



**WHO:** Health Licensing Office  
Nursing Home Administrators Board

**WHEN:** 9:30 a.m. on Sept. 29, 2016

**WHERE:** Health Licensing Office  
Rhoades Conference Room  
700 Summer St NE, Suite 320  
Salem, Oregon

**What is the purpose of the meeting?**

The purpose of the meeting is to conduct board business. PA working lunch may be served for board members and designated staff in attendance. A copy of the agenda is printed with this notice. Please visit <http://www.oregon.gov/OHA/HLO> for current meeting information.

**May the public attend the meeting?**

Members of the public and interested parties are invited to attend all board/council meetings. All audience members are asked to sign in on the attendance roster before the meeting. Public and interested parties' feedback will be heard during that part of the meeting.

**May the public attend a teleconference meeting?**

Members of the public and interested parties may attend a teleconference board meeting **in person** at the Health Licensing Office at 700 Summer St. NE, Suite 320, Salem, OR. All audience members are asked to sign in on the attendance roster before the meeting. Public and interested parties' feedback will be heard during that part of the meeting.

**What if the board/council enters into executive session?**

Prior to entering into executive session the board/council chairperson will announce the nature of and the authority for holding executive session, at which time all audience members are asked to leave the room with the exception of news media and designated staff. Executive session would be held according to ORS 192.660.

No final actions or final decisions will be made in executive session. The board/council will return to open session before taking any final action or making any final decisions.

**Who do I contact if I have questions or need special accommodations?**

The meeting location is accessible to persons with disabilities. A request for accommodations for persons with disabilities should be made at least 48 hours before the meeting. For questions or requests contact a board specialist at (503) 373-2049.

# **Items for Board Action**

# **Approval of Agenda**



Health Licensing Office  
Nursing Home Administrators Board



9:30 a.m., Sept. 29, 2016  
700 Summer St. NE, Suite 320  
Salem, Oregon

**Call to order**

- 1. Items for board action**
  - ◆ Approval of agenda
  - ◆ Approval of minutes from May 19, 2016
  - ◆ Approval of meeting dates for 2017
  - ◆ Approval of chair and vice chair for 2017
- 2. Reports**
  - ◆ Director report
  - ◆ Licensing and fiscal statistical report
  - ◆ Regulatory report
- 3. Public/interested parties' feedback**
- 4. Other board business**

Agenda is subject to change.

For the most up to date information go to [www.oregon.gov/OHA/HLO](http://www.oregon.gov/OHA/HLO)

# **Approval of Minutes**



Health Licensing Office  
Nursing Home Administrators Board



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

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**MINUTES**

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**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

# **2017 Meetings**



HEALTH LICENSING OFFICE

Kate Brown, Governor

Oregon  
**Health**  
Authority

700 Summer St NE, Suite 320

Salem, OR 97301-1287

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## 2017 meeting dates

### BACKGROUND AND DISCUSSION

The Nursing Home Administrators Board must decide on 2017 meeting dates.

### ISSUE

The Board must approve 2017 meeting times and dates. The Health Licensing Office proposes:

- 9:30 a.m. April 13
- 9:30 a.m. September 28

### BOARD ACTION

The Board approves 2017 meeting times and dates:

# **2017 Chair and Vice Chair**



## Chair and vice chair – 2017

### BACKGROUND AND DISCUSSION

Matt Storm has served as chair, and Nicole Burnham has served as vice chair, for the Nursing Home Administrators Board during 2016.

### ISSUE

The Board must nominate and elect a chair and vice chair for 2017.

#### **Role of the chair in meetings**

- Officially call the meeting to order.
- Keep order and impose any necessary restrictions for the efficient and orderly conduct of the meeting.
- Direct the “flow” of the meeting and to ensure the meeting is conducted in a professional manner.  
Some key points regarding meeting protocol include:
  - Board members wishing to speak must wait to be addressed by the chair.
  - Once addressed by the chair, the board member must state their last name for the record before speaking.
  - The chair guides members through the motion-making process.
  - If public comment is being accepted by the Board, audience members must wait to be addressed by the chair and state their full name and affiliation to the Board.
- Officially enter/exit executive session.
- Officially adjourn the meeting.

#### **Role of the chair outside of meetings**

- Collaborate with the director regarding the Board budget. The director may contact the chair to discuss the Board budget regarding revenue, expenditures and possible fee changes.
- Assist in generating meeting agendas. The board specialist or analyst may contact the chair to discuss the agenda for an upcoming meeting. The chair may be asked to comment on topics to be discussed and the format or order in which the topics should be presented at the meeting.

#### **Role of the vice chair**

The vice chair must assume the responsibilities of the chair if there is an absence or if the chair is no longer a member of the Board.

### BOARD ACTION

The Board nominates and elects:

Chair:

Vice chair:

# **Director's Report**

## Memorandum

**To:** Sylvie Donaldson, HLO Interim Director - Anne Thompson, NHAB Policy Analyst

**From:** Larry Peck, CE Qualifications Analyst

**Date:** 7/5/16

**Subject:** Results of Continuing Education Attestation Audit

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A continuing education audit on currently active licensed Nursing Home Administrators was conducted and was completed on 7/5/16. The audit included 10% of the license base, for a total of 35 licensees randomly sorted and selected through a computer generated process.

On 4/5/16, all 35 licensees were sent an audit notification letter informing them that they needed to provide verification of having complied with the 20 hours of approved continuing education obtained within their current license attestation period.

Of the 35 licensees audited, 28 submitted the required number hours in approved continuing education to meet the audit requirements. Seven licensees failed to meet the requirements of the audit. A report of each licensee's failure to comply with the audit was forwarded to the HLO Regulatory Operations Division.

A copy of this report will be provided at the next meeting of the Nursing Home Administrators Board.

# **Licensing and Fiscal Statistical Reports**

# Health Licensing Office

## Nursing Home Administrators Board

*Licensing Division Statistics as of September 16, 2016*

*2015 - 2017 Biennium*

<b>Quarter</b>	<b>New Administrators In Training</b>	<b>Permanent Licenses Issued</b>	<b>Renewals Processed</b>
1st	3	8	88
2nd	3	7	76
3rd	4	10	66
4th	6	7	98
5th	7	8	63
6th	-	-	-
7th	-	-	-
8th	-	-	-
<b>Total</b>	<b>23</b>	<b>40</b>	<b>391</b>

# Health Licensing Office

## Nursing Home Administrators Board

*Examination Statistics as of September 16, 2016*

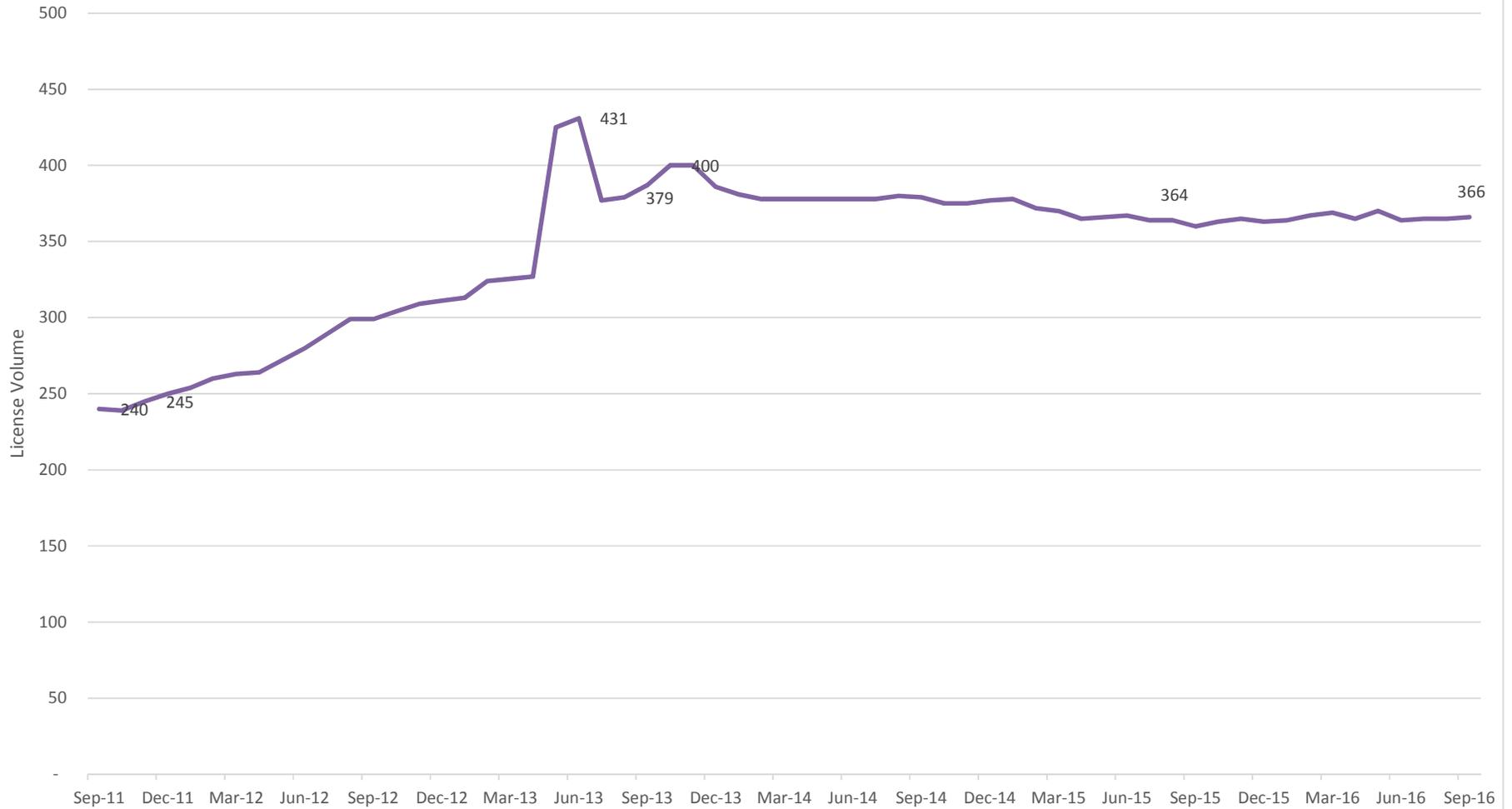
*2015 - 2017 Biennium*

Quarter	National Examination			State Examination		
	Passed	Failed	% Passed	Passed	Failed	% Passed
1st	2	2	50%	3	1	75%
2nd	-	2	0%	1	2	33%
3rd	2	4	33%	7	-	100%
4th	3	4	43%	4	1	80%
5th	2	1	67%	1	1	50%
6th	-	-		-	-	
7th	-	-		-	-	
8th	-	-		-	-	
<b>Total</b>	<b>9</b>	<b>13</b>	<b>41%</b>	<b>16</b>	<b>5</b>	<b>76%</b>

# Nursing Home Administrators Board

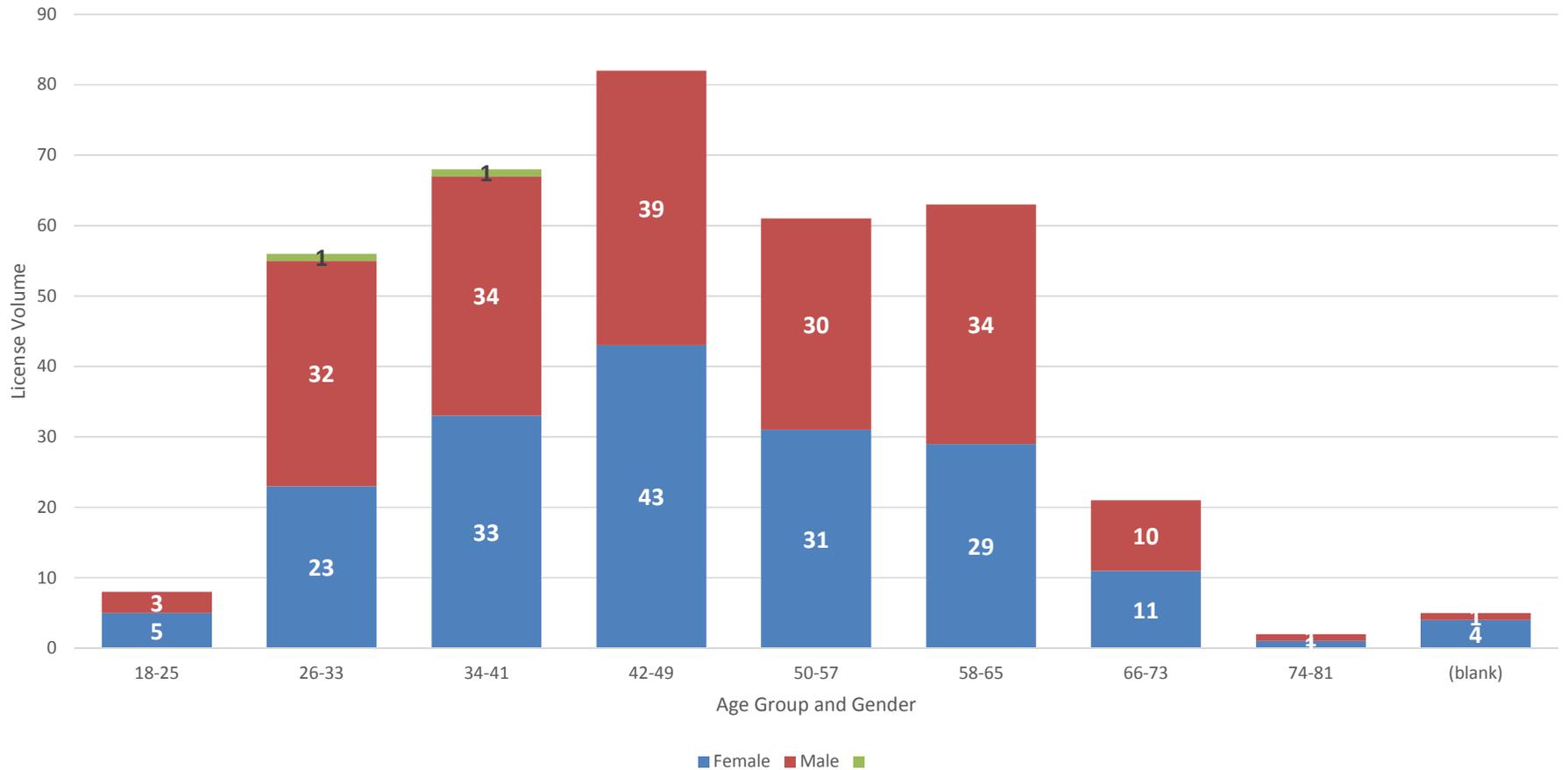
*Active License Trend*  
*September 2011 - September 2016*

+1.7% change in growth over 1 year  
+52.5% change in growth over 5 years



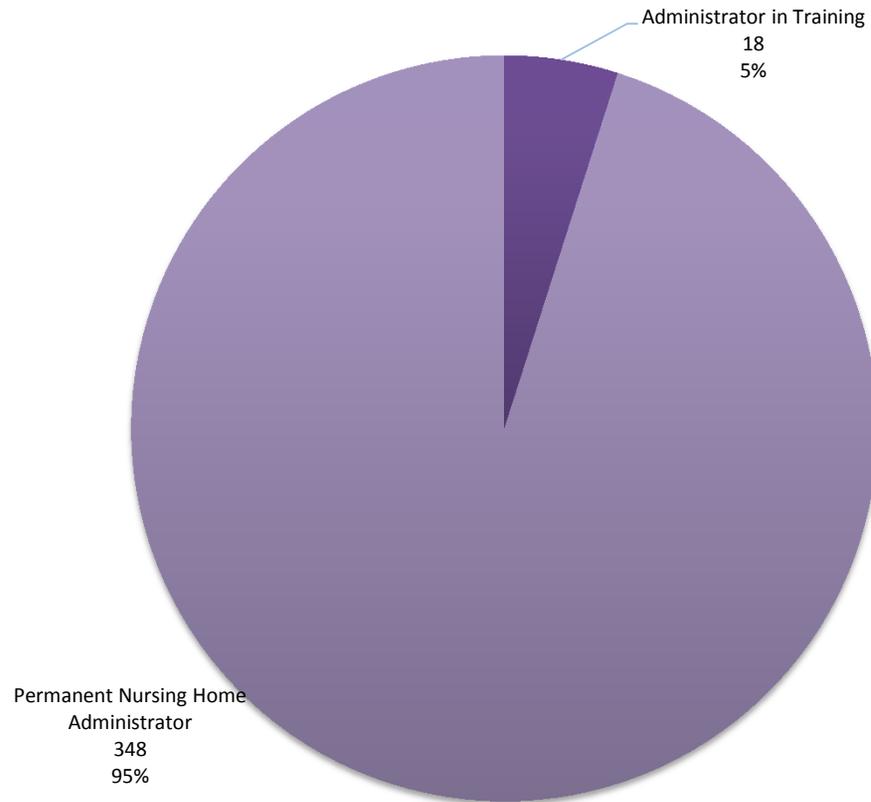
# Nursing Home Administrators Board

Statistics Grouped by Age and Gender as of September 16, 2016  
2015-17 Biennium



# Nursing Home Administrators Board

*License Volume by License Type as of September 16, 2016  
2015-17 Biennium*



HEALTH LICENSING OFFICE Fund 3830 - NURSING HOME ADMINISTRATORS STATEMENT OF CASH FLOW FOR THE PERIOD 07/01/15 - 09/16/16	
CURRENT	
<b>15-17' Beginning Cash Balance</b>	\$ 148,686.00
Revenues	\$ 66,585.00
Expenditures	\$ 32,294.30
Less: Accrued Expenditures	\$ -
Less: Total Expenditures	<u>\$ (32,294.30)</u>
Subtotal: Resources Available	\$ 182,976.70
Change in (Current Assets)/Liabilities	\$ -
<b>Ending Cash Balance (Actual)</b>	<b>\$ 182,976.70</b>
Indirect Charges are calculated using the following rates:	
* Based on average Licensee Volume	
Shared Assessment %	0.50%
Examination %	0.27%
Small Board Qualification %	6.28%
Inspection %	0.00%

HEALTH LICENSING OFFICE Fund 3830 - NURSING HOME ADMINISTRATORS STATEMENT OF CASH FLOW FOR THE PERIOD 07/01/15 - 06/30/17	
PROJECTED	
<b>15-17' Beginning Cash Balance</b>	\$ 148,686.00
Revenues	\$ 111,654.14
Expenditures	\$ 65,683.32
Less: Accrued Expenditures	\$ -
Less: Total Expenditures	<u>\$ (65,683.32)</u>
Subtotal: Resources Available	\$ 194,656.82
Change in (Current Assets)/Liabilities	\$ -
<b>Ending Cash Balance (Projection)</b>	<b>\$ 194,656.82</b>
Indirect Charges are calculated using the following rates:	
* Based on average Licensee Volume	
Shared Assessment %	0.50%
Examination %	0.27%
Small Board Qualification %	6.28%
Inspection %	0.00%

# **Regulatory Report**

# Health Licensing Office



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## ***Nursing Home Administrators Board***

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*September 23, 2016*

### ***2013 – 2015 Biennium***

Between July 1, 2013 and June 30, 2015, 23 complaints were received by the Office. Total open 2. Total closed 21.

<b>ANONYMOUS</b>	<b>CLIENTS</b>	<b>OTHER</b>
0	0	23

### ***2015 – 2017 Biennium***

Between July 1, 2015 and August 31, 2016, 16 complaints were received by the Office. Total open 10. Total closed 6.

<b>ANONYMOUS</b>	<b>CLIENTS</b>	<b>OTHER</b>
1	2	13

Other: Licensees  
General Public  
Internal  
Mandatory Reporter

# **Public/Interested Parties' Feedback**

# **Other Board Business**

