



July 12, 2006, Quarterly Meeting

MINUTES

Convened

The meeting convened at 8:30 a.m. in room 445 of the Portland State Office Building.

Members Present

Rob Hays, NHA, Chair; Anita Schacher, NHA, Vice Chair; Jim Bagley, Public Member; Margaret Clark, Public Member; Larry Davy, NHA; Kathleen Elias, RN; George Gerding, R.Ph; Ronald Gilson, MD; Dolores Hubert, Public Member

Members Absent

None

Others Present

Janet Bartel, Executive Director, BENHA; Carol Parks, AAG, DOJ; Margaret Carley, Deputy Director/Legal Counsel, OHCA

Adoption of July 12, 2006, Agenda

Action: Dolores Hubert moved to accept the agenda as submitted. Jim Bagley seconded and the motion passed unanimously.

Approval of April 12, 2006, Minutes

Action: Jim Bagley moved to approve the April 12, 2006, minutes as submitted. Larry Davy seconded and the motion passed with Margaret Clark abstaining.

Ratification of New Licenses

Action: Jim Bagley moved to ratify the following licenses as issued. Kathleen Elias seconded and the motion passed unanimously.

Licenses Issued From April 2006 To June 2006

<u>LICENSEE NAME</u>	<u>LIC. NO.</u>	<u>LIC. TYPE</u>	<u>ISSUE DATE</u>
Brockway, Gail	649	Provisional	05/17/2006
Dawson, Nathaniel	646	Provisional	04/26/2006
DeJardin, Thomas	647	Provisional	05/15/2006
Delamarter, Elizabeth	650	Provisional	05/31/2006
Lloyd Jr., Charles	2408	NHA	06/20/2006
Payn, Thomas	2407	NHA	05/01/2006
Rees, Colleen	2406	NHA	04/25/2006

Sinclair, Charles	645	Provisional	04/04/2006
Tolman, Jeremiah	2405	NHA	04/10/2006
Trembath, Corey	651	Provisional	6/23/2006
Walker, Karen	648	Provisional	05/17/2006

Administrative Rulemaking Hearing: OAR 853-010-0010; 0015; 0060

Public session was closed and the administrative rulemaking hearing convened at 9:00 a.m. in the matter of OAR 853-010-0010, 853-010-0015, and 853-010-0060. Margaret Carley, Deputy Director/Legal Counsel of Oregon Health Care Association attended. The board considered Carley's June 22, 2006, written comments and the hearing was closed at 9:05 a.m. with no oral comments submitted.

Action: Margaret Clark moved to accept the proposed rule amendments as submitted by the Rules Advisory Committee. Kathleen Elias seconded and the motion passed unanimously.

The board thanked Carley for her participation and contributions to the AIT rulemaking process.

Mid-Way Interviews

Action: Mid-way interview candidates were approved with the following recommendations:

Rebecca Conrad (Hart) – Hillside Heights 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 (try to include a tour of the pharmacy)
 - Rehab
 - Medical Records
- Become knowledgeable about role and function of medical director
- Increase knowledge about gerontology
- Be involved in mock survey or visit another facility to participate in survey and Plan of Correction process
- Continue to review LTC rules, interpretive guidelines and compare to facility procedures
- Meet with local ombudsman and learn more about program

Nicole Easley – Marquis Care at Oregon City

- Participate in CNA training class or review training materials for 40 hours and shadow a nurse for 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 (learn more about QA and QI)
 - Activities (try to lead an activity)
 - Pharmacy (try to include a tour of the pharmacy)
 - Dietary - sample the food textures (i.e., puree, thickened water, etc.)
 - Rehab

- Medical Records
- Increase financial knowledge (i.e., billing, collections, review of financial forms, etc.)
- Review LTC rules, interpretive guidelines and compare to facility procedures
- Try to spend a night in the facility to gain a better understanding of the residents' perspective

Tricia Grant – Wallowa Valley Care Center

- Become more knowledgeable about Human Resources
- Increase knowledge about Medicare and Medicaid process and forms
- Increase financial knowledge (i.e., billing, collections, review of financial forms, etc.)
- Visit for-profit nursing facility
- Arrange to meet the local ombudsman
- Continue to review LTC rules, interpretive guidelines and compare to facility procedures

Kandis Hanson – Sherwood Park Nursing & Rehab Center

- Participate in CNA training class or review training materials for 40 hours and shadow a nurse for 40 hours (complete training)
- Become knowledgeable about consultant pharmacy role
- Become knowledgeable about psychotropic drugs and effect on geriatric population
- Become knowledgeable about the following services:
 - Pharmacy (try to include a tour of the pharmacy)
 - Dietary - sample the food textures (i.e., puree, thickened water, etc.)
 - Human Resources (learn more about BOLI)
 - Medical Records
- Increase knowledge about Medicare process and forms
- Increase knowledge about Medicaid process and forms
- Increase financial knowledge (i.e., billing, collections, review of financial forms, etc.)
- Be involved in a mock survey or visit another facility to participate in survey
- Continue to review LTC rules, interpretive guidelines and compare to facility procedures
- Try to spend a night in the facility to gain a better understanding of the residents' perspective
- Increase knowledge of the culture change--person centered care--movement (www.pioneernetwork.net)

Julie Phelps – Sheridan Care Center

- Participate in CNA training class or review training materials for 40 hours and shadow a nurse for 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
 - Activities (try to lead an activity)
 - Pharmacy (try to include a tour of the pharmacy)
 - Human Resources
 - Medical Records
- Become knowledgeable about role and function of medical director (learn about F-501 Tag)
- Increase knowledge about Medicare process and forms
- Increase financial knowledge (i.e., billing, collections, review of financial forms, etc.)

- Visit facility(ies) certified for Medicare
- Visit not-for-profit nursing facility
- Continue to review LTC rules, interpretive guidelines and compare to facility procedures
- Try to spend a night in the facility to gain a better understanding of the residents' perspective
- Increase knowledge of the culture change--person centered care--movement (www.pioneernetwork.net)

Dustin Mitchell – Marquis Care at Centennial

- Become knowledgeable about the following services:
 - Nursing
 - Dietary - sample the food textures (i.e., puree, thickened water, etc.)
 - Rehab
 - Human Resources
 - Medical Records
- Increase financial knowledge (i.e., billing, collections, review of financial forms, etc.)
- Visit not-for-profit nursing facility
- Be involved in mock survey or visit another facility to participate in survey and Plan of Correction process
- Continue to review LTC rules, interpretive guidelines and compare to facility procedures
- Try to spend a night in the facility to gain a better understanding of the residents' perspective
- Increase knowledge about disaster planning and preparedness
- Increase knowledge of the culture change--person centered care--movement (www.pioneernetwork.net)

Christine Prather – Highland House Nursing & Rehab

- Become knowledgeable about consultant pharmacy role
- Become knowledgeable about psychotropic drugs and effect on geriatric population
- Become knowledgeable about the following services:
 - Nursing
 - Pharmacy (try to include a tour of the pharmacy)
 - Rehab
 - Medical Records
- Become knowledgeable about role and function of medical director (learn about the F-501 Tag)
- Increase knowledge about Medicare process and forms
- Increase knowledge about Medicaid process and forms
- Continue to increase financial knowledge (i.e., billing, collections, review of financial forms, etc.)
- Try to spend a night in the facility to gain a better understanding of the residents' perspective

Valerie Van Buren – Mary's Woods at Marylhurst

- Become knowledgeable about consultant pharmacy role
- Become knowledgeable about psychotropic drugs and effect on geriatric population
- Become knowledgeable about the following services:
 - Nursing
 - Activities (try to lead an activity)

- Social Services
- Pharmacy (try to include a tour of the pharmacy)
- Dental/Vision
- Rehab
- Become knowledgeable about role and function of medical director (learn about F-Tag 501)
- Increase knowledge about Medicare process and forms
- Increase knowledge about Medicaid process and forms
- Increase financial knowledge (i.e., billing, collections, review of financial forms, etc.)
- Be involved in mock survey or visit another facility to participate in survey and Plan of Correction process
- Review LTC rules, interpretive guidelines and compare to facility procedures
- Try to spend a night in the facility to gain a better understanding of the residents' perspective
- Increase knowledge about disaster planning and preparedness
- Increase knowledge of the culture change--person centered care--movement (www.pioneernetwork.net)

Discussion: The board discussed extended training programs (part-time, etc.) and the practice of pulling AITs from rotations to gain first-hand experience in issues within the facility. Kathleen Elias commented that frequently the AIT will feel like they are hopping around when shadowing the preceptor as they deal with issues between departments. Dolores Hubert believed that the AIT should be allowed to fully experience the time that they are in a rotation so they receive optimal training from the rotation. Larry Davy noted that individual learning styles are also an important consideration and described two basic types of learning styles: one where you do everything at once and move on and the other where you focus on one area, master it, and move on to the next. The board agreed to continue monitoring the outcome of the extended programs to identify and address potential consequences of staggered and interrupted training methods.

Executive Session Convened

Public session was closed and executive session convened at 12:40 p.m. to discuss Reinstatement Application (NHA-02-07).

Executive session was closed at 1:30 p.m. and public session reconvened at 1:31 p.m.

Reinstatement Applications

- **Elizabeth Delamarter**, Molalla Manor

Action: George Gerding moved to approve the reinstatement application. Jim Bagley seconded and the motion passed unanimously.

- **Suzanne Sveen**, Grandview Rehab & Specialty Care

Action: Ronald Gilson moved to deny the reinstatement application. Dolores Hubert seconded and the motion passed unanimously.

Final Interviews (Exam Candidates)

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

- **Louise Coe Hake** – Eugene Rehab & Specialty Care
- **Anthony Knippers** – Green Valley Rehab Health Center
- **Jaron Sue** – Marquis Care at Wilsonville
- **John Wakeman** – Clatsop Care Center

AIT Petitions

- **Christine Prather**, Highland House Nursing & Rehab Center

The board considered Prather's petition to waive 240 hours of the AIT program due to her education and work experience.

Action: Ronald Gilson moved to waive 240 hours of the AIT program. Kathleen Elias seconded and the motion passed unanimously.

- **Cathy Walter**, Hillside Residence

The board considered Walters' petition for an offsite preceptor—Karen Stahlecker, NHA, Willamette View—with direct supervision provided by retired licensee Thomas DeJardin who is employed under a provisional license. DeJardin was previously licensed in Oregon from 1980 until 2001 during which time he served as a preceptor for numerous AIT programs.

Action: Anita Schacher moved to authorize Karen Stahlecker to act as offsite preceptor with DeJardin providing direct supervision within the facility. Margaret Clark seconded and the motion passed unanimously.

Preceptor Petitions

- **Gordon Ensley**, Lake District Hospital & LTC Facility

The board considered Ensley's petition to precept two AITs in a facility with fewer than 100 beds. Ensley's petition letter cites the qualifications of the AIT candidates and his prior background as a mentor/educator as considerations to support his request.

Action: George Gerding moved to authorize Gordon Ensley to simultaneously precept the two AIT candidates. Jim Bagley seconded and the motion passed unanimously.

- **Stacy Jones**, Rose Haven Nursing Center

The board considered Jones' petition to waive the three-year license requirement due to her background and experience and the lack of a preceptor in Douglas County.

Action: George Gerding moved to approve Jones' petition to waive the few remaining months needed to satisfy the three-year license requirement. Jim Bagley seconded and the motion passed with Rob Hays abstaining.

Endorsement Applications

- **Ralph Allen, Jr.**, Life Care Centers of America

Action: Ronald Gilson moved to approve the endorsement application. Margaret Clark seconded and the motion passed with Anita Schacher abstaining.

- **James Anderson**, Evergreen Healthcare

Action: Ronald Gilson moved to approve the endorsement application. Margaret Clark seconded and the motion passed unanimously.

Annual Expenditures Review (FY 2006) & Financial Transaction Delegation

The board reviewed the annual expenditures report for FY 2006 and agreed to continue the existing delegation authority into 2007 with Bartel, Hays, and Clark authorized to approve

disbursement of funds for fiscal transactions. Hays explained that Clark's close proximity to the board office provides her the opportunity to authorize disbursements in the absence of Bartel and himself.

Action: Margaret Clark moved to approve the proposed FY 2007 Signature Authorization. Kathleen Elias seconded and the motion passed unanimously.

Supplemental Internal Accounting Controls

Bartel reminded the board of the recent financial disparities involving the administrator of the Landscape Architect Board. She referred to the packet memo explaining the board's existing internal accounting controls and expressed her desire for more oversight and involvement of the members given that she is the board's sole employee. During discussion, the board agreed there needed to be additional safeguards incorporated into the existing policies.

Action: The board directed Bartel to prepare a Supplemental Internal Controls Policy for consideration at the October meeting.

New Business – 2007 Board Meeting Dates

Action: Dolores Hubert moved to approve the proposed 2007 quarterly meeting dates. Margaret Clark seconded and the motion passed unanimously. The board will meet on the following dates in 2007:

- January 10
- April 11
- July 11
- October 10

New Business – Report on NAB 2006 Annual Meeting

Elias reported on her attendance at the NAB Annual Meeting held June 7-9, 2006, in San Diego, California. She expressed the belief that a board representative should attend at least one meeting annually and that members should consider the opportunity to serve on a NAB subcommittee to further increase board participation at the national level. Bartel reminded the board that the NAB annual dues cover the meeting registration of one representative for either the annual or mid-year meeting, which is intended to be an incentive to increase member boards' participation. During discussion, the board thanked Elias for her report and agreed the individual boards' play an important role in decision making at the national level.

Action: Board consensus to continue sending a board representative to the NAB Annual Meetings.

Adjournment

The meeting adjourned at 2:35 p.m. The next quarterly meeting is scheduled for Wednesday, October 11, 2006, at 8:30 a.m. in room 445 of the Portland State Office Building.

Respectfully Submitted:

Janet Bartel, Executive Director