen, Allison Guthmiller, Andrea Knoll, Brandi Moran, Whitney Podzimek, Nicole VonEye, Jared Denton, Janet Kosman and Donna Schellenberger and Emergency Permits for Scott Eisenbeisz and Petar Mirkovic by Richter. Second by Burket. Motion carried.

Motion to adjourn the meeting at 4:04 pm by Burket. Second by Spencer. Motion carried.

Respectfully Submitted,

Jessica Spencer
Secretary

Remaining Authority by Object/Subobject

Expenditures current through 08/03/2019 04:21:16 PM

HEALTH – Summary

FY 2020 Version – AS – Budgeted and Informational

FY Remaining: 91.0%

09207 Subobject	Board of Nursing Home Admin - Info	Operating	Expenditures	Encumbrances	Commitments	Remaining	PCT AVL
EMPLOYEE SALARIES							
5101030	Board & Comm Mbrs Fees	2,258	0	0	0	2,258	100.0
Subtotal		2,258	0	0	0	2,258	100.0
EMPLOYEE BENEFITS							
5102010	Oasi-employer's Share	191	0	0	0	191	100.0
Subtotal		191	0	0	0	191	100.0
51 Personal Services							
Subtotal		2,449	0	0	0	2,449	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	0	0	0	1,500	100.0
5204080	Legal Consultant	4,000	0	0	0	4,000	100.0
5204090	Management Consultant	42,354	0	0	0	42,354	100.0
5204160	Workshop Registration Fee	50	0	0	0	50	100.0
5204181	Computer Services-state	1,165	0	0	0	1,165	100.0
5204200	Central Services	771	180	0	0	591	76.7
5204204	Central Services	305	83	0	0	222	72.8
5204207	Central Services	610	0	0	0	610	100.0
5204330	Computer Software Lease	6,500	0	0	0	6,500	100.0
5204360	Advertising-newspaper	100	0	0	0	100	100.0
5204510	Rents-other	300	0	0	0	300	100.0
5204530	Telecommunications Srves	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 08/03/2019 04:21:16 PM

HEALTH -- Summary

FY 2020 Version -- AS -- Budgeted and Informational

FY Remaining: 91.0%

09207 Board of Nursing Home Admin - Info						PCT
Subobject	Operating	Expenditures	Encumbrances	Commitments	Remaining	AVL
5204960 Other Contractual Service	0	61	0	0	-61	0.0
Subtotal	61,455	324	0	0	61,131	99.5
SUPPLIES & MATERIALS						
5205310 Printing-state	500	0	0	0	500	100.0
5205320 Printing-commercial	500	0	0	0	500	100.0
5205350 Postage	900	8	0	0	892	99.1
5205390 Food Stuffs	50	0	0	0	50	100.0
Subtotal	1,950	8	0	0	1,942	99.6
52 Operating Subtotal	66,460	332	0	0	66,128	99.5
Total	68,909	332	0	0	68,577	99.5

STATE OF SOUTH DAKOTA
 REVENUE SUMMARY BY BUDGET UNIT
 FOR PERIOD ENDING: 07/31/2019

AGENCY 09 HEALTH
 BUDGET UNIT 09207 BOARD OF NURSING HOME ADMIN

CENTER	COMP	ACCOUNT	DESCRIPTION	CURRENT MONTH	YEAR-TO-DATE	
COMPANY NO		6503				
COMPANY NAME		PROFESSIONAL & LICENSING BOARDS				
092070061816	6503	4293975	INITIAL APP'L - NHA	600.00	600.00	
092070061816	6503	4293978	EXAM FEE-HNA	200.00	200.00	
ACCT:	4293	BUSINESS & OCCUP LICENSING (NON-GOVERNMENTAL)		800.00	800.00	*
ACCT:	42	LICENSES, PERMITS & FEES		800.00	800.00	**
092070061816	6503	4896019	MISC INCOME-NHA	50.00	50.00	
ACCT:	4896			50.00	50.00	*
ACCT:	48	OTHER REVENUE		50.00	50.00	**
CNTR:	092070061816			850.00	850.00	***
CNTR:	092070061			850.00	850.00	****
CNTR:	0920700			850.00	850.00	*****
COMP:	6503			850.00	850.00	*****
B UNIT:	09207			850.00	850.00	*****

BA1409R1

STATE OF SOUTH DAKOTA
CASH CENTER BALANCES
AS OF: 07/31/2019

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

COMPANY	CENTER	ACCOUNT	BALANCE	DR/CR	CENTER DESCRIPTION
6503	092000061816	1140000	56,383.60	DR	BOARD OF NURSING FACILITY ADMINISTRATORS
COMPANY/SOURCE TOTAL 6503 618			56,383.60	DR *	
COMP/BUDG UNIT TOTAL 6503 09207			56,383.60	DR **	
BUDGET UNIT TOTAL 09207			56,383.60	DR ***	

SD Board of Nursing Facility Administrators Financial Projections													
Fiscal Year (July 1-June 30)	FY 2014		FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	
Beginning Balance, July 1	\$ 57,821.47		\$ 21,894.12	\$ 59,144.44	\$ 38,478.78	\$ 77,068.42	\$ 48,620.08	\$ 55,865.16	\$ 13,286.21	\$ 30,560.81	\$ (16,880.85)	\$ (1,757.23)	
Renewal			\$ 62,100.00		\$ 63,000.00		\$ 60,600.00						
Inactivation/Reactivation			\$ 1,500.00		\$ 2,850.00		\$ 2,550.00						
Other			\$ 12,880.09	\$ 21,553.53	\$ 15,247.88	\$ 16,713.64	\$ 9,694.08	\$ 11,050.00	\$ 75,300.00	\$ 11,602.50	\$ 79,065.00	\$ 12,182.63	
Total revenues or income in FY	\$ 7,439.59	Fee Increase July 1, 2014	\$ 76,480.09	\$ 21,553.53	\$ 81,097.88	\$ 16,713.64	\$ 72,844.08	\$ 11,050.00	\$ 75,300.00	\$ 11,602.50	\$ 79,065.00	\$ 12,182.63	
Expenditures	\$ 43,366.94		\$ 39,229.77	\$ 42,219.19	\$ 42,508.24	\$ 45,161.98	\$ 46,599.00	\$ 48,928.95	\$ 51,375.40	\$ 53,944.17	\$ 56,641.38	\$ 59,473.44	
Database							\$ 17,500.00	\$ 4,700.00	\$ 4,900.00	\$ 5,100.00	\$ 5,300.00	\$ 5,300.00	
Processing Fees							\$ 1,500.00		\$ 1,750.00		\$ 2,000.00		
Total expenditures in FY	\$ 43,366.94		\$ 39,229.77	\$ 42,219.19	\$ 42,508.24	\$ 45,161.98	\$ 65,599.00	\$ 53,628.95	\$ 58,025.40	\$ 59,044.17	\$ 63,941.38	\$ 64,773.44	
Ending balance	\$ 21,894.12		\$ 59,144.44	\$ 38,478.78	\$ 77,068.42	\$ 48,620.08	\$ 55,865.16	\$ 13,286.21	\$ 30,560.81	\$ (16,880.85)	\$ (1,757.23)	\$ (54,348.05)	
			Expenditures/Income calculated at last FY + 5%										
License Renewals	0		207	0	210	0	202						
Regular Applications	20		20	19	19	22	8						
Reciprocity Applications	2		2	12	4	5	5						
Inactivations	0	8	0	17	0	17							
Reactivations	1	1	0	1	0	0							
Jurisprudence Exams	23	22	39	26	28	14							
Emergency Permits	12	20	37	24	24	16							

State	Renewal Fee - Biennial Calculation
New York	\$ 20.00
Iowa	\$ 60.00
Massachusetts	\$ 75.00
Utah	\$ 83.00
Connecticut	\$ 100.00
Indiana	\$ 100.00
Kansas	\$ 100.00
Missouri	\$ 100.00
Georgia	\$ 125.00
Michigan	\$ 129.20
Rhode Island	\$ 160.00
Nebraska	\$ 166.00
Wisconsin	\$ 170.00
Arkansas	\$ 200.00
Maryland	\$ 200.00
Vermont	\$ 200.00
DC	\$ 203.00
California	\$ 215.00
Alabama	\$ 250.00
Kentucky	\$ 250.00
Alaska	\$ 250.00
Texas	\$ 250.00
Oregon	\$ 260.00
Pennsylvania	\$ 297.00
New Hampshire	\$ 300.00
South Dakota	\$ 300.00
Florida	\$ 330.00
South Carolina	\$ 350.00
Nevada	\$ 350.00
Idaho	\$ 400.00
Maine	\$ 400.00
Minnesota	\$ 400.00
New Mexico	\$ 400.00
Oklahoma	\$ 400.00
Arizona	\$ 400.00
Montana	\$ 470.00
North Dakota	\$ 500.00
Mississippi	\$ 500.00
North Carolina	\$ 500.00
Ohio	\$ 600.00
West Virginia	\$ 600.00
Wyoming	\$ 600.00
Virginia	\$ 630.00
Louisiana	\$ 990.00
Washington	\$ 1,390.00
New Jersey	
Tennessee	
Colorado	changes annually
Delaware	
Hawaii	
Illinois	