



# Oregon

Theodore R. Kulongoski, Governor

Board of Examiners of Nursing Home Administrators

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## July 14, 2004 Quarterly Meeting

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### MINUTES

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#### Convened

The meeting convened at 8:35 a.m. in room 445 of the State Office Building.

#### Board Members Present

Misti Wittenberg, NHA, Chair; Rob Hays, NHA, Vice Chair; Anita Schacher, NHA; Jim Bagley, Public Member; Dolores Hubert, Public Member; Raissa Moore, Public Member; Ronald Gilson, M.D.; Margaret Clark, RN; George Gerding, R.Ph.

#### Others Present

Janet Bartel, Executive Officer; Carol Parks, Asst. AG

#### Introduction and Welcome to New Board Members

The Board welcomed new members Ronald Gilson, M.D. (Eugene) and Anita Schacher, NHA (Gearhart). The new members shared their educational and professional background and their interest in geriatrics.

#### Approval of July 14, 2004 Agenda

**Action:** Jim Bagley moved to accept the agenda as submitted. Raissa Moore seconded and the motion passed unanimously.

#### Approval of April 14, 2004 Minutes

**Action:** Raissa Moore moved to accept the April 14, 2004 minutes as submitted. Margaret Clark seconded and the motion passed unanimously.

#### Ratification of New Licenses

Licenses Issued From April 1, 2004 To June 30, 2004:

<b>LICENSEE NAME</b>	<b>LIC. NO.</b>	<b>LIC. TYPE</b>	<b>ISSUE DATE</b>
Burke, Patrick D.	590	Provisional	5/27/2004
DeBruin, Chad	592	Provisional	6/8/2004
Pantovich, Jeremy D.	2349	NHA	6/17/2004
Parry, Kathleen A.	589	Provisional	5/21/2004
Prevosto, Warren J.	2348	NHA	5/26/2004
Vanderpool, Jodi L.	2347	NHA	5/13/2004
Vanzant, Kari A.	588	Provisional	5/20/2004

### **Executive Session Convened**

Public session was closed and executive session convened at 8:50 a.m. to discuss the following:

- Case NHA-17-00
- Complaint NHA-05-04
- Complaint NHA-06-04
- Complaint NHA-07-04
- License renewal – DUII conviction

Executive session was closed at 9:30 a.m. and public session reconvened at 9:31 a.m.

### **Mid-Way Interviews**

**Action:** Mid-ways approved with the following recommendations:

#### **Brian Hart – South Hills Rehab. Center**

- Become knowledgeable about consultant pharmacy role
- Become knowledgeable about psychotropic drugs and effect on geriatric population
- Become knowledgeable about the following services:
  - Nursing
  - Pharmacy
  - Human Resources
  - Medical records
- Increase knowledge about Medicare and Medicaid process and forms
- Increase financial knowledge (e.g., billing, collections, review of financial forms)
- Visit a not-for-profit and for-profit nursing facility

#### **Amanda Pearlman – Molalla Manor Care Center**

- Participate in CNA training class of 40 hours or comparable review of training materials and shadow a CNA for at least 40 hours
- Become knowledgeable about consultant pharmacy role
- Become knowledgeable about the following services:
  - Nursing (shadow RCM)
  - Activities
  - Pharmacy
  - Dietary
  - Human Resources
- Increase knowledge about Medicare and Medicaid process and forms
- Increase financial knowledge (e.g., billing, collections, review of financial forms-AR)
- Visit a not-for-profit and for-profit nursing facility
- Be involved in mock survey or visit another facility to participate in survey
- Meet with local ombudsman and learn more about program

#### **Marsha Shufflin – Evergreen Windsor Health & Rehab. Center**

- Participate in CNA training class of 40 hours or comparable review of training materials and shadow a CNA for at least 40 hours
- Become knowledgeable about consultant pharmacy role

- Become knowledgeable about the following services:
  - Nursing (shadow RCM)
- Increase knowledge about Medicare and Medicaid process and forms
- Increase financial knowledge (e.g., billing collections, review of financial forms)
- Visit a not-for-profit and for-profit nursing facility
- Be involved in mock survey or visit another facility to participate in survey
- Meet with local ombudsman and learn more about program

**Shannon Struthers-Smith** – Oregon City Health and Rehab.

- Participate in CNA training class of 40 hours or comparable review of training materials and shadow a CNA for at least 40 hours
- Become knowledgeable about consultant pharmacy role
- Become knowledgeable about psychotropic drugs and effect on geriatric population
- Become knowledgeable about the following services:
  - Nursing
  - Pharmacy
  - Dietary (special diets)
  - Rehab
  - Human Resources
  - Medical records
- Visit a not-for-profit and for-profit nursing facility
- Be involved in mock survey or visit another facility to participate in survey (participate in the Plan of Correction)
- Meet with local ombudsman and learn more about program

**Veronica Sheffield** – Marian Estates

- Become knowledgeable about the following services:
  - Pharmacy
  - Dietary
  - Ombudsman
- Visit a not-for-profit nursing facility
- Review LTC rules, interpretive guidelines and compare to facility procedures

**Mark Henrikson** – South Hills Rehab. Center

- Become knowledgeable about Medical records
- Increase knowledge about Medicare and Medicaid process and forms
- Increase financial knowledge (e.g., billing, collections, review of financial forms)
- Visit a not-for-profit and for-profit nursing facility
- Be involved in mock survey or visit another facility to participate in survey

**Final Interviews (Exam Candidates)**

**Action:** The following candidates were interviewed and approved for the NAB and State NHA examinations:

1. **Kevin McNamara** – Corvallis Manor Nursing Home & Rehab.
2. **Stephanie Streety** – South Hills Rehab. Center
3. **Alcyon Moschogianis** – Rosehaven Nursing Center
4. **Theresa Shipley-Klein** – Umpqua Valley Nursing & Rehab. Center

5. Beth **Nolan**, Rogue Valley Manor

**Elizabeth Miles – Consideration of AIT/Licensure Petition**

The board considered Elizabeth Miles' petition to waive the educational requirement for the AIT program and licensure based on her experience and background. Ms. Miles cites financial reasons as a barrier to completing her Bachelor's degree. During discussion, the board agreed that the degree requirement could not be waived for one individual without offering the same consideration to others. The board recommended that Ms. Miles pursue grants, scholarships and the tuition reimbursement program through Life Care Centers as a financial avenue to complete her Bachelor's degree. The board expressed sympathy to Ms. Miles' dilemma and agreed that she seems like an excellent candidate to become an administrator.

**Action:** Jim Bagley moved to deny Elizabeth Miles' petition to waive the educational requirement for the AIT program and licensure. George Gerding seconded and the motion passed unanimously.

**Endorsement Applications**

1. **David L. Looper** – Reconsideration of Endorsement Application

David Looper's endorsement application was previously approved at the April 14, 2004 meeting; the approval was contingent on a clear disciplinary history. A licensure verification report produced a disciplinary action set forth in August 2000 by the state of Washington. The conditions and requirements in the August 2000 Washington order were satisfied in August 2002, and Mr. Looper's Washington license is current and in good standing.

During discussion, the board agreed to conduct a telephone interview with Mr. Looper in order to provide him the opportunity to represent himself and respond to board members' questions. During the interview, Mr. Looper indicated that he did not agree with Washington's findings; however, at the time, he could not afford to secure the services of an attorney. He expressed regret that he did not hire an attorney to fight the proposed action and indicated that he did not realize the future ramifications of his decision. The board considered the favorable employer recommendations received and Mr. Looper's affinity with the residents of the Oregon Veterans' Home in that he is also a veteran. It was noted that Mr. Looper has a reputation for taking a dysfunctional nursing home to a functional status, which explained his frequent movement within the industry. The board further considered his timely and forthright responses to requests for information.

**Action:** Jim Bagley moved to approve Mr. Looper's endorsement application. George Gerding seconded and the motion passed with Dolores Hubert abstaining.

2. **Kathleen A. Parry**

3. **Ronald Petersen** – Consideration of Initial License Application

4. **Kari A Vanzant**

**Action:** Misti Wittenberg moved to approve the endorsement applications and Mr. Petersen's license application. Dolores Hubert seconded and the motion passed unanimously.

**Annual Expenditures Review (FY 2004) & Financial Transaction Delegation**

The board reviewed and approved the Financial Transaction Delegation and Annual Expenditures for fiscal year 2004. The board expressed dismay at the accounting reports provided.

### **2005 Board Meeting Dates**

The board considered the following proposed 2005 quarterly meeting dates.

- **January 12**
- **April 13**
- **July 13**
- **October 12**

**Action:** Jim Bagley moved to approve the proposed 2005 meeting dates. Margaret Clark seconded and the motion passed unanimously.

### **New Business – NAB Annual Meeting Authorization to Vote**

The board noted that John Hogan was designated to represent the board at the National Association of Boards of Examiners of Long Term Care Administrators Board of Governors meeting on June 18, 2004 in New York. Mr. Hogan has fulfilled this duty in the past in the absence of a board member representative.

### **New Business – Legislative Concept: Shared Client Services**

Janet Bartel explained the cost versus benefit of using Shared Client Services rather than the Department of Human Services. The legislative concept provides a number of Health-Related Licensing Boards the option of choosing the provider of accounting, cashiering and payroll services. During discussion, Ms. Bartel presented her idea to perform the cashiering functions in-house in order to offset some of the costs of moving to Shared Client Services. She believed that she could perform the additional cashiering duties only if her present workload were lightened. She proposed moving from the existing practice of verifying 100% of licensees' continuing education to a self-reporting method. Licensees would track and report their continuing education hours and the board would audit a percentage for compliance.

**Action:** Misti Wittenberg moved to support the Shared Client Services legislative concept. Jim Bagley seconded and the motion passed unanimously.

**Action:** Anita Schacher moved to change the board's current practice of verifying 100% of CE to a self-reporting method with a 5% audit rate. Margaret Clark seconded and the motion passed unanimously.

### **New Business – Office Space Assignment**

Janet Bartel provided the background for the board's forthcoming move. She explained that the move is to accommodate the Nursing Board's need for contiguous space. Initially, DAS Facilities proposed moving the boards in suite 407 to the first floor of the building; however, most of the Health-Related Licensing Boards' Executive Officers disagreed with this proposal for various reasons. A number of the Executive Officers attended DAS Facilities' Space Allocation Committee Meeting in Salem where they expressed their objections to the proposed move. Following the meeting, the board received notification that the boards in suite 407 will be moved to the area presently occupied by the Pharmacy Board. The Pharmacy Board will move to the vacant space on the first floor and the Board of Nursing will assume most of the space in suite 407. DAS Facilities has indicated that they will work with the boards in suite 407 to develop a mutually acceptable floor plan for the Pharmacy Board's space. Since the move primarily accommodates the Board of Nursing's increased space needs, they have agreed to pay the boards' moving costs. The board inquired if there were an appellate process available to the boards. Ms. Bartel explained that the

boards are contemplating utilizing the services of legal counsel to fight DAS Facilities decision. The board expressed its support to Ms. Bartel if she elected to join with the boards opposing the decision.

**New Business – Performance Measure Review**

Janet Bartel stated that she has reviewed the board's existing performance measures and she recommended modifying the measures to better reflect what the board does. She proposed implementing modifications that focus on the board's mission and activities rather than lofty ideas. She emphasized that the board should establish measures that have an identifiable and measurable outcome or output.

**Action:** Misti Wittenberg moved to approve Ms. Bartel's proposed recommendations for modifications to the board's existing performance measures. Margaret Clark seconded and the motion passed unanimously.

**Adjournment**

The meeting adjourned at 2:15 p.m. The next quarterly meeting is scheduled for Wednesday, October 13, 2004 at 8:30 a.m. in room 445 of the State Office Building.

Respectfully Submitted:

Janet Bartel, Executive Officer