



# **Annual Meeting Attendee Binder**

**June 10 – 13, 2025**

***Seattle, WA***

NAB 2025 Annual Meeting  
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## 2024 NAB Annual Meeting Schedule

| <b>Schedule: All times are PST</b> | <b>MEETING</b>                                                | <b>ROOM</b>                              |
|------------------------------------|---------------------------------------------------------------|------------------------------------------|
| <b>Wednesday, June 11</b>          | <b>Executive Committee and Exam Item Writers Only Meeting</b> |                                          |
| 7:30 am - 8:30 am                  | Breakfast                                                     | Seattle 2                                |
| 8:30 am - 5:00 pm                  | NHA Exam                                                      | Belltown                                 |
| 8:30 am - 5:00 pm                  | CORE Exam                                                     | Pioneer                                  |
| 8:30 am - 5:00 pm                  | RCAL Exam                                                     | Capital Hill                             |
| 8:30 am - 5:00 pm                  | HCBS Exam                                                     | First Hill                               |
| 8:30 AM - NOON                     | Executive Committee Meeting                                   | Seattle 1                                |
| Noon to 1:00                       | Lunch (Exam & Exec Committee Only)                            | Seattle 2                                |
|                                    | <b>All Meeting Attendees</b>                                  |                                          |
| 1:00 - 2:00 pm                     | Foundation Board of Trustees Meeting                          | Seattle 1                                |
| 2:00 - 6:00 pm                     | <b>REGISTRATION</b>                                           | Seattle Foyer                            |
| 3:00 - 4:00 pm                     | Orientation to NAB                                            | Seattle 1                                |
| 4:15 - 6:00 pm                     | Innovate!                                                     | Seattle 2                                |
| 6:30 pm - 8:00 pm                  | Chair's Reception                                             | 4th Ave Collective                       |
| <b>Thursday, June 12</b>           | <b>All Meeting Attendees</b>                                  |                                          |
| 7:30 am - 8:30 am                  | Breakfast & Opening Remarks                                   | Seattle 1 & 2                            |
| 8:45 - 10:30 am                    | Continuing Education Meeting                                  | Belltown                                 |
| 8:45 - 10:30 am                    | Member Relations & Outreach Meeting                           | Seattle 3                                |
| 10:45 - 12:30 pm                   | Education Meeting                                             | Belltown                                 |
| 10:45 - 12:30 pm                   | State Governance & Regulatory Issues Meeting                  | Seattle 3                                |
| 12:30 - 1:30 pm                    | Lunch                                                         | Seattle 1 & 2                            |
| 1:30 pm                            | Announcements                                                 | Seattle 1 & 2                            |
| 1:30 - 2:45 pm                     | CE session by Ron Jacobs                                      | Seattle 1 & 2                            |
| 6:00 - 10:00 pm                    | Social Event                                                  | Seattle Glassblowing Studio<br>- offsite |
| <b>Friday, June 13</b>             | <b>All Meeting Attendees</b>                                  |                                          |
| 8:00 - 9:00 am                     | Breakfast                                                     | Seattle 3                                |
| 9:00 am - NOON                     | Board of Governors Meeting                                    | Seattle 1 & 2                            |

All meetings will be held at the Hilton Motif, except for the Thursday night social event.  
 Seattle Glassblowing Studio                      A 12 minute or .5 mile walk from the hotel.  
 2227 5th Ave

Refreshments at registration have been graciously provided by the University of Wisconsin-Eau Claire's  
 Center for Health Administration and Aging Services Excellence (CHAASE).  
 NAB Appreciates their generosity.



## **NAB Statement on Professional Behaviour**

Membership in the NAB and participation at NAB sponsored events (e.g. conferences and workshops, committee and task force meetings or any NAB sponsored activities), provide an invaluable opportunity for intellectual exchange, networking, learning and mentoring of junior people. Participation also provides an enriching opportunity for travel and broader engagement with the long term care community. NAB events provide a relaxed and collegial environment, especially within the associated social events. Thus, NAB has established expectations that avoid the risk of unacceptable behaviour at its various forums.

In light of the invaluable role that social events play in terms of fostering a healthy sense of professional community, NAB thinks it would be counter-productive to curtail these in any way. However, NAB believes it is important to underscore that anyone who attends a NAB-sponsored event has an individual responsibility to act professionally and to treat other attendees in a respectful manner, regardless of their age, gender, ethnicity, race, disability, religion or sexual identity.

Individuals who behave in a way that undermines such respect at a NAB-sponsored event will be subject to disciplinary response that may include any or all the following actions, depending on the severity of the incident:

- Official reprimand;
- Temporary or lifetime ban from NAB-sponsored conferences and workshops or committee participation;
- Suspension or revocation of membership;
- Reporting of the behaviour to the person's employer, state board or agency, law enforcement or others as appropriate.

Individuals who experience or observe harassment of any kind at a NAB sponsored event are encouraged to report the event to the NAB leadership. NAB has developed professional conduct enforcement procedures to ensure appropriate action against allegations of misconduct, and to assure there are no adverse consequences for the reporting individual(s).

2025 NAB Annual Meeting Roster  
As of 5/26/25 Registration

| First Name | Last Name        | Committee/ Representing                                                     |
|------------|------------------|-----------------------------------------------------------------------------|
| Donna      | Alexander        | Kent State University /NCERS Reviewer                                       |
| Rosalee    | Allan            | Eastern Washington University                                               |
| Catherine  | Anderson         | RCAL Exam Subcommittee                                                      |
| Ken        | Angel            | CORE Exam Subcommittee                                                      |
| Stephanie  | Arteaga          | NAB STAFF - Marketing Manager                                               |
| Trent      | Banks            | Texas                                                                       |
| Cydney     | Bare             | NCERS Reviewer                                                              |
| Nicholas   | Beckham          | CORE Exam Subcommittee                                                      |
| Martha     | Bell             | NC State Board of Examiners for Nursing Home Administrators /NCERS Reviewer |
| Jim        | Bennett          | NHA Exam Subcommittee /NCERS Reviewer                                       |
| Kelly      | Bilau            | Montana                                                                     |
| Rebecca    | Bollig           | RCAL Exam Subcommittee                                                      |
| Jennifer   | Bombrys-Wagner   | NCERS Reviewer                                                              |
| Denise     | Boudreau         | Executive Committee - Secretary                                             |
| Josh       | Bowman           | Indiana                                                                     |
| Mary       | Brinkley         | RCAL Exam Subcommittee                                                      |
| Theresa    | Brown            | South Carolina                                                              |
| Linda      | Burrell-Warr     | Maryland                                                                    |
| Edward     | Burton           | South Carolina /NCERS Reviewer                                              |
| Timothy    | Bush             | HCBS Exam Subcommittee                                                      |
| Lauren     | Cecil            | NHA Exam Subcommittee                                                       |
| Staci      | Chatham          | Schleicher County Nursing Home                                              |
| Amy        | Clary            | Executive Committee - Member Relations and Outreach Committee               |
| Sharon     | Colling          | NCERS Reviewer                                                              |
| Kimberly   | Corrigan         | CORE Exam Subcommittee /NCERS Reviewer                                      |
| Michael    | Coury            | RCAL Exam Subcommittee /NCERS Reviewer                                      |
| Katie      | Davis            | HCBS Exam Subcommittee                                                      |
| Patrice    | Deas             | South Carolina                                                              |
| Ryan       | Dee              | NAB STAFF - Associate                                                       |
| Sara       | Dent             | Executive Committee - State Governance Committee                            |
| Jody       | DePriest         | NHA Exam Subcommittee                                                       |
| Sara       | Dethloff         | NAB STAFF - Program Manager                                                 |
| Sarah D.   | Doctor-Greenwade | RCAL Exam Subcommittee                                                      |
| Jarom      | Eberhard         | Colorado                                                                    |
| Edward     | Ebling           | Washington /NCERS Reviewer                                                  |
| Amy        | Fish             | CORE Exam Subcommittee /NCERS Reviewer                                      |
| Amy        | Garner           | Tennessee                                                                   |
| Randy      | Gasser           | CORE Exam Subcommittee                                                      |
| Shanna     | Gonzales         | HCBS Exam Subcommittee                                                      |
| Andrew     | Goodman          | HCBS Exam Subcommittee                                                      |
| Michelle   | Grachek          | NAB STAFF - NAB President & CEO                                             |
| Jolene     | Greene           | NEW MEXICO                                                                  |

2025 NAB Annual Meeting Roster

As of 5/26/25 Registration

| First Name | Last Name       | Committee/ Representing                                           |
|------------|-----------------|-------------------------------------------------------------------|
| Eric       | Hadley          | Executive Committee - Chair Elect                                 |
| Tony       | Hamrick         | Mississippi                                                       |
| Susan C.   | Haws Smith      | RCAL Exam Subcommittee /NCERS Reviewer                            |
| Celeste    | Hays            | HCBS Exam Subcommittee                                            |
| Michael    | Helbringer      | RCAL Exam Subcommittee                                            |
| Michael    | Hickey          | GUEST /NCERS Reviewer                                             |
| Ben        | Higgins         | CORE Exam Subcommittee /NCERS Reviewer                            |
| Terrence   | Holecek         | HCBS Exam Subcommittee/ CE Committee /NCERS Reviewer              |
| Melissa    | Holland         | Oklahoma Senior Living Association                                |
| Alexander  | Iula            | NAB STAFF - Meeting Planner                                       |
| Philip     | Jean            | CORE Exam Subcommittee /NCERS Reviewer                            |
| Stephen    | Jobe            | Minnesota BELTSS /NCERS Reviewer                                  |
| Jennifer   | Johns-Artisensi | Executive Committee - Chair                                       |
| Annette    | Jorden          | Life Care Services LLC                                            |
| Lisa       | Kirby           | HCBS Exam Subcommittee                                            |
| Keith      | Knapp           | Education Committee/ Kentucky                                     |
| Starann    | Lamier          | NHA Exam Subcommittee                                             |
| Sandi      | Lane            | NCERS Reviewer                                                    |
| Randy      | Lindner         | NAB STAFF - CEO Emeritus                                          |
| Elizabeth  | Lollis          | NAB STAFF - Program Manager                                       |
| Floyd      | Long            | New York                                                          |
| Lisa       | Longfellow      | NAB STAFF - NAB COO                                               |
| Laurie     | Loughney        | Longtree & Associates, LLC                                        |
| Nina       | Louis           | Arizona                                                           |
| Katrina    | Magdon          | CORE & Alabama /NCERS Reviewer                                    |
| Jeffrey    | Markulik        | NHA Exam Subcommittee                                             |
| April      | Mertens         | Missouri                                                          |
| Kayla      | Mikalauskis     | MASSACHUSETTS                                                     |
| Randall    | Myers           | Louisiana                                                         |
| Carla      | Neiman          | MONTANA                                                           |
| P Elayne   | Poston          | NCERS Reviewer                                                    |
| Shannon    | Reed            | NCERS Reviewer                                                    |
| Melissa    | Reed            | Upper Iowa University                                             |
| Garth      | Rydland         | North Dakota                                                      |
| Elizabeth  | Schaper         | NHA Exam Subcommittee                                             |
| Michael    | Scharfenberger  | Ohio                                                              |
| Shelbee    | Scrimo          | Washington                                                        |
| Jennifer   | See             | NHA Exam Subcommittee/ Marketing Member Relations /NCERS Reviewer |
| Douglas    | Sinclair        | Nevada /NCERS Reviewer                                            |
| Randy      | Snyder          | HSE Commission /NCERS Reviewer                                    |
| Stacey     | Swinney         | RCAL Exam Subcommittee /NCERS Reviewer                            |
| Tom        | Syverson        | HSE Credentialing Commission                                      |

2025 NAB Annual Meeting Roster

As of 5/26/25 Registration

| First Name | Last Name    | Committee/ Representing                      |
|------------|--------------|----------------------------------------------|
| Z          | Thomas       | Executive Committee - Past Chair             |
| Jonathan   | Thomas       | Executive Committee - Examinations Committee |
| Corie      | Tillman Wolf | State Governance Committee/ Virginia         |
| Deborah    | Veley        | Executive Committee - Treasurer              |
| Truman     | Vereen       | CORE Exam Subcommittee                       |
| Mary Ellen | Wilkinson    | NCERS Reviewer                               |
| Dawn       | Wilson       | RCAL Exam Subcommittee /NCERS Reviewer       |
| Donald     | Wilson       | NCERS Reviewer                               |
| Jennifer   | Yañez Pryor  | Executive Committee - Education Committee    |
| Makenzie   | Zoutte       | Life Care Services LLC                       |

# NAB LEADERSHIP ROSTER

June 2024 – June 2026

## EXECUTIVE COMMITTEE

### **CHAIRMAN**

Jennifer Johs-Artisensi (WI)

### **SECRETARY**

Denise Boudreau (FL)

### **CHAIRMAN-ELECT**

Eric Hadley (SC)

### **IMMEDIATE PAST CHAIRMAN**

Gaylord “Z” Thomas (OK)

### **TREASURER**

Deb Veley (OH)

### **PRESIDENT & CEO**

Michelle Grachek (DC)

### **CEO Emeritus**

Randy Lindner (DC)

## COMMITTEE CHAIRS AND VICE CHAIRS

### **BUDGET & FINANCE COMMITTEE**

**Chair:** Deb Veley (OH)

### **BYLAWS COMMITTEE**

**Chair:** Eric Hadley (SC)

### **MEMBER RELATIONS AND OUTREACH COMMITTEE**

**Chair:** Amy Clary (NC)

**Vice Chair:** Jennifer See (OH)

### **STATE GOVERNANCE AND REGULATORY ISSUES COMMITTEE**

**Chair:** Sara Dent (CO)

**Vice-Chair:** Corie Tillman-Wolf (VA)

### **CONTINUING EDUCATION COMMITTEE**

**Co-Chair:** Lisa Hahn (NC)

**Co-Chair:** Terry Holecek (OH)

**Vice-Chair:** Michael Hickey (WA)

### **EDUCATION COMMITTEE**

**Chair:** Jennifer Yanez Pryor (VA)

**Vice Chair:** Keith Knapp (KY)

### **CREDENTIALS COMMISSION**

**Co-Chair:** Tom Syverson (SD)

**Vice-Chair:** Randy Snyder (MN)

### **EXAMINATIONS COMMITTEE**

**Chair:** Jonathan Thomas (NC)

**Vice-Chair:** Katrina Magdon (AL)

### **NHA SUBCOMMITTEE**

**Chair:** Bryan Bee (WI)

**Vice Chair:** Jeff Markulik (FL)



**RCAL SUBCOMMITTEE**

**Chair:** Michael Coury (OH)

**Vice Chair:** Sarah Doctor-Greenwade (SC)

**HCBS SUBCOMMITTEE**

**Chair:** Trevor Davis (UT)

**Vice Chair:** Michela Sybesma (SD)

**CORE SUBCOMMITTEE**

**Chair:** Katrina Magdon (AL)

**NAB Roster of Standing Committee Members  
2024 – 2026**

**Education Committee**

Jennifer Yanez Pryor (VA), Chair  
Keith Knapp (KY), Vice-chair  
Donna Alexander (OH)  
Randy Gasser (MI)  
Steven Jobe (MN)  
Lisa Kulman (TN)  
Sandi Lane (NC)  
Mary Helen McSweeney (MD)  
Theresa Parker (NE)  
Dan Van Dussen (OH)  
Jennifer Wagner (OH)

**Member Relations & Outreach Committee**

Amy Clary (NC), Chair  
Jennifer See (OH), Vice Chair  
Bryan Bee (KS)  
Kimberly Corrigan (OH)  
Amy Fish (NE)  
Randy Gasser (MI)  
Celeste Hays (KS)  
Peggy Krikava (ND)  
Jeff Markulik (FL)  
Carla Neiman (MT)

**State Governance &  
Regulatory Issues Committee**

Sara Dent (CO), Chair  
Corie Tillman Wolf (VA), Vice Chair  
Stephanie Allred (TX)  
Martha Bell (NC)  
Josh Bowman (IN)  
Edward Burton (SC)  
Michael Coury (OH)  
Sarah Doctor-Greenwade (SC)  
Lisa Hahn (NC)  
Peggy Krikava (ND)  
Katrina Magdon (AL)  
Jeff Markulik (FL)  
Carla Neiman (MT)

**Continuing Education Committee**

Lisa Hahn (NC), Co-Chair  
Terry Holecek (OH), Co-Chair  
Michael Hickey (WA), Vice Chair  
Stephanie Allred (TX)  
Kathy Chapman (OH)  
Michael Coury (OH)  
Sarah Doctor-Greenwade (SC)  
Steve Jobe (MN)  
Katrina Magdon (AL)  
Susan Smith (OK)  
Jonathan Thomas (NC)  
Donald Wilson (NM)



## **BOARD OF GOVERNORS' MEETING**

June 13, 2025 (9:00 am – 12:00 pm PDT)

The Hilton Motif (Seattle, WA)

***NAB's Mission: Enhance the Effectiveness of Member Boards and Agencies***

### **AGENDA**

#### **I. Call to Order**

#### **II. Introduction of Guests**

#### **III. Roll Call**

#### **IV. 2024-2026 Strategic Plan (pages 13 – 21)**

#### **V. Committee Reports**

##### **A. *Member Relations and Outreach Committee***

1. NAB Meeting App

##### **B. *Bylaws Committee***

##### **C. *Continuing Education (CE) Committee***

1. Certified Provider Recommended Approvals
2. NCERS In Person Reviewer Meeting Update

##### **D. *Education Committee***

##### **E. *State Governance and Regulatory Issues Committee***

##### **F. *Credentialing Commission***

1. HSE™ Qualification Summary Report (page 42 - 43)

##### **G. *Examinations Committee***

1. CORE Subcommittee Report
2. NHA Subcommittee Report
3. RCAL Subcommittee Report
4. HCBS Subcommittee Report

##### **H. *Nominating Committee***

1. Nominations (Elections) for the 2025-2026 Nominating Committee (page 44)

#### **VI. Foundation of the NAB**

#### **VII. Treasurer's Report**

- A. 2024 Audit Report and Preliminary AU 260 Audit Letter (pages 45 – 67)

#### **VIII. President & CEO's Report**

**IX. Chairman’s Report**

**X. Consent Agenda Items**

- A. Financial Report ending April 30, 2025 (**pages 68 – 71**)
- B. Executive Committee Meeting Minutes: November 13, 2024 (**pages 72 – 73**)
- C. Executive Committee Meeting Minutes: February 21 – 22, 2025 (**page 74 - 76**)
- D. Board of Governors Meeting Minutes: November 15, 2024 (**pages 77 – 79**)

**XI. Unfinished Business**

**XII. New Business**

**XIII. Adjournment**

**XIV. 2024-2026 Calendar of Events**

|                                                                                        |                                                                                                                                 |
|----------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------|
| <b>June 11-13, 2025</b><br><i>(Plan to arrive on morning of June 11, 2025)</i>         | <b>NAB Annual Meeting/Exec.<br/>&amp; Foundation Board of Trustees Meeting<br/>The Hilton Motif in Seattle, Washington</b>      |
| <b>August 14 – 15, 2025</b>                                                            | <b>2025 NAB Leadership Retreat</b><br>Warwick Le Crystal in Montreal, Canada                                                    |
| <b>October 29 – 31, 2025</b><br><i>(Plan to arrive on morning of October 29, 2025)</i> | <b>NAB Mid-Year Meeting/Exec.<br/>&amp; Foundation Board of Trustees Meeting</b><br>Eldorado Hotel & Spa (Santa Fe, New Mexico) |
| <b>February 11 – 13, 2026</b>                                                          | <b>NAB Executive Committee &amp; Examination Committees<br/>Meeting</b><br><i>Location TBD</i>                                  |
| <b>June 3 – 5, 2026</b>                                                                | <b>NAB Annual Meeting/Exec.&amp; Foundation Board of Trustees<br/>Meeting</b><br><i>Location TBD</i>                            |

*\* Items in italics above are tentative and subject to change.*

Please complete the post meeting survey **on Friday, June 13<sup>th</sup> or later**, by using the following QR code.



# NAB 2024 - 2026 - Strategic Plan

## Strategic Goals Objectives Action Plans

|                                                                       | Objectives & Action Plans                                                                                                             | Status Updates                                                                                           | Progress Comments Updates                                                                                                                                                                                                                                                                                                                                                                                                               | Owner & Resources                                                                                               | Due Date                |
|-----------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------|-------------------------|
| <b>1. NAB: SUPPORT THE MISSION OF NAB MEMBER BOARDS AND AGENCIES.</b> |                                                                                                                                       |                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                 |                         |
| 1.1                                                                   | <b>Increase diverse representation and participation of governing member boards and volunteers within NAB.</b>                        | On Plan<br>05/13/2025                                                                                    | Outreach to previous attendees was done in conjunction to the 90-day notice - this was a targeted list sent to previous attendees who have not registered in recent years. There was no responses to the survey. Personal outreach may be our best avenue - Lisa was doing some of that outreach to get more states to attend.                                                                                                          | Amy Clary<br>Member Relations & Outreach Committee, State Gov. & Reg. Issues Committee, and Executive Committee | 06/30/2026              |
| 1.1.1                                                                 | Promote diverse governing member participation in committees and task forces.                                                         | 15%<br><br>05/27/2025  | Outreach to previous attendees was done in conjunction to the 90-day notice - this was a targeted list sent to previous attendees who have not registered in recent years. There was no responses to the survey. Personal outreach may be our best avenue - Lisa was doing some of that outreach to get more states to attend.                                                                                                          | Amy Clary<br>State Gov. & Reg. Issues Committee and Nominating Committee                                        | 06/30/2026              |
| 1.1.2                                                                 | Conduct proactive outreach to members to maintain current information regarding state contact information and licensure requirements. | 20%<br><br>04/21/2025 | Staff has contacted recent annual/ mid-year meeting attendees, who have not attended in the last year, and personally invited them to the annual meeting. Also offering online demonstrations of the NAB platform (exams, CE Registry, HSE) to state executive and staff. Using that as a connecting point and to discuss the annual meeting further. Recent survey of those who have not attended recently did not have any responses. | Lisa Longfellow<br>Member Relations & Outreach Committee & Stephanie Arteaga (staff liaison)                    | 06/30/2025<br>Quarterly |

|       | Objectives & Action Plans                                                                                                                                                                                                            | Status Updates                                                                                             | Progress Comments Updates                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Owner & Resources                                                                                                              | Due Date   |
|-------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------|------------|
| 1.1.3 | Evaluate and initiate a call for both standing and alternate examination committee members and item writers ( <i>as applicable</i> ) based on need and criteria outlined within the <i>Guidelines for Examination Appointments</i> . | 55%<br><br>05/27/2025     | NAB has recruited new professional for the Professional Practice Analysis as well as launched an interest survey for those who might be interested in exam committee or other NAB volunteer roles.                                                                                                                                                                                                                                                                                                        | Jonathan Thomas<br>CORE, NHA, RCAL,<br>and HCBS<br>Examination<br>Subcommittees                                                | 03/31/2026 |
| 1.2   | <b>Achieve adoption of the HSE™ standard by all member jurisdictions. Goal of 40 states by 2026 and all states by 2030.</b>                                                                                                          | On Plan<br><br>05/13/2025 | 28 with a number of states close to adoption                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Tom Syverson<br>Credentialing<br>Commission, State<br>Gov. and Reg. Issues<br>Committee & Lisa<br>Longfellow (staff<br>liason) | 06/30/2026 |
| 1.2.1 | Increase state adoption of the HSE™ to 40 states.                                                                                                                                                                                    | 70%<br><br>05/27/2025     | Currently at 29, with NH discovered to have not fully adopted the HSE. ID will be finalized on 7/1 and a number of other states are getting very close to adoption. Randy Lindner and Tom Syverson met with the LeadingAge state executives in April to provide information about the HSE and to request assistance in working with our state boards to increase adoption. Randy and Tom will also meet with the AHCA state executives just prior to the NAB June meeting to do the same with that group. | Tom Syverson<br>Credentialing<br>Commission and<br>State Gov. & Reg.<br>Issues Committee                                       | 06/30/2026 |
| 1.2.2 | Update and expand the HSE™ toolkit and promote its use to the state/jurisdictional boards.                                                                                                                                           | 0%<br><br>02/06/2025    | In process of review                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Tom Syverson<br>Credentialing<br>Commission and<br>Member Relations &<br>Outreach Committee                                    | 06/30/2026 |

|       | Objectives & Action Plans                                                                                                                                                                         | Status Updates                                                                                             | Progress Comments Updates                                                                                                                                                                                                      | Owner & Resources                                                                                         | Due Date   |
|-------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------|------------|
| 1.2.3 | Develop incentives to increase number of HSE™ qualified administrators to 400.                                                                                                                    | 0%<br><br>05/13/2025      | Ideas will be discussed at our June 2025 EC meeting for both new graduates of NAB accredited colleges/universities as well as for experienced administrators                                                                   | Tom Syverson<br>Credentialing Commission, Education Committee, and Member Relations & Outreach Committee  | 06/30/2026 |
| 1.2.4 | Educate the NAB governing members on NAB programs and benefits as applicable ( <i>e.g., toolkit, welcome packet for new state executive including information about HSE™ state requirement</i> ). | 30%<br><br>05/27/2025     | Staff is offering demonstrations of the NAB website to state executive and staff when a new contact at a state has been emailed to NAB. Connected with 3 states (IL, NH, AK) so far.                                           | Lisa Longfellow<br>State Governance and Reg Issues                                                        | 06/30/2026 |
| 1.3   | <b>Promote NAB member boards understanding and responsible application of artificial intelligence (AI) by offering educational resources and championing effective policy frameworks.</b>         | On Plan<br><br>05/16/2025 | Good progress is being made here-AI is rapidly evolving, and one of the Innovate sessions will discuss this. This will likely need to be an ongoing area of focus.                                                             | Jennifer Johs-<br>Artisensi<br>Executive Committee                                                        | 06/30/2026 |
| 1.3.1 | Educate NAB member boards on today's changing technology landscape.                                                                                                                               | 15%<br><br>05/27/2025   | A presentation will be held during Innovate! at the Seattle. The presentation, called <i>AI and Learning: Transforming Education in the Regulatory Space</i> , will give an overview and recent developments of all things AI. | Michelle Grachek<br>Executive Committee, Bylaws Committee, and State Governance and Reg. Issues Committee | 06/30/2026 |
| 1.3.2 | Draft practical guidelines for NAB regarding benefits, pitfalls, and safe usage of AI.                                                                                                            | 50%<br><br>05/27/2025   | Bylaws meeting was cancelled on 4/23/2025 so will resume work on this after the Annual Meeting.                                                                                                                                | Eric Hadley<br>Executive Committee, Bylaws Committee, & Michelle Grachek (staff liaison)                  | 06/30/2026 |
| 1.3.3 | Discuss AI best practices among NAB leadership, members boards, and volunteers.                                                                                                                   | 50%<br><br>05/16/2025   | Building off of Innovations Through Conversations, we will host a session on AI in the regulatory space at the June 2025 annual mtg's, Explore Solutions with Innovate session.                                                | Jennifer Johs-<br>Artisensi<br>Executive Committee, Committee & Subcommittee Chairs                       | 06/30/2026 |

|       | Objectives & Action Plans                                                                                                                                                                                                                     | Status Updates                                                                                          | Progress Comments Updates                                                                                                                                                        | Owner & Resources                                                                                    | Due Date   |
|-------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|------------|
| 1.4   | <b>Initiate NAB's Professional Practice Analysis (PPA) to identify current roles, responsibilities, and required skills of those entering the senior living and health services profession.</b>                                               | On Plan<br>05/27/2025                                                                                   | The task force members are in place, and first in person meeting to develop the survey will be September 14-16, 2025.                                                            | Michelle Grachek<br>Executive Committee & Examinations Committee/<br>Subcommittees                   | 06/30/2026 |
| 1.4.1 | Conduct a call to identify potential committee members from diverse backgrounds and expertise for appointment to the PPA Analysis task force.                                                                                                 | 0%<br><br>05/27/2025   | Task force appointed representatives from 13 states who have varied demographics and experience levels.                                                                          | Michelle Grachek<br>Executive Committee & Examinations Committee/<br>Subcommittees                   | 07/31/2025 |
| 1.4.2 | Collaborate with Pearson VUE to establish timeline, appropriate methodology, and workplan for the PPA.                                                                                                                                        | 75%<br><br>05/27/2025  | Timeline has been finalized and PPA will be ready for review and approval in June 2026. Still finalizing questions related to defining the feedback related to individual exams. | Michelle Grachek<br>Executive Committee & Examinations Committee/<br>Subcommittees                   | 08/31/2025 |
| 1.5   | <b>Assure compliance, integrity, and quality of NAB Programs (e.g., exams, CE, accreditation, HSE)</b>                                                                                                                                        | Pending<br>05/16/2025                                                                                   |                                                                                                                                                                                  | Jennifer Johs-<br>Artisensi<br>Executive Committee,<br>Committee &<br>Subcommittee Chairs            | 06/30/2026 |
| 1.5.1 | Review and consolidate ( <i>as applicable</i> ) all NCERS program documentation (e.g., <i>governing/ supplemental documents, program/policy development guides, resources, etc.</i> ) to ensure they reflect the current program information. | 0%<br><br>02/06/2025 | This will be worked on after the program and policy development guides have been finalized.                                                                                      | Terry Holecek<br>Lisa Hahn (co-chair),<br>NCERS Committee<br>and Elizabeth Lollis<br>(staff liaison) | 06/30/2026 |



|       | Objectives & Action Plans                                                                                                                                                                                                                                               | Status Updates                                                                                           | Progress Comments Updates                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Owner & Resources                                                                             | Due Date   |
|-------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------|------------|
| 1.5.2 | Review and consolidate ( <i>as applicable</i> ) all examination program documentation ( <i>e.g., governing/supplemental documents, candidate handbook, resources, etc.</i> ) to ensure they reflect the current program information.                                    | 20%<br><br>05/27/2025   | Bylaws Committee reviewed and recommended approval of the Examination Noncompliance policy in January 2025 and will be reviewing changes to membership requirements for item writers in April 2025.                                                                                                                                                                                                                                                                                                                                     | Jonathan Thomas<br>Examination Committee/<br>Subcommittees & Michelle Grachek (staff liaison) | 06/30/2026 |
| 1.5.3 | Review and consolidate ( <i>as applicable</i> ) documentation for the HSE accreditation program ( <i>e.g., governing/supplemental documents, accreditation workbook, resources, etc.</i> ) to ensure they reflect the current program information.                      | 70%<br><br>05/27/2025   | Theresa Parker & Sara Dethloff have finalized the edits to the Academic Accreditation Workbook and Site Visit Agenda with the new policies. They have been added to the NAB website and communicated to all Program Directors (4/21/25?). The next document needing to be worked on and reviewed is the Academic Accreditation Checklist that Theresa is building from scratch. This is about 50% completed. The final two documents needing to be reviewed are the Academic Accreditation Self-Assessment and the Site Visitor Manual. | Jennifer Yanez Pryor<br>Sara Dethloff (staff committee liaison)                               | 06/30/2026 |
| 1.5.4 | Review and consolidate ( <i>as applicable</i> ) Credentialing Commission and HSE™ qualification documentation ( <i>e.g., governing/supplemental documents, HSE™ toolkit for state boards, resources, etc.</i> ) to ensure they reflect the current program information. | 0%<br><br>02/06/2025  | In process                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Tom Syverson<br>Credentialing Commission & Lisa Longfellow (staff liaison)                    | 06/30/2026 |
| 1.5.5 | Analyze current NAB governing documents ( <i>bylaws, policy, procedures, and supplemental documents</i> ), revising so a single source is referenced in lieu of duplicative content.                                                                                    | 15%<br><br>04/15/2025 | Planned to be discussed at next Bylaws Committee meeting on 4/23/2025, but meeting was cancelled . Draft will then come before the EC Committee later in 2025.                                                                                                                                                                                                                                                                                                                                                                          | Eric Hadley<br>Bylaws Committee & Michelle Grachek (staff liaison)                            | 06/30/2026 |

|       | Objectives & Action Plans                                                                                                                                                                      | Status Updates                                                                                             | Progress Comments Updates                                                                                                                                                                                                                                                                                                                                                                 | Owner & Resources                                                     | Due Date   |
|-------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------|------------|
| 1.5.6 | Develop the revised <i>NCERS Policy Guide</i> inclusive of information adopted from the CE Research project.                                                                                   | 30%<br><br>05/27/2025     | Initial updates done to the NAB policy and will be brought forward for review by the Bylaws Committee in July 2025.                                                                                                                                                                                                                                                                       | Terry Holecek<br>Lisa Hahn (co-chair) & NCERS Committee               | 06/30/2026 |
| 1.5.7 | Develop the <i>Program Development Guide</i> inclusive of information adopted from the CE Research project.                                                                                    | 0%<br><br>02/06/2025      | This is in progress.                                                                                                                                                                                                                                                                                                                                                                      | Terry Holecek<br>Lisa Hahn (co-chair) & NCERS Committee               | 06/30/2026 |
| 1.6   | <b>Increase collaborations among provider organizations, regulatory boards/agencies, and NAB to address current leadership challenges.</b>                                                     | On Plan<br><br>05/13/2025 | Have met with LeadingAge state affiliate leaders in April and will be with AHCA state affiliate leaders on June 9th. Initial inquires to meet with both the LeadingAge CEMO (CEOs of Multi-location Organizations) and AHCA's CPAC (Council for Post-Acute Care) that represent larger, multi-location/state organizations to promote the HSE as an opportunity for their administrators. | Tom Syverson<br>Credentialing Commission & State Governance Committee | 06/30/2026 |
| 1.6.1 | Identify and select the appropriate NAB representatives to attend the annual partner trade shows (e.g., <i>ACHCA</i> , <i>AHCA</i> , <i>LeadingAge</i> ) based on NAB needs and opportunities. | 80%<br><br>05/16/2025   | Majority of 2025 national meeting attendance discussed/decided. Consideration for spring 2026 meetings remains outstanding (e.g., Should consider NAB presence at Spring Argentum meeting)                                                                                                                                                                                                | Jennifer Johs-<br>Artisensi<br>Executive Committee                    | 06/30/2026 |
| 1.6.2 | Identify the major disruptions/challenges in the profession of senior living and health services administration.                                                                               | 0%<br><br>05/27/2025    | The Foundation has three potential funding opportunities which will be reviewed in June. One is addressing workforce while the other is looking at how to help states know where their barriers are in licensure.                                                                                                                                                                         | Gaylord "Z" Thomas<br>NAB Foundation                                  | 06/30/2025 |

|       | Objectives & Action Plans                                                                    | Status Updates                                                                                        | Progress Comments Updates                                                           | Owner & Resources                    | Due Date   |
|-------|----------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|--------------------------------------|------------|
| 1.6.3 | Determine potential research topics/projects to fund based on disruptions in the profession. | 0%<br><br>02/06/2025 | The Foundation will be reviewing this during their 2025 strategic planning meeting. | Gaylord "Z" Thomas<br>NAB Foundation | 06/30/2026 |

## 2. NAB: POSITION NAB FOR FUTURE OPPORTUNITIES AND CHANGES WITHIN THE REGULATORY LANDSCAPE.

|       |                                                                                                                                                                                                                           |                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                |            |
|-------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------|------------|
| 2.1   | <b>Collaborate and educate legislators, external stakeholders, and the public on the value of professional regulation.</b>                                                                                                | On Plan<br>05/01/2025                                                                                   | In process, needs additional discussion.                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Amy Clary<br>Member Relations Committee & Executive Committee                                                                  | 06/30/2026 |
| 2.1.1 | Identify and establish relationships with potential advocacy partners for future NAB initiatives.                                                                                                                         | 50%<br><br>05/16/2025  | Several entities in the HCBS and consumer spaces have recently expressed an interest in working with NAB, as has LeadingAge, in particular. NAB must continue to nurture these relationships and explore opportunities. Recommendations stemming from the recent NASEM report and subsequent Coalition work advanced "Policy Priorities for a Well-Prepared Nursing Home Workforce" that calls for data collection and research around appropriate education and standards for NHAs to be conducted by CMS. | Jennifer Johs-<br>Artisensi<br>Executive Committee,<br>State Gov. and Reg.<br>Issues Committee &<br>Member Relations Committee | 06/30/2026 |
| 2.1.2 | Formulate tools and resources ( <i>e.g., a one-page case statement</i> ) on the value of professional licensure in order to support state licensing board/jurisdictions facing challenges to their standards/regulations. | 5%<br><br>02/06/2025 | Have worked with boards on a one-on-one basis to address the unique challenges that are arising around the country. Will be developing resources based on some of these examples.                                                                                                                                                                                                                                                                                                                           | Michelle Grachek<br>State Gov. and Reg.<br>Issues Committee<br>and Member Relations Committee                                  | 06/30/2026 |

|       | Objectives & Action Plans                                                                                                           | Status Updates                                                                                         | Progress Comments Updates                                                                                                                                                                                                                                                                                                                       | Owner & Resources                                                                               | Due Date   |
|-------|-------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|------------|
| 2.2   | <b>Advance, maintain, and rebrand NAB tools and resources to reflect the current profession.</b>                                    | On Plan<br>04/21/2025                                                                                  | Subcommittee will have been selected by the 2025 Annual Meeting.                                                                                                                                                                                                                                                                                | Sara Dent<br>State Governance & Member Relations Committees                                     | 06/30/2026 |
| 2.2.1 | Redevelop the Online Preceptor Course content to align with new PPA specifications.                                                 | 10%<br><br>04/21/2025 | After PPA development in August, the tools & resources subcommittee will start work.                                                                                                                                                                                                                                                            | Sara Dent<br>Tools & Resources Subcommittee                                                     | 03/31/2027 |
| 2.2.2 | Rebrand current AIT/Preceptor resources offered by NAB to administrator residency.                                                  | 25%<br><br>02/06/2025 | This is ongoing and many resources will be updated in conjunction with the updates occurring with the PPA.                                                                                                                                                                                                                                      | Sara Dent<br>Member Relations, Credentialing Commission, & State Gov. and Reg. Issues Committee | 06/30/2026 |
| 2.2.3 | Review and update existing NAB Digital Study Guide content to new PPA specifications while developing additional, relevant content. | 10%<br><br>04/21/2025 | This will begin once the new NAB blueprint/Domains of Practice have been approved.                                                                                                                                                                                                                                                              | Sara Dent<br>Tools & Resources Subcommittee                                                     | 06/30/2027 |
| 2.2.4 | Revise AIT Handbook to reflect new PPA specifications.                                                                              | 10%<br><br>04/21/2025 | This will begin once the new NAB blueprint/Domains of Practice have been approved.                                                                                                                                                                                                                                                              | Sara Dent<br>Tools & Resources Subcommittee                                                     | 06/30/2026 |
| 2.3   | <b>Develop model standards for Assisted Living and Home and Community Based Services Leaders.</b>                                   | Pending<br>05/16/2025                                                                                  | Randy L and Tom S continue to make good strides around advancing the HSE and some new ideas they may be advancing could be piloted with accredited schools. At the February leadership meeting, it was discussed that the strong foundation that has been laid by the HSE may be a door/lever we could use to advance further common standards. | Jennifer Johs-<br>Artisensi<br>Executive Committee                                              | 11/30/2026 |

|       | Objectives & Action Plans                                                                                                                                            | Status Updates                                                                                             | Progress Comments Updates                                                                                                                                                                                                                                                                                                                                                                                                 | Owner & Resources                                                                     | Due Date               |
|-------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|------------------------|
| 2.3.1 | Establish a task force to review the work of the common standards task force in order to make future qualification standard recommendations and enhance portability. | 20%<br><br>05/16/2025     | This initiative may be better explored right now by giving thought to where our most ripe opportunities are - for example, exploration of voluntarily credentialing HCBS or RCAL admins/directors, where the HSE has brought us and how we can use that to take us to next steps, as well as how we can best position the new PPA and subsequent work that comes out of it to advance NABs positioning on this objective. | Jennifer Johs-Artisensi<br>Executive Committee                                        | 03/31/2025<br>Past Due |
| 2.3.2 | Identify relevant organizations to partner with in order to brainstorm, collaborate, and establish common ground on practice standards.                              | 40%<br><br>05/16/2025     | Noted in some other updates, that there seems to be some strong interest/opportunity in the HCBS space and from the consumer voice organizations-NAB may have some opportunities to lead, boldly here...                                                                                                                                                                                                                  | Jennifer Johs-Artisensi<br>Executive Committee & State Gov. and Reg. Issues Committee | 06/30/2026             |
| 2.4   | <b>Leverage technology to support future opportunities for change within NAB.</b>                                                                                    | On Plan<br><br>05/16/2025 | Excited to see how the new app goes at the upcoming meeting!                                                                                                                                                                                                                                                                                                                                                              | Jennifer Johs-Artisensi<br>NAB Operational Staff & Executive Committee                | 06/30/2026             |
| 2.4.1 | Explore tools and resources, including artificial intelligence (AI), available to streamline communications to NAB constituents.                                     | 5%<br><br>05/27/2025    | Two NAB staff have been using Microsoft Co-Pilot and serve on Bostrom's AI Council working through tools that best could help our clients.                                                                                                                                                                                                                                                                                | Michelle Grachek<br>NAB Operational Staff & Executive Committee                       | 12/31/2025             |
| 2.4.2 | Review and determine the need and feasibility of a NAB mobile app.                                                                                                   | 75%<br><br>05/01/2025   | Launching the meeting mobile app, Whova, to attendees approximately a month before the meeting.                                                                                                                                                                                                                                                                                                                           | Amy Clary<br>Executive Committee, NAB Operational Staff & Member Relations Committee  | 06/30/2026             |
| 2.4.3 | Explore the benefits of implementing a Podcast (Leading the Way) for NAB.                                                                                            | 50%<br><br>05/01/2025   | Recorded a new podcast, plan to broaden the reach and will welcome new ideas for interviews, etc.                                                                                                                                                                                                                                                                                                                         | Amy Clary<br>Member Relations Committee, NAB Operational Staff & Executive Committee  | 06/30/2026             |



## **Member Relations and Outreach Committee Agenda**

June 12, 2025

Hilton Motif - Seattle, WA

### **Standing Committee Members:**

Amy Clary (NC), Chair

Jennifer See (OH), Vice Chair

Bryan Bee (KS)

Kimberly Corrigan (OH)

Amy Fish (NE)

Randy Gasser (MI)

Celeste Hays (KS)

Peggy Krikava (ND)

Jeff Markulik (FL)

Carla Neiman (MT)

- I. Introductions
- II. Approval of November Meeting Minutes
- III. Social Media and Web Analytics
- IV. Demo of Whova
  - a. Feedback/Questions
- V. NAB Community Review
- VI. Administrator Residency
- VII. NAB Podcast, "Leading the Way"

Member Relations and Outreach Committee Minutes  
November 14, 2024  
DeSoto Hotel | Savannah, GA

**Attendees:**

|                                |                       |                           |
|--------------------------------|-----------------------|---------------------------|
| Amy Clary (NC), Chair*         | Amber Freeberg (WA)   | Doug Olson (WI)           |
| Jennifer See (OH), Vice-Chair* | Andrew Goodman (WI)   | Garth Rydland (ND)        |
| Felisha Alderson (DE)          | Celeste Hays (KS)*    | Annette Schaper (SC)      |
| Stephanie Arteaga (DC)         | Melissa Holland (OK)  | Shelbee Scrimo (WA)       |
| Josh Bowman (IN)               | Peggy Krikava (ND)*   | Douglas Sinclair (NV)     |
| Mary Brinkley (OK)             | Lisa Kuhlman (TN)     | Michela Sybesma (SD)      |
| Linda Burrell (MD)             | Randy Lindner (DC)    | Tom Syverson (SD)         |
| Edward Burton (SC)             | Lisa Longfellow (DC)  | Corie Tillman Wolf (VA)   |
| Brad Coman (GA)                | Jeff Markulik (FL)*   | Deborah Velez (OH)        |
| Jody DePriest (LA)             | David McKenzie (KY)   | Jennifer Yanez Pryor (VA) |
| Edward Ebling (WA)             | April Mertens (MO)    |                           |
| Alexander Fisher (NH)          | Cesley Metcalfe (ID)  |                           |
|                                | Carla Neiman (MT)*    |                           |
|                                | Brittany Novotny (SD) |                           |

\*Denotes standing committee member.

The Member Relations and Outreach committee meeting was called to order by Chair, Amy Clary. Introductions were made. A motion was made and seconded to approve the June 6, 2024, minutes. Motion carried.

There was a review of the Strategic Plan items assigned to the Member Relations Committee:

I. Social Media and Web Analytics

Stephanie Arteaga reviewed 2024 NAB Marketing Analytics – touching on the successes via social media, top visited webpages, and top opened email communications. She discussed other initiatives such as AI videos for how-to videos, NAB’s “Leading the Way” videos”, a future podcast, and a future mobile app.

II. Summary of Ongoing Goals for 2022-24 Strategic Plan (Amy)

Ongoing goals that have been met, but we continue to strive toward are promoting AIT/AR, increasing representation within NAB, and encouraging states to adopt the HSE standard.

III. Review of 2024-26 Strategic Plan Items (Amy)

Amy Clary divided the room into 5 groups to discuss different strategic initiatives and hear new perspectives from the group.

Group 1: Increasing Attendance at NAB Meetings

The group discussed ways to increase attendance by clearly communicating meeting expectations and activities, identifying reasons for non-attendance through surveys, and addressing travel restrictions for some states by exploring alternative participation methods. They emphasized

identifying the target audience, such as AIT/AR and state executives, noting that 28 states are represented in the 2024 MYM. Offering a new member orientation before meetings was also suggested.

#### Group 2: Updating and Expanding the Reach of HSE

Discussions centered on inviting speakers to present at state boards and understanding resistance to HSE to raise awareness of its value. The group proposed partnering with other organizations and participating in their meetings, offering CEUs in collaboration with accredited schools, and using direct mail, social media, and personal email outreach. Follow-ups through newsletters and toolkits were suggested, along with virtual or in-person presentations by Randy Lindner to states.

#### Group 3: Communicating and Educating Legislators and Stakeholders on Professional Regulation

The group suggested collaborating with organizations such as FARB and engaging senior advocate voices like AARP, National Association of State Legislators, and universities. They emphasized using social media to share pictures and stories directed at consumers and focusing on the importance of regulation by explaining the "why." Storytelling, using both good and bad examples, was highlighted as a powerful way to illustrate the significance of standards and NAB's role.

#### Group 4: NAB App Development

Plans for a meeting-based NAB app, expected to launch in 2025, were discussed. The app would include features like attendee lists, materials, and speaker information. Expanding the app for broader audiences, such as students and exam candidates, by incorporating study guides and candidate handbooks was proposed. Additional features suggested include enabling access to CEUs, Administrator Residency/Preceptor materials, and engaging users with a daily question to keep the app top of mind.

#### Group 5: Podcast Exploration ("Leading the Way")

The group discussed integrating podcasts into the NAB app and using them for storytelling, featuring exam committee members, study guide authors, and tips on wellness and stress management. They suggested using podcasts to provide encouragement and study advice, highlight the benefits of attending NAB meetings and events, and discuss advantages for CE providers, academics, and state executives. Other ideas included interviews with administrators and promoting the profession to attract talent, creating pipelines for quality candidates, and outlining career pathways.

The meeting was adjourned at approximately 10:30 AM.





## **CE Committee Meeting Agenda**

**June 12, 2025**

**8:45 - 10:30 AM ET**

**Seattle, WA**

### ***Belltown Meeting Room***

1. Call to order, roll call of standing committee members, brief introductions/Ice breaker/Event App
  - a. Standing Committee Members:
    - i. Terry Holecek-Co-Chair
    - ii. Lisa Hahn-Co-Chair
    - iii. Stephanie Allred
    - iv. Kathy Chapman
    - v. Michael Coury
    - vi. Sarah Doctor-Greenwade
    - vii. Steve Jobe
    - viii. Katrina Magdon
    - ix. Susan Haws Smith
    - x. Jonathan Thomas
    - xi. Donald Wilson
2. Review and approve prior meeting minutes
3. Review of strategic plan goals
  - a. *1.3.3 – Discuss AI best practices among NAB leadership, member boards, and volunteers*
    - i. *This is NAB-wide*
  - b. *1.5.1 - Review and consolidate (as applicable) all NCERS program documentation (e.g., governing/ supplemental documents, program/policy development guides, resources, etc.) to ensure they reflect the current program information.*
  - c. *1.5.6 - Develop the revised NCERS Policy Guide inclusive of information adopted from CE Research project.*
  - d. *1.5.7 - Develop the Program Development Guide inclusive of information adopted from the CE Research Project.*
4. Certified CE Provider Applications – *SEE SEPARATE DOCUMENT AND SLIDES*
  - a. Hansen Hunter LLC
  - b. SC Assisted Living Association
5. Post-baccalaureate educational certificate/program discussion
6. New business
  - a. Updates from NCERS Reviewers Meeting/Matrix
  - b. Detailed information regarding Certified CE Provider monitors(webinar/self-study)



**CE Committee Meeting Minutes  
November 14, 2024  
Savannah, GA**

**Attendees**

Terry Holecek, Vice-Chair (OH)\*  
Stephanie Allred (TX)\*  
Cat Anderson (VA)  
Ken Angel (FL)  
Don Backstrom (CO)  
Trent Banks (TX)  
Martha Bell (NC)  
Jim Bennett (WA)  
Timothy Bush (GA)  
Lauren Cecil (SC)  
Kathy Chapman (OH)\*  
Michael Coury (OH)\*  
Patrice Deas (SC)  
Sarah Doctor-Greenwade (SC)\*  
Jolene Greene (NM)  
Mitch Hartly (MT)  
Mike Helbringer (NY)  
Ben Higgins (VA)  
Phil Jean (ME)  
Stephen Jobe (MN)\*  
Jennifer Johs-Artisensi (WI)  
Annette Kelley (VA)

Sandi Lane (NC)  
Floyd Long (NY)  
Starann MacDonald-Lamier (AL)  
Katrina Magdon (AL)\*  
Morgan Newman (NC)  
Tara Nixon (SC)  
Theresa Parker (NE)  
Randy Reynolds (TN)  
Michael Scharfenberger (OH)  
Susan Smith (OK)\*  
Randy Snyder (MN)  
Stacey Swinney (AL)  
Jonathan Thomas (NC)\*  
Jennifer Wagner (OH)  
Christopher Widman (OH)  
Dawn Wilson (NC)  
Denise Wilson (OK)  
Makenzie Zoutte (IA)  
Lila Horowitz (DC), NAB Staff  
Elizabeth Lollis (DC), NAB Staff

\*Indicates standing committee member

**Welcome and introductions:** The Continuing Education Committee Meeting was called to order by Vice Chair, Terry Holecek, at 8:45am ET. Roll call was taken of standing committee members and remaining individuals introduced themselves.

**Review and approve prior meeting minutes:** The previous minutes were approved.

**Review of new strategic plan goals:** The new 2024-2026 strategic plan goals were presented to the committee. There was no discussion and the goals were accepted.

**Progress Updates following the Annual Meeting:** NCERS Staff Liaison, Lila Horowitz, shared that the updates to the NCERS section of NAB's Policy document is being finalized and will be presented to the bylaws committee at their next session. Due to NAB staffing changes over the previous months, there

were no updates to share regarding the Program Development Guide. The new timeline is to have all approved changes and documents ready to go into effect following the NCERS Reviewer Training that will take place in conjunction with the 2025 NAB Annual Meeting.

**Certified CE Provider Applications:**

1. Association for Medication Education
  - a. The feedback from the reviewers and program monitors was shared.
  - b. A motion was made to recommend for approval. Motion passed.
2. My ALF Training
  - a. The feedback from the reviewers and program monitors was shared.
  - b. A motion was made to recommend for approval. Motion passed.
3. Top Tier Companies
  - a. The feedback from the reviewers, program monitors, and NAB staff was shared.
  - b. A motion was made to recommend for denial. Motion passed.
4. Alliant Health Solutions
  - a. The feedback from the reviewers, program monitors, and NAB staff was shared.
  - b. A motion was made to recommend for approval. Motion passed.
5. Healthcare Academy
  - a. The feedback from the reviewers, program monitors, and NAB staff was shared. This was the re-approval of a provider whose prior Certified status was revoked.
  - b. A motion was made to recommend for approval. Motion passed.

**Certified CE Provider Review Process Discussion:** NCERS Staff Liaison, Lila Horowitz, shared that the review process for these applications has become cumbersome and opened the floor for discussion on possible improvements to the review process. The committee recommended using the same reviewers for both the application review and the program monitoring, so that the number of volunteers required for each application would be reduced from 4 to 2. This change will be put into effect with the next round of Certified CE Provider application reviews and feedback will be shared at the next committee meeting.

**New Business:** Committee Vice Chair, Terry Holecek, shared that there are 2 vacant seats on the committee and requested that interested individuals reach out to committee or NAB leadership.

Special thanks were given to Terry Holecek for leading the meeting and the Michael Coury for assisting with the meeting minutes. The committee sends its best wishes to Committee Chair, Lisa Hahn, for a continued recovery.

The meeting adjourned at 10:15am ET.

## Education Committee Agenda

Annual Meeting  
Thursday, June 12, 2025  
10:45 AM – 12:30 PM PT

| Standing Committee Members   |                             |                   |
|------------------------------|-----------------------------|-------------------|
| Jennifer Yanez Pryor – Chair | Keith R. Knapp – Vice Chair | Donna Alexander   |
| Jennifer Bombrys-Wagner      | Randy W. Gasser             | Steve Jobe        |
| Lisa Kuhlman                 | Sandi J. Lane               | Daniel Van Dussen |
| Mary Helen McSweeney-Feld    | Theresa Parker              |                   |

- I. Welcome & Intentional Space
- II. Review of Approved Previous Minutes
  - a. November 14, 2024 – Mid Year Meeting
- III. Academic Accreditation
  - a. No new programs or renewals in spring 2025
  - b. Future Accreditation Renewal – University of Minnesota (MYM 2025)
  - c. Schools Interested in Accreditation
    - i. Upper Iowa University - 2025
    - ii. University of South Florida – 2025
    - iii. University of South Dakota – 2025
    - iv. Texas State University
    - v. Radford University
- IV. Academic Accreditation Workbook & Site Visitor Agenda
  - a. Updates have been made to the Academic Accreditation Workbook and the Site Visitor Agenda to encapsulate all of the recent policy updates regarding the application process.
  - b. The updated documents have been shared with all active NAB accredited school program directors as of May 2025.
- V. Academic Accreditation Self-Assessment
  - a. The Self-Assessment was analyzed and brought forward as a resource that could be adjusted to make it easier for program directors and reviewers to look through.
  - b. A draft version has been shared and the ask is for the committee to review and see if this is a new version we would like to adopt.

## VI. Education Task Force Overview (*see below*)

### a. Annual Report

- i. Per the 2024 MYM, NAB Staff have been working to implement these changes and are hoping to have them finalized for the 2026 Annual Report.

### b. Tools for Programs, Reviewers & Students

- i. Program Resources – Opportunity to create modules for a new school to review in D2L which would allow them to see into NAB is looking for before they begin their self-assessment.
- ii. Site Visitor Manual – Theresa Parker & NAB Staff are working their way through the Academic Accreditation documents and have this one on their radar to review and update.

## VII. Post-baccalaureate Educational Certificate/Program Discussion

## VIII. Other Business

## IX. Adjourn

### **NAB Education Committee Task Force – Recommendation List**

#### **1. Annual Report**

- a. Have the annual report follow NAB's 12 Criteria on the Academic Accreditation Application and include met/partially met/not met.
- b. Ask specific questions/clarify areas of concern.
- c. Keep the process as easy for colleges as possible.
  - i. Are there any other changes that are important to note?
  - ii. Add a section to address any deficiencies from the site visit. Tie back to unmet and partially met, indicating progress. – further review
  - iii. Add required attestation that all information is complete and accurate. Include reference that all requirements are being met by the program, including the 1,000-hour internship.

#### **2. Tools for Programs, Reviewers & Students**

- a. Program Resources – tools for programs, create online modules, YouTube videos, in person boot camp, mentor.
  - i. Provide example of well written self-study if a program is willing to share.
  - ii. Accreditation workbook could include outline or prompts on what site visitors are looking.
- b. Site Visitors Manual - Organize according to the criteria/annual report to have consistency between documents.

- i. Have appendices with useful tools/checklist of what to look for when reviewing a program, such as a checklist looking at syllabus.
- ii. Are the textbooks current; if not, why? Are there assignments related to LTC? Update to the new Domains of Practice.
- iii. Break ALF from SNF workbook – self assessment.

## Education Committee Minutes

Mid-Year Meeting

Thursday, November 14, 2024

10:45 AM – 12:30 PM ET

### Present

|                               |                              |                   |                 |
|-------------------------------|------------------------------|-------------------|-----------------|
| *Jennifer Yanez Pryor – Chair | *Keith R. Knapp – Vice Chair | *Steve Jobe       | *Sandi J. Lane  |
| *Jennifer Bombrys-Wagner      | *Lisa Kuhlman                | Daniel Van Dussen | *Theresa Parker |
| Ken Angel                     | Denise Wilson                | Star Lamier       | Jim Bennett     |
| Mitch Hartly                  | David McKenzie               | Doug Olson        | Phil Jean       |
| Sara Dethloff (NAB Staff)     |                              |                   |                 |

*\*Standing Committee Member*

#### I. Welcome & Introduction of Committee Members

- a. Jennifer Yanez Pryor, Committee Chair called the meeting to order at 10:49am ET and welcomed all standing committee members.

#### II. Review of Approved Previous Minutes

- a. June 6, 2024 – Annual Meeting
- b. September 12 – Kick-off Meeting
  - i. Jennifer called for revisions. Motion was made to approve June 6, 2024, and September 12, 2024, meeting minutes, along with a second. Motion carries the following unanimous vote.

#### III. Academic Accreditation

- a. Jennifer shared that no new programs will be applying in Spring 2025 along with no other renewals until Fall 2025 (University of Minnesota).
- b. Jennifer shared that the University of South Florida and the University of South Dakota are looking to become accredited in 2025.
- c. There has also been communication between NAB staff and Upper Iowa University, Texas State University, Radford University, University of Massachusetts – Boston, and Metropolitan State University regarding either starting programs or being in the early infancy stages of looking into NAB Accreditation.
- d. The committee also shared that The University of Nebraska at Kearney and University of Southern Indiana could be added to this growing list to inquire about.

#### IV. Annual Reports Overview

- a. Jennifer shared that all Program Annual Reports had been reviewed by the Education Committee and have been approved other than Bellarmine which was submitted on November 13.

- i. **Action Item:** Education Committee will need to review the annual report following the Mid-Year Meeting.
  - b. Jennifer asked the committee to discuss the need to see specific courses taught that are included in CV/Resumes submitted during the annual report.
  - c. The committee concluded that they would only need/request a CV/Resume from a new faculty member/adjunct to the program.
- V. Academic Accreditation Workbook & Site Visitor Agenda
  - a. Theresa shared that updates have been made to the Academic Accreditation Workbook and the Site Visitor Agenda to encapsulate all of the recent policy updates regarding the application process.
    - i. Committee discussed the need to add a note below the “Academic Accreditation Criteria” section explaining the difference between a nursing home and assisted living.
      - 1. **Action Item:** NAB Staff & Theresa will update this into the Workbook before being published to the NAB website.
  - b. Discussion ensued about changing the language around “facility” and looking to move towards the use of “community” within the Workbook.
    - i. **Action Item:** NAB Staff & Theresa will make this update throughout the Workbook before being published to the NAB website.
  - c. Discussion took place around adding a Glossary of Terms to the end of the Workbook as there are a lot of acronyms used throughout the document.
    - i. **Action Item:** NAB Staff & Theresa will make this update throughout the Workbook before being published to the NAB website.
  - d. **Action Item:** Once both documents have been finalized and updated on the website, NAB staff will list them on the website with a date associated and will email all current Program Directors of the new Workbook version as well as any schools that NAB has been in conversation with who are interested in accreditation.
- VI. Recording Policy Update
  - a. The committee discussed the sample recording policy and consent form that was created by NAB Education Committee Leadership.
  - b. Jennifer shared that during the Executive Committee Meeting earlier in the week there was conversation around a larger NAB recording policy needing to be in place.
    - i. The committee agreed to table the conversation surrounding this consent form being provided to program directors and site visitors prior to a site visit taking place due to wanting to be in line with the overall NAB policy. To be continued via the NAB Executive Committee...



## VII. Education Task Force Overview (see page 2)

- a. The committee reviewed the original “Annual Report” recommendation (see page 4) submitted by the Task Force below.

- i. The committee agreed that 1a. listed below should be enacted.
- ii. The committee agreed that 1b. be tabled for now once the first iteration of the annual report has been updated.
- iii. The committee discussed and agreed that 1ci. is already a part of the overarching theme of the annual report and no action is needed.
- iv. The committee discussed and agreed that 1cii. should be researched by the NAB staff and *LearningBuilder* to see if this capability even exists.
- v. The committee discussed and agreed that 1ciii. be required of Program Directors but with only including one attestation that all information is complete and accurate throughout the entire annual report.

1. Jennifer called for revisions and discussion. Motion was made to approve 1a., 1ci, and 1ciii. (with edits), along with a second. Motion carries the following unanimous vote.

- b. The committee reviewed the original “Tools for Programs, Reviewers & Students” recommendation (see page 4) submitted by the Task Force below.

- i. The committee discussed that a lot of these recommendations are being addressed within the Academic Accreditation Checklist that is being worked on by NAB staff along with Theresa Paker.
- ii. The committee discussed the need to revise the word “current” associated with textbooks. It was decided to use “relevant primary source” instead.

1. The committee rounded out the conversation asking to have the first draft of the Academic Accreditation Checklist be presented at a future Education Committee Meeting to see what recommendations are being covered by this new resource.
2. Jennifer called for revisions and discussion. Motion was made to Academic Accreditation Checklist first draft be brought to a future meeting to see where the recommendations overlap and will move forward with enacting changes at that time, along with a second. Motion carries the following unanimous vote.

### I. Other Business

### II. Adjourn

- a. Meeting was adjourned by Jennifer at 12:30pm ET.

**Meeting Minutes recorded by *Keith Knapp & Sara Dethloff***

## **NAB Education Committee Task Force – Recommendation List**

### **1. Annual Report**

- a. Have the annual report follow NAB's 12 Criteria on the Academic Accreditation Application and include met/partially met/not met.
- b. Ask specific questions/clarify areas of concern.
- c. Keep the process as easy for colleges as possible.
  - i. Are there any other changes that are important to note?
  - ii. Add a section to address any deficiencies from the site visit. Tie back to unmet and partially met, indicating progress.
  - iii. Add required attestation that all information is complete and accurate. Include reference that all requirements are being met by the program, including the 1,000-hour internship.

### **2. Tools for Programs, Reviewers & Students**

- a. Program Resources – tools for programs, create online modules, YouTube videos, in person boot camp, mentor.
  - i. Provide example of well written self-study if a program is willing to share.
  - ii. Accreditation workbook could include outline or prompts on what site visitors are looking.
- b. Site Visitors Manual - Organize according to the criteria/annual report to have consistency between documents.
  - i. Have appendices with useful tools/checklist of what to look for when reviewing a program, such as a checklist looking at syllabus.
  - ii. Are the textbooks current; if not, why? Are there assignments related to LTC? Update to the new Domains of Practice.
  - iii. Break ALF from SNF workbook – self assessment.
- c. Resources for Students – Need for in depth Finance material.
  - i. Suggestion: Ask authors of current textbooks on the resource list to delve deeper into finance.



## **State Government & Regulatory Issues Committee**

**Thursday, June 12, 2025**

**10:45 - 12:30 p.m. Pacific – Seattle, WA**

### **I. Welcome & Standing Committee Member Roll Call / Introductions**

*\* Only those individuals designated as standing committee members may vote on action items.*

Sara Dent (CO), Chair  
Corie Tillman Wolf (VA), Vice Chair  
Stephanie Allred (TX)  
Martha Bell (NC)  
Josh Bowman (IN)  
Edward Burton (SC)  
Michael Coury (OH)

Sarah Doctor-Greenwade (SC)  
Lisa Hahn (NC)  
Peggy Krikava (ND)  
Katrina Magdon (AL)  
Jeff Markulik (FL)  
Carla Neiman (MT)

### **II. Approval of November 2024, Annual Meeting Committee Meeting Minutes**

### **III. Subcommittee Reports**

- a. Credentialing Commission Report/ HSE – Tom Syverson
- b. Tools & Resources Subcommittee Report
- c. Foundation of the NAB Report

### **IV. Exam attempt discussion**

### **V. Review of state survey questions**

### **VI. Strategic Plan Update 2024-2026**

### **VII. Adjournment**

**State Government & Regulatory Issues Committee Minutes**  
**Thursday, November 14, 2024**  
**10:45 - 12:30 p.m. Eastern – Savannah, GA**

**Attendees:**

|                                        |                               |                                        |
|----------------------------------------|-------------------------------|----------------------------------------|
| Sara Dent (CO), Chair                  | Amy Fish (NE)                 | Tara Nixon (SC)                        |
| Corie Tillman Wolf (VA),<br>Vice Chair | Alexander Fisher (NH)         | Brittany Novotny (SD)                  |
| Felisha Alderson (DE)                  | Amber Freeberg (WA)           | Randy Reynolds (TN)                    |
| Stephanie Allred (TX)*                 | Jolene Greene (NM)            | Garth Rydland (ND)                     |
| Cat Anderson (VA)                      | Terry Holecek (OH)            | Annette Schaper (SC)                   |
| Trent Banks (TX)                       | Melissa Holland (OK)          | Michael Scharfenberger<br>(OH)         |
| Martha Bell (NC)*                      | Jennifer Johns-Artisensi (WI) | Shelbee Scrimo (WA)                    |
| Josh Bowman (IN)*                      | Annette Kelley (VA)           | Jennifer See (OH)                      |
| Mary Brinkley (OK)                     | Lisa Kirby (VA)               | Douglas Sinclair (NV)                  |
| Linda Burrell (MD)                     | Peggy Krikava (ND)*           | Susan Smith (OK)                       |
| Edward Burton (SC)*                    | David Larson (WI)             | Randy Snyder (MN)                      |
| Kathy Chapman (OH)                     | Randy Lindner (DC)            | Stacey Swinney (AL)                    |
| Brad Coman (GA)                        | Floyd Long (NY)               | Tom Syverson (SD)                      |
| Michael Coury (OH)*                    | Lisa Longfellow, NAB Staff    | Gaylord "Z" Thomas (OK)                |
| Katie Davis (MN)                       | Katrina Magdon (AL)*          | Jonathan Thomas (NC)                   |
| Trevor Davis (KY)                      | Jeff Markulik (FL)*           | Deborah Veley (OH)                     |
| Jody DePriest (LA)                     | Margaret McConnell (NV)       | Christopher Widman (OH)                |
| Sara Doctor-Greenwade<br>(SC)*         | April Mertens (MO)            | Makenzie Zoutte (IA)                   |
| Edward Ebling (WA)                     | Cesley Metcalfe (ID)          | *Denotes standing<br>committee member. |
|                                        | Carla Neiman (MT)*            |                                        |
|                                        | Morgan Newman (NC)            |                                        |

**Welcome & Standing Committee Member Roll Call/Introductions:** Committee meeting was called to order at 10:50 am Eastern. Introductions were made.

Approval of June 6, 2024, Annual Meeting Committee Meeting Minutes: **Motion was made and seconded to approve June 6, 2024, minutes. Motion carried.**

**Subcommittee Reports**

Credentialing Commission Report – Tom Syverson was introduced as the new chair of the HSE Commission. He gave an update that there were 29 member states who accept the HSE across the country. Randy Lindner will stay on/will be available to assist with HSE presentations to states that do not currently have HSE. He recognized the six Commission members. The processing of HSE applications is currently at a manageable level. The commission is looking at ways to streamline the process and increase the number of HSEs by working with state associations and boards to educate on HSE. Also looking at ways to reduce exam fees, etc., to have more people complete the process and get their HSE credential.

The group discussed the need to reach out to next generation of administrators and to reduce artificial barriers to licensure that may make them leave the profession or keep them out of the profession

NAB Foundation – Z Thomas gave a report on the work of the NAB Foundation. He said there would be a more concerted effort to educate NAB members on what the Foundation is all about and provide the following details:

- Pay for research on behalf of boards related to long term care regulation and benefits of boards
- Foundation currently has appx \$425,000 in assets, but only makes grants of approximately \$10,000 per year, because the requests for funds for research are not coming in from the educational institutions
- Past research – listing of studies can be found on NAB Foundation website

There were questions from attendees on what can be done with excess funds – example of providing scholarships for exams or AITs; process for making applications for funds (calls for proposal); submit a letter of interest initially for consideration by the Trustees. Z said new trustees for Foundation will be appointed next year if there is interest for volunteers.

Tools & Resources Subcommittee – Sara announced a new subcommittee to cover tools and resources, which will be another avenue for volunteers who are interested.

Review of state survey results – Sara went over the state survey results. Highlights included:

- The survey was filled out by 20 states this year (vs. 28 last year)
- This year's survey included a question regarding whether state boards issue refunds on licensure applications
  - NAB receives approximately 5 requests per week for exam fee refunds
- Time for licensure from initial application varies widely across responding states
- The question was asked about how to incentivize states to answer the survey with the idea of raffle of those who complete the survey.

Group Discussions were held at each table, covering the following topics:

- What are the most common questions received by your states from licensees and applicants? (Could be used to build a broader set of FAQs.)
  - Exam Candidate questions – is there a way to create a one-page infographic on the process for registering for the exam
  - CE Registry – how to find current, approved programs and to filter out or archive older/no longer approved programs
- What tools/resources do you most use from NAB and what additional tools/resources would benefit your board?
  - Chatbot on the NAB website to help direct folks to specific information on the website
  - More information for preceptors on exam challenges
  - More exam data

- A re-designed exam score report for exam candidates
- Barriers to HSE for individual administrators in the 29 HSE states
- Ideas on how to get information on the Foundation and what it does; ideas on projects for Foundation consideration?
  - More information on the Foundation and what it does
    - Can partner with ACHCA, education programs, and others to get information out for the Foundation
  - Getting AITs and others involved in the meeting to provide feedback and fresh perspective
  - Research ideas
    - Research on staffing shortage(s) for administrators – cause and effect
    - How to address negative perceptions of the State Boards based upon regulation and/or survey process
    - How to get administrators in the pipeline
  - Should there be a focus on research funds for NAB-accredited institutions?

Z circled back with ideas regarding the Foundation, after he, Randy Lindner, Randy Snyder, Doug Sinclair, and Margaret McConnell had discussion about some of the concerns raised regarding the Foundation and thoughts on how to move forward.

- Engage the membership in telling the Foundation what is important, possibly via a survey.
- It was suggested that at the Annual Meeting next year – a Foresight planning session, in lieu of an education session, could be conducted to create an action plan for the Foundation's future.

Strategic Plan Update 2024-2026 – Sara referred participants to the information in the binder regarding the updated Strategic Plan for the new term.

Meeting was adjournment at 12:24 PM Eastern.

## **NAB 2025 State Survey – Draft**

\* 1. Please identify your state board.

\* 2. Please verify the name/contact information for your board/agency executive director who serves as the primary contact for NAB communications.

3. As part of our annual review, we are updating our NAB member board contact information. Please complete the information below in its entirety.

- Board Chair name
- Board Chair email
- Board Chair Term (*Start/End date*)

\* 4. Please choose the best answer regarding the distribution of the board chair data listed above:

- I approve that the Board Chair data listed above may be shared with the active, governing members of the NAB.
- I reject that the Board Chair data listed above may be shared with anyone, including the active, governing members of the NAB. This data is to remain private.
- Other (please specify)

### **Health Services Executive™**

NAB is still collecting information regarding state adoption of the [Health Services Executive](#) (HSE) qualification. The Health Services Executive (HSE™) qualification, a broad-based credential that will allow our most talented administrators to practice along the continuum of health services and supports while enjoying the portability of their HSE license.

5. Is your state planning to adopt the HSE™?

- Yes
- No
- Already Adopted
- Other (please specify)

6. How did/do you plan to adopt the NAB HSE™ Qualification?

- Change in state rules to accept the NAB HSE™ qualification as meeting existing NHA, RCAL, and/or HCBS administrator licensure requirements as applicable to your state's current licensure programs.
- Change in state regulations to accept the NAB HSE™ qualification as meeting existing NHA, RCAL, and/or HCBS administrator licensure requirements as applicable to your state's current licensure programs.
- Establish HSE™ as a new licensure category designed to meet current and/or future licensure requirements for NHA, RCAL, and/or HCBS administration.
- Other Adoption Path (please explain)

7. When did/will your state adopt the HSE™? Please note that all states are required to complete the **HSE™ State Acceptance Verification form** prior to being recognized on the NAB website as an HSE™ state. *(If date is not known, please leave this section blank.)*

- HSE™ Adoption Date
- Date

### **CE Registry**

**Please let NAB know how your state is currently utilizing the CE Registry below.**

8. Is the CE registry mandatory or voluntary to use for licensure renewal?

- Mandatory
- Voluntary
- Other (please specify)

9. Please describe how you plan to utilize the CE Registry.

10. Has your state adopted the new term "Administrator Residency" to replace Administrator in Training (AIT) as part of the rebranding initiative?

- Yes
- No

### **State Exams** (new for 2025)

11. Do you require candidates for NHA licensure to pass a state rules & regulations exam?

- a. If so, when is the last time you updated the exam?
- b. If so, how often do you update your state exam?

### **Governance** (new for 2025)

12. What is the structure of your board or governing entity?

- a. Board housed within an umbrella agency
- b. Advisory Committee within an umbrella agency
- c. Division or department within an agency
- d. Independent board
- e. Other (explain):

13. What is the name of the agency or board that oversees your operations?

14. How frequently does your governing agency or board convene?



15. When was the most recent meeting of your agency or board held?
16. What challenges do you currently face related to the structure or composition of your board or governing entity? (e.g. board seat vacancies, quorum issues, meeting cancellations, lack of appointments, etc.)
17. If money and regulations were no object and you had a magic wand, what would you change at your board?

## **HEALTH SERVICES EXECUTIVE (HSE™)**

### **May 2025 Summary Report**

Two new states have said they accept the HSE:

- Idaho
- Michigan (confirmed as of 5/27/25)

Once the states have returned the HSE acceptance verification form, we will announce it on social media and our website.

#### **States in progress:**

Outreach Initiated: MA, CT, HI, MD, MS, NJ

Active Communication: DC, DE, FL, MA, PA, RI

Active Consideration: AK, DE, IL, ME, NH, VT, WV

Comparison of the number of requests to transfer exam scores to a new jurisdiction versus transferring an HSE application to a new jurisdiction.

| DATE            | Exam Score Transfer Fee | HSE Transfer Fee | HSE Application Fee |
|-----------------|-------------------------|------------------|---------------------|
| 2022            | 73                      | 4                | 60                  |
| 2023            | 681                     | 2                | 44                  |
| <b>2024</b>     |                         |                  |                     |
| Jan             | 86                      |                  | 4                   |
| Feb             | 56                      |                  | 2                   |
| Mar             | 64                      |                  | 7                   |
| Apr             | 55                      |                  | 4                   |
| May             | 51                      |                  | 5                   |
| Jun             | 43                      |                  | 2                   |
| Jul             | 58                      |                  | 2                   |
| Aug             | 62                      |                  | 2                   |
| Sep             | 46                      |                  | 3                   |
| Oct             | 63                      |                  | 6                   |
| Nov             | 59                      |                  | 4                   |
| Dec             | 56                      | 2                | 1                   |
| <b>2024</b>     | <b>699</b>              | <b>2</b>         | <b>42</b>           |
| <b>2025</b>     |                         |                  |                     |
| Jan             | 53                      | 1                | 6                   |
| Feb             | 50                      | 1                | 10                  |
| Mar             | 78                      |                  | 4                   |
| Apr             | 60                      |                  | 1                   |
| May             | 59                      |                  | 1                   |
| <b>2025 YTD</b> | <b>300</b>              | <b>2</b>         | <b>22</b>           |

Two Leading the Way interviews have been completed and will be posted to NAB's website and YouTube channel in the coming weeks.

- Nicole Mattson & Michalla Sybesma were interviewed for an association's point of view regarding the HSE.
- Lindsey Creapeau from University of Wisconsin Eau Claire discussed their successful NAB HSE accredited program.

Presentations to increase awareness: April 7<sup>th</sup> to LeadingAge executives and June 9<sup>th</sup> to AHCA state executives.

| STATE JURISDICTION                                   | Date of Adoption | Applications | Awaiting Test Results | HSE Qualified |
|------------------------------------------------------|------------------|--------------|-----------------------|---------------|
| Alabama                                              | 01/01/19         | 4            | 2                     |               |
| Alaska                                               |                  | 1            |                       | 1             |
| American College of Health Care Administrators ACHCA |                  | 2            | 1                     | 1             |
| Arizona                                              | 11/10/18         | 5            | 3                     | 2             |
| Arkansas                                             |                  |              |                       |               |
| California NHAP                                      |                  | 17           | 10                    | 3             |
| Colorado                                             | 07/15/21         | 4            | 1                     | 2             |
| Connecticut                                          |                  | 3            | 1                     | 2             |
| Delaware                                             |                  |              |                       |               |
| District of Columbia                                 |                  | 1            |                       |               |
| Florida                                              |                  | 10           | 5                     | 2             |
| Georgia                                              | 03/28/19         | 7            | 4                     |               |
| Hawaii                                               |                  |              |                       |               |
| Health Care Association of Michigan (HCAM)           |                  | 1            | 1                     |               |
| HSE - NAB                                            |                  | 10           | 4                     | 6             |
| Idaho NHA                                            |                  | 4            | 3                     | 1             |
| Illinois                                             |                  | 14           | 5                     | 7             |
| Indiana                                              | 07/01/23         | 14           | 5                     | 5             |
| Iowa                                                 | 06/19/24         | 5            | 2                     | 2             |
| Kansas                                               | 01/01/18         | 36           | 19                    | 13            |
| Kentucky                                             | 08/31/18         | 8            | 3                     | 3             |
| Louisiana                                            | 08/21/19         | 1            | 1                     |               |
| Maine                                                |                  | 2            | 2                     |               |
| Maryland                                             |                  | 6            | 1                     | 4             |
| Massachusetts                                        |                  | 6            | 2                     | 3             |
| Michigan                                             | 05/27/25         | 11           | 2                     | 6             |
| Michigan Center for Assisted Living (MCAL)           |                  |              |                       |               |
| Minnesota BELTSS                                     | 08/01/19         | 188          | 44                    | 126           |
| Mississippi                                          |                  | 2            |                       | 1             |
| Missouri                                             | 11/30/23         | 12           | 4                     | 3             |
| Montana                                              | 07/01/17         | 7            | 4                     | 2             |
| Nebraska                                             | 01/01/18         | 3            | 1                     | 1             |
| Nevada                                               | 05/31/18         | 18           | 5                     | 11            |
| New Hampshire                                        |                  | 4            | 3                     | 1             |
| New Jersey                                           |                  | 4            | 3                     |               |
| New Mexico                                           | 10/01/24         | 5            | 1                     | 3             |
| New York                                             |                  | 32           | 17                    | 12            |
| North Carolina                                       | 03/09/22         | 15           | 12                    | 1             |
| North Dakota                                         | 01/01/17         | 19           | 7                     | 12            |
| Ohio BELTSS                                          | 10/17/19         | 105          | 34                    | 56            |
| Ohio CEAL/ CEHCH                                     |                  | 1            |                       |               |
| Oklahoma                                             | 10/01/18         | 26           | 11                    | 9             |
| Oregon                                               |                  | 5            | 1                     | 3             |
| Pennsylvania                                         |                  | 21           | 6                     | 9             |
| Rhode Island                                         |                  |              |                       |               |
| South Carolina                                       | 06/26/20         | 8            | 2                     | 4             |
| South Dakota                                         | 09/17/19         | 6            | 2                     | 4             |
| Tennessee                                            | 03/15/22         | 10           | 5                     | 3             |
| Texas                                                | 11/14/21         | 36           | 25                    | 3             |
| Utah                                                 | 12/10/18         | 1            |                       |               |
| Vermont                                              |                  | 1            | 1                     |               |
| Virginia                                             | 03/06/19         | 30           | 13                    | 9             |
| Washington                                           | 10/14/19         | 11           | 5                     | 5             |
| West Virginia                                        |                  | 1            |                       |               |
| Wisconsin                                            | 07/01/21         | 19           | 5                     | 11            |
| Wyoming                                              | 12/19/19         | 1            |                       | 1             |
| *Jurisdiction is self-reported by candidate.         | 29               | 763          | 288                   | 353           |

The “applications” column includes those in the following steps:

- Admin Review – not submitted
- Awaiting Documents – submitted
- Document Appeal – none currently
- HSE Qualified/HSE Qualified/Request Transfer – transfer request has not been submitted. Individuals are counted as HSE Qualified.
- Identify Licensing Board – not submitted
- Record Test Results – waiting for test results



WOULD YOU LIKE  
TO BE A PART OF



# THE NAB NOMINATING COMMITTEE?



## WHAT IS THE COMMITTEE MAKE-UP?

During the 2025 Annual Meeting, the NAB Board of Governors will elect a Nominating committee. The Nominating Committee, which is only elected in years ending in an odd number, consists of the current NAB chair, the NAB Immediate Past Chair, and three (3) additional governing, subscribing, organizational members. The immediate past chair leads this committee.

YES

NO



## WHO CAN SERVE ON THE COMMITTEE?

Any governing, subscribing, or organizational member whose membership is in good standing is eligible to serve on the nominating committee. Additionally, those distinguished members who have received the Randy L. Lindner Leadership award (*which comes with a lifetime membership within NAB*) can also serve on the nominating committee. Please note that international members are **NOT** eligible to serve on this committee.



## WHAT IS THE TIME COMMITMENT?

The committee is a yearlong appointment, where 4–6-hour long meetings will be scheduled to review applicant materials as well as to vet nominees. In addition to meetings, you may be asked to interview one (*or more*) of the candidates applying for one of the officer positions open for election (*which will be secretary, treasurer, and chair-elect*). All candidates must have submitted applications on or before **December 31, 2025** in order to be eligible for the ballot.



## HOW DO I GET INVOLVED?

If you meet the criteria to serve on the nominating committee, please contact your [state licensing board](#) to express your interest.

**PLEASE NOTE:** While multiple member types are eligible to serve on the committee, **ONLY** those appointed as the voting state delegate at the 2025 NAB Annual Meeting may nominate a person from their specific state (*or another member in good standing from a different state*) to serve.



FOR MORE INFORMATION, PLEASE CONTACT THE NAB OFFICES  
AT [NAB@NABWEB.ORG](mailto:NAB@NABWEB.ORG).

**NATIONAL ASSOCIATION OF LONG-TERM CARE  
ADMINISTRATOR BOARDS  
AND AFFILIATE**

**CONSOLIDATED FINANCIAL STATEMENTS  
AND INDEPENDENT AUDITORS' REPORT**

**DECEMBER 31, 2024**

**NATIONAL ASSOCIATION OF LONG TERM CARE ADMINISTRATOR BOARDS  
AND AFFILIATE**

**CONSOLIDATED FINANCIAL STATEMENTS  
AND INDEPENDENT AUDITORS' REPORT**

**DECEMBER 31, 2024**

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## INDEPENDENT AUDITORS' REPORT

To the Board of Directors of  
National Association of Long Term Care Administrator Boards  
and Affiliate  
1120 20th Street, NW Suite 750  
Washington, DC 20036

### Opinion

We have audited the accompanying consolidated financial statements of National Association of Long Term Care Administrator Boards and Affiliate, which comprise the consolidated statement of financial position as of December 31, 2024, and the related consolidated statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the consolidated financial statements.

In our opinion, the consolidated financial statements referred to above present fairly, in all material respects, the financial position of National Association of Long Term Care Administrator Boards and Affiliate as of December 31, 2024, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

### Basis for Opinion

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Our responsibilities under those standards are further described in the Auditors' Responsibilities for the Audit of the Consolidated Financial Statements section of our report. We are required to be independent of National Association of Long Term Care Administrator Boards and Affiliate and to meet our other ethical responsibilities in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

### Responsibilities of Management for the Consolidated Financial Statements

Management is responsible for the preparation and fair presentation of these consolidated financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of consolidated financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the consolidated financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about National Association of Long Term Care Administrator Boards and Affiliate's ability to continue as a going concern within one year after the date that the consolidated financial statements are available to be issued.

## **Auditors' Responsibilities for the Audit of the Consolidated Financial Statements**

Our objectives are to obtain reasonable assurance about whether the consolidated financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards will always detect a material misstatement when it exists.

The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements, including omissions, are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the consolidated financial statements.

In performing an audit in accordance with generally accepted auditing standards, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the consolidated financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the consolidated financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of National Association of Long Term Care Administrator Boards and Affiliate's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the consolidated financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about National Association of Long Term Care Administrator Boards and Affiliate's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control related matters that we identified during the audit.

## **Report on Summarized Comparative Information**

We have previously audited the National Association of Long Term Care Administrator Boards and Affiliate's 2023 consolidated financial statements, and we expressed an unmodified audit opinion on those audited consolidated financial statements in our report dated May 11, 2024. In our opinion, the summarized comparative information presented herein as of and for the year ended December 31, 2023 is consistent, in all material respects, with the audited consolidated financial statements from which it has been derived.

PORTE BROWN LLC  
Certified Public Accountants

Elk Grove Village, Illinois  
DATE



**NATIONAL ASSOCIATION OF LONG TERM CARE ADMINISTRATOR BOARDS  
AND AFFILIATE**

**CONSOLIDATED STATEMENT OF FINANCIAL POSITION**

**DECEMBER 31, 2024**

(with comparative totals for December 31, 2023)

|                                         | <u><b>2024</b></u>         | <u><b>2023</b></u>         |
|-----------------------------------------|----------------------------|----------------------------|
| <b>ASSETS</b>                           |                            |                            |
| <b>CURRENT ASSETS</b>                   |                            |                            |
| Cash and cash equivalents               | \$ 343,695                 | \$ 403,938                 |
| Accounts receivable                     | 11,219                     | 28,561                     |
| Prepaid expenses                        | 71,086                     | 47,707                     |
|                                         | <u>426,000</u>             | <u>480,206</u>             |
| <b>FIXED ASSETS</b>                     |                            |                            |
| Property and equipment                  | 1,306,656                  | 1,236,798                  |
| Less: Accumulated depreciation          | <u>(1,079,645)</u>         | <u>(1,018,427)</u>         |
|                                         | <u>227,011</u>             | <u>218,371</u>             |
| <b>OTHER ASSETS</b>                     |                            |                            |
| Investments                             | <u>3,006,486</u>           | <u>2,573,572</u>           |
| <b>TOTAL ASSETS</b>                     | <u><u>\$ 3,659,497</u></u> | <u><u>\$ 3,272,149</u></u> |
| <b>LIABILITIES AND NET ASSETS</b>       |                            |                            |
| <b>CURRENT LIABILITIES</b>              |                            |                            |
| Accounts payable                        | \$ 277,257                 | 240,544                    |
| Deferred revenue                        | <u>138,510</u>             | <u>118,669</u>             |
|                                         | <u>415,767</u>             | <u>359,213</u>             |
| <b>NET ASSETS</b>                       |                            |                            |
| Without donor restrictions              |                            |                            |
| Undesignated                            | 1,616,836                  | 1,213,997                  |
| Board designated                        | <u>1,626,894</u>           | <u>1,698,939</u>           |
|                                         | <u>3,243,730</u>           | <u>2,912,936</u>           |
| <b>TOTAL LIABILITIES AND NET ASSETS</b> | <u><u>\$ 3,659,497</u></u> | <u><u>\$ 3,272,149</u></u> |

The accompanying notes are an integral part of these financial statements

**NATIONAL ASSOCIATION OF LONG TERM CARE ADMINISTRATOR BOARDS  
AND AFFILIATE**

**CONSOLIDATED STATEMENT OF ACTIVITIES**

**FOR THE YEAR ENDED DECEMBER 31, 2024**

(with comparative totals for the year ended December 31, 2023)

|                                      | <b>Without Donor<br/>Restrictions</b> |                            |
|--------------------------------------|---------------------------------------|----------------------------|
|                                      | <b>2024</b>                           | <b>2023</b>                |
| <b>REVENUE</b>                       |                                       |                            |
| Contract revenue:                    |                                       |                            |
| Programs                             | \$ 2,618,304                          | \$ 2,621,019               |
| Forums                               | 372,321                               | 367,190                    |
| Publications                         | 231,000                               | 208,724                    |
| Dues                                 | 111,353                               | 86,093                     |
| Non-contract revenue:                |                                       |                            |
| Contributions                        | 3,785                                 | 2,589                      |
| Investment income, net               | 327,920                               | 306,859                    |
| Other                                | 2,457                                 | 577                        |
|                                      | <u>3,667,140</u>                      | <u>3,593,051</u>           |
| <b>EXPENSES</b>                      |                                       |                            |
| Program services                     | 2,465,139                             | 2,375,741                  |
| Management and general               | 803,503                               | 710,074                    |
| Membership services                  | 67,704                                | 84,164                     |
|                                      | <u>3,336,346</u>                      | <u>3,169,979</u>           |
| <b>CHANGE IN NET ASSETS</b>          | 330,794                               | 423,072                    |
| <b>NET ASSETS, BEGINNING OF YEAR</b> | <u>2,912,936</u>                      | <u>2,489,864</u>           |
| <b>NET ASSETS, END OF YEAR</b>       | <u><u>\$ 3,243,730</u></u>            | <u><u>\$ 2,912,936</u></u> |

The accompanying notes are an integral part of these financial statements

**NATIONAL ASSOCIATION OF LONG TERM CARE ADMINISTRATOR BOARDS  
AND AFFILIATE**

**CONSOLIDATED STATEMENT OF FUNCTIONAL EXPENSES**

**FOR THE YEAR ENDED DECEMBER 31, 2024**

(with summarized comparative totals for the year ended December 31, 2023)

|                         | Program services    |                   |                   |                     | Management and general |                   |                              | Membership services    |                     |                     |
|-------------------------|---------------------|-------------------|-------------------|---------------------|------------------------|-------------------|------------------------------|------------------------|---------------------|---------------------|
|                         | Programs            | Forums            | Publications      | Total Programs      | Management             | Administrative    | Total Management and general | Services and relations | 2024 Total          | 2023 Total          |
| <b>EXPENSES</b>         |                     |                   |                   |                     |                        |                   |                              |                        |                     |                     |
| Academic accreditation  | \$ 63,002           | \$ -              | \$ -              | \$ 63,002           | \$ -                   | \$ -              | \$ -                         | \$ -                   | \$ 63,002           | \$ 71,288           |
| Accounting              | -                   | -                 | -                 | -                   | -                      | 109,319           | 109,319                      | -                      | 109,319             | 103,615             |
| Association insurance   | -                   | -                 | -                 | -                   | -                      | 19,213            | 19,213                       | -                      | 19,213              | 16,869              |
| Audit                   | -                   | -                 | -                 | -                   | -                      | 26,430            | 26,430                       | -                      | 26,430              | 26,333              |
| Board of governors      | -                   | -                 | -                 | -                   | 6,055                  | -                 | 6,055                        | -                      | 6,055               | 6,006               |
| Committees              | 668,277             | -                 | -                 | 668,277             | 2,928                  | -                 | 2,928                        | -                      | 671,205             | 278,547             |
| Examinations            | 1,093,800           | -                 | -                 | 1,093,800           | -                      | -                 | -                            | -                      | 1,093,800           | 1,403,504           |
| Executive committee     | -                   | -                 | -                 | -                   | 104,506                | -                 | 104,506                      | -                      | 104,506             | 85,704              |
| Facilities              | -                   | -                 | -                 | -                   | -                      | 146,775           | 146,775                      | -                      | 146,775             | 142,480             |
| General office          | -                   | -                 | -                 | -                   | -                      | 59,349            | 59,349                       | -                      | 59,349              | 41,029              |
| Information services    | -                   | -                 | -                 | -                   | -                      | 75,375            | 75,375                       | -                      | 75,375              | 73,175              |
| Legal                   | -                   | -                 | -                 | -                   | 13,453                 | -                 | 13,453                       | -                      | 13,453              | 14,307              |
| Management fee          | 89,810              | 39,073            | 34,374            | 163,257             | 187,740                | -                 | 187,740                      | 3,503                  | 354,500             | 344,200             |
| Meetings                | -                   | 288,020           | -                 | 288,020             | -                      | -                 | -                            | -                      | 288,020             | 312,110             |
| Membership              | -                   | -                 | -                 | -                   | -                      | -                 | -                            | 19,480                 | 19,480              | 20,046              |
| Miscellaneous           | 4,044               | -                 | 834               | 4,878               | 2,653                  | -                 | 2,653                        | -                      | 7,531               | 3,146               |
| NAB verify              | 49,347              | -                 | -                 | 49,347              | -                      | -                 | -                            | -                      | 49,347              | 32,115              |
| Newsletter              | -                   | -                 | 580               | 580                 | -                      | -                 | -                            | -                      | 580                 | 2,263               |
| Officer                 | -                   | -                 | -                 | -                   | 49,707                 | -                 | 49,707                       | -                      | 49,707              | 40,786              |
| Relations               | -                   | -                 | -                 | -                   | -                      | -                 | -                            | 11,942                 | 11,942              | 11,125              |
| Sponsorships and grants | 21,935              | -                 | -                 | 21,935              | -                      | -                 | -                            | -                      | 21,935              | 15,165              |
| Study guide             | -                   | -                 | 101,396           | 101,396             | -                      | -                 | -                            | -                      | 101,396             | 84,816              |
| Task forces             | 10,647              | -                 | -                 | 10,647              | -                      | -                 | -                            | -                      | 10,647              | 9,286               |
| Website                 | -                   | -                 | -                 | -                   | -                      | -                 | -                            | 32,779                 | 32,779              | 32,064              |
| <b>TOTAL EXPENSES</b>   | <b>\$ 2,000,862</b> | <b>\$ 327,093</b> | <b>\$ 137,184</b> | <b>\$ 2,465,139</b> | <b>\$ 367,042</b>      | <b>\$ 436,461</b> | <b>\$ 803,503</b>            | <b>\$ 67,704</b>       | <b>\$ 3,336,346</b> | <b>\$ 3,169,979</b> |

The accompanying notes are an integral part of these financial statements

**NATIONAL ASSOCIATION OF LONG TERM CARE ADMINISTRATOR BOARDS  
AND AFFILIATE**

**CONSOLIDATED STATEMENT OF CASH FLOWS**

**FOR THE YEAR ENDED DECEMBER 31, 2024**

(with comparative totals for the year ended December 31, 2023)

|                                                                                             | <u>2024</u>              | <u>2023</u>              |
|---------------------------------------------------------------------------------------------|--------------------------|--------------------------|
| <b>OPERATING ACTIVITIES</b>                                                                 |                          |                          |
| Change in net assets:                                                                       | \$ 330,794               | \$ 423,072               |
| Adjustments to reconcile change in net assets to net cash provided by operating activities: |                          |                          |
| Depreciation                                                                                | 61,219                   | 62,758                   |
| Gain on investments                                                                         | (262,607)                | (262,921)                |
| Changes in:                                                                                 |                          |                          |
| Accounts receivable                                                                         | 42,942                   | 43,778                   |
| Prepaid expenses                                                                            | (23,379)                 | 29,461                   |
| Accounts payable                                                                            | 11,116                   | 141,670                  |
| Deferred revenue                                                                            | 19,841                   | (1,628)                  |
| Net cash provided by operating activities                                                   | <u>179,926</u>           | <u>436,190</u>           |
| <b>INVESTING ACTIVITIES</b>                                                                 |                          |                          |
| Purchase of investments                                                                     | (1,093,837)              | (984,465)                |
| Proceeds from sale of investments                                                           | 923,526                  | 665,062                  |
| Purchase of fixed assets                                                                    | (69,858)                 | (5,468)                  |
| Net cash used by investing activities                                                       | <u>(240,169)</u>         | <u>(324,871)</u>         |
| <b>NET CHANGE IN CASH AND CASH EQUIVALENTS</b>                                              | (60,243)                 | 111,319                  |
| <b>BEGINNING CASH AND CASH EQUIVALENTS</b>                                                  | <u>403,938</u>           | <u>292,619</u>           |
| <b>ENDING CASH AND CASH EQUIVALENTS</b>                                                     | <u><u>\$ 343,695</u></u> | <u><u>\$ 403,938</u></u> |
| <b>SUPPLEMENTAL INFORMATION TO CASH FLOWS</b>                                               |                          |                          |
| Cash paid during the year for:                                                              |                          |                          |
| Income taxes                                                                                | \$ -                     | \$ -                     |
| Interest                                                                                    | -                        | -                        |
| Noncash investing activities:                                                               |                          |                          |
| Increase in fair value of investments                                                       | \$ 193,325               | \$ 273,813               |

The accompanying notes are an integral part of these financial statements

**NATIONAL ASSOCIATION OF LONG TERM CARE ADMINISTRATOR BOARDS  
AND AFFILIATE**

**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS**

**NOTE A – NATURE OF OPERATIONS**

The National Association of Long Term Care Administrator Boards (the “Association”), known as the National Association of Boards of Examiners of Long Term Care Administrators, Inc. prior to 2007, is a not-for-profit organization exempt from income taxes under Section 501(c)(6) of the U.S. Internal Revenue Code. Its members consist of the 52 state licensing boards and agencies who license long term care administrators. The objective of the Association is to enhance the effectiveness of state boards of long term care administrators in meeting their statutory and regulatory duties and responsibilities to protect the health, safety and welfare of the public.

The Association is affiliated with the Foundation of the National Association of Long Term Care Administrator Boards (the “Foundation”), which was formed for charitable and educational purposes, and is exempt from income taxes under Section 501(c)(3) of the U.S. Internal Revenue Code.

**NOTE B – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

The summary of significant accounting policies is presented to assist in understanding the Association’s consolidated financial statements. The consolidated financial statements and notes are representations of the Association’s management, which is responsible for their integrity and objectivity. These accounting policies conform to accounting principles generally accepted in the United States of America and have been consistently applied in the preparation of the consolidated financial statements.

**USE OF ESTIMATES**

The preparation of the consolidated financial statements in conformity with generally accepted accounting principles in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the consolidated financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

**PRINCIPLES OF CONSOLIDATION**

The consolidated financial statements include the accounts of Foundation of the National Association of Long Term Care Administrator Boards. All significant intercompany accounts and transactions have been eliminated in consolidation.

**FINANCIAL STATEMENT PRESENTATION**

In accordance with FASB ASC 958-205, "Not-for-Profit Entities Presentation of Financial Statements," the Association and Foundation report information regarding their financial position and activities according to two classes of net assets: net assets without donor restrictions and net assets with donor restrictions. These classes are based on the existence or absence of donor-imposed restrictions.

Net Assets without Donor Restrictions – These net assets generally result from revenues generated by receiving contributions that have no donor restrictions and providing services less expenses incurred in providing program-related services, raising contributions, and performing administrative functions.

**NATIONAL ASSOCIATION OF LONG TERM CARE ADMINISTRATOR BOARDS  
AND AFFILIATE**

**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS**

**NOTE B – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

FINANCIAL STATEMENT PRESENTATION (Continued)

Net Assets with Donor Restrictions – These net assets result from gifts of cash and other assets that are received with donor stipulations that limit the use of donated assets, either temporarily or permanently, until the donor restriction expires, the net assets are restricted.

The consolidated financial statements include certain prior-year summarized comparative information in total but not by functional allocation. Such information does not include sufficient detail to constitute a presentation in conformity with accounting principles generally accepted in the United States of America. Accordingly, such information should be read in conjunction with the Association's and Foundation's consolidated financial statements for the year ended December 31, 2023 from which the summarized information was derived.

REVENUE RECOGNITION

The Association derives its revenue primarily from practice and exam fees (programs). The Association also provides academic accreditation, publications, forums (mid-year and annual conferences), and continuing education program approvals for member regulatory boards and agencies, associate and subscribing members. Revenues are recognized when control of these products or services are transferred to its members, in an amount that reflects the consideration the Association expects to be entitled to in exchange for those products or services. Member dues collected in advance are deferred and recognized as revenue over the membership period. Practice and exam fees collected in advance are deferred and recognized as revenue in the year the practice or exam is taken. Incidental items that are immaterial in the context of the Association's contracts are recognized as expense. The Association does not have any significant financing components as payment is received at or shortly after the point of sale. Costs incurred to obtain a contract will be expensed as incurred when the amortization period is less than a year.

Revenue from performance obligations satisfied over time consists of dues and NCERS fees. NCERS, the Association's continuing education review service, reviews and approves thousands of continuing education programs offered by hundreds of providers across the country. The annual NCERS fee and program approval fees are good for one year. These services are offered primarily to providers of continuing education programs throughout the United States of America in long term care administration. As a result, the Association's exam fees, NCERS fees and resulting revenue are indirectly impacted by a downturn in the economy, which could cause those in the long term care field to put off obtaining additional credentials/approvals.

Revenue from performance obligations satisfied at a point in time consists of forums, practice and exam fees and publications. Attendance at the mid-year and annual conferences are open to members and non-members of the Association and they take place within the United States of America. Revenue from forums can be impacted by the choice of location, venue, and general interest in the events from companies and professionals related to the Association's industry.

**NATIONAL ASSOCIATION OF LONG TERM CARE ADMINISTRATOR BOARDS  
AND AFFILIATE**

**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS**

**NOTE B – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**REVENUE RECOGNITION** (Continued)

For performance obligations related to practice and exam fees, forums and publications, control transfers to the customer at a point in time. Practice and exam fees are sold during the year and revenue is recorded when the exam is taken. Forums happen at specified dates and revenue is recorded at the time the forum is held. Publications are sold during the year and revenue is recorded at the time the publication is purchased.

For performance obligations related to dues in the Association, control transfers to the customer over time. Dues are for a one-year period based on the calendar year. Revenue is recorded in equal installments as control is passed to the customer over the term of the membership.

In accordance with FASB ASC 958-605-25 “Not-for-Profit Entities Revenue Recognition” contributions received, including unconditional promises to give, are recognized as revenues in the period received at their fair market values. Conditional promises to give, whether received or made, are recognized when they become unconditional, that is, when the conditions are substantially met. In addition, FASB ASC 958-605 requires not-for-profit organizations to distinguish between contributions received that increase net assets without donor restrictions and net assets with donor restrictions. It also requires recognition of the expiration of donor-imposed restrictions in the period in which the restrictions expire.

The following table disaggregates the Association’s revenue from contracts with customers and noncontractual revenue for the years ended December 31, 2024 and 2023:

|                          | 2024                | 2023                |
|--------------------------|---------------------|---------------------|
| Contracts with customers | \$ 3,332,978        | \$ 3,283,026        |
| Noncontractual revenue   | 6,242               | 3,166               |
|                          | <u>\$ 3,339,220</u> | <u>\$ 3,286,192</u> |

The following table disaggregates the Association’s revenue based on the timing or satisfaction of performance obligations for the years ended December 31, 2024 and 2023:

|                                                      | 2024                | 2023                |
|------------------------------------------------------|---------------------|---------------------|
| Performance obligations satisfied over time          | \$ 975,228          | \$ 973,298          |
| Performance obligations satisfied at a point in time | 2,357,750           | 2,309,728           |
|                                                      | <u>\$ 3,332,978</u> | <u>\$ 3,283,026</u> |

**NATIONAL ASSOCIATION OF LONG TERM CARE ADMINISTRATOR BOARDS  
AND AFFILIATE**

**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS**

**NOTE B – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**REVENUE RECOGNITION** (Continued)

Contract assets and liabilities consist of the following as of:

|                     | December 31,<br>2024 | December 31,<br>2023 | January 1,<br>2023 |
|---------------------|----------------------|----------------------|--------------------|
| Accounts receivable | \$ 11,219            | \$ 28,561            | \$ 98,189          |
| Deferred revenue    | 138,510              | 118,669              | 117,041            |

Deferred revenue consists of the following for the years ended December 31, 2024 and 2023:

|                   | 2024              | 2023              |
|-------------------|-------------------|-------------------|
| Membership dues   | \$ 67,000         | \$ 45,500         |
| NCERS annual fees | 71,510            | 73,169            |
|                   | <u>\$ 138,510</u> | <u>\$ 118,669</u> |

No impairment losses were incurred in 2024 and 2023 with respect to contract assets arising from contracts with customers.

**NET ASSETS WITHOUT DONOR RESTRICTIONS**

Net assets without donor restrictions are those funds presently available for use by or on behalf of the Association and Foundation, including amounts available for general and administrative expenses. These net assets without donor restrictions may also include board-designated amounts.

All net assets are without donor restriction. However, the Board of Governors has designated several categories for the use of net assets without donor restrictions as follows:

*General Fund:* The general fund is the unallocated portion of the net assets without donor restrictions.

*Professional Practice Analysis Fund:* The Association initiates a monthly allocation to a fund to update the Role Delineation Study. Currently, the allocation is determined by the budget committee.

*Reserve Fund:* Amounts in the reserve fund are not specifically designated for a purpose. A monthly allocation is made from the general fund to the reserve fund.

*Exam Security Fund:* The purpose of this fund is to self-insure for costs associated with exam security losses.



**NATIONAL ASSOCIATION OF LONG TERM CARE ADMINISTRATOR BOARDS  
AND AFFILIATE**

**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS**

**NOTE B – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

NET ASSETS WITHOUT DONOR RESTRICTIONS (Continued)

*State Exam Development Fund:* The purpose of this fund is to track and identify the additional funds collected for exam maintenance and development of the Florida state exam for future use.

*NCERS Training Seminar Fund:* The NCERS training seminar is held bi-annually, therefore, the cost is allocated over a two year period. The fund was established to allocate fifty percent of the cost of the seminar in off years. The other fifty percent is budgeted as an operating cost in the year the seminar is held.

As of December 31, 2024 and 2023, net assets without donor restrictions consist of:

|                                     | 2024                | 2023                |
|-------------------------------------|---------------------|---------------------|
| General fund                        | \$ 1,616,836        | \$ 1,213,997        |
| Professional practice analysis fund | 352,828             | 332,828             |
| Reserve fund                        | 496,431             | 617,626             |
| Exam security fund                  | 642,998             | 622,998             |
| State exam development fund         | 93,832              | 84,682              |
| NCERS training seminar fund         | 40,805              | 40,805              |
|                                     | <u>\$ 3,243,730</u> | <u>\$ 2,912,936</u> |

EXPENSE RECOGNITION AND ALLOCATION

The Association and Foundation allocates its expenses on a functional basis among its various programs and supporting activities. Expenses that can be identified with a specific program or supporting activity are allocated directly according to their natural expenditure classification. Certain categories of expenses are attributable to more than one program or supporting function and are allocated on a reasonable basis that is consistently applied. The only expense that is allocated is the management fee which is allocated on the basis of estimates of time and effort. Management and general expenses include those costs that are not directly identifiable with any specific program but which provide for the overall support and direction of the Association. Membership services expenses include those costs which are related to providing general membership services and support, membership relations and other similar activities.

CASH AND CASH EQUIVALENTS

The Association and Foundation consider all highly liquid investments purchased with an original maturity of three months or less to be cash equivalents.

**NATIONAL ASSOCIATION OF LONG TERM CARE ADMINISTRATOR BOARDS  
AND AFFILIATE**

**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS**

**NOTE B – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**CONCENTRATION OF CREDIT RISK**

The Association and Foundation have cash and cash equivalents in excess of federally insured limits of \$250,000 at one banking institution. These amounts potentially subject the Association to credit risk if the banking institution fails. It is of the opinion of management that the solvency of the referenced financial institutions is not of a particular concern at this time.

**ACCOUNTS RECEIVABLE**

Accounts receivable are measured at amortized cost and do not bear interest. The Association and Foundation record an allowance for lifetime credit losses that are expected to be incurred as of the date that a receivable is originated. The allowance reduces the carrying amount of the receivable to the net amount expected to be collected over the asset's contractual term. The determination of the allowance requires management to collectively evaluate receivables by classifying them into pools that share similar risk characteristics such as creditworthiness of the debtor, type of receivable, size of the receivable, contractual term, date of origination (vintage), etc. while individually evaluating such assets, if any, that do not possess risk characteristics similar to those in the identified pools.

The Association and Foundation designed and implemented credit-granting policies and standards intended to mitigate credit risk. Credit risk is assessed on an ongoing basis using both quantitative and qualitative analysis. Based on this analysis, credit limits are imposed, and a decision is made whether to use one or more credit support protection devices as management deems necessary.

The Association and Foundation's normal trade terms are 30 days from the invoice date. The Association and Foundation consider a receivable to be past due when the 30-day normal trade terms have been exceeded. When payments are received on past due accounts receivable, the payments are applied to the invoices designated by the customer or, in the absence of customer designation, to the outstanding invoices with the earliest invoice dates. Receivables are written off after all reasonable collection efforts have been exhausted. Write offs are recognized as a deduction from the allowance for credit losses. Amounts previously written off that are now expected to be recovered are included in the determination of the allowance for credit losses.

Estimate of the required allowance for credit losses is based on:

- Available and relevant internal and/or external information about historical loss experience with similar assets,
- Current conditions, and, if applicable,
- Reasonable and supportable forecasts that affect the expected collectability of the reported amount of financial assets that have an extended contractual term.

The risks attributable to the portfolio of trade accounts receivable relate to the liquidity and financial viability of customers. The credit risk relative to the customer environment is largely due to factors such as general economic conditions, inflation rates, interest rates, and employment status in the geographic areas in which the customers conduct their business, if applicable. The Association and Foundation determined that the allowance for credit losses is immaterial to the consolidated financial statements taken as a whole and it has not been recorded for the year ended December 31, 2024.

**NATIONAL ASSOCIATION OF LONG TERM CARE ADMINISTRATOR BOARDS  
AND AFFILIATE**

**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS**

**NOTE B – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**PREPAID EXPENSES**

Prepaid expenses consist of the following:

|                                | <u>2024</u>      | <u>2023</u>      |
|--------------------------------|------------------|------------------|
| General                        | \$ 40,007        | \$ 19,547        |
| Annual meeting                 | 499              | 5,000            |
| Insurance                      | 7,349            | 7,284            |
| Online study guide development | <u>23,231</u>    | <u>15,876</u>    |
|                                | <u>\$ 71,086</u> | <u>\$ 47,707</u> |

**FIXED ASSETS**

Fixed assets are stated at cost. Depreciation is calculated on a straight-line basis over the estimated lives of the related assets. The Association and Foundation have adopted a policy to capitalize assets using a \$5,000 threshold.

Major classifications of property and equipment and their respective lives are summarized below:

|                             | <u>Lives in Years</u> | <u>2024</u>         | <u>2023</u>         |
|-----------------------------|-----------------------|---------------------|---------------------|
| Software                    | 3                     | \$ 512,225          | \$ 512,225          |
| Computers and equipment     | 3                     | 7,826               | 7,826               |
| NHA study guide development | 5                     | 123,140             | 123,140             |
| NHA online study guide      | 3                     | 587,284             | 517,426             |
| NCERS online program        | 3                     | 15,840              | 15,840              |
| Website                     | 3                     | <u>60,341</u>       | <u>60,341</u>       |
|                             |                       | <u>\$ 1,306,656</u> | <u>\$ 1,236,798</u> |

Maintenance and repairs, which neither materially add to the value of the property nor appreciably prolong its life, are charged to expense as incurred. Gains and losses on dispositions of property and equipment are included in income.

**INVESTMENTS**

Investment securities are stated at fair value based on quoted market prices or market prices for similar securities. Unrealized gains and losses are recognized based on the change in fair value and are reported as a component of investment income. Realized gains and losses are recognized using the average cost method and are reported as a component of investment income. In addition, external and direct internal expenses relating to investment activities have been netted against investment income.

**NATIONAL ASSOCIATION OF LONG TERM CARE ADMINISTRATOR BOARDS  
AND AFFILIATE**

**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS**

**NOTE B – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

INVESTMENTS (Continued)

Investments as of December 31, 2024 are as follows:

|                       | Fair Value          | Cost                | Unrealized<br>Gain/(Loss) |
|-----------------------|---------------------|---------------------|---------------------------|
| Cash                  | \$ 150,230          | \$ 150,230          | \$ -                      |
| Mutual funds:         |                     |                     |                           |
| Bond funds            | 750,854             | 781,813             | (30,959)                  |
| Equity funds          | 1,139,722           | 892,162             | 247,560                   |
| Corporate bonds       | 125,061             | 125,000             | 61                        |
| Exchange traded funds | 840,619             | 362,489             | 478,130                   |
|                       | <u>\$ 3,006,486</u> | <u>\$ 2,311,694</u> | <u>\$ 694,792</u>         |

Investments as of December 31, 2023 are as follows:

|                       | Fair Value          | Cost                | Unrealized<br>Gain/(Loss) |
|-----------------------|---------------------|---------------------|---------------------------|
| Cash                  | \$ 35,827           | \$ 35,827           | \$ -                      |
| Mutual funds:         |                     |                     |                           |
| Bond funds            | 647,124             | 671,777             | (24,653)                  |
| Equity funds          | 891,393             | 759,439             | 131,954                   |
| Corporate bonds       | 316,021             | 316,020             | 1                         |
| Exchange traded funds | 683,207             | 351,333             | 331,874                   |
|                       | <u>\$ 2,573,572</u> | <u>\$ 2,134,396</u> | <u>\$ 439,176</u>         |

Investment income includes the following for the years ended December 31, 2024 and 2023:

|                                             | 2024              | 2023              |
|---------------------------------------------|-------------------|-------------------|
| Interest and dividends                      | \$ 87,907         | \$ 64,063         |
| Realized gain (loss) on sale of investments | 69,282            | (10,892)          |
| Unrealized gain on investments              | 193,325           | 273,813           |
| Advisory fees                               | (22,594)          | (20,125)          |
|                                             | <u>\$ 327,920</u> | <u>\$ 306,859</u> |

**NATIONAL ASSOCIATION OF LONG TERM CARE ADMINISTRATOR BOARDS  
AND AFFILIATE**

**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS**

**NOTE B – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**INCOME TAXES**

The Association is generally exempt from income taxes under the provisions of Section 501(c)(6) of the Internal Revenue Code and similar state statutes. The Foundation is generally exempt from income taxes under the provisions of Section 501(c)(3) of the Internal Revenue Code and similar state statutes. Accordingly, no provision for income tax expense is included in the accompanying consolidated financial statements.

The Association and Foundation have adopted the provision of ASC Topic 740, Income Taxes, relating to the accounting for uncertainty in income taxes. The Association and Foundation file information returns in the U.S. federal jurisdiction. Management is not aware of any uncertain tax positions.

**SUBSEQUENT EVENTS**

The Association and Foundation have evaluated subsequent events through DATE, the date which the consolidated financial statements were available to be issued.

**NOTE C – LIQUIDITY AND AVAILABILITY OF FINANCIAL ASSETS**

The Association considers all expenditures related to its ongoing program activities, as well as the services undertaken to support those activities to be general expenditures. The Association regularly monitors liquidity required to meet its operation needs and other contractual commitments, while also striving to maximize the investment of its available funds. In addition to the financial assets available to meet general expenditures over the next year, the Association operates with a balanced budget and anticipates collecting sufficient revenue to cover general expenditures not covered by donor restricted resources.

The following table show the total financial assets held by the Association and the amounts of which could readily be made available within one year of December 31 to meet general expenditures:

|                                                                            | <u>2024</u>                | <u>2023</u>                |
|----------------------------------------------------------------------------|----------------------------|----------------------------|
| Cash and cash equivalents                                                  | \$ 343,695                 | \$ 403,938                 |
| Accounts receivable                                                        | 11,219                     | 28,561                     |
| Investments                                                                | <u>3,006,486</u>           | <u>2,573,572</u>           |
| Total financial assets                                                     | <u>3,361,400</u>           | <u>3,006,071</u>           |
| Less those unavailable for general expenditures<br>within one year due to: |                            |                            |
| Board designations                                                         | <u>(1,626,894)</u>         | <u>(1,698,939)</u>         |
| Financial assets available to meet<br>general expenditures within one year | <u><u>\$ 1,734,506</u></u> | <u><u>\$ 1,307,132</u></u> |

**NATIONAL ASSOCIATION OF LONG TERM CARE ADMINISTRATOR BOARDS  
AND AFFILIATE**

**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS**

**NOTE C – LIQUIDITY AND AVAILABILITY OF FINANCIAL ASSETS (Continued)**

The Executive Committee has designated several categories for the use of net assets without donor restriction. The reserve fund may be drawn upon, if necessary, to meet unexpected liquidity needs in the event of financial distress or investment in new technology, products or services with a vote of the Board of Governors.

**NOTE D – FAIR VALUE MEASUREMENTS**

FASB ASC 820, *Fair Value Measurements*, establishes a framework for measuring fair value. That framework provides a fair value hierarchy that prioritizes the inputs to valuation techniques used to measure fair value. The hierarchy gives the highest priority to unadjusted quoted prices in active markets for identical assets or liabilities (level 1 measurements) and the lowest priority to unobservable inputs (level 3 measurements). The three levels of the fair value hierarchy under FASB ASC 820 are described as follows:

Level 1      Inputs to the valuation methodology are unadjusted quoted prices for identical assets or liabilities in active markets that the Association has the ability to access.

Level 2      Inputs to the valuation methodology include:

- Quoted prices for similar assets or liabilities in active markets;
- Quoted prices for identical or similar assets or liabilities in inactive markets;
- Inputs other than quoted prices that are observable for the asset or liability;
- Inputs that are derived principally from or corroborated by observable market data by correlation or other means.

If the asset or liability has a specified (contractual) term, the level 2 input must be observable for substantially the full term of the asset or liability.

Level 3      Inputs to the valuation methodology are unobservable and significant to the fair value measurement.

The asset or liability's fair value measurement level within the fair value hierarchy is based on the lowest level of any input that is significant to the fair value measurement. Valuation techniques used need to maximize the use of observable inputs and minimize the use of unobservable inputs.

Following is a description of the valuation methodologies used for assets measured at fair value. There have been no changes in methodologies used at December 31, 2024.

*Corporate bonds:* Valued at the closing price reported in the active market in which the individual securities are traded.

*Mutual and exchange-traded Funds:* Valued at the net asset value (NAV) of shares which are based on quoted market prices held by the Association and Foundation as of the end of the year.

**NATIONAL ASSOCIATION OF LONG TERM CARE ADMINISTRATOR BOARDS  
AND AFFILIATE**

**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS**

**NOTE D – FAIR VALUE MEASUREMENTS (Continued)**

The preceding methods described may produce a fair value calculation that may not be indicative of the net realizable value or reflective of future fair values. Furthermore, although the Association and Foundation believe their valuation methods are appropriate and consistent with other market participants, the use of different methodologies or assumptions to determine the fair value of certain financial instruments could result in a different fair value measurement at the reporting date. Cash and cash equivalents are included in investments on the statement of financial position but are not subject to fair value under FASB ASC 820.

Assets at fair value as of December 31, 2024 consist of:

|                           | Level 1             | Level 2     | Level 3     | Total               |
|---------------------------|---------------------|-------------|-------------|---------------------|
| Mutual funds:             |                     |             |             |                     |
| Bond funds                | \$ 750,854          | \$ -        | \$ -        | \$ 750,854          |
| Equity funds              | 1,139,722           | -           | -           | 1,139,722           |
| Corporate bonds           | 125,061             | -           | -           | 125,061             |
| Exchange traded funds     | 840,619             | -           | -           | 840,619             |
| Investments at fair value | <u>\$ 2,856,256</u> | <u>\$ -</u> | <u>\$ -</u> | 2,856,256           |
| Cash                      |                     |             |             | 150,230             |
| Total investments         |                     |             |             | <u>\$ 3,006,486</u> |

Assets at fair value as of December 31, 2023 consist of:

|                           | Level 1             | Level 2     | Level 3     | Total               |
|---------------------------|---------------------|-------------|-------------|---------------------|
| Mutual funds:             |                     |             |             |                     |
| Bond funds                | \$ 647,124          | \$ -        | \$ -        | \$ 647,124          |
| Equity funds              | 891,393             | -           | -           | 891,393             |
| Corporate bonds           | 316,021             | -           | -           | 316,021             |
| Exchange traded funds     | 683,207             | -           | -           | 683,207             |
| Investments at fair value | <u>\$ 2,537,745</u> | <u>\$ -</u> | <u>\$ -</u> | 2,537,745           |
| Cash                      |                     |             |             | 35,827              |
| Total investments         |                     |             |             | <u>\$ 2,573,572</u> |

**NOTE E – MANAGEMENT SERVICE FIRM**

The Association and Foundation contract with Bostrom Corporation, an association management service firm, for full management and administrative services. The Association and the Foundation have no employees and pay fees to Bostrom Corporation for management and operation charges as well as for rent, occupancy and general overhead. Total management service costs were \$622,247 and \$559,855 for the years ended December 31, 2024 and 2023, respectively.

## NATIONAL ASSOCIATION OF LONG TERM CARE ADMINISTRATOR BOARDS AND AFFILIATE

### NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

#### NOTE F – EXAM SERVICES

The Association has contracted with a third party for various exam services. Total exam service costs were \$590,595 and \$663,654 for the years ended December 31, 2024 and 2023, respectively.

#### NOTE G – RECLASSIFICATIONS

Reclassifications occurred to certain prior year amounts in order to conform with the current year classifications. The reclassifications have no effect on the reported change in net assets.





## INDEPENDENT AUDITORS' REPORT ON SUPPLEMENTARY INFORMATION

To the Board of Directors of  
National Association of Long Term Care Administrator Boards  
and Affiliate  
1120 20th Street, NW Suite 750  
Washington, DC 20036

We have audited the consolidated financial statements of National Association of Long Term Care Administrator Boards and Affiliate as of and for the years ended December 31, 2024 and 2023, and our report, which expressed an unqualified opinion on those consolidated financial statements, appears on pages 1 and 2. Our audit was made for the purpose of forming an opinion on the consolidated financial statements as a whole. The consolidating statements of financial position and of activities are presented for purposes of additional analysis and are not a required part of the consolidated financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the consolidated financial statements. The information has been subjected to the auditing procedures applied in the audit of the consolidated financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the consolidated financial statements or to the consolidated financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects in relation to the consolidated financial statements as a whole.

PORTE BROWN LLC  
Certified Public Accountants

Elk Grove Village, Illinois  
DATE

**NATIONAL ASSOCIATION OF LONG TERM CARE ADMINISTRATOR BOARDS  
AND AFFILIATE**

**CONSOLIDATING STATEMENT OF FINANCIAL POSITION**

**DECEMBER 31, 2024**

|                                         | <u>Association</u>  | <u>Foundation</u> | <u>Eliminations</u> | <u>Consolidated<br/>Total</u> |
|-----------------------------------------|---------------------|-------------------|---------------------|-------------------------------|
| <b>ASSETS</b>                           |                     |                   |                     |                               |
| <b>CURRENT ASSETS</b>                   |                     |                   |                     |                               |
| Cash and cash equivalents               | \$ 297,944          | \$ 45,751         | \$ -                | \$ 343,695                    |
| Accounts receivable                     | 11,219              | 250               | (250)               | 11,219                        |
| Prepaid expenses                        | 71,086              | -                 | -                   | 71,086                        |
|                                         | <u>380,249</u>      | <u>46,001</u>     | <u>(250)</u>        | <u>426,000</u>                |
| <b>FIXED ASSETS</b>                     |                     |                   |                     |                               |
| Property and equipment                  | 1,306,656           | -                 | -                   | 1,306,656                     |
| Less: Accumulated depreciation          | (1,079,645)         | -                 | -                   | (1,079,645)                   |
|                                         | <u>227,011</u>      | <u>-</u>          | <u>-</u>            | <u>227,011</u>                |
| <b>OTHER ASSETS</b>                     |                     |                   |                     |                               |
| Investments                             | <u>2,590,859</u>    | <u>415,627</u>    | <u>-</u>            | <u>3,006,486</u>              |
| <b>TOTAL ASSETS</b>                     | <u>\$ 3,198,119</u> | <u>\$ 461,628</u> | <u>\$ (250)</u>     | <u>\$ 3,659,497</u>           |
| <b>LIABILITIES AND NET ASSETS</b>       |                     |                   |                     |                               |
| <b>CURRENT LIABILITIES</b>              |                     |                   |                     |                               |
| Accounts payable                        | \$ 276,786          | \$ 721            | \$ (250)            | \$ 277,257                    |
| Deferred revenue                        | 138,510             | -                 | -                   | 138,510                       |
|                                         | <u>415,296</u>      | <u>721</u>        | <u>(250)</u>        | <u>415,767</u>                |
| <b>NET ASSETS</b>                       |                     |                   |                     |                               |
| Unrestricted:                           |                     |                   |                     |                               |
| Undesignated                            | 1,155,929           | 460,907           | -                   | 1,616,836                     |
| Board designated                        | 1,626,894           | -                 | -                   | 1,626,894                     |
|                                         | <u>2,782,823</u>    | <u>460,907</u>    | <u>-</u>            | <u>3,243,730</u>              |
| <b>TOTAL LIABILITIES AND NET ASSETS</b> | <u>\$ 3,198,119</u> | <u>\$ 461,628</u> | <u>\$ (250)</u>     | <u>\$ 3,659,497</u>           |

See independent auditors' report on supplementary information

**NATIONAL ASSOCIATION OF LONG TERM CARE ADMINISTRATOR BOARDS  
AND AFFILIATE**

**CONSOLIDATING STATEMENT OF ACTIVITIES**

**FOR THE YEAR ENDED DECEMBER 31, 2024**

|                                      | <u>Association</u>         | <u>Foundation</u>        | <u>Eliminations</u> | <u>Consolidated<br/>Total</u> |
|--------------------------------------|----------------------------|--------------------------|---------------------|-------------------------------|
| <b>REVENUE</b>                       |                            |                          |                     |                               |
| Contract revenue:                    |                            |                          |                     |                               |
| Programs                             | \$ 2,618,304               | \$ -                     | \$ -                | \$ 2,618,304                  |
| Forums                               | 372,321                    | -                        | -                   | 372,321                       |
| Publications                         | 231,000                    | -                        | -                   | 231,000                       |
| Dues                                 | 111,353                    | -                        | -                   | 111,353                       |
| Non-contract revenue:                |                            |                          |                     |                               |
| Contributions                        | -                          | 58,785                   | (55,000)            | 3,785                         |
| Investment income, net               | 292,439                    | 35,481                   | -                   | 327,920                       |
| Other                                | 2,457                      | -                        | -                   | 2,457                         |
|                                      | <u>3,627,874</u>           | <u>94,266</u>            | <u>(55,000)</u>     | <u>3,667,140</u>              |
| <b>EXPENSES</b>                      |                            |                          |                     |                               |
| Program services:                    |                            |                          |                     |                               |
| Programs                             | 2,033,733                  | 22,129                   | (55,000)            | 2,000,862                     |
| Forums                               | 327,093                    | -                        | -                   | 327,093                       |
| Publications                         | 137,184                    | -                        | -                   | 137,184                       |
| Management and general:              |                            |                          |                     |                               |
| Management                           | 346,642                    | 20,400                   | -                   | 367,042                       |
| Administrative                       | 422,624                    | 13,837                   | -                   | 436,461                       |
| Membership services:                 |                            |                          |                     |                               |
| Services and relations               | 67,704                     | -                        | -                   | 67,704                        |
|                                      | <u>3,334,980</u>           | <u>56,366</u>            | <u>(55,000)</u>     | <u>3,336,346</u>              |
| <b>CHANGE IN NET ASSETS</b>          | 292,894                    | 37,900                   | -                   | 330,794                       |
| <b>NET ASSETS, BEGINNING OF YEAR</b> | <u>2,489,929</u>           | <u>423,007</u>           | <u>-</u>            | <u>2,912,936</u>              |
| <b>NET ASSETS, END OF YEAR</b>       | <u><u>\$ 2,782,823</u></u> | <u><u>\$ 460,907</u></u> | <u><u>\$ -</u></u>  | <u><u>\$ 3,243,730</u></u>    |

See independent auditors' report on supplementary information

## **ASSETS**

### **CURRENT ASSETS**

|                                |                     |
|--------------------------------|---------------------|
| CASH - CHECKING                |                     |
| Fifth Third Bank               | 499,497.40          |
|                                | <u>499,497.40</u>   |
| <br>MONEY MARKET               |                     |
| Charles Schwab                 | 22,363.06           |
|                                | <u>22,363.06</u>    |
| <br>INVESTMENTS                |                     |
| Charles Schwab                 | 2,515,967.76        |
|                                | <u>2,515,967.76</u> |
| <br>ACCOUNTS RECEIVABLE        |                     |
| ETS Digital                    | 7,552.68            |
| Miscellaneous                  | 4,456.07            |
|                                | <u>12,008.75</u>    |
| <br>DUES RECEIVABLE            |                     |
| Dues - Governing Members       | 11,000.00           |
|                                | <u>11,000.00</u>    |
| <br>PREPAID EXPENSE            |                     |
| General                        | 12,495.30           |
| NCERS Online Program           | 37,125.00           |
| Annual Meeting                 | 38,547.89           |
| Mid Year Meeting               | 8,715.55            |
| Online Study Guide Development | 11,615.44           |
| Executive Committee Meetings   | 10,550.57           |
|                                | <u>119,049.75</u>   |
| <br>PREPAID INSURANCE          |                     |
| General                        | 3,000.30            |
|                                | <u>3,000.30</u>     |

**NAB**  
Statement of Activities  
For the Four Months Ending Wednesday, April 30, 2025

|                                           | <b>Actual<br/>April</b> | <b>Actual<br/>Y-T-D</b> | <b>Prior<br/>Y-T-D<br/>Actual</b> | <b>Y-T-D<br/>Budget</b> | <b>Y-T-D<br/>Over/<br/>(Under)</b> | <b>Annual<br/>Budget</b> |
|-------------------------------------------|-------------------------|-------------------------|-----------------------------------|-------------------------|------------------------------------|--------------------------|
| <b>INCOME</b>                             |                         |                         |                                   |                         |                                    |                          |
| DUES                                      | 9,616.67                | 38,016.64               | 37,839.97                         | 38,266.64               | (250.00)                           | 114,800.00               |
| OTHER                                     | 0.00                    | 0.00                    | 1,857.40                          | 0.00                    | 0.00                               | 0.00                     |
| FORUMS                                    | 0.00                    | 0.00                    | 0.00                              | 0.00                    | 0.00                               | 342,800.00               |
| PROGRAMS                                  | 263,386.93              | 1,055,063.71            | 935,628.65                        | 983,608.60              | 71,455.11                          | 2,950,825.00             |
| PUBLICATIONS                              | 19,625.00               | 86,932.00               | 89,778.00                         | 69,166.72               | 17,765.28                          | 207,500.00               |
| <b>TOTAL INCOME</b>                       | <b>292,628.60</b>       | <b>1,180,012.35</b>     | <b>1,065,104.02</b>               | <b>1,091,041.96</b>     | <b>88,970.39</b>                   | <b>3,615,925.00</b>      |
| <b>EXPENSE</b>                            |                         |                         |                                   |                         |                                    |                          |
| MANAGEMENT                                | (38,800.82)             | 171,667.26              | 166,883.27                        | 180,777.88              | (9,110.62)                         | 542,333.00               |
| ADMINISTRATIVE                            | 22,831.75               | 146,344.24              | 136,898.61                        | 140,032.60              | 6,311.64                           | 420,097.00               |
| FORUMS                                    | 0.00                    | 1,151.97                | 0.00                              | 2,583.44                | (1,431.47)                         | 368,350.00               |
| PROGRAMS                                  | 278,832.73              | 626,833.11              | 589,364.38                        | 648,990.32              | (22,157.21)                        | 1,946,968.00             |
| SERVICES                                  | 6,026.80                | 19,350.65               | 21,011.25                         | 25,877.44               | (6,526.79)                         | 77,632.00                |
| RELATIONS                                 | 0.50                    | 1,271.97                | 3,568.62                          | 4,400.08                | (3,128.11)                         | 13,200.00                |
| PUBLICATIONS                              | 7,355.45                | 32,984.10               | 39,501.06                         | 45,931.72               | (12,947.62)                        | 137,795.00               |
| <b>TOTAL EXPENSE</b>                      | <b>276,246.41</b>       | <b>999,603.30</b>       | <b>957,227.19</b>                 | <b>1,048,593.48</b>     | <b>(48,990.18)</b>                 | <b>3,506,375.00</b>      |
| EXCESS / (DEFICIT) BEFORE INVESTMENTS/RES | 16,382.19               | 180,409.05              | 107,876.83                        | 42,448.48               | 137,960.57                         | 109,550.00               |
| INVESTMENTS                               | (11,571.66)             | (52,528.31)             | 45,030.06                         | 0.00                    | (52,528.31)                        | 0.00                     |
| ALLOCATION TO RESERVES                    | (5,833.33)              | (23,333.36)             | (19,999.92)                       | (23,333.36)             | 0.00                               | (70,000.00)              |
| <b>CURRENT EXCESS / (DEFICIT)</b>         | <b>(1,022.80)</b>       | <b>104,547.38</b>       | <b>132,906.97</b>                 | <b>19,115.12</b>        | <b>85,432.26</b>                   | <b>39,550.00</b>         |

**NAB**  
Statement of Activities  
For the Four Months Ending Wednesday, April 30, 2025

|                                | <b>Actual<br/>April</b> | <b>Actual<br/>Y-T-D</b> | <b>Prior<br/>Y-T-D<br/>Actual</b> | <b>Y-T-D<br/>Budget</b> | <b>Y-T-D<br/>Over/<br/>(Under)</b> | <b>Annual<br/>Budget</b> |
|--------------------------------|-------------------------|-------------------------|-----------------------------------|-------------------------|------------------------------------|--------------------------|
| <b>INCOME</b>                  |                         |                         |                                   |                         |                                    |                          |
| DUES                           |                         |                         |                                   |                         |                                    |                          |
| Governing Members              | 8,666.67                | 34,666.64               | 34,666.64                         | 34,666.64               | 0.00                               | 104,000.00               |
| International Membership       | 0.00                    | 0.00                    | 0.00                              | 333.36                  | (333.36)                           | 1,000.00                 |
| Subscribing Members            | 800.00                  | 3,200.00                | 3,173.33                          | 3,166.64                | 33.36                              | 9,500.00                 |
| Organizational Membership      | 150.00                  | 150.00                  | 0.00                              | 100.00                  | 50.00                              | 300.00                   |
| TOTAL DUES                     | 9,616.67                | 38,016.64               | 37,839.97                         | 38,266.64               | (250.00)                           | 114,800.00               |
| OTHER                          |                         |                         |                                   |                         |                                    |                          |
| Miscellaneous                  | 0.00                    | 0.00                    | 1,857.40                          | 0.00                    | 0.00                               | 0.00                     |
| TOTAL OTHER                    | 0.00                    | 0.00                    | 1,857.40                          | 0.00                    | 0.00                               | 0.00                     |
| FORUMS                         |                         |                         |                                   |                         |                                    |                          |
| Annual Meeting                 | 0.00                    | 0.00                    | 0.00                              | 0.00                    | 0.00                               | 171,400.00               |
| Mid-Year Meeting               | 0.00                    | 0.00                    | 0.00                              | 0.00                    | 0.00                               | 171,400.00               |
| TOTAL FORUMS                   | 0.00                    | 0.00                    | 0.00                              | 0.00                    | 0.00                               | 342,800.00               |
| PROGRAMS                       |                         |                         |                                   |                         |                                    |                          |
| Academic Accreditation Program | 0.00                    | 500.00                  | 3,500.00                          | 2,750.00                | (2,250.00)                         | 8,250.00                 |
| NCERS                          | 77,429.70               | 342,703.20              | 320,075.58                        | 313,333.36              | 29,369.84                          | 940,000.00               |
| NHA Examinations               | 90,191.25               | 365,027.27              | 361,168.14                        | 349,050.00              | 15,977.27                          | 1,047,150.00             |
| RC/AL Examinations             | 34,434.62               | 113,924.50              | 100,317.03                        | 96,600.08               | 17,324.42                          | 289,800.00               |
| CORE Examinations              | 25,055.10               | 89,131.54               | 0.00                              | 85,333.36               | 3,798.18                           | 256,000.00               |
| NHA Practice Exam              | 3,400.00                | 16,660.80               | 58,598.80                         | 14,833.36               | 1,827.44                           | 44,500.00                |
| RC/AL Practice Exam            | 1,725.00                | 5,875.00                | 15,763.00                         | 6,200.00                | (325.00)                           | 18,600.00                |
| CORE Practice Exam             | 10,680.00               | 40,400.00               | 0.00                              | 38,333.36               | 2,066.64                           | 115,000.00               |
| HCBS Examinations              | 0.00                    | 1,836.80                | 1,881.90                          | 2,216.72                | (379.92)                           | 6,650.00                 |
| State Based Exams              | 20,276.24               | 76,729.58               | 70,207.20                         | 72,833.36               | 3,896.22                           | 218,500.00               |
| NAB Verify                     | 70.00                   | 1,750.00                | 1,120.00                          | 1,000.00                | 750.00                             | 3,000.00                 |
| HCBS Practice Examinations     | 125.02                  | 525.02                  | 2,997.00                          | 625.00                  | (99.98)                            | 1,875.00                 |
| Certification Body Approval    | 0.00                    | 0.00                    | 0.00                              | 500.00                  | (500.00)                           | 1,500.00                 |
| TOTAL PROGRAMS                 | 263,386.93              | 1,055,063.71            | 935,628.65                        | 983,608.60              | 71,455.11                          | 2,950,825.00             |
| PUBLICATIONS                   |                         |                         |                                   |                         |                                    |                          |
| Online Study Guide             | 19,625.00               | 86,932.00               | 89,778.00                         | 69,166.72               | 17,765.28                          | 207,500.00               |
| TOTAL PUBLICATIONS             | 19,625.00               | 86,932.00               | 89,778.00                         | 69,166.72               | 17,765.28                          | 207,500.00               |
| <b>TOTAL INCOME</b>            | <b>292,628.60</b>       | <b>1,180,012.35</b>     | <b>1,065,104.02</b>               | <b>1,091,041.96</b>     | <b>88,970.39</b>                   | <b>3,615,925.00</b>      |

**EXPENSE**

MANAGEMENT

|                                        |             |            |            |            |            |            |
|----------------------------------------|-------------|------------|------------|------------|------------|------------|
| Nominating Committee                   | 0.00        | 0.00       | 0.00       | 1.72       | (1.72)     | 5.00       |
| Budget & Finance Committee             | 426.40      | 647.69     | 457.39     | 1,291.64   | (643.95)   | 3,875.00   |
| Bylaws, Policies & Procedure Committee | 0.25        | 32.06      | 5.40       | 2,700.00   | (2,667.94) | 8,100.00   |
| Chairman                               | 2,352.79    | 4,601.00   | 782.09     | 4,525.00   | 76.00      | 13,575.00  |
| Immediate Past Chairman                | 2,442.56    | 2,766.91   | 2,825.91   | 3,633.36   | (866.45)   | 10,900.00  |
| Chairman - Elect                       | 1,770.71    | 3,763.78   | 4,116.26   | 2,916.64   | 847.14     | 8,750.00   |
| Secretary                              | 3,839.79    | 3,839.79   | 3,060.32   | 2,916.64   | 923.15     | 8,750.00   |
| Treasurer                              | 1,770.71    | 3,175.73   | 3,758.33   | 2,933.36   | 242.37     | 8,800.00   |
| Board of Governors                     | 0.00        | 0.00       | 61.80      | 1,438.36   | (1,438.36) | 4,315.00   |
| Executive Committee                    | (80,230.91) | 35,853.40  | 35,668.71  | 38,850.16  | (2,996.76) | 116,550.00 |
| Strategic Plan                         | 145.80      | 585.06     | 675.82     | 418.36     | 166.70     | 1,255.00   |
| Legal                                  | 1.01        | 68.16      | 4,104.60   | 4,445.00   | (4,376.84) | 13,335.00  |
| Exam Security                          | 3.15        | 1,626.04   | 0.00       | 0.00       | 1,626.04   | 0.00       |
| Management                             | 28,676.92   | 114,707.64 | 111,366.64 | 114,707.64 | 0.00       | 344,123.00 |
| TOTAL MANAGEMENT                       | (38,800.82) | 171,667.26 | 166,883.27 | 180,777.88 | (9,110.62) | 542,333.00 |

ADMINISTRATIVE

|                                 |          |           |           |           |          |           |
|---------------------------------|----------|-----------|-----------|-----------|----------|-----------|
| Information Services            | 6,469.67 | 25,878.64 | 25,125.00 | 25,878.64 | 0.00     | 77,636.00 |
| ACTG - Payables & Disbursements | 2,111.46 | 9,312.93  | 7,794.56  | 6,366.64  | 2,946.29 | 19,100.00 |
| ACTG - Receivables & Receipts   | 5,597.99 | 22,616.78 | 18,031.55 | 18,395.08 | 4,221.70 | 55,185.00 |
| ACTG - Communications With Bank | 184.55   | 833.51    | 650.22    | 700.08    | 133.43   | 2,100.00  |

|                                            | <i>Actual<br/>April</i> | <i>Actual<br/>Y-T-D</i> | <i>Prior<br/>Y-T-D</i> | <i>Y-T-D<br/>Budget</i> | <i>Y-T-D<br/>Over/</i> | <i>Annual<br/>Budget</i> |
|--------------------------------------------|-------------------------|-------------------------|------------------------|-------------------------|------------------------|--------------------------|
| ACTG - Financial Statements                | 1,034.53                | 5,733.05                | 5,347.21               | 6,698.28                | (965.23)               | 20,095.00                |
| ACTG - IRS Requirements                    | (2,071.69)              | 1,178.88                | 490.45                 | 620.08                  | 558.80                 | 1,860.00                 |
| Audit                                      | 960.04                  | 2,634.49                | 12,163.44              | 9,593.36                | (6,958.87)             | 28,780.00                |
| Facilities                                 | 12,598.17               | 50,392.64               | 48,925.00              | 50,392.64               | 0.00                   | 151,178.00               |
| General Office                             | (6,955.81)              | 15,938.03               | 11,976.64              | 16,646.08               | (708.05)               | 49,938.00                |
| Association Insurance                      | 2,902.84                | 11,825.29               | 6,394.54               | 4,741.72                | 7,083.57               | 14,225.00                |
| <b>TOTAL ADMINISTRATIVE</b>                | <b>22,831.75</b>        | <b>146,344.24</b>       | <b>136,898.61</b>      | <b>140,032.60</b>       | <b>6,311.64</b>        | <b>420,097.00</b>        |
| <b>FORUMS</b>                              |                         |                         |                        |                         |                        |                          |
| Annual Meeting                             | 0.00                    | 0.00                    | 0.00                   | 0.00                    | 0.00                   | 181,050.00               |
| Annual Meeting Site Inspection             | 0.00                    | 0.00                    | 0.00                   | 1,291.72                | (1,291.72)             | 3,875.00                 |
| Mid-Year Meeting                           | 0.00                    | 0.00                    | 0.00                   | 0.00                    | 0.00                   | 179,550.00               |
| Mid-Year Meeting Site Inspection           | 0.00                    | 1,151.97                | 0.00                   | 1,291.72                | (139.75)               | 3,875.00                 |
| <b>TOTAL FORUMS</b>                        | <b>0.00</b>             | <b>1,151.97</b>         | <b>0.00</b>            | <b>2,583.44</b>         | <b>(1,431.47)</b>      | <b>368,350.00</b>        |
| <b>PROGRAMS</b>                            |                         |                         |                        |                         |                        |                          |
| Academic Accreditation Program             | 5,666.03                | 15,701.61               | 24,532.67              | 19,836.64               | (4,135.03)             | 59,510.00                |
| Education Committee                        | 4,987.08                | 5,698.02                | 3,956.34               | 6,686.64                | (988.62)               | 20,060.00                |
| Preceptor Training Program                 | 414.70                  | 1,935.58                | 12,173.53              | 8,676.72                | (6,741.14)             | 26,030.00                |
| NCERS                                      | 26,616.88               | 103,790.58              | 102,989.11             | 134,708.44              | (30,917.86)            | 404,125.00               |
| HIPDB                                      | 0.00                    | 0.00                    | 79.22                  | 0.00                    | 0.00                   | 0.00                     |
| NCE Committee                              | 3,617.95                | 4,610.44                | 2,943.26               | 7,495.00                | (2,884.56)             | 22,485.00                |
| NHA Examinations                           | 49,093.10               | 99,914.79               | 117,858.23             | 142,708.44              | (42,793.65)            | 428,125.00               |
| NHA Examinations Subcommittee              | 48.43                   | 105.05                  | 0.00                   | 0.00                    | 105.05                 | 0.00                     |
| RC/AL Examinations                         | 35,497.06               | 68,311.74               | 53,254.68              | 56,798.52               | 11,513.22              | 170,395.00               |
| AIT Model Program                          | 590.77                  | 1,325.82                | 395.10                 | 551.72                  | 774.10                 | 1,655.00                 |
| Member Relations and Outreach Committee    | 17,696.67               | 39,581.19               | 37,529.58              | 57,069.92               | (17,488.73)            | 171,210.00               |
| HSE Commission                             | 1,497.60                | 1,497.60                | 4,639.78               | 6,053.36                | (4,555.76)             | 18,160.00                |
| Examinations Committee                     | 63,719.72               | 124,377.71              | 76,659.31              | 69,936.72               | 54,440.99              | 209,810.00               |
| HCBS Examinations Sub-Committee            | 0.00                    | 0.00                    | 6,913.66               | 0.00                    | 0.00                   | 0.00                     |
| NHA Practice Exam                          | 2,058.25                | 8,537.44                | 25,643.04              | 23,068.44               | (14,531.00)            | 69,205.00                |
| RC/AL Practice Exam                        | 1,135.13                | 3,956.93                | 8,949.41               | 8,800.00                | (4,843.07)             | 26,400.00                |
| CORE Practice Exam                         | 5,585.20                | 19,963.50               | 375.36                 | 1,333.36                | 18,630.14              | 4,000.00                 |
| State Governance Committee                 | 6,782.55                | 9,804.93                | 11,375.76              | 9,910.08                | (105.15)               | 29,730.00                |
| HCBS Examinations                          | 25,252.25               | 35,529.21               | 23,351.07              | 29,350.16               | 6,179.05               | 88,050.00                |
| State Examinations                         | 13,962.07               | 25,715.41               | 37,477.05              | 33,921.00               | (8,205.59)             | 101,763.00               |
| NAB Verify                                 | 9,749.99                | 37,596.43               | 18,324.65              | 17,116.72               | 20,479.71              | 51,350.00                |
| HCBS Practice Exam                         | 90.65                   | 334.49                  | 1,540.31               | 1,533.36                | (1,198.87)             | 4,600.00                 |
| Certification Body Development             | 187.32                  | 211.28                  | 69.94                  | 101.72                  | 109.56                 | 305.00                   |
| Foundation                                 | 4,583.33                | 18,333.36               | 18,333.32              | 13,333.36               | 5,000.00               | 40,000.00                |
| <b>TOTAL PROGRAMS</b>                      | <b>278,832.73</b>       | <b>626,833.11</b>       | <b>589,364.38</b>      | <b>648,990.32</b>       | <b>(22,157.21)</b>     | <b>1,946,968.00</b>      |
| <b>SERVICES</b>                            |                         |                         |                        |                         |                        |                          |
| Web Site                                   | 4,187.52                | 14,074.28               | 11,180.93              | 17,459.08               | (3,384.80)             | 52,377.00                |
| Membership Services                        | 874.51                  | 2,021.11                | 7,742.92               | 6,365.00                | (4,343.89)             | 19,095.00                |
| Membership Database Maintenance            | 964.77                  | 3,255.26                | 2,087.40               | 2,053.36                | 1,201.90               | 6,160.00                 |
| <b>TOTAL SERVICES</b>                      | <b>6,026.80</b>         | <b>19,350.65</b>        | <b>21,011.25</b>       | <b>25,877.44</b>        | <b>(6,526.79)</b>      | <b>77,632.00</b>         |
| <b>RELATIONS</b>                           |                         |                         |                        |                         |                        |                          |
| National Government Relations              | 0.00                    | 0.00                    | 79.26                  | 0.00                    | 0.00                   | 0.00                     |
| Association Liaison                        | 0.50                    | 1,271.97                | 3,489.36               | 4,400.08                | (3,128.11)             | 13,200.00                |
| <b>TOTAL RELATIONS</b>                     | <b>0.50</b>             | <b>1,271.97</b>         | <b>3,568.62</b>        | <b>4,400.08</b>         | <b>(3,128.11)</b>      | <b>13,200.00</b>         |
| <b>PUBLICATIONS</b>                        |                         |                         |                        |                         |                        |                          |
| Newsletter                                 | 0.00                    | 0.00                    | 579.64                 | 0.00                    | 0.00                   | 0.00                     |
| Online Study Guide                         | 7,354.06                | 32,863.27               | 37,550.71              | 45,593.36               | (12,730.09)            | 136,780.00               |
| NHA Study Guide                            | 0.00                    | 0.00                    | 536.56                 | 0.00                    | 0.00                   | 0.00                     |
| General Publications                       | 1.39                    | 120.83                  | 834.15                 | 338.36                  | (217.53)               | 1,015.00                 |
| <b>TOTAL PUBLICATIONS</b>                  | <b>7,355.45</b>         | <b>32,984.10</b>        | <b>39,501.06</b>       | <b>45,931.72</b>        | <b>(12,947.62)</b>     | <b>137,795.00</b>        |
| <b>TOTAL EXPENSE</b>                       | <b>276,246.41</b>       | <b>999,603.30</b>       | <b>957,227.19</b>      | <b>1,048,593.48</b>     | <b>(48,990.18)</b>     | <b>3,506,375.00</b>      |
| EXCESS / (DEFICIT) BEFORE INVESTMENTS / RE | 16,382.19               | 180,409.05              | 107,876.83             | 42,448.48               | 137,960.57             | 109,550.00               |
| Investment Activity                        | (11,571.66)             | (52,528.31)             | 45,030.06              | 0.00                    | (52,528.31)            | 0.00                     |
| ALLOCATION TO RESERVES                     | (5,833.33)              | (23,333.36)             | (19,999.92)            | (23,333.36)             | 0.00                   | (70,000.00)              |

NAB Executive Committee Meeting Minutes  
November 13, 2024  
8:30 am – EST  
The DeSoto Hotel, Savannah, GA

**Attendees:**

Jennifer Johs-Artisensi, Chair (WI)  
Eric Hadley, Chair Elect (SC)  
Deborah Veley, Treasurer (OH)  
Z Thomas, Immediate Past Chair (OK)  
Amy Clary (NC)  
Sara Dent (CO)  
Michelle Grachek, President & CEO, NAB

Terry Holecek (OH)  
Randy Lindner, CEO Emeritus, NAB  
Lisa Longfellow, COO, NAB  
Randy Snyder (MN)  
Tom Syverson (ND)  
Jonathan Thomas (NC)  
Jennifer Yanez Pryor (VA)

**Call to Order:** Chair Jennifer Johs-Artisensi called the meeting to order at 8:45 am Eastern.

**Roll Call:** Not Present: Denise Boudreau (FL), Lisa Hahn (NC)

**Approval of Agenda:** Agenda was approved by general consent.

**Future Meetings Task Force Report:** Jennifer mentioned the work the Future Meetings Task Force has been covering, including updating guidelines and future meeting site criteria. The group will have recommendations to bring to the Executive Committee in February 2025.

**2024 – 2026 Strategic Plan:** Following the work in August 2024 using Fore Site Works, Jennifer and Michelle distilled the results to create the goals and objectives of the strategic plan. The plan was shared and discussion followed.

**Committee Reports**

**Member Relations and Outreach Committee:** Amy Clary said her committee will discuss previous goals that have been met, as well as the new strategic plan.

**Bylaws Committee:** Eric Hadley referred to changes in procedures, mainly to include the Tools and Resources Subcommittee. The Bylaws committee made a recommendation to accept the changes in the procedures. **A motion was made, seconded, and passed to accept the changes to the procedures.**

**Continuing Education Committee:** Terry Holecek made the report in Lisa Hahn's absence. The committee will review the strategic plan tomorrow, as well as present the first edits for the CE review policy and matrix. The updates would be used when reviewers meet for training in June 2025. Five certified CE applications will be reviewed by the committee. A discussion regarding the certified CE process will be covered.

**Education Committee:** Jennifer Yanez Pryor said that revisions to the accreditation handbook have been finalized and that there will be some discussion planned in the committee meeting. There was a site visitor training of 16 people, four of which were new, plus the Education Committee members so they could be fully informed when making decisions on accrediting programs. Six new site visitors will be trained. There are no programs to review. Accredited programs' annual reports will be finalized for the year.

**State Governance:** Sara Dent said the strategic plan and annual state survey results will be covered. Vice-Chair Corie Tillman Wolf will cover the bylaw items. The Tools & Resources Subcommittee will be introduced and HSE items will be covered by Tom Syverson.



**Credentialing Commission:** Tom Syverson mentioned the HSE status report in the binder and highlighted that New Mexico has indicated they will accept the HSE. The number of HSE qualified individuals stayed steady. The in-progress state list was discussed. Michigan is on the cusp of adopting the HSE. Tom has presented to ACHA members regarding the HSE and its benefits, and will be presenting to LeadingAge, in the hopes they can move the HSE forward with states that have yet to accept it. The CPAC group, within ACHA, is another group that will be targeted to help reach states. Tom discussed ideas to grow HSE applicants.

**Foundation of the NAB:** Z Thomas said there will be a NELS and Vision Centre update at the Foundation meeting today. Future projects and budget will be covered. Z will also be addressing the need to update bylaws for the Foundation. Z also asked if anyone was interested in serving on the Foundation board to contact him.

**Examination Committee:** Chair Jonathan Thomas asked Michelle to discuss an exam security issue. **A motion was made and seconded to move forward with web monitoring for one year. Motion passed.** Katrina Magdon reported on the work of the CORE committee. Trevor Davis reported for HCBS, Michael Coury for RCAL, and Jeff Markulik for NHA.

**Treasurer's Report:** Deb Veley presented the proposed budget for fiscal year 2025. The rise in costs was mentioned and Deb gave the basis for the upcoming budget.

**President & CEO Report:** Michelle Grachek reported that the transition from PSI to Pearson Vue is underway. Exams will be live on Pearson Vue's start on January 3, 2025. Michelle mention that the idea of handwritten thank you notes was brought to her attention and asked if there would be interest. There is continued discussion of helping write state exams, which would not happen until the new year. Finally, some states are asking for state specific contracts to be signed. Michelle will follow up with FARB to see if they have any suggestions of how to tackle these contracts.

**NAB Chair:** Jennifer Johs-Artisensi thanked everyone for attending.

**Consent agenda items: A motion was made, seconded, and passed to accept the consent agenda items listed in the binder.**

**Unfinished Business:** No unfinished business.

**New Business:** No new business.

**Adjournment:** Jennifer adjourned the meeting at 1:00 PM Eastern.

Meeting Minute Recorder: *Lisa Longfellow*

NAB Executive Committee Meeting Minutes  
February 20 - 21, 2025  
8:30am – 2:00 pm AST  
Renaissance Wind Creek Resort, Curacao

**Attendees:**

Jennifer Johs-Artisensi, Chair (WI)  
Eric Hadley, Chair-Elect (SC)  
Deborah Veley, Treasurer (OH)  
Denise Boudreau, Secretary (FL)  
Z Thomas, Past Chair (OK)  
Amy Clary (SC)

Sara Dent (CO)  
Michelle Grachek, President, NAB  
Terry Holecek (OH)  
Lisa Longfellow, COO, NAB  
Jonathan Thomas (NC)  
Jennifer Yañez Pryor (VA)

**Call to Order:** Chair Jennifer called the meeting to order at 8:50 AM EST.

**Roll call:** Not Present: Lisa Hahn, Tom Syverson

**Approval of Agenda:** Agenda was approved with changes to add a review of Bellarmine University under the Education Committee and to add an Executive Session to this and future meetings.

**2024 – 2026 Strategic Plan:**

The strategic plan will be reviewed during each committee's review.

**Member Relations and Outreach Committee:** Amy Clary shared that the committee talked about increasing meeting attendance, new members not knowing what to expect at meetings, plus what NAB is. It was suggested to hold the orientation prior to the meeting. Twenty-eight states were represented at the Mid-Year Meeting, and it was discussed how to encourage the other states to attend. It was also discussed how to connect with the Credentialing Commission, as well as to present to the state boards and the academic accreditation programs. Amy mentioned that a meeting app, by Whova, will be live for the Annual Meeting in June 2025. Member Relations committee members will test the site prior to the meeting. All the documents for the meeting will be hosted on the app. Bostrom's marketing team discussed hosting a podcast which could be found on Apple or other platforms. The Exec Committee discussed possible podcast topics such as how are exam questions created, how are domain weights decided, etc.

Jonathan suggested that the NAB Foundation could create a separation between the exam prep and study materials and the exam writers from NAB. Jonathan further suggested that we create practice exams based on the domains to help people that are weak in a certain domain area. The group decided to have a longer discussion in a future meeting about exam preparation.

**Bylaws Committee:** Eric shared that the committee had a second by-laws meeting. Exam disciplinary and appeals procedure was discussed. The NAB attorney suggested that the review panel consists of two state executives, three actively licensed administrators, and the CEO of NAB. The lawyer would also be on the call. All were in favor of approving the Examination Noncompliance Disciplinary and Appeals Procedure.

**Continuing Education Committee:** Terry Holecek reported that there were invites that went out to 10 NCERS reviewers and eight accepted. In June, training will take place prior to the annual meeting. The

group is putting together standards for the new trainers to encourage more consistency in program review.

**Education Committee:** Jennifer Yañez Pryor shared that Upper Iowa University had applied for academic accreditation. Several other universities have expressed interest in seeking accreditation. One concern from universities is the 1,000 hour internship requirement. The updated accreditation workbook will be posted on the website in February. A marketing email was sent to academic programs, which had successful open and click rates. Southern Adventist will not be renewing accreditation because of low enrollment. Bellarmine University has not been responsive regarding their annual report.

The Executive Committee discussed certification programs and decided to create a task force to consider establishing a mechanism for “approval” of senior living certificates.

**State Governance:** Sara Dent shared the committee discussed the NAB Foundation’s purpose and the engagement of states through the state survey. The committee asked for more information regarding a variety of topics such as easier access to information on the website and archiving expired programs.

The Executive Committee discussed the Test Exam Report (TAR). The next one will be posted for the Mid-Year meeting, after a full test cycle has been completed.

**Exam Committee:** Jonathan Thomas discussed reducing the reference list because some references have very few or no questions on the exam. An analysis of banked questions that are active was conducted. The exam committees are re-referencing questions, and a review of the references was also conducted. Jonathan shared about the transition to Pearson Vue from PSI. The Executive Committee voted to accept the new reference list which will be active on July 1, 2025.

**Future of Meetings Taskforce:**

The Executive Committee discussed the recommended changes to the travel guidelines. **There was a motion to fund vice chairs to attend the annual and mid-year meeting, with funding offered until Saturday. The travel policy updates were approved by the Executive Committee, including the increase of airline tickets from \$700 to \$800.** The Executive Committee reviewed the NAB Meeting Guidelines that are in the binder and discussed future meeting planning.

**Foundation Report:** Z Thomas shared that succession planning was discussed in the committee. The strategic plan for the Foundation will need to be updated.

**Treasurer’s Report:**

We are awaiting financials from PSI which are upholding the financial reports from Bostrom.

**President’s Report:** Michelle Grachek reviewed the feedback from the November 2024 meeting in Savannah. She discussed that NAB will employ a banking drop box; gave an update from CEAL; and the mentioned the new meetings app. She also reviewed site options for upcoming meetings.

**Credentialing Commission:** Michelle gave Tom Syverson’s report. The committee asked that a 50% discount on the RCAL & HCBS exams be offered for one year to anyone who has been approved to test for the HSE. The idea would be to encourage more people to complete the process to become an HSE. **A motion was made to offer the exam discount. The motion did not pass 3-2.** A proposal was also made to offer continuing education (CE) for the purchase and use of the NAB study guide, which would include CE for taking the RCAL & HCBS exams. Discussion ensued, including offering CEs for non-licensed

individuals and exam prep courses. The Executive Committee discussed State Governance and Credentialing Committees connecting about a plan to talk to states about their state exams.

**NAB Chair's Report:** Chair Jennifer Johs-Artensi thanked everyone for their openness to sharing. She opened a dialogue regarding de-regulation that NAB could face soon, including two prompts that she shared about the purpose for regulation.

**Consent items:** **A motion was made, seconded, and passed to approve the consent items.**

**Unfinished Business:** Michelle shared a brief review of the 2024 financials.

Meeting adjourned at 12:00 PM EST.



**BOARD OF GOVERNORS MEETING MINUTES**  
**Friday November 15, 2024, at 9:00 AM Eastern**  
**The DeSoto Hotel, Savannah, GA**

**Officers**

Z Thomas (OK), Immediate Past Chair  
Jennifer Johs-Artisensi (WI), Chair

Eric Hadley (SC), Chair Elect  
Deb Veley (OH), Treasurer

**NAB Staff:**

Michelle Grachek (DC), President & CEO  
Randy Lindner (DC), CEO Emeritus  
Lisa Longfellow (DC), COO  
Sara Dethloff (Chicago), Program Manager

Lila Horowitz (DC), Program Director  
Alexander Iula (DC), Meeting Manager  
Elizabeth Lollis (DC), Program Manager

**Voting Delegates:**

Felisha Alderson (DE)  
Ken Angel (FL)  
Don Backstrom (CO)  
Trent Banks (TX)  
Martha Bell (NC)  
Josh Bowman (IN)  
Linda Burrell (MD)  
Amy Fish (NE)  
Alexander Fisher (NH)  
Jolene Greene (NM)  
Stephen Jobe (MN)  
Peggy Krikava (ND)  
David Larson (WI)  
Floyd Long (NY)

Katrina Magdon (AL)  
David McKenzie (KY)  
April Mertens (MO)  
Cesley Metcalfe (ID)  
Carla Neiman (MT)  
Brittany Novotny (SD)  
Annette Schaper (SC)  
Michael Scharfenberger  
(OH)  
Shelbee Scrimo (WA)  
Douglas Sinclair (NV)  
Corie Tillman Wolf (VA)  
Joseph Townsend (LA)

**Guests:**

Stephanie Allred (TX)  
Mary Brinkley (OK)  
Edward Burton (SC)  
Timothy Bush (GA)  
Lauren Cecil (SC)  
Amy Clary (NC)  
Brad Coman (GA)  
Michael Coury (OH)  
Katie Davis (MN)  
Trevor Davis (KY)  
Jody DePriest (LA)  
Sarah Doctor-Greenwade (SC)

Edward Ebling (WA)  
Amber Freeberg (WA)  
Mitch Hartly (MT)  
Terry Holecek (OH)  
Melissa Holland (OK)  
Phil Jean (ME)  
Annette Kelley (VA)  
Lisa Kirby (VA)  
Keith Knapp (KY)  
Starann MacDonald-Lamier (AL)  
Jeff Markulik (FL)  
Margaret McConnell (NV)

Randy Reynolds (TN)  
Garth Rydland (ND)  
Jennifer See (OH)  
Susan Smith (OK)  
Randy Snyder (MN)  
Tom Syverson (SD)  
Jonathan Thomas (NC)  
Jennifer Wagner (OH)  
Christopher Widman (OH)  
Denise Wilson (OK)  
Jennifer Yanez Pryor (VA)

**Introduction and Welcome** – The NAB Board of Governors’ meeting was called to order at 9:00 AM Eastern by Chair Jennifer Johs-Artisensi. Guest introductions were made. A motion was made to dispense with the roll call. The motion was seconded and passed.

**Strategic Plan 2024 – 2026** – Jennifer referred to the Strategic Plan in the binder. **A motion was made and seconded to approve the strategic plan. Motion carried.**

**Member Relations and Outreach Committee** – Amy Clary reported for the Member Relations and Outreach Committee. Their focus was on the strategic plan and how they can move forward with the objectives in 2025.

**Bylaws Committee** – Eric Hadley reported that the committee will meet quarterly virtually before the regular meetings. He reminded everyone that all the vice chairs of the standing committee are the members of the Bylaws Committee. There were no action items.

**Continuing Education Committee** – Terry Holecek, reported as the vice-chair, and thanked committee members. They reviewed 5 certified CE provider applications and discussed improvements for the review process. **Motion to approve the following Certified CE providers: Association for Medication Education, My ALF Training, Alliant Health Solutions, and Healthcare Academy. No second was needed. Motion passed. Motion to deny Top Tier Companies as a Certified CE provider. Motion to deny passed.**

**Education Committee** – Jennifer Yanez Pryor briefed the room on the discussion held by the committee. No academic programs were up for accreditation. Next one will be in 2025. Several programs are interested to seek accreditation in the future. All academic programs’ annual reports were finalized except for one which will be concluded soon. The Academic Accreditation Workbook edits were discussed. There was a change in language to refer to facilities as communities which is in align with industry standards. A glossary of terms will be added to the workbook and finished in the next few months. The discussion on virtual meetings being recorded is going to be tabled to see what the NAB Executive Committee decides for an overall recording policy etiquette.

**State Governance and Regulatory Issues Committee** – Vice-chair Corie Tillman-Wolf reported that there were no action items. Discussion on the need for the Tools & Resources subcommittee, feedback on the Foundation, and a review of the annual state survey were covered, as well as Tom Syverson reporting on the Credentialing Commission’s work. Work on the strategic plan and to advance adoption of HSE were covered. The need to expand representation at our board meetings will also be addressed this term.

**Credentialing Commission** – Tom Syverson reported that we now have 29 states. He recognized outgoing co-chairs, Margaret McConnell and Randy Snyder, plus Randy Lindner. Tom also recognized current commissioners, Phil Jean, Terry Holecek, Star Lamier, who were present. He referred to the HSE report in the binder and the work in progress by the states accepting the HSE. The latest NAB “Leading The Way” podcast with Michelle & Sarah Doctor-Greenwade on South Carolina’s efforts to adopt the HSE was mentioned.

**Examination Committees** – Jonathan Thomas spoke on work of the exam committee and recognized the item writers who were present. He spoke on the recent work with Pearson Vue and a visit the subcommittee chairs experienced last month. He also mentioned the work done in this meeting and in preparation for the February meeting.

**Foundation of the NAB** – Z Thomas spoke about the trustee meeting on Wednesday. A report by the Vision Centre was made. He also said they will be highlighting the work of the Foundation in the future. In the future, the strategic plan will be updated and Z mentioned the Foundation will be taking a more active role in research needs.

**Treasurer's Report** – Deb Veley referred to the proposed budget for fiscal year of 2025. She told about the rise in meeting costs. The 2025 budget is based on the last year, and the current statements of this year so far. She summarized the changes from the 2024 budget and projected differences. Deb noted that there is an expected increase in revenue from NAB Study Guide, NCERS, and exam program. Expenses to note were an increase in NAB Meetings' and Programs' costs. An approximate 6% increase from 2024. A proposal was made to allocate excess in the operation budget, with 50% donated to the NAB Foundation, 20% to be allocated the General Reserve Fund, 20% to NAB exam security fund, 10% to Professional Practice Analysis funds. **A motion was made and seconded to approve the 2025 budget. The Board of Governors approved the motion. A motion to approve the excess fund allocation was made and seconded. Motion carried. A motion to approve expenditures for use in the reserve funds for the professional practice analysis in July 2025 was made, seconded and carried.**

Michelle reported on an exam security breach and recommended that web monitoring be implemented for at least a year. The binder contains details on how web monitoring will be conducted. **Deb asked for approval to fund security monitoring by Pearson Vue. The motion carries.**

**A recommended adjustment was presented to increase exam fees which would go into effect on 2/1/25, as listed in the proposed rate sheet. Motion carried.**

**President & CEO's Report** – Michelle Grachek was excited with the changes coming in 2025 with Pearson Vue for the delivery of NAB exams. She reviewed the exam outage dates for the transition from the previous supplier at the end of this year. She mentioned military base testing in the future would be available with Pearson Vue.

**Chair's Report** – Jennifer said she was energized by the new chairs, vice-chairs, exam item writers, and others in the room as an opportunity to build for the future. She also nodded to the missing colleagues and that NAB is a family. She recognized Randy Lindner for his leadership over the last 29 years. He will still be helping in the background with the HSE. The Innovations Through Conversations session was new and she said there were impressive ideas shared.

**Consent Agenda** - The consent agenda items listed in the binder were presented to be approved. **A motion was made and seconded to approve the consent agenda as presented. Motion passed.**

**Unfinished Business** – There was none.

**New Business** – None was noted.

Meeting adjourned at 9:46 AM Eastern.

Meeting Minute Recorder: *Lisa Longfellow*