



Health Licensing Office  
Nursing Home Administrators Board



Nov. 5, 2015  
700 Summer St. NE, Suite 320  
Salem, Oregon

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**MINUTES**

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**MEMBERS PRESENT**

Matthew Storm, chair (via teleconference)  
Nicole Burnham, vice chair  
Nicolle King Deering  
David Anderson  
Christine Prather

**MEMBERS ABSENT**

Misty Lohn  
Jennifer Woolley

**GUESTS PRESENT**

None

**STAFF PRESENT**

Sylvie Donaldson, interim director and fiscal services and  
licensing manager  
Bob Bothwell, regulatory operations manager  
Heather Vogelsong, assistant attorney general, Oregon  
Department of Justice  
Anne Thompson, policy analyst  
Sarah Kelber, communications coordinator  
Maria Gutierrez, board specialist  
Nathan Goldberg, investigator

**Call to order**

Nicole Burnham called the meeting of the Nursing Home Administrators Board to order at 9:09 a.m.  
Roll was called.

Sylvie Donaldson, interim director and fiscal services and licensing manager, introduced the staff and Board members introduced themselves.

**Items for board action**

◆ **Approval of revised agenda**

Nicolle King Deering made a motion, with a second by David Anderson, to approve the revised agenda.  
Motion passed.

◆ **Approval of minutes**

Matthew Storm made a motion, with a second by Nicolle King Deering, to approve the minutes for Sept. 28, 2014. Motion passed.

◆ **Approval of 2016 meeting dates**

Nicolle King Deering made a motion, with a second by David Anderson, to approve the amended 2016 meeting dates of Feb. 25 and Sept. 29. Motion passed.

**Reports**

◆ **Director report**

Donaldson told the Board about Director Holly Mercer leaving HLO and being named interim director. She also described the move to the Public Health Division and said that it has very little impact on how HLO and its boards and programs do business. She explained that the new digital minutes program, Granicus, was being tested, and when implemented would provide a full audio recording of meetings. The program will save staff time, and will require board members to remember to say their name before speaking so listeners can follow along. She also said that HLO has requested to move to another location, one that will have more testing stations and a bigger waiting room for customers, more parking and a bigger board room. She also said that HLO is getting a website redesign, and Sarah Kelber, communications coordinator, told the Board that she put out a request to associations, chairs and vice chairs for new photos for the site. Kelber said that the new site may be available early in 2016. Burnham said a photo of an administrator speaking with a resident would be good, but the resident's family would have to give permission.

◆ **Licensing and fiscal statistical reports**

Donaldson presented a statistical overview of licensing, license trends and age and gender diversity in licensees. She said that by the end of the last biennium, June 30, 2015, that HLO issued 32 new administrator-in-training authorizations and 700 renewals. The licensing-trend graphic was not included, so Donaldson said she would make sure it was included in the statistics packet at the next meeting. Burnham was surprised by the passing rates on the Oregon laws and rules exam and asked when the rewritten test went into effect. She said she was surprised by the passing rate, because she was worried that the test might have been too hard. Donaldson said she could find out from staff and let the Board know.

The Board's finances are healthy, but Donaldson said the cost allocation for shared services from Public Health has not been received yet, so that will affect the bottom line.

◆ **Regulatory report**

Bob Bothwell, regulatory operations manager, said in the 2011-13 biennium that 25 complaints were received by HLO and all are closed. In the 2013-15 biennium, 23 complaints were received by the office and 11 were closed. In the current biennium, three complaints were received; all are closed.

**Public/interested parties' feedback**

None.

**Executive session – legal advice**

The Nursing Home Administrators Board entered executive session pursuant to ORS 192.660(2)(f) at 9:39 a.m. for the purpose of considering information or records exempt from public inspection.

Executive session concluded and the board reconvened regular session at 10:08 a.m. No decisions were made and no votes were taken in executive session. The Board took a break and reconvened at 10:22 a.m.

**Executive session – investigation cases**

The Nursing Home Administrators Board entered executive session pursuant to ORS 192.660(2)(f) at 10:22 a.m. for the purpose of considering information or records exempt from public inspection.

Executive session concluded and the board reconvened regular session at 10:55 a.m. No decisions were made and no votes were taken in executive session.

It was proposed in case 15-7843 that the licensee be issued a \$500 civil penalty, stayed if no laws and rules are broken in three years. Matthew Storm made the motion, with a second by Nicolle King Deering. Motion passed.

It was proposed in case 15-7884 that the case be closed unsubstantiated. Matthew Storm made the motion, with a second by Nicolle King Deering. Motion passed.

**Other board business**

Donaldson said that the licensing trend line will be on the next fiscal report.

Burnham asked for 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.

Deering asked if the Board of Pharmacy had been contacted about helping find a new Board member. Thompson said they had been contacted and that the information from the governor’s office for Board candidates will be emailed to Board members.

Burnham asked if the Board could go back to having administrators in training come in for an interview with the Board. Donaldson said HLO got away from the practice as there is nothing in statute that requires it and so licensing cannot be affected by the interviews.

The meeting adjourned at 11:13 a.m.

Minutes prepared by: Anne Thompson, policy analyst