



October 8, 2008, 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 8, 2008, with the following items considered and actions taken.

Convened

The meeting convened at 8:43 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
George Gerding, R.Ph¹
Ronald Gilson, MD

Members Absent

Rob Hays, NHA
Arlene Gardner, Public Member

Others Present

Janet Bartel, Executive Director
Joe Greenman, OHCA

Adoption of October 8, 2008, Agenda

Action: Jim Bagley moved to accept the amended meeting agenda. Kathleen Elias seconded and the motion passed unanimously, absent George Gerding's vote.

Approval of July 9, 2008, Minutes

Action: Margaret Clark moved to approve the July 9, 2008, minutes with the following corrections. Kathleen Elias seconded and the motion passed unanimously, absent George Gerding's vote.

- Page two, Executive Session – delete duplicate entries “a lack of” and “was not”.

Ratification of Licenses

Action: Larry Davy moved to ratify the following licenses as issued. Kathleen Elias seconded and the motion passed unanimously, absent George Gerding's vote.

Licenses Issued From July 2008 To September 2008

<u>LICENSEE NAME</u>	<u>LIC. NO.</u>	<u>ISSUE DATE</u>	<u>LIC. TYPE</u>
Beaudine, Eileen E.	2470	08/14/2008	NHA
Bucklin, Daren G.	683	08/16/2008	Provisional
Crawford, David R.	685	09/11/2008	Provisional

¹ Arrived at 10:00 a.m.

<u>LICENSEE NAME</u>	<u>LIC. NO.</u>	<u>ISSUE DATE</u>	<u>LIC. TYPE</u>
Criger , Donald L.	2464	07/01/2008	NHA
Haddock , Anne	682	07/21/2008	Provisional
Horsford , Richard A.	2473	08/25/2008	NHA
Kimbrough , Glyndon R.	2469	08/11/2008	NHA
Krickbaum , Robert D.	684	08/28/2008	Provisional
Littman , Michael D.	681	07/17/2008	Provisional
Luria , Jennifer	2466	07/07/2008	NHA
Mullikin , Kathryn E.	2468	08/01/2008	NHA
Murk , Eric D.	2472	08/22/2008	NHA
Robinson , Jason L.	2467	07/18/2008	NHA
Taylor , Erin C.	2471	08/19/2008	NHA
Vogel , Brooke A.	2474	08/28/2008	NHA
Wheeler , George T.	2475	09/08/2008	NHA
Williamson , Heather M.	2465	07/01/2008	NHA

Final Interviews (Exam Candidates)

Action: The Board approved by consensus the following candidates for the state and national NHA examinations.

- **Michael Borreggine** – Marquis Care at Wilsonville
- **Lori George** – Willamette View Health Center
- **April Olsen** – Marquis Care at Mt. Tabor
- **Greer Price** – Rogue Valley Manor

Mid-Way Interviews

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

Timothy Conway, Rogue Valley Manor

- Pharmacy: 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:
 - Rehab & Restorative services
- Become knowledgeable about role and function of medical director (learn about F-Tag 501)
- Continue to increase your knowledge about gerontology
- Visit facility(ies) certified for Medicare
- Visit facility(ies) certified for Medicaid
- 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
- Learn more about culture change (person-centered care) movement
- Interview a union/non-union building administrator by phone or in person

- Continue preparing for the national examination

Karen Oberg-Parker, Oakwood Country Place

- Pharmacy: Include a tour of the pharmacy
- Become knowledgeable about the following services:
 - Nursing (DNS, RCM, etc.)
 - Medical Records
- 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
- Interview a union/non-union building administrator by phone or in person
- Increase knowledge about ethnicity and diversity of staff & residents
- Continue preparing for the national examination

Action: The Board directed Bartel to contact Oberg-Parker's preceptor to discuss his perspective on how her program is progressing.

Kari Renfro, Sherwood Park Nursing Home

- Pharmacy: 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)
 - Dietary - sample the food textures (i.e., puree, thickened water, etc.)
 - Rehab & Restorative services
 - Medical Records
- Learn about F-Tag 501 (medical director)
- Increase your knowledge about gerontology
- Review LTC rules, interpretive guidelines and compare to facility procedures
- Meet with local ombudsman and learn more about the program
- Try to spend a night in the facility to gain a better understanding of the residents' perspective
- Interview a union/non-union building administrator by phone or in person
- Begin preparing for the national examination

Mary Williams, Rogue Valley Manor

- Continue with your identified program rotations
- Dietary - sample the food textures (puree, thickened water, etc.)
- Continue to increase knowledge in human resources and BOLI regulations
- Continue to increase knowledge about Medicare/Medicaid process and forms
- Try to spend a night in the facility to gain a better understanding of the residents' perspective
- Continue to review LTC rules, interpretive guidelines, and compare to facility procedures
- Learn more about culture change (person-centered care) movement
- Continue preparing for the national examination

Executive Session

Public session was closed and executive session convened at 11:30 a.m. Executive session was closed at 11:45 a.m. and public session reconvened with the following actions taken.

Executive Session – Revisit Case NHA-13-08

Action: George Gerding moved that absent any additional information, no further action is required. Margaret Clark seconded and the motion passed unanimously.

Executive Director Annual Performance Review

Action: The Board Chair will meet with the Executive Director to discuss the results of her performance review

Endorsement Applications

- **Charles Sinclair**, Evergreen Portland Health & Rehab

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

Old Business – Best Practices Annual Assessment Results

Bartel reported the Board's Best Practices Annual Assessment results improved from 98.5 percent in the 2007 report year to 100 percent in the 2008 report year. In addition, staff's annual Board assessment results improved from 93.3 percent to 100 percent respectively.

Old Business – Oregon Health Licensing Agency (OHLA) Transition Update

Bartel reported that she interviewed with OHLA and they extended an offer of employment effective November 2008. She explained that the Board will cease to have a dedicated employee as of November and that she would continue to facilitate the Board's work with OHLA billing for her time. This will effectively reduce the Board's burden of cost for her health insurance and retirement contributions.

Bartel advised that the timeline for relocating the board office has been accelerated to allow the Board to remain solvent through the remainder of the biennium. She advised that the board office would physically relocate to the OHLA office in Salem by the end of 2008. Further, the Board's rent for the suite in Portland will end when another agency assumes the space.

Old Business – Business Continuity Plan: First Line Contacts

Bartel reported that she added this item to the agenda to clarify the purpose of the Business Continuity Plan (BCP) and role of the first line contacts. She explained the purpose of the BCP to be a plan for recovery and restoration of critical services in the event of a disaster or significant business disruption. The role of the first line contact is to assist in carrying out the plan. She identified the FY 2009 first line contacts to be Janet Bartel, Anita Schacher, Kathleen Elias, and Arlene Gardner.

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 October 31, 2008, in Palm Coast, Florida.

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

New Business – 2008 Annual Performance Measure Report

Bartel presented the annual performance measure report together with the AIT and customer service comments received. She reported that while the Board is not making progress on the measures overall, they are likewise not realizing a decline in progress. During the last session, the legislature reduced the number of reportable measures from six to four. The Board now reports on *AIT Satisfaction*, which is at 98 percent overall; *Complaint Review and Response*, which increased from 54 to 68 days during the current period; *Customer Satisfaction*, which reveals consistently high ratings at 98 percent for the current report period. The final measure, *Best Practices Assessment*, has improved from 98.5 in the last report period to 100 percent for the current report period.

New Business – 2009-11 Agency Request Budget Document

Bartel presented the 2009-11 Agency Request Budget document. She provided a brief report and explained that the Board's budget request would be replaced by a new one when the transition to OHLA is approved by the legislature in 2009.

New Business – 2009-11 Affirmative Action Plan

Bartel expressed that she genuinely enjoys her assignment as the Health-Related Boards Affirmative Action Coordinator. She advised that she now also coordinates the teleconference Affirmative Action workgroup meetings at the Portland State Office Building. She reported the Board received a favorable review on its Affirmative Action Plan, which is posted on the website.

New Business – Board Member Eligibility Status Review

Bartel asked the board members to complete and return the Board Member Eligibility Status form. She reminded members that the inquiry relates to employment held outside the board.

New Business – Health Licensing Boards' Legislative Concepts

Bartel referred to the packet memo on the current Health Licensing Board proposed concepts and reported there are a number of legislative concepts in the works involving health-licensing boards. She advised there is a concept that proposes to increase boards' public member positions to 50 percent minus one. For this board of nine members, it would decrease the NHA professional members from three to two and increase the public members from three to four.

There is also a concept related to substance abuse monitoring programs. The intent is to create standards for all health-licensing board monitoring programs. There will be essential components for all health licensing monitoring programs and basic standardization of programs for consistency.

Finally, there is a concept related to administrative hearings, which seeks to remove final order authority from health-licensing boards with Administrative Law Judges (ALJ) given the final decision authority in cases. Currently, the ALJ renders a decision that a board may choose to accept or deny. The language of this concept would remove a board's option to supersede the ALJ's decision rendered. Bartel stressed the primary issue here is that ALJs who are not subject matter experts may not be well versed in the unique issues of a profession.

Bartel reported that the language for these concepts is still very preliminary and that she will monitor the bills as they move through the legislative session in 2009. She advised that the Board should be prepared to testify in support or opposition of the bills.

Action: Bartel will email the legislative concept information to Joe Greenman at the Oregon Health Care Association.

New Business: EduServ, Inc. Continuing Education Approval Request

Bartel reported that she denied a continuing education request and the provider is challenging the denial. The activity is titled “The Dark Side of the Sun” and covers sun-related skin diseases. She stated that she did not see a direct bearing to the job that administrators do with this activity. After consideration, the Board agreed sun-related skin care precautions to be important to residents’ safety and agreed to approve two of the nine course hours requested.

Action: Jim Bagley moved to approve two hours for the continuing education course. Ronald Gilson seconded and the motion passed unanimously.

Executive Session

Public session was closed and executive session reconvened at 1:40 p.m. Executive session was closed at 2:10 p.m. and public session reconvened with the following actions taken.

Executive Session – Administrator Personal Audience

Action: Jim Bagley moved that absent any additional information, no further action is required. Ronald Gilson seconded and the motion passed unanimously.

Adjournment

No further business being introduced, the meeting adjourned at 2:11 p.m. The next quarterly meeting is scheduled for Wednesday, January 14, 2009, at 8:30 a.m. in the Basement Hearing Room of the Oregon Department of Agriculture Building located at 635 Capitol Street NE, Salem, Oregon.

Respectfully Submitted:

Janet Bartel, Executive Director