



October 10, 2007, Quarterly Meeting

MINUTES

A regular meeting for the Board of Examiners of Nursing Home Administrators was held in room 445 at the Portland State Office Building on October 10, 2007, with the following items considered and actions taken.

Convened

The meeting convened at 8:40 a.m.

Members Present

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

Members Absent

Rob Hays, NHA

Others Present

Janet Bartel, Executive Director

Adoption of October 10, 2007, Agenda

Action: George Gerding moved to accept the agenda with the addition of two items:

1. Lisa Sienkiewicz, license reinstatement application; and
2. George Winn, provisional license application.

Ronald Gilson seconded and the motion passed unanimously.

Approval of July 11, 2007, Minutes

Action: Jim Bagley moved to approve the July 11, 2007, minutes as submitted. Margaret Clark seconded and the motion passed unanimously.

Ratification of Licenses

Action: Ronald Gilson moved to ratify the following licenses as issued. Larry Davy seconded and the motion passed unanimously.

Licenses Issued From July 2007 To September 2007

<u>LICENSEE NAME</u>	<u>LIC. NO.</u>	<u>LIC. TYPE</u>	<u>ISSUE DATE</u>
Allen Jr., Ralph K.	2433	NHA	07/01/2007
Bloom, Charles L.	2009	Reinstatement	8/18/1994
Buckley, John P.	2440	NHA	07/16/2007
Budo, Patricia J.	2446	NHA	9/21/2007
Easley, Nicole M.	2439	NHA	07/13/2007

Garrison, Katie L.	2437	NHA	07/01/2007
Hamilton, Steve E.	668	Provisional	09/05/2007
Hanson, Kandis B.	2436	NHA	07/01/2007
Harman, David L.	2443	License w/o Exam	08/07/2007
McLaren, Daniel R.	2435	NHA	07/01/2007
Norman, Robert B.	667	Provisional	08/07/2007
Prewitt, Sarah E.	2434	NHA	07/01/2007
Redford, Robbe D.	1719	Reinstatement	7/13/1987
Robbins, Amy D.	2445	NHA	09/04/2007
Rudolph, Erin E.	2442	NHA	08/07/2007
Ryan, Gina M.	2441	NHA	08/02/2007
Sue, Jaron A.	2438	NHA	07/05/2007
Van Buren, Valerie J.	2432	NHA	07/01/2007
Vanica, Susan C.	2444	NHA	08/09/2007

Mid-Way Interviews

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

Duane Connor – Hood River Care Center

- Become knowledgeable about consultant pharmacy role (arrange to meet your consultant)
- Become knowledgeable about psychotropic drugs and effect on geriatric population (learn about F-Tag 329)
- Become knowledgeable about the following services:
 - Activities (try to develop and lead an activity)
 - Rehab & Restorative services
 - Medical Records
- Learn about F-Tag 501 as it relates to the role and function of medical director
- 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 non-union building administrator
- Increase knowledge about cultural diversity (staff and residents)
- Begin preparing for the national examination

Nathan Garber – Rose Haven Nursing Center

- Become knowledgeable about psychotropic drugs and effect on geriatric population (learn about F-Tag 329)
- Become knowledgeable about the following services:
 - Nursing (DNS, RCM, etc.)
 - Rehab & Restorative services
 - Medical Records
- Become knowledgeable about role and function of medical director (learn about F-Tag 501)

- Increase knowledge about gerontology
- Visit not-for-profit nursing facility
- Review LTC rules, interpretive guidelines and compare to facility procedures
- Meet with local ombudsman and learn more about program
- 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 (staff & residents)
- Begin preparing for the national examination

Richard Horsford – Robison Jewish Health 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 (include a tour of the pharmacy)
- Become knowledgeable about psychotropic drugs and effect on geriatric population (learn about F-Tag 329)
- Become knowledgeable about the following services:
 - Nursing (DNS, RCM, etc.)
 - Dietary - sample the food textures (i.e., puree, thickened water, etc.)
 - Rehab & Restorative services
 - Human Resources (hiring, firing, discipline, etc.)
 - Medical Records
- Become knowledgeable about role and function of medical director (learn about F-Tag 501)
- Increase knowledge about gerontology
- Visit for-profit nursing facility
- 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
- Interview a union building administrator
- Begin preparing for the national examination

Stephen Johnson – Hearthstone

- 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 (learn about F-Tag 329)
- Become knowledgeable about the following services:
 - Nursing (DNS, RCM, etc.)
 - Activities (try to develop and lead an activity)
 - Dietary - sample the food textures (i.e., 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
- 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 (residents)
- Begin preparing for the national examination

Chris Newport – Dallas Retirement Village

- Become knowledgeable about consultant pharmacy role (include a tour of the pharmacy)
- Become knowledgeable about psychotropic drugs and effect on geriatric population (learn about F-Tag 329)
- Become knowledgeable about the following services:
 - Nursing (DNS, RCM, etc.)
 - Social Services (including discharge planning and dental/vision/hearing services)
 - Dietary - sample the food textures (i.e., puree, thickened water, etc.)
 - Rehab & Restorative services
 - Medical Records
- Increase knowledge about gerontology
- Increase knowledge about Medicare/Medicaid process and forms (financial knowledge, billing, collections, etc.)
- Visit for-profit nursing facility
- 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 (try to attend a MOVE meeting)
- Increase knowledge about cultural diversity (staff and residents)
- Begin preparing for the national examination

Jason Robinson – Avamere Rehabilitation of Junction City

- Become knowledgeable about consultant pharmacy role (include a tour of the pharmacy)
- Become knowledgeable about psychotropic drugs and effect on geriatric population (learn about F-Tag 329)
- Become knowledgeable about the following services:
 - Social Services (including discharge planning and dental/vision/hearing services)
 - Dietary - sample the food textures (i.e., 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 (try the Mennonite Home in Albany)
- 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 (staff and residents)
- Begin preparing for the national examination

Nai Saefong – Oakwood Country Place

- 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 (learn about F-Tag 329)
- Become knowledgeable about the following services:
 - Nursing (DNS, RCM, etc.)
 - Activities (try to develop and lead an activity)
 - Social Services (including discharge planning and dental/vision/hearing services)
 - Rehab & Restorative services
 - Medical Records (learn about CPT codes)
- 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
- Interview a union building administrator
- Begin preparing for the national examination

Sharon Van Eaton – 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 (learn about F-Tag 329)
- Become knowledgeable about the following services:
 - Nursing (DNS, RCM, etc.)
 - Activities (try to develop and lead an activity)
 - Rehab & Restorative services
 - Medical Records
- Learn about F-Tag 501 as it relates to the 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
- Review LTC rules, interpretive guidelines and compare to facility procedures
- Meet or arrange to interview an 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

Caitlin VanDerSchaaf – Mary's Woods at Marylhurst

- 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 (learn about F-Tag 329)

- Become knowledgeable about the following services:
 - Rehab & Restorative services
 - Medical Records
- Learn about F-Tag 501 relating to the role and function of medical director
- Visit facility(ies) certified for Medicaid
- 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
- Interview a union building administrator
- Increase knowledge about cultural diversity
- Begin preparing for the national examination

George Wheeler – 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 (learn about F-Tag 329)
- Become knowledgeable about the following services:
 - Nursing (DNS, RCM, etc.)
 - Activities (try to develop and lead an activity)
 - Rehab & Restorative services
 - Human Resources (hiring, firing, discipline, etc.) and learn about BOLI
- Increase knowledge about gerontology
- Review LTC rules, interpretive guidelines and compare to facility procedures
- Meet or arrange to interview an 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 (staff & residents)
- Begin preparing for the national examination

Petitions

Duane Connor – Petition to Waive AIT Hours

Action: Jim Bagley moved to waive 80 hours with additional hours to be considered upon verification of the hours completed in his Idaho AIT program. Larry Davy seconded and the motion passed unanimously.

Nathan Garber – Petition to Waive AIT Hours

Action: Ronald Gilson moved to waive 120 hours with an additional 80 hours for his MBA upon verification of recognized accreditation. Jim Bagley seconded and the motion passed unanimously.

Charles Sinclair – Petition to Extend Examination Deadline

Action: Larry Davy moved to deny the petition for extension of the state examination deadline based on the timeframe provided within OAR 853-010-0020 (8). Jim Bagley 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:

- **Dalynn Campbell** – Village at Hillside
- **Kari Head** – Oregon Veterans' Home
- **Gary Raines** – Rogue Valley Manor
- **Ashley Wart** – Village Health Care
- **Heather Williamson** – Rogue Valley Manor

Executive Session Convened

Public session was closed and executive session convened at 2:15 p.m.

Executive session was closed at 3:15 p.m. and public session reconvened at 3:16 p.m.

Executive Session – NHA-21-07

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

Executive Session – NHA-01-08

Action: Jim Bagley moved to ratify the civil penalty and to schedule a personal audience with the administrator in January if the account is not settled within the timeframe allowed. Margaret Clark seconded and the motion passed unanimously.

Executive Session – Revisit DHS Civil Penalty NFCP07-023

No action required.

Executive Session – Exam Question Review

Action: The Board directed Janet Bartel to make the identified changes to the state NHA examination discussed during executive session.

Executive Session – Executive Director Annual Performance Review

Action: Anita Schacher will meet with the Executive Director to discuss the results of her performance review

Provisional Application

George Winn – St. Elizabeth Health Services

Action: George Gerding moved to approve the provisional license. Larry Davy seconded and the motion passed unanimously.

License Without Examination Application

Michele Walsh – Mountain View Hospital

Action: Larry Davy moved to deny the application based on the applicant's failure to demonstrate ten years experience in "health care management" under the definition provided in OAR 853-010-0010. Ronald Gilson seconded and the motion passed unanimously.

The Board directed Bartel to recommend the applicant seek approval for an abbreviated AIT program with consideration for an offsite preceptor.

Old Business – Fee Increase Options

Bartel advised that fee increase option #3 is necessary to finance essential Board operations into future biennia. She recounted her meeting with the board's budget analyst who advised against seeking a fee increase beyond that presented to the legislature during the 2007 session and supported by Oregon Health Care Association. She expressed concern with the added loss of revenue resulting from the Board's recent decision to align with its provisional license laws

but believed the alignment necessary and appropriate. During discussion, Bartel recommended the Board prorate Initial and Activation licenses and that the fee increases be made effective January 1, 2009.

Action: Jim Bagley moved to approve fee increase option #3 with an effective date of January 1, 2009. Kathleen Elias seconded and the motion passed unanimously.

Action: Jim Bagley moved to approve proration of Initial and Activation licenses via either a monthly or quarterly schedule. George Gerding seconded and the motion passed unanimously.

Bartel will prepare monthly and quarterly prorate schedules for the Initial and Activation license for future consideration.

New Business – Appointing Authority Approval

Action: Kathleen Elias moved to approve the Appointing Authority Approval as submitted. Jim Bagley seconded and the motion passed unanimously.

New Business – NAB Mid-year Meeting Authorization to Vote

Bartel reported that John Hogan has agreed to represent the Board at the NAB Board of Governors' meeting scheduled for November 16, 2007, in Las Vegas, Nevada.

Action: Margaret Clark moved to approve John Hogan to represent the Board at the NAB mid-year meeting. Arlene Gardner seconded and the motion passed unanimously.

New Business – Best Practices Annual Assessment

Bartel provided the results of the Board's Best Practices Annual Assessment and stressed the importance of 100 percent response from board members with this performance measure in demonstrating compliance with established best practices. She presented her assessment of the Board and encouraged members to assume a more active role in policy-making. She further recommended an annual review of the Board's mission, goals, and strategies and encouraged members to attend the Governor's Office board member orientation.

Action: Kathleen Elias moved to include a review of the Board's mission, goals, and strategies in the April 9, 2008, quarterly meeting. Margaret Clark seconded and the motion passed unanimously.

New Business – Annual Performance Measure Report

The Board reviewed and approved by consensus the Annual Performance Measure Report for report year 2007.

New Business – Statewide Discrimination and Harassment Free Workplace

Bartel provided a brief explanation of the Statewide Discrimination and Harassment Free Workplace policy and collected board members' signature pages confirming their review of the policy. She encouraged members to contact her if they have questions or concerns about the policy.

New Business – Publishing Board Action Information

Bartel reported that she consulted the board's legal counsel who advised to continue with the past practice of publishing disciplinary actions and further recommended the Board avoid the concept of publishing names based on the type violation. The Board considered the practices of other licensing boards in publishing disciplinary actions and their disclosure of licensees' identity. During discussion, the Board agreed the gavel clip art image to be irrelevant to the information and directed Bartel to remove it from future newsletter publications.

Action: Kathleen Elias moved to continue with the past practice of publishing Board Actions in the quarterly newsletter. Margaret Clark seconded and the motion passed with George Gerding opposing.

Adjournment

No further business being introduced, the meeting adjourned at 4:00 p.m. The next quarterly meeting is scheduled for Wednesday, January 9, 2008, at 8:30 a.m. in room 445 of the Portland State Office Building.

Respectfully Submitted:

Janet Bartel, Executive Director