



## July 11, 2007, Quarterly Meeting

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### MINUTES

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#### **Convened**

The meeting convened at 8:40 a.m. in room 445 of the Portland State Office Building.

#### **Members Present**

Anita Schacher, NHA, Chair; Kathleen Elias, RN, NHA, Vice Chair; Jim Bagley, Public Member; Margaret Clark, Public Member; Arlene Gardner, Public Member; George Gerding, R.Ph; Ronald Gilson, MD

#### **Members Absent**

Larry Davy, NHA; Rob Hays, NHA

#### **Others Present**

Janet Bartel, Executive Director

#### **Adoption of July 11, 2007, Agenda**

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

#### **Approval of April 11, 2007, Minutes**

**Action:** George Gerding moved to approve the April 11, 2007, minutes as submitted. Margaret Clark seconded and the motion passed unanimously.

#### **NAB 2007 Annual Meeting Report (John Hogan)**

Hogan expressed his appreciation for the opportunity to represent the Board during the NAB meetings and provided the following highlights of the Annual Meeting:

- NAB/PES is developing a soon to be released pretest designed to prepare exam candidates for both the NHA and RC/AL Exams.
- Changes to NAB bi-laws, primarily in the area of housekeeping, were considered and acted on.
- The latest exam score report has been issued by PES, the service that develops and administers the exam, and is available at request.
- NAB is considering a name change and will contact the individual licensing boards for their opinion.
- The exam bibliography continues to be revised with outdated references and related exam questions targeted for removal.
- NAB is expanding the role of the foundation to include a focus on research in the areas of leadership, testing, etc.
- The NAB mid-year meeting is scheduled for November and will be held in Las Vegas, Nevada.

When questioned about national exam scores, Bartel related that the information available for download from NAB is skewed in that it includes the scores for AL/RC candidates; however, she believed the Board's pass rate for this report year will exceed last year's pass rate.

### **Final Interviews (Exam Candidates)**

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

- **Patricia Baker**, Lake Health District LTC Facility
- **Ben Garber**, Highland House Nursing & Rehab Center
- **Derek Johnson**, Friendship Manor
- **Kenneth Landau**, Lake Health District LTC Facility
- **Michael Quayle**, Avamere Court at Keizer
- **Gina Ryan**, Clatsop Care Center

### **Mid-Way Interviews**

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

#### **Gary Raines – Rogue Valley Manor**

- Become knowledgeable about consultant pharmacy role (include a tour of the pharmacy)
- Become knowledgeable about the following services:
  - Nursing (MDS, RAI's, etc.)
  - Social Services (including Dental/Vision/Hearing services)
  - Dietary
  - Medical Records
- Increase knowledge about gerontology
- Increase knowledge about Medicare/Medicaid process and forms (financial knowledge, billing, collections, etc.)
- Review LTC rules, interpretive guidelines and compare to facility procedures
- Meet with local ombudsman and learn more about program
- Try to spend a night in the facility to gain a better understanding of the residents' perspective
- Interview a union building administrator
- Increase knowledge about cultural diversity
- Begin preparing for the national examination

#### **Ashley Wart – Village Health Care**

- 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 (include a tour of the pharmacy)
- Become knowledgeable about psychotropic drugs and effect on geriatric population
- Become knowledgeable about the following services:
  - Nursing (DNS, RCM, Care Plans, QA, etc.)
  - Social Services (including Dental/Vision/Hearing services)
  - Dietary - sample the food textures (puree, thickened water, etc.)

- Rehab & Restorative services
- Medical Records
- Become knowledgeable about role and function of medical director (learn about F-tag 501)
- Increase knowledge about gerontology
- Increase knowledge about Medicare/Medicaid process and forms (financial knowledge, billing, collections, 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
- Review LTC rules, interpretive guidelines and compare to facility procedures
- Meet with local ombudsman and learn more about program
- 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
- Interview a union building administrator
- Increase knowledge about cultural diversity
- Begin preparing for the national examination

**Heather Williamson** – Rogue Valley Manor

- 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 (include a tour of the pharmacy)
- Become knowledgeable about psychotropic drugs and effect on geriatric population
- Become knowledgeable about the following services:
  - Nursing (RCM, QA, etc.)
  - Social Services (including Dental/Vision/Hearing services)
  - Restorative services
  - Medical Records
- Become knowledgeable about role and function of medical director (learn about F-tag 501)
- Increase knowledge about gerontology
- Increase knowledge about Medicare/Medicaid process and forms (financial knowledge, billing, collections, etc.)
- Visit facility(ies) certified for Medicaid
- Visit for-profit nursing facility
- 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
- Meet with local ombudsman and learn more about program
- 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
- Interview a union building administrator
- Increase knowledge about cultural diversity
- Begin preparing for the national examination

**Ratification of Offsite Preceptor – Ben Garber**

Bartel reminded the Board that they previously reviewed and authorized Garber’s petition by way of email poll due to an unexpected resignation that left him without an onsite preceptor. An offsite preceptor petition was submitted proposing that Steve Wallace be allowed to serve as preceptor for the remainder of Garber’s AIT program.

**Action:** Jim Bagley moved to ratify the request to allow Steve Wallace to serve as preceptor for the remainder of Garber’s AIT program. Kathleen Elias seconded and the motion passed unanimously.

**Ratification of New Licenses**

**Action:** Jim Bagley moved to ratify the following licenses as issued. George Gerding seconded and the motion passed unanimously.

**Licenses Issued From April 2007 To June 2007**

<u>LICENSEE NAME</u>	<u>LIC. NO.</u>	<u>LIC. TYPE</u>	<u>ISSUE DATE</u>
Oltman, Craig N.	2428	NHA	04/02/2007
Owens, Nick A.	2429	NHA	04/09/2007
Phelps, Julie K.	2430	NHA	05/31/2007
Webster, Mary S.	2431	NHA	05/31/2007

**AIT Petitions**

**Dalynn (Dennie) Campbell**

**Action:** Margaret Clark moved to waive 480 hours with a letter to Campbell explaining the waiver limitation within the existing rules and guidelines. Arlene Gardner seconded and the motion passed unanimously.

**Kari Head, Oregon Veterans’ Home**

**Action:** Kathleen Elias moved to waive 470 hours of the program leaving a balance of 490 hours. Dr. Gilson seconded and the motion passed unanimously.

**Executive Session Convened**

Public session was closed and executive session convened at 12:25 p.m.

Executive session was closed at 1:15 p.m. and public session reconvened at 1:16 p.m.

**Executive Session – NHA-17-07**

**Action:** George Gerding moved that no further action is required in the matter. Kathleen Elias seconded and the motion passed unanimously.

### **Executive Session – NHA-20-07**

**Action:** George Gerding moved that absent any additional information, no action is required in the matter. Kathleen Elias seconded and the motion passed unanimously.

### **Executive Session – NHA-21-07**

**Motion:** George Gerding moved to issue a letter to the facility administrator requesting a response in the matter. Jim Bagley seconded and the motion passed unanimously.

### **Executive Session – DHS Civil Penalty NF07-023**

**Action:** Jim Bagley moved issue a letter of concern to the facility administrator. Arlene Gardner seconded and the motion passed unanimously.

### **Executive Session – DHS Civil Penalty NF07-025**

**Action:** Jim Bagley moved issue a letter of concern to the facility administrator. Arlene Gardner seconded and the motion passed unanimously.

### **Executive Session – DHS Civil Penalty NF07-049**

**Action:** Jim Bagley moved that absent any additional information, no action is required in the matter. Arlene Gardner seconded and the motion passed unanimously.

### **Endorsement Applications**

- Peggy Grunden
- Julie Olds
- Susan Vanica

**Action:** George Gerding moved to approve the endorsement applications. Margaret Clark seconded and the motion passed unanimously.

### **Old Business – Exam Question Review**

Bartel reminded the Board of their goal to review the existing state exam questions and advised that she would be mailing their assignments together with the DHS reference materials. She reported that she would assume responsibility for the two sections that deal with PIF funds.

### **New Business – 2008 Board Meeting Dates**

Bartel recalled that the January meeting sometimes poses a travel issue due to inclement weather conditions and suggested the quarterly schedule be changed to months more suitable for travel. During discussion, the Board agreed to maintain the existing schedule as the difference of one month would not assure improved weather conditions.

**Action:** The following 2008 meeting dates were approved by consensus.

- January 9
- April 9
- July 9
- October 8

### **New Business – Board Member Reappointments**

The Board observed Schacher and Gilson's reappointment, with no concerns or issues expressed. Bartel expressed that it is important to acknowledge members' reappointment and contributions to the Board.

### **New Business – Annual Financial Transaction Delegation**

Bartel provided the updated Annual Financial Transaction Delegation form reflecting the recent change in the Board Chair, who serves as an alternate delegate.

**Action:** Kathleen Elias moved to approve the Annual Financial Transaction Delegation as submitted. Jim Bagley seconded and the motion passed unanimously.

### **New Business – Best Practices Key Performance Measure**

Bartel reported the Best Practices Assessment to be a new Key Performance Measure mandated to boards and commissions during the 2007 legislative session. The reporting requirement becomes effective July 1, 2008; however, she asked members to begin the process today in order to establish a baseline and advised that six month evaluations may be necessary initially to keep the Board focused and on track. She distributed the assessment form and information with a request that members complete and remit their evaluation for consideration at the October meeting. She emphasized the importance of the self-assessment in evaluating the Board's ratings of its activities in the areas considered. Bartel encouraged members to email her with their questions.

### **NAB AIT/Preceptor Program for Health Care Administrators Publication**

Bartel presented the publication to Schacher for review explaining that it will be cycled amongst interested members. She asked members to place their comments inside the binder prior to returning it.

### **AL/RCF Licensing Discussion**

The Board questioned Bartel on her efforts to coordinate the AL/RCF licensing discussions. Bartel advised that she will be contacting major stakeholders to invite them to the October meeting for a preliminary discussion on their perspective of where AL/RCF licensing currently is and the licensing requirements for these administrators in the future. Bartel recommended the Board be prepared with questions that lend to a productive and informative discussion and provided the following examples:

- Would a higher qualification standard produce a better result both in competency and retention?
- Who would be impacted by a license requirement and in what ways?
- What agency should be responsible for licensing these administrators?

Bartel added that as discussions progress, the Board would likely benefit from a review of other states' licensing requirements for AL/RCF administrators.

### **Adjournment**

No further business being introduced, the meeting adjourned at 2:30 p.m. The next quarterly meeting is scheduled for Wednesday, October 10, 2007, at 8:30 a.m. in room 445 of the Portland State Office Building.

Respectfully Submitted:

Janet Bartel, Executive Director