



## **April 9, 2008, Quarterly Meeting**

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### **MINUTES**

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A regular meeting for the Board of Examiners of Nursing Home Administrators was held in room 445 at the Portland State Office Building on April 9, 2008, 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  
Rob Hays, NHA

#### **Members Absent**

#### **Others Present**

Janet Bartel, Executive Director  
Anne Brett  
Michael Kaplan, BAM Analyst

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#### **Adoption of April 9, 2008, Agenda**

**Action:** Jim Bagely moved to accept the amended meeting agenda. Margaret Clark seconded and the motion passed unanimously.

#### **Approval of January 9, 2008, Minutes**

**Action:** George Gerding moved to approve the January 9, 2008, minutes with the following revisions. Larry Davy seconded and the motion passed unanimously.

- Page 4 – change “George Gilson” to “Ronald Gilson”
- Page 1 – change “OA” reference to “OASHS”
- Midway Interviews – clarify in minutes and correspondence that F-tag 329 relates to unnecessary drugs

#### **Ratification of Licenses**

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

#### **Licenses Issued From December 2007 To March 2008**

<b><u>LICENSEE NAME</u></b>	<b><u>LIC. NO.</u></b>	<b><u>LIC. TYPE</u></b>	<b><u>ISSUE DATE</u></b>
<b>Campbell, Dalynn</b>	2453	NHA	03/06/2008
<b>Criger, Donald</b>	676	Provisional	01/09/2008

<b>Gould, William</b>	2455	NHA	03/28/2008
<b>Grundren, Peggy</b>	2452	NHA	03/06/2008
<b>Hamilton, Steve</b>	2454	NHA	03/06/2008
<b>Head, George</b>	2450	NHA	02/07/2008
<b>Kimbrough, Glyndon</b>	674	Provisional	12/24/2007
<b>Landau, Kenneth</b>	2451	NHA	02/15/2008
<b>Luria, Jennifer</b>	678	Provisional	03/28/2008
<b>Sienkiewicz, Lisa J.</b>	2138	Reinstatement	12/05/1997
<b>Tappero, James</b>	675	Provisional	01/03/2008
<b>Vogel, Brooke</b>	677	Provisional	02/18/2008
<b>Wilkes, Robert Paul</b>	2350	Reinstatement	07/01/2004
<b>Winn, George</b>	2449	NHA	01/14/2008

### **Mid-Way Interviews**

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

#### **Anne Haddock, Glisan 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 (include a tour of the pharmacy)
- Become knowledgeable about psychotropic drugs and learn about F-Tag 329/unnecessary drugs
- 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
- Learn about F-Tag 501
- Continue to increase your knowledge about gerontology
- Continue to increase financial knowledge about Medicare/Medicaid process (accounts payable and receivable, 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
- Continue to 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 about cultural diversity relating to both residents and staff
- Begin preparing for the national examination

**Erin Taylor, Marquis Care at Centennial**

- Become knowledgeable about consultant pharmacy role
- Become knowledgeable about psychotropic drugs and effect on geriatric population (learn about F-Tag 329/unnecessary drugs)
- Become knowledgeable about the following services:
  - Nursing (DNS, RCM, etc.)
  - Social Services (including discharge planning and dental/vision/hearing services)
  - Human Resources (hiring, firing, discipline, etc.) and learn about BOLI
  - Medical Records
- Continue to increase your knowledge about gerontology
- 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
- Interview a union building administrator by phone or in person
- Begin preparing for the national examination

**Cole Mack, Avamere Court at Kaiser**

- 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/unnecessary drugs)
- 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
- 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 (Mennonite Home in Albany?)
- 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 of the culture change--person centered care--movement
- Increase knowledge about ethnicity and diversity of staff & residents
- Begin preparing for the national examination

**Jessica Lacasella, 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/unnecessary drugs)
- Become knowledgeable about the following services:
  - Activities (try to develop and lead an activity)

- 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 process and forms (financial knowledge, billing, collections, etc.)
- Visit facility(ies) certified for Medicare
- Review LTC rules, interpretive guidelines and compare to facility procedures
- Learn more about the role of the ombudsman (Ph. 800-522-2602)
- 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 by phone or in person (Linda Vista?)
- Begin preparing for the national examination

#### **Bryon Schiffer, 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/unnecessary drugs)
- 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)
  - 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
- 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
- Learn more about the role of the ombudsman (Ph. 800-522-2602)
- 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 by phone or in person (Linda Vista?)
- Increase knowledge about ethnicity and diversity of staff & residents
- Begin preparing for the national examination

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

**Action:** Ronald Gilson moved to approve the following candidates for the national and state NHA examinations. George Gerding seconded and the motion passed unanimously.

- **Jennifer Hagen** – Marquis Care at Wilsonville
- **Richard Horsford** – Robison Jewish Health Center
- **Stephen Johnson** – Hearthstone
- **Jennifer Luria** – Hillside Heights Rehabilitation
- **Eric Murk** – Camelot Care Facility

- **Chris Newport** – Dallas Retirement Village
- **Jason Robinson** – Avamere Rehabilitation of Junction City
- **Kasey Wright** – Avamere Rehabilitation of Eugene

Following Wright's interview, the Board requested that he provide a letter detailing his training experience. Wright assured that he would and added that he touched on the issues within his final report but did not go into detail. A member advised him that it is critical for a trainee to have the support of an experienced administrator and suggested that he form a bond with an administrator who could serve as a mentor figure. Bartel reported that she realized with the second preceptor there was a problem with Wright's program that was outside his control. She emphasized that she communicated her concerns with the preceptor changes and program interruptions to his last preceptor, Tom Hathaway, who seemed genuinely concerned and expressed that he hoped to improve the remainder of Wright's program. Bartel added that she also communicated her concerns to Wright's prior preceptor, Matt Hilty, so they are well aware of the issue.

### **Board Membership**

#### **Reappointments and Recognitions**

The Board congratulated Larry Davy and Kathleen Elias on their reappointment to the Board and presented recognition plaques to the two public members—Jim Bagley and Margaret Clark—whose terms expire on June 30, 2008. Bartel reported that Bagley and Clark have generously agreed to continue participating on the Board until a replacement is appointed.

#### **Election of 2008-09 Officers**

A nomination was entered to re-elect the existing officers.

**Action:** George Gerding moved to elect the existing Board officers for 2008-09. Margaret Clark seconded and the motion passed with Elias and Schacher abstaining.

<h4><b><u>Executive Session</u></b></h4> <p>Public session was closed and executive session convened at 1:10 p.m. Executive session was closed at 2:15 p.m. and public session reconvened with the following actions taken.</p>
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#### **Executive Session – Follow up of DHS Criminal Record Check Violations**

**Action:** The Board agreed that no further action is required.

#### **Executive Session – Revisit Case NHA-06-08**

**Action:** Kathleen Elias moved to issue an inquiry letter to the facility administrator. Rob Hays seconded and the motion passed unanimously.

#### **Executive Session – DHS Restriction of Admissions NHA-07-08**

**Action:** Rob Hays moved to issue an inquiry letter to the former administrator. Kathleen Elias seconded and the motion passed unanimously.

#### **Executive Session – HR Discussion**

**Action:** None required.

#### **Executive Session – Reinstatement Application**

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

### **Formation of an Investigations Advisory Committee**

**Action:** Margaret Clark moved for the Board to form an Investigations Advisory Committee. Arlene Gardner seconded and the motion passed unanimously.

Bartel recommended the committee consist of at least one administrator member who can help to identify the administrative issues. The Board agreed the initial members to be Kathleen Elias, Rob Hays, and Margaret Clark.

### **Petitions**

#### **Lori Koby**

The Board considered Koby's petition to waive 480 hours of the AIT program and to utilize an off-site preceptor due to the facility's geographic location.

**Action:** George Gerding moved to approve the request to waive 480 hours of the AIT program and for an off-site preceptor. Ronald Gilson seconded and the motion passed with Larry Davy abstaining.

### **Endorsement Applications**

- **Donald Criger**, Evergreen Portland Health & Rehabilitation
- **Glyndon Kimbrough**, Care Center East
- **Keith Titus**, Sunnyside Care Center
- **Brooke Vogel**, Evergreen Salem Health & Rehabilitation

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

### **Old Business – AIT Self-Evaluation Tool**

Members expressed approval of the concept of incorporating the self-evaluation tools consisting of the AIT Inventory of Knowledge, AIT Report form, and the AIT Orientation Program tool, noting that it is more labor intensive than what is in place today. During discussion, the Board agreed that they would not require AITs to use the new tools but that it would be recommended as an added resource for them in their program. Schacher explained that the Inventory of Knowledge tool would help AITs identify the areas where they require training and assist them in building their plan. The Orientation Program tool is a list that the preceptor reviews with the AIT, to orient the trainee to the facility.

**Action:** Jim Bagley moved to approve the proposed training tools with the recommendation that AITs utilize the tools in their AIT program. Rob Hays seconded and the motion passed unanimously.

During further discussion, the Board directed Bartel to revise the notice to midway candidates requesting that they address the Board's recommendations in their training reports. Bartel suggested that she could send a list of the Board's recommendations to the AIT with a statement, "Here is a list of the Board's recommendations for the remainder of your program. The Board asks that you include these areas in your final report(s)."

The Board agreed that they liked the concept of open interview questions rather than utilizing the recommendation list. A member expressed that it is important that trainees understand the concepts rather than focusing on a task-oriented list. "We don't want to just have trainees rely on a check-off list, rather we want them to broaden their understanding of a topic so they can explore all the issues." The Board agreed that asking midway candidates at the beginning of their interview to identify the areas/rotations that they have not completed to be more practical than the existing process.

### **Old Business – AL/RCF Administrator Licensing**

Given the consolidation consideration, the Board elected to hold over discussion on this item for a future meeting.

### **New Business – NAB 2008 Annual Meeting & Authorization to Vote**

**Action:** Jim Bagley moved to authorize John Hogan to vote and conduct other business on behalf of the Board at the NAB Board of Governors' meeting on Friday, June 13, 2008, in Minneapolis, Minnesota. Margaret Clark seconded and the motion passed unanimously.

### **New Business – Executive Director Position Description/Reclassification**

Bartel reported that she assisted in the development of the revised position description but that DAS would determine the new classification for the position. The new position description was based on the prior one and updated to reflect the current duties and responsibilities of the position. The Executive Director position is being reclassified from the Executive Officer series, which is being abolished, to the Principle Executive Manager (PEM) series.

**Action:** Jim Bagley moved to approve the revised Executive Director position description and proposed reclassification to the PEM series. Arlene Gardner seconded and the motion passed unanimously.

### **New Business – Continuing Education Approval Authority for Professional Associations**

Bartel reported that she has already approved more than 80 activities since January and that it is becoming more onerous as the number of approval requests continue to increase. She related that she approves a number of requests for the associations and that in most cases, there is no issue with the hours requested. She recommended the Board establish some guidelines and ethics criteria to assist the associations in determining the hours and appropriate category of activities and suggested that the board office could conduct annual audits on a random basis to insure the associations are aligned with the board's criteria. She reminded that the Board currently grants ethics credits in certain areas to promote attendance and learning recalling disaster preparedness, culture change, and cultural diversity activities to fall under the ethics category. She stressed that these will change from year to year based on current events and happenings and cited the Katrina disaster, which brought disaster preparedness to the forefront in long-term care. When questioned, Bartel was not aware of any existing ethics guidelines but suggested that she could continue to research and craft some guidelines and criteria for the Board's consideration. In the interim, the associations could be granted the authority to approve general category credit activities and continue to refer the ethics related requests to her for approval.

**Action:** Jim Bagley moved to approve granting continuing education approval authority for the two professional associations—Oregon Health Care Association and Oregon Alliance of Seniors and Health Services—and with annual random audits conducted by the board office. George Gerding seconded and the motion passed unanimously. The Board directed Bartel to work on crafting ethics criteria for the associations.

### **New Business – Review of Mission, Goals, Initiatives**

Bartel reminded that she had previously recommended the Board review its mission and goals annually to insure that it continues to reflect the Boards work and to consider needed revisions. She referred to the Board's existing mission statement and example mission statements from other similar boards. She advised the Board must always communicate clearly in their mission statement their primary charge of public protection. She reported that she included the Board's 2007-09 initiatives and asked members to consider whether they want to continue with the existing initiatives and if they want to revise or add initiatives for the 2009-11 budget request.

**Action:** Ronald Gilson moved to maintain the existing mission and to continue the 2007-09 initiatives into the 2009-11 biennium. Rob Hays seconded and the motion passed unanimously.

### **New Business – Consolidation Discussion**

The Board welcomed their budget analyst, Michael Kaplan, to discuss the recent meetings around consolidation. Kaplan reported that they have begun preliminary discussions with the Department of Human Services (DHS) and the Governor's office about finding some place for the Board that may not necessarily be a long-term fix but will provide some assistance in the near term. He believed the Board may have some long term goals that may render this move a short-term solution. He emphasized the Board is in financial distress given its small license base and there is a point where it cannot raise fees enough to support operations. He related that that it is clear the Board's goals and objectives are truncated by a lack of funding and expressed his opinion that DHS appears to be the place that would provide the Board the most success. There are other potential options, but DHS holds the resources and support the Board requires. He emphasized that discussions are still very preliminary and they are reaching out to lobbying groups to determine their position on such a move. He believes that there will be some resistance but that everyone is aware the Board's financial situation necessitates some kind of move.

During discussion, the Board agreed that they are comfortable with the consolidation concept and expressed that are comfortable with a move to the Public Health Division. Kaplan agreed this to be an area with more potential success than other considerations. He expressed that the Governor's policy advisor is behind the concept and her concern is to provide the Board the means to be successful. During discussion, he explained the meetings were prompted when he communicated to the Governor's policy advisor the Board's lack of funding and resources to thoroughly investigate cases and to regularly enlist the counsel of their AAG. Kaplan reported that he has worked with Bartel to develop a conceptual budget that would accommodate the Board's work. It reflects a fairly significant increase in some areas and would need to be evaluated by the Governor's policy advisor. He added that there is significant momentum to accomplish this move sooner rather than later and estimated that it could occur in 2010.

### **Adjournment**

No further business being introduced, the meeting adjourned at 3:10 p.m. The next quarterly meeting is scheduled for Wednesday, July 9, 2008, at 8:30 a.m. in room 445 of the Portland State Office Building.

Respectfully Submitted:

Janet Bartel, Executive Director