

**MINUTES**  
**UTAH**  
**HEALTH FACILITY ADMINISTRATORS LICENSING BOARD**  
**Meeting**

**March 23<sup>rd</sup> 2010**  
**Room 475 (fourth floor) - 9:00 a.m.**  
**Heber M. Wells Building**  
**Salt Lake City, Utah**

**CONVENED:** 9:01 a.m.

**ADJOURNED:** 10:31 a.m.

**Bureau Manager:**

Sally A. Stewart

**Board Secretary:**

Sally Canavan

**Board Members Present:**

Daren Lauritzen, Chairperson  
Wesley N. Hansen  
Jeanie Pettit  
Dave Murray, Public Member

**Board Members Absent:**

Kim N. MacFarlane

**Guests:**

None

**DOPL Staff Present:**

Kent Barnes, Compliance Unit Manager

**ADMINISTRATIVE BUSINESS:**  
**MINUTES:**

**DECISIONS AND RECOMMENDATIONS**

The minutes from April 28<sup>th</sup>, 2009 were reviewed. A motion was made by Mr. Lauritzen, seconded by Mr. Hansen, to approve the minutes as written. The motion passed unanimously

The minutes from October 27<sup>th</sup>, 2009 were reviewed. A motion was made by Mr. Murray, seconded by Mr. Hansen, to approve the minutes as written. The motion passed unanimously

**COMPLIANCE UNIT**

Kent Barnes, Compliance Unit Manager

Mr. Barnes reviewed the probationer being interviewed today. He stated Mr. Booth was in compliance with the Nursing Board. Mr. Barnes informed the Board that if Mr. Booth had any questions he should discuss those with Ms. Connie Call. She is the compliance specialist for the Nursing Board.

**PROBATION INTERVIEW:**  
**Steven Kent Booth**

Ms. Stewart gave Mr. Booth his license, and a copy of the Memorandum of Understanding. Mr. Barnes gave him the forms the Compliance Unit requires. Mr.

Barnes informed Mr. Booth he will need to turn in two copies of his employer report, one for the Nursing Board and one for the Health Facility Administrator Board. The Nursing Board amended his order to allow him to pursue owning a health care facility and be the Health Facility Administrator, if the licensure requirements were met. He stated he was grateful he had been put on probation when he was, stating he is happy with where his life is now. Mr. Booth thanked the Board for the opportunity to meet with them. Mr. Barnes explained that when a licensee has two or more licenses that are active with different professional Boards the policy has been to let the Board with the most stringent requirements do the monitoring.

The Board discussed the concern of Mike Sparks an employee of Mr. Booth who is also a licensed administrator. Mr. Sparks is the person that writes the employer report for Mr. Booth who signs Mr. Sparks' check. Pressure could be applied to an employee to possibly skew the employer report. Mr. Sparks is the Chief Financial Officer and will be providing the employer reports for the Nursing Board also. The Board noted a concern that there were no restrictions on the medicine cabinet keys. Mr. Lauritzen made a motion, seconded by Mr. Murray, to allow the Nursing Board to continue to monitor Mr. Booth. The motion passed unanimously.

**DISCUSSION ITEMS:  
Stevens-Henagar College, Inc.**

In September 2004 an AIT Preceptorship waiver agreement was signed by Daniel T. Jones and Stevens-Henagar College, Inc. This waiver agreement allowed students completing the Health Care Administrator program to waive completion of the AIT preceptorship requirement for licensure. The Board discussed that licensing requirements need to be applied in the same manner for everyone. Mr. Murray made a motion, seconded by Ms. Pettit, directing a letter be sent to Stevens-Henagar College, Inc. terminating the waiver agreement. The motion passed unanimously.

As directed by the Board, Ms. Stewart will discuss termination of the waiver with the Division Director before sending a letter to the school. This will be effective so as not to interfere with the graduation of currently enrolled students.

**Purposed Rule Changes:**

The Board discussed the proposed changes to the Health Facility Administrator Act Rules. The last time the rules were updated or changed was May, 1998. Parts of the proposed changes are an effort to try to bring the Rule into compliance with the currently accepted model with consistent language and sections. There may be changes that will make the rule more specific. The Board discussed how the changes strengthen the profession. The process was discussed along with how it will be applied to all applicants and licensees with no vehicle to apply for a variance. Mr. Hansen made a motion, seconded by Mr. Murray, to approve the proposed changes to the rules. The motion passed unanimously.

**NEXT PROPOSED MEETING:**

Tuesday, August 17<sup>th</sup>, 2010; the Board will elect a new chairperson.

**ADJOURN:**

**10:31 a.m.** (no motion required)

*Note: These minutes are not intended to be a verbatim transcript but are intended to record the significant features of the business conducted in this meeting. Discussed items are not necessarily shown in the chronological order they occurred.*

August 17<sup>th</sup>, 2010  
Date Approved

(ss) Dave Murray, Chairperson  
Health Facility Administrators Licensing Board

August 17<sup>th</sup>, 2010  
Date Approved

(ss) Sally A. Stewart, Bureau Manager  
Division of Occupational and Professional Licensing