

Memoranda of the
Certified Health Care Professions Commission

Friday, December 19, 2025 at 12:00 PM

Indiana Government Center
Conference Center, Conference Room C
402 West Washington Street
Indianapolis, Indiana, 46204

Commission Members Present In-Person:

Shannon Harris, Nurse Aide/ Qualified Medication Aide/ Home Health Aide
James Sizemore, Nurse Aide/ Qualified Medication Aide/ Home Health Aide
Kelly Parker, Registered Nurse
Janet Terrill, Registered Nurse
Rebecca Bartle, Registered Nurse with Experience Training Nurse Aides
Jill Dirbas, Health Facility Administrator
Kylee Stephenson, Consumer Member

Commission Members Present Virtually:

None

Commission Members Absent:

None

Indiana Department of Health (IDOH) Staff Present:

Jessica Krug, Assistant Commissioner of Consumer Services & Health Care Regulation
Nicole Tipton, Division Director of Program Performance & Development
Sara Caudell, Nurse Aide Training Supervisor
Arron Caquelin, Nurse Aide Training Surveyor

1. Call to Order and Establishment of Quorum

Meeting commenced at 12:00 PM by chairman, Rebecca Bartle.

James Sizemore, Kelly Parker, Janet Terrill, Rebecca Bartle, Shannon Harris, Jill Dirbas and Kylee Stephenson were present in person to establish a quorum.

2. Adoption of the Agenda

A motion was made by James Sizemore and seconded by Kelly Parker to approve the adoption the agenda as presented. Motion passed 7-0.

3. Adoption of the Memoranda

A motion was made by James Sizemore and seconded by Jill Dirbas to approve adoption of the memoranda as presented. Motion passed 7-0.

4. Executive Session

The commission met in Executive Session from 11:30-12:00 to discuss a current appeal. The commission met in Executive Session to discuss confidential medical records and privileged attorney-client communications, in compliance with IC 5-14-1.5-6.1(b)(7) and (b)(19). The discussion did not deviate from the topic of discussion set forth in the public notice.

On a motion by James Sizemore, seconded by Shannon Harris, the commission voted to permit a settlement request. Motion passed 7-0.

5. Personal Appearances for Additional Testing Attempts

a. Aaliyah Lewis

Ms. Lewis was present for discussion regarding a request for an additional testing attempt. On a motion by James Sizemore, seconded by Janet Terril, the commission voted to approve an additional testing attempt. Motion passes 7-0.

b. Brooklyn Jackson

Ms. Jackson was not present, and therefore her request for additional testing was not discussed.

6. Investigations for Commission Review

- a.** In the Matter of the Certification of Avante Smith, HHA2405898, a motion for a *finding* of Neglect was made by Shannon Harris and seconded by James Sizemore. Motion passed 7-0.
- b.** In the Matter of the Certification of Karlene Tylon, HHA2403542, a motion for a *finding* of Neglect was made by Kelly Parker and seconded by Janet Terrill. Motion passed 7-0.
- c.** In the Matter of the Certification of Erica Mobley, CNA1900852, a motion for a *no finding* of Abuse was made by Shannon Harris and seconded by Kylee Stephenson. Motion passed 7-0.
- d.** In the Matter of the Certification of Patricia Rockmore, CNA1106718, a motion for a *finding* of Misappropriation was made by James Sizemore and seconded by Jill Dirbas. Motion passed 7-0.
- e.** In the Matter of the Certification of Cleveatha Lloyd, QMA2200268, CNA0807462, and HHA0400269, a motion for a *finding* of Abuse was made by James Sizemore and seconded by Kelly Parker. Motion passed 7-0.

7. Sub-Committee Reports

a. HHA Training Curriculum & Process

Kelly Parker and Jill Dirbas shared no updates. Plans to begin meeting in the new year.

b. 473 Deep Dive

Becky Bartle shared that personal reviews have begun and they will begin sharing what they've found. Planning a report in the new year.

c. Testing

Janet Terrill shared that she and Shannon Harris have been reaching out to training programs to gauge issues. Nicole Tipton shared with the commission that Ivy Tech Community College will be at the January meeting to discuss testing. She urged members to submit any questions that may require research or data be submitted to Becky Bartle prior to the January meeting.

d. Inservice Audits

No formal meetings have occurred. During this time a discussion was had between members to brainstorm ideas. Kylee Stephenson joined the subcommittee.

8. Old Business

- a.** Jan Kulik and Shannon Ford Fiest from the Home & Community Based Care division at IDOH were present to discuss Dementia Training programs and approvals. A review of the IDOH process for Approval of Dementia Training for Home Health was reviewed and discussed. On a motion by James

Sizemore, seconded by Janet Terril, the IDOH process for Approval of Dementia Training for Home Health was approved as presented. Motion passed 7-0.

- b. A drafted state form for a request for CNA to QMA waiver for 1000 hours was presented. No corrections were noted for the state form. The commission requested that IDOH draft a process for these approvals and present at a future meeting.

9. New Business

- a. A request for clarification for a definition of the competency evaluation was tabled until after Ivy Tech Community College appeared for a discussion in January 2026.
- b. A request for definition of the number of attempts permitted for insulin testing was tabled until after Ivy Tech Community College appeared for a discussion in January 2026.
- c. The proposed revisions to State Form 629 were reviewed. No recommended revisions were noted.
- d. The current HHA Tube Feeding Curriculum was reviewed and discussed. On a motion by James Sizemore, seconded by Janet Terrill, the HHA Tube Feeding Curriculum was approved as presented. Motion passed 7-0.
- e. The current IDOH Process for HHA Application & Registration was reviewed and discussed. On a motion by James Sizemore, seconded by Jill Dirbas, the HHA Application & Registration process was approved as presented. Motion passed 7-0.
- f. A discussion surrounding Emergency Order finding placement was conducted. On a motion by Becky Bartle, seconded by Kelly Parker, the commission voted to allow standing authority to IDOH to place a finding on the registry without prior commission approval for investigations determined to require an Emergency Order. Additionally, IDOH must include, at the next available meeting of the commission, a review of the Emergency Order. Motion passed 7-0.

10. Adjournment

A motion was made by Shannon Harris and seconded by James Sizemore adjourn the meeting. Motion passed 7-0.