



Health Licensing Office
Nursing Home Administrators Board



May 19, 2016
700 Summer St. NE, Suite 320
Salem, Oregon

MINUTES

MEMBERS PRESENT

Matthew Storm
Nicole Burnham
David Anderson
Christine Prather – via teleconference
Jennifer Woolley

MEMBERS ABSENT

Misty Lohn
Nicolle King Deering

STAFF PRESENT

Sylvie Donaldson, interim director and fiscal services and licensing manager
Bob Bothwell, regulatory operations manager
Anne Thompson, policy analyst
Sarah Kelber, communications coordinator
Maria Gutierrez, board specialist
Trampus Schuck, investigator
Nathan Goldberg, investigator
Janet Bartel, investigator
Doreen Davis, administrative specialist

Call to order

Sylvie Donaldson, interim director and fiscal services and licensing manager, called the meeting of the Nursing Home Administrators Board to order at 9:30 a.m. Roll was called.

Items for board action

◆ Approval of agenda

Nicole Burnham made a motion, with a second by Matthew Storm, to approve the agenda. Motion passed unanimously.

◆ Approval of minutes

Nicole Burnham made a motion, with a second by David Anderson, to approve the minutes for Nov. 5, 2015. Motion passed unanimously.

◆ Approval of 2016 chair and vice chair

David Anderson made a motion, with a second by Jennifer Woolley, to keep Matt Storm as chair and Nicole Burnham for vice chair in 2016. Motion passed unanimously.

◆ Preceptor training

Melodie King, of the Oregon Health Care Association (OHCA) offered updated curriculums for nursing

facility preceptor training. She said OHCA has been conducting preceptor training since 2006 and updated it in 2012. King said that based on feedback that OHCA would like to shorten and tighten the curriculum for first-time preceptors from five hours to three hours. She said not much was cut, with the exception of a Medicare and Medicaid section that was not related to Oregon rules. The training also could be done via a live webinar, which would be more convenient for preceptors who would have to travel from distant areas of the state.

She said the proposal also included a change to the training offered to experienced preceptors. The two-hour training would be cut to 90 minutes by also eliminating the Medicare and Medicaid section, and all offer it in a webinar format that could be recorded. She said a quiz could be created to make sure those who did the recorded webinar actually received the information.

Board members liked the quiz, saying that it would help with accountability.

Nicole Burnham made a motion, with a second by Jennifer Woolley, to approve King's preceptor training curriculum update with the addition of the quiz. Motion passed unanimously.

Reports

◆ Director report

Sylvie Donaldson, interim director and fiscal services and licensing manager, updated the Board on a new protocol for voting, with each member being asked to voice an "aye" or "nay." When HLO transitions to electronic minutes, the process will make clear how members vote on issues.

She then told the Board that HLO has gotten approval to move to a new location in Salem off of the Salem Parkway perhaps as soon as this fall. The new location will offer a bigger waiting room, more testing space, free parking and a bigger board room. She said that as the Legislature adds more boards and programs, HLO needs more room to accommodate its customers.

Donaldson updated the Board on the continuing-education audit that began in February. She said that 10 percent of the 346 license holders were asked to produce proof of the required CE. She said that as of May 10, 24 were in compliance, seven needed to send in additional information, and four were turned over to the Regulatory Unit to investigate compliance issues.

Donaldson said that after the May 23 Senate confirmation hearings, a new member would be joining the Board: Lillian Hoag, who would take a seat as a public member. She said there had been interest forms from two people interested in the pharmacist position, but that they didn't make the deadline for the May confirmation hearings.

Communications Coordinator Sarah Kelber told the Board about the new website and its features, bringing it up and showing its features. Kelber said that the new site is easier to navigate on phones and tablets. Kelber also said that HLO got approval for a Facebook page and that there are two – one for cosmetology and one for HLO in general. The pages will be used to communicate to licensees about proposed administrative rules and meetings. She showed the Board its page, which features a photo Kelber took of Burnham with a resident at her facility.

◆ **Licensing and fiscal statistical reports**

Donaldson presented a statistical overview of licensing, license trends and age and gender diversity in licensees. She said in the current biennium, 12 new administrators-in-training and 29 administrator licenses were issued; 256 renewals were processed. She said that the licensing trend has increased 43 percent in the last five years.

Donaldson said that the Board's financial picture is good, but that there still is some uncertainty when it comes to the cost allocation for being part of the Division of Public Health. Anderson asked what kind of services were part of the allocation. Donaldson said there are one-time costs, including moving the Office when the time comes, and then there are continuing expenses, such as human resources and payroll for the Office. She didn't think the allocation would have much impact on this Board and the licensee base was so small and that the rent there is much lower than it is currently, as buildings on the Capitol Mall are more expensive per square foot.

◆ **Regulatory report**

Bob Bothwell, regulatory operations manager, said in the 2013-15 biennium 23 complaints were received by HLO; three remain open. In the current biennium, 10 complaints were received; five are closed.

◆ **Policy**

Policy Analyst Anne Thompson showed the Board the spreadsheet of exam passing rates requested by Burnham at the last meeting. Burnham wanted more data on those who take the Oregon laws and rules test – how many times they had taken in and more about the scores to see if the test needed to be adjusted. The spreadsheet was sent to Board members after the last meeting. Burnham said the pass rate was pretty good.

Burnham wondered if there was more the Board could do to help administrators in training prepare for the national exam. Storm said that information was available through the National Association of Long Term Care Administrator Boards. Donaldson and Kelber said that the Office could add more prominent links to study guides and information on the Office's website.

◆ **Executive session**

At 10:21 a.m., the Board entered executive session pursuant to ORS 192.660(2)(f) for the purpose of considering information or records exempt from public inspection. (Investigation cases) Case numbers 14-7657, 15-7866, 16-8146, and 16-8136. The Board then took a break and began again at 10:31 a.m.

The Board exited executive session at 11:48 a.m.; no final decisions were made and no votes were taken.

◆ **Items for board action II**

It was proposed in case 14-7657 that a \$500 civil penalty be issued; the civil penalty would be stayed if no laws or rules were broken for one year. Nicole Burnham made a motion, with a second by David Anderson; motion passed unanimously.

It was proposed that in case 15-7866 that the license be revoked and a civil penalty of \$5,000 be issued. Jennifer Woolley made a motion, with a second by David Anderson; motion passed unanimously.

It was proposed that in case 16-8136 that the license would be suspended until the licensee acquired the necessary 14 hours of continuing education in addition to the required 20 hours of continuing education.

Nicole Burnham made a motion, with a second by David Anderson; motion passed unanimously.

The Board directed the Office to continue the investigation into case 16-8146.

Public/interested parties' feedback

None.

Other board business

None.

The meeting adjourned at 11:55 a.m.

Minutes prepared by Anne Thompson, policy analyst