



Health Licensing Office
Nursing Home Administrators Board



Sept. 29, 2016
700 Summer St. NE, Suite 320
Salem, Oregon

MINUTES

MEMBERS PRESENT

David Anderson
Christine Prather
Jennifer Woolley
Misty Lohn
Peggy Steele
Lillian (Lili) Hoag

STAFF PRESENT

Sylvie Donaldson, director
Bob Bothwell, regulatory operations manager
Anne Thompson, policy analyst
Maria Gutierrez, board specialist

MEMBERS ABSENT

Nicolle King Deering
Matthew Storm – chair

Call to order

Director Sylvie Donaldson called the meeting of the Nursing Home Administrators Board to order at 9:36 a.m. Roll was called.

Items for board action

◆ **Approval of agenda**

Peggy Steele made a motion, with a second by Misty Lohn, to approve the agenda. Motion passed unanimously.

◆ **Approval of minutes**

Jennifer Woolley made a motion, with a second by Lillian (Lili) Hoag, to approve the minutes for May 19, 2016. Motion passed unanimously.

◆ **Approval of 2017 meeting times and dates chair and vice chair**

Jennifer Woolley made a motion, with a second by Misty Lohn, to accept 9:30 a.m. April 13 and 9:30 a.m. September 28 as the 2017 meeting times and dates. Motion passed unanimously.

(David Anderson joined the meeting at 9:43 a.m.)

◆ **Approval of 2017 chair and vice chair**

David Anderson made a motion, with a second by Jennifer Woolley, to nominate Peggy Steele as chair and Misty Lohn for vice chair for 2017. Motion passed unanimously.

Reports

◆ Director report

Director Sylvie Donaldson told the Board that she was appointed director beginning Sept. 1 after serving as interim director for a year.

She also explained that the Board's licensees have undergone a continuing education (CE) audit. Individuals attest to getting their CEs when they renew their license. Ten percent are randomly selected for audit; they have to provide documentation that supports their attestation. Of the 35 licensees who were audited, seven failed to meet the requirements. They were turned over to regulatory to do an investigation.

Donaldson said that while those investigations were not ready for this meeting, she would like the Board to consider adding a meeting to look at those cases within a month or two.

The Board agreed to meet at 1 p.m. on Nov. 10.

She also told the Board that while the Health Licensing Office (HLO) was supposed to move to its new location off the Salem Parkway around Thanksgiving, the date has been moved to early in 2017. The new location will offer a bigger waiting room, more testing space, free parking and a bigger board room.

◆ Licensing and fiscal statistical reports

Donaldson presented a statistical overview of licensing, license trends and age and gender diversity in licensees. As of Sept. 16, 2016, 23 new administrators in training and 40 permanent licenses have been issued, and 391 renewals have been processed. Anderson asked if licenses that are suspended or revoked could be added to the graphic; Donaldson said she would check.

Donaldson said that the Board's licensees have increased nearly 53% in five years and that the ages of licensees is spread nicely, with younger people entering the profession.

She explained the Board's financial picture, explaining how smaller boards pay for a proportionally small share of staff and other costs, and how HLO is funded.

◆ Regulatory report

Bob Bothwell, regulatory operations manager, said in the last biennium, of the 23 complaints received, two remained open; in the current biennium, 16 complaints were received, 10 were open and should be cleared after the Board's November meeting.

Hoag asked where complaints come, and Bothwell and Donaldson explained the process.

Public/interested parties' feedback

None.

Other board business

Donaldson said the Board is still searching for a member to fill the pharmacist seat. Christine Prather said there were a couple of interested people at her company who are planning on submitting applications.

Woolley asked when the National Association of Long Term Care Administrator Board's conference was scheduled this year. Bothwell looked it up said it was slated for Nov. 9-11 in Atlanta.

Hoag asked if race and ethnicity could be added to the age and gender graphic.

The meeting adjourned at 10:19 a.m.

Minutes prepared by Anne Thompson, policy analyst