

APPROVED MINUTES
VIRGINIA BOARD OF LONG TERM CARE ADMINISTRATORS
MEETING MINUTES

The Virginia Board of Long Term Care Administrators convened for a board meeting on Tuesday, December 16, 2014 at the Department of Health Professions, Perimeter Center, 9960 Mayland Drive, 2nd Floor, Board Room #4, Henrico, Virginia.

The following members were present:

Tom Orsini, NHA, Chair
Karen Stanfield, NHA, Vice-Chair
John Randolph Scott, NHA, ALFA
Marj Pantone, ALFA
Amanda Gannon, NHA
Warren Koontz, MD, Citizen Member

The following members were absent for the meeting:

Doug Nevitt, ALFA
Derrick Kendall, NHA
Shervonne Banks, Citizen Member

DHP staff present for all or part of the meeting included:

Lisa R. Hahn, Executive Director
David Brown, DC, Agency Director
Elaine Yeatts, Senior Policy Analyst
Lynne Helmick, Deputy Executive Director
Missy Currier, Deputy Executive Director

Quorum:

With 6 members present a quorum was established.

Guests Present:

Judy Hackler, VALA
Dana Parsons, VANHA

CALLED TO ORDER

Mr. Orsini called the Board meeting to order at 10:20 a.m.

PUBLIC COMMENT PERIOD

No regulatory comments could be accepted regarding the Petition for Rulemaking because the comment period had closed.

No other comments were received

ACCEPTANCE OF MINUTES

Upon a motion by Randy Scott and properly seconded by Karen Stanfield, the board voted to accept the following minutes:

- Minutes of Board Meeting – June 24, 2014
- Formal Administrative Hearing – June 24, 2014
- Telephonic Conference – July 18, 2014
- Formal Administrative Hearing – September 9, 2014
- Formal Administrative Hearing – September 9, 2014

The motion passed unanimously.

Mr. Orsini reported that the following informal conferences were held since the board last met and that the minutes were posted on the LTC website and Regulatory Townhall:

- (2) June 25, 2014
- (4) September 10, 2014
- (1) October 15, 2014

AGENCY DIRECTOR'S REPORT – Dr. David Brown, D.C.

Dr. Brown shared that DHP had outsourced their Human Resource Department to the Department of Human Resource Management (DHRM) in an effort to streamline HR functions while realizing a significant cost savings to the Agency.

Dr. Brown mentioned that DHP would be presenting a Bill during the 2015 GA Session to allow the Board of Nursing to conduct background checks on LPN's and RN's. He stated that if the Bill passes, the Agency would use the experience in evaluating the requirement for other Health Regulatory Boards.

Dr. Brown spoke about the Governor's Task Force addressing the serious epidemic of overdose deaths in Virginia caused by prescriptions drugs and Heroin. He stated that several work groups had been formed and they were meeting later that day to discuss preliminary recommendations to bring to the 2015 General Assembly.

Ms. Hahn confirmed that the minutes of the Task Force meetings would be posted on DHP's website.

EXECUTIVE DIRECTOR'S REPORT – Lisa R. Hahn

Ms. Hahn reported on the following:

Budget

n	Cash Balance as of June 30, 2014	\$(368,103)
n	YTD FY15 Revenue	\$20,346
n	<u>Less direct and In-Direct Expenditures</u>	<u>\$123,039</u>
n	Cash Balance as of Sept. 30, 2014	\$(470,797)

Ms. Hahn explained the the financial reports were running behind because of newly installed software in the Accounting Department. Revenue would increase during March 2015 renewals which will include the new fees and the shortfall assessment.

Fee Increase

- n Became effective on October 22, 2014
- n Process has gone smooth with no complaints received to date by board staff
- n Everyone was notified by email or mail of the increase
- n Expect during the March renewals when the shortfall fee is assessed that we may get a few unhappy phone calls.
- n As you know the assessment was as alternative measure to having a larger and more permanent fee increase.

Licensee Statistics

ALF

- n 646 ALF Administrators
- n 107 AIT's (average around 80 – increase may be an indication that people are finding Preceptors)
- n 6 “Acting” AIT
- n 198 Preceptors

NHA

- n 883 Nursing Home Administrators
- n 82 Nursing Home AIT's (increase from 67 in June 2014)
- n 244 NHA Preceptors

Discipline Statistics

- n **38 open cases:**
 - q 20 cases in Investigations
 - q 10 in Probable Cause
 - q 0 in APD
 - q 7 at Informal Stage
 - q 1 at Formal Stage (Respondent just signed a Consent Order)

19 LTC Compliance Cases being monitored

Historical Case Data

- n **FY 2012**
 - n 63 cases received
 - n 57 cases closed
 - n 9 (16%) of closed cases went to IFC
- n **FY 2013**
 - n 45 cases received
 - n 56 cases closed
 - n 6 (11%) of closed cases went to IFC
- n **FY 2014**
 - n 47 cases received
 - n 38 cases closed
 - n 5 (13%) of closed cases went to IFC
- n **1st quarter FY15**
 - n 25 cases received
 - n 17 cases closed

Informal Conferences Held Calendar Year 2014

- n By the end of the year we will have had 9 Informal Conferences:
 - n 6- ALFA Hearings
 - n 3- NHA Hearings
 - n 1 case was closed with no violation at IFC
 - n 6- Orders with Terms were issued
 - n 2 will be heard today

Formal Hearings Held Calendar Year 2014

- n 1 NHA summary suspension
- n 4 Formal hearings
 - n 2 ALFA formal hearings
 - q 1 revoked right to renew license
 - q 1 license suspended
 - n 1 NHA Formal hearing – license revoked
 - n 1 ALFA Formal hearing pending

Breakdown of Cases Received Calendar Year 2014

- n 27 ALFA
- n 26 NHA

Virginia Performs (Patient Care Cases) – First Quarter 2015

- n Clearance Rate – 60%
- n Age of Pending caseload older than 250 days – 4%
- n % of Cases closed within 250 days – 67%
- n Customer Satisfaction-98.5% FY14
 - n Q1 2015 Caseloads: received=10, closed=6
Pending over 250=1
Closed within 250=4

Board Business

- n We plan to request again during renewals for volunteers willing to add their name to the Preceptor List in an effort to obtain additional names. We are going to start 2015 with a fresh list since it appears that some of the contact information initially provided to us was outdated.
- n Share Point – board portal; Pilot program has been discontinued as the process was not an effective and efficient way of sharing electronic information with board members. IT will continue to look for alternative solutions.
- n Missy Currier and Lynne Helmick attended the December 10th ALF Stakeholders meeting. Both VALA and VANHA requested that the board request that SHEV notify colleges about the licensure process for someone enrolled in Healthcare Administration Program. Many students are under the impression that once they graduate, they can be licensed and are ready to be an Administrator.

Board Presentations

- n 7/31/2014 - VCAL Symposium – Missy Currier
- n 10/17/2014 – vaLTC Fall Conference – Missy Currier

Board Communications

- n If you have a change of address, email address, cell phone number, please remember to contact us so that we have the most current information.

2015 Board Meeting Schedule

- n Please reserve the following dates for the entire day: These dates are also used for our Formal Hearings. It is imperative that you commit to these dates.
 - n March 10th
 - n June 16th
 - n September 22nd
 - n December 15th

PRESENTATION - WORKFORCE STUDY SURVEY RESULTS –Justin Crowe

Justin Crowe, Deputy Executive Director for the Virginia Healthcare Workforce Data Center shared the draft version of the August 2014 Nursing Home Administrator and Assisted Living Facility Administrator Workforce Study Results. Mr. Crowe was pleased to share that they received over 1000 responses which compromised 78% of the Licensees. Other key points shared were the average retirement age and the average income levels for each profession. Mr. Crowe asked that the board review the drafts and let him know if they had any questions or suggestions before they publish the report in January 2015.

Ms. Hahn as well as the board members thanked Mr. Crowe for the useful information.

A motion was then made by Karen Stanfield and properly seconded by Randy Scott to accept the 2014 Work Force Data Reports. The motion passed unanimously.

NEW BUSINESS

Report of Regulatory Actions – Elaine Yeatts

Ms. Yeatts stated that the regulations for a fee increase became final on October 22, 2014 and then shared the following:

Chapter	Action / Stage Information				
Regulations Governing the Practice of Nursing Home Administrators [18 VAC 95 - 20]	<table border="1"> <tr> <td><u>Action</u></td> <td>Report from NPDB for applicants</td> </tr> <tr> <td><u>Stage</u></td> <td>Fast-Track - <i>At Governor's Office for 90 days</i></td> </tr> </table>	<u>Action</u>	Report from NPDB for applicants	<u>Stage</u>	Fast-Track - <i>At Governor's Office for 90 days</i>
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Petition for Rule-making

After much discussion, a motion was made by Karen Stanfield and properly seconded by Randy Scott to deny the petition for rulemaking and to retain the current requirements. The board agreed there was value in keeping the face to face contact with other administrators, to be able to share knowledge and experiences.

The motion passed by a unanimous vote with Dr. Warren Koontz voting nay.

ADJOURNMENT

Mr. Orsini adjourned the meeting at 11:20 a.m.

 Thomas J. Orsini, NHA, Chair

 Lisa R. Hahn, Executive Director

 Date

 Date