

**MINUTES
INDIANA STATE BOARD
OF
HEALTH FACILITY ADMINISTRATORS
TUESDAY, DECEMBER 12, 2023
402 WEST WASHINGTON STREET, ROOM W064
INDIANAPOLIS, IN 46204**

I. CALL TO ORDER AND ESTABLISHMENT OF QUORUM 10:00 a.m.

Board Members Present:

Alicia Lambert
Josh Bowman
Elaine Wilson

Board Members Absent

Rick Wilson
Jennifer Gappa

Staff

Amy Hall, Director
Chris Shea-Russell, Assistant Director
Clearence Leatherback, Counsel for the HFA Board
Margie Addington, Court Reporter

II. ADOPTION OF THE AGENDA

Motion made by Elaine Wilson and seconded Alicia Lambert by to adopt the agenda.

Motion passes 3/0/0

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| Josh Bowman | AYE |
| Alicia Lambert | AYE |
| Elaine Wilson | AYE |

III. ADOPTION OF THE MINUTES FROM THE SEPTEMBER 26, 2023 MEETING

Motion made by Elaine Wilson and seconded by Alicia Lambert to adopt the amended meeting minutes from September 26, 2023.

Motion passes 3/0/0

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| Josh Bowman | AYE |
| Alicia Lambert | AYE |
| Elaine Wilson | AYE |

IV. PERSONAL APPEARANCE

1. Castle Healthcare – CE Sponsor – Chelsea Buchan

Castle Healthcare appeared before the Board before the board pertaining to her application for CE Sponsorship for a class that she held in October. She will want to offer more classes. Facility specific/regulatory CE, involving internal workings of a facility. She will need to submit admit prior programs of CE for board review.

Motion made by Elaine Wilson and seconded by Alicia Lambert to approve the application.

Motion passes 3/0/0

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| Josh Bowman | AYE |
| Alicia Lambert | AYE |
| Elaine Wilson | AYE |

2. Keystone Nursing Academy, Inc. – CE Sponsor – Rebecca Bartle

Rebecca Bartle appeared before the Board before the board pertaining to her application for CE Sponsorship. This is a nonprofit to provide CAN/QMA education. Relevant topics were submitted to the board, that are being taught within the academy. This is both in person and virtual learning.

Motion made by Elaine Wilson and seconded by Alicia Lambert to approve the application.

Motion passes 3/0/0

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| Josh Bowman | AYE |
| Alicia Lambert | AYE |
| Elaine Wilson | AYE |

3. Jennifer Long – Application Positive Response

Jennifer Long appeared before the Board before the board pertaining to the positive response on her application. She currently has a license with cosmetology on probation. She received an OWI and paid off all associated fines. She is working with the cosmetology board to come off probation.

Motion made by Elaine Wilson and seconded by Alicia Lambert to approve the application.

Motion passes 3/0/0

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| Josh Bowman | AYE |
| Alicia Lambert | AYE |
| Elaine Wilson | AYE |

4. Matthew Elwell – Application Positive Response

Matthew Elwell appeared before the Board before the board pertaining to his application. He had previously appeared before the board in May 2023 and the board recommended that he work continuously and maintain sobriety and then reapply with the board. Application will be approved pending receipt of completed CE.

Motion made by Elaine Wilson and seconded by Alicia Lambert to approve the application.

Motion passes 3/0/0

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| Josh Bowman | AYE |
| Alicia Lamber | AYE |
| Elaine Wilson | AYE |

V. ADMINISTRATIVE HEARINGS

1. Ryan A Levensgood – Cause No: 2022HFA0002 – Petition to Withdraw from Probation

Ryan A. Levensgood appeared before the Board before the board pertaining to his petition to withdraw from probation. He has gone above and beyond with counselling. He was placed on probation due to civil manner complaint and now it's been close to one year since his probation in the civil matter was completed.

Motion made by Elaine Wilson and seconded by Alicia Lambert to approve the petition to withdraw from probation.

Motion passes 3/0/0

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| Josh Bowman | AYE |
| Alicia Lambert | AYE |
| Elaine Wilson | AYE |

2. Erin N. Ginter – Cause No: 2023HFA0001 – Administrative Complaint

Erin N. Ginter appeared before the Board in regard to the Administrative complaint filed against her.

Motion made by Elaine Wilson and seconded Alicia Lambert by to

Motion passes 3/0/0

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| Josh Bowman | AYE |
| Alicia Lambert | AYE |
| Elaine Wilson | AYE |

VI. MOTIONS AND SETTLEMENT AGREEMENT

NONE

VII. REPORT FROM THE OFFICE OF THE ATTORNEY GENERAL

Ryan Eldridge provided a report from the Office of the Attorney General. There are currently consumer complaints. There have been 10 warning letters issued this year.

VIII. DISCUSSION ITEMS

1. 23-12-3 HFA NRP

The NRP (Non Rule Policy) was reviewed and discussed with the board to assist with the conflicting statutes. It provides a policy to utilize until the statutes are no longer in conflict.

A motion was made Elaine Wilson and seconded by Alicia Lambert table the NRP as submitted.

Motion passes 3/0/0

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|----------------|-----|
| Josh Bowman | AYE |
| Alicia Lambert | AYE |
| Elaine Wilson | AYE |

2. Board Member Election

A motion was made Elaine Wilson and seconded by Alicia Lamber to elect Josh Bowman as chair.

Motion passes 3/0/0

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|----------------|-----|
| Josh Bowman | AYE |
| Alicia Lambert | AYE |
| Elaine Wilson | AYE |

3. 2024 Board Dates

The Board was provided with the list of dates for 2024 Board Meetings.

IX. ADJOURNMENT

Meeting adjourned at 12:23

**Next Scheduled Meeting:
February 13, 2024**



Josh Bowman, Chair

8/23/2024

Date