

**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 19, 2017, at the Department of Health Professions, Perimeter Center, 9960 Mayland Drive, 2nd Floor, Board Room #1, Henrico, Virginia 23233.

**BOARD MEMBERS PRESENT**

Derrick Kendall, NHA, Chair  
Karen Hopkins Stanfield, NHA  
Marj Pantone, ALFA  
Basil Acey, Citizen Member  
Mitchell P. Davis, NHA  
Mary B. Brydon, Citizen Member

**BOARD MEMBERS ABSENT**

Martha H. Hunt, ALFA, Vice-Chair  
Doug Nevitt, ALFA  
Shervonne Banks, Citizen Member

**STAFF PRESENT FOR ALL OR PART OF MEETING**

Corie Tillman Wolf, Executive Director  
Lisa Hahn, Agency Deputy Director  
Elaine Yeatts, Senior Policy Analyst  
Heather Wright, Program Manager  
Erin Barrett, Assistant Attorney General, Board Counsel  
Elizabeth Carter, Executive Director, Healthcare Workforce Data Center

**GUESTS PRESENT**

April Payne, VHCA-VCAL  
Judy Hackler, VALA

**CALLED TO ORDER**

Derrick Kendall, NHA, Chair, called the Board meeting to order at 10:04 a.m.

Board members and staff introduced themselves. With 6 Board members present, a quorum was established.

Mr. Kendall provided reminders to Board members and the audience before the first order of business. Ms. Tillman Wolf then read the emergency egress instructions.

## ACCEPTANCE OF MINUTES

Upon a **MOTION** by Karen Stanfield and properly seconded by Mary Brydon, the Board voted to accept the following meeting minutes as written:

- Board Meeting – October 5, 2017
- Formal Hearings – October 5, 2017

The vote was unanimous.

## ORDERING OF AGENDA

Upon a **MOTION** by Karen Stanfield, and properly seconded by Mitchell Davis, the Board voted to accept the Agenda with the following change: Lisa Hahn will give the Agency Report. The vote was unanimous.

## PUBLIC COMMENT PERIOD

There was no public comment provided.

## AGENCY DIRECTOR'S REPORT – Lisa Hahn, Chief Operating Officer

Ms. Hahn began her report by announcing that she has accepted a position as the Agency's Chief Operating Officer, which is a classified position, and which was created with the intent and advantage of providing continuity of operations to the agency. Mr. Kendall congratulated Ms. Hahn on her new position and lauded the agency's selection.

Ms. Hahn reported that the Chief Deputy Director position is currently vacant pending appointment by the new Governor. Announcements related to Governor-elect Northam's appointments for the Director of DHP and Secretary of Health and Human Resources are anticipated in the coming days.

Ms. Hahn provided an update regarding the status of the agency's build-out of new space on the first floor of the Perimeter Center building. The space should be completed in the spring.

Ms. Hahn unveiled the new agency logo for DHP and explained the development process. The new logo will launch officially on January 3, 2018.

Ms. Hahn thanked Board members and staff for their hard work and efforts throughout the year.

## EXECUTIVE DIRECTOR'S REPORT- Corie Tillman Wolf, Executive Director

Corie Tillman Wolf, Executive Director, began her report with congratulations to Derrick Kendall, Marj Pantone, and Shervonne Banks on their reappointments to second terms on the Board.

The Expenditure and Revenue report is as follows:

- Cash Balance as of June 30, 2017 (\$ 30,609)
- YTD FY 18 Revenue \$ 58,055

- Less direct and In-Direct Expenses \$ 228,517
- Cash Balance as of November 30, 2017 (\$ 201,071)

Ms. Tillman Wolf reported that the renewal cycle will begin in the third quarter of FY 18 (January-March 2018), so the Board will begin seeing a more significant revenue stream during that quarter.

Ms. Tillman Wolf provided the following updates from the National Association of Long-Term Care Administrator Boards (NAB) Mid-Year Meeting held November 8-10, 2017 in Savannah, GA:

- New Exam Structure - NAB provided information related to the new examination structure and limited data on passage rates as compared to the previous structure. For Virginia's rates, there is still insufficient information at this point to provide a meaningful comparison of exam passage rates, however there should be more information available for the next Board meeting.
- Health Services Executive (HSE) - One Virginia-licensed administrator has been announced as an HSE so far; as of the November NAB meeting, there were a total of 5 across the country. There was continued discussion at the meeting regarding how states could implement or adopt the HSE at the state level. The Board currently has the HSE included in the language of the Board's proposed NHA regulations from the periodic review process. "Grandparenting" provisions for current administrators exist through January 31, 2018.
- AIT/Preceptor Resources – There was additional discussion regarding how to implement these resources at the state level. The Board has currently built in the preceptor training in the proposed regulations arising out of the periodic review process. As of early November, it appeared that approximately 92 Virginia licensees had accessed or completed preceptor modules. Board staff is encouraging the use of the AIT manual and continuing to disseminate the information.
- CE Registry – Ms. Tillman Wolf provided a NAB flyer to Board members about the CE Registry registration process. As of April 1<sup>st</sup>, the NAB approved CE sponsors will be required to report attendance records and certificates through the registry. States will have access to CE records from licensees who report to the registry and who choose to share the information with Virginia.

Ms. Tillman Wolf shared staff and agency updates, including staffing changes, dissemination of information to licensees, and attendance by Board staff of DSS-sponsored training on the new regulations for assisted living facilities.

Ms. Tillman Wolf then provided the Licensure Report:

- Ms. Tillman Wolf reported the numbers of current licensees are as follows:

ALFA's	624
AIT's	118
Acting AIT	4
<b>Total ALFA</b>	<b>746</b>
Preceptors	211

NHA's	918
AIT's	87
<b>Total NHA</b>	<b>1,006</b>
Preceptors	234

**NHA & ALFA combined 1,752**

- Customer Satisfaction Survey Results - Ms. Tillman Wolf provided the following information on Customer Satisfaction surveys:
  - 100% satisfaction rating for Q1 2018; the agency average for Q1 2018 was 89.3%
  - Ms. Tillman Wolf thanked Heather Wright for her work on behalf of the Board, and Laura Mueller, who is also cross-trained.

Ms. Tillman Wolf then provided the Discipline Report. Ms. Tillman Wolf reported on the current number of open cases, discipline statistics, and Key Performance Measures.

- 88 open cases
  - 6 at APD
  - 2 Formal Hearings
  - 2 Informal Conferences
  - 28 in Investigation
  - 48 in Probable Cause
  - 7 Compliance cases
- Virginia Performs – Key Performance Measures Q1 2018:
  - For patient care cases:
    - The Clearance Rate was 9%. We received 11 cases and closed 1 case.
    - The Pending Caseload over 250 days was at 20%.
    - The Cases closed within 250 days was 100%.
  - For all case types (patient and non-patient care)
    - 80% of cases were closed within 365 calendar days (250 business days); the agency average was 82.2%.

Ms. Tillman Wolf provided reminders to Board members about updating contact information and the upcoming meeting calendar.

Ms. Tillman Wolf thanked the Board for all their hard work and concluded her report.

**LEGISLATIVE AND REGULATORY REPORT – Elaine Yeatts**

**Review of Legislation**

Ms. Yeatts provided an overview of legislation that has been pre-filed for the 2018 General Assembly Session, including bills related to a Red Tape Reduction Commission for the review of regulations (HB23/SB20) and legislation related to facilitating the ability of patients to obtain limited supplies of prescription medications when dispensed drugs are otherwise lost due to a natural or man-made disaster (SB23, SB25). Ms. Yeatts further provided an overview of seven bills originating from DHP, including a bill to create a mid-level licensure status for social workers.

**Adoption of Final Regulations – Periodic Review of Regulations Governing the Practice of Nursing Home Administrators (18VAC95-20-10 et seq.) and the Practice of Assisted Living Facility Administrators (18VAC95-30-10 et seq.) (Attachment A)**

Ms. Yeatts reviewed the public comments received from the Virginia Assisted Living Association (VALA) related to the Board's pending regulations for assisted living facility administrators. Ms. Yeatts explained the process if the Board decides to make changes to the current language in the proposed regulations.

In response to VALA's first two comments, Board staff will communicate with licensees about the regulation changes regarding AIT hours and when they become effective, and will update the Domains of Practice form.

Board members discussed VALA's third comment related to language that would prohibit AITs from receiving training in a facility that is defined as provisional by DSS in the proposed language of 18VAC95-30-170. Board members discussed a revision to the language such that a new AIT program could not be started in a provisional facility, however if a facility becomes provisional during the course of an AIT program, the AIT would not be required to leave the facility or find an alternate training site.

Upon a **MOTION** by Marj Pantone, properly seconded by Mitch Davis, the Board voted to delete the word "Training" in the proposed language of 18VAC95-30-170(B), and to insert "A new ALF AIT program or internship" such that the sentence reads, "A new ALF AIT program or internship shall not be conducted in a facility with a provisional license as determined by the Department of Social Services." The vote was unanimous.

Ms. Yeatts explained VALA's remaining comments related to preceptors and the Health Services Executive credential. No motions were made with regard to the comments.

Ms. Yeatts explained one additional issue that was raised by the Registrar related to the wording of the language related to unprofessional conduct provisions in 18VAC95-20-470(7) and 18VAC95-30-210(7). Board members discussed possible wording choices and comma placement. Board counsel stated that language to clarify the wording to "an inappropriate personal involvement with a resident, or sexual conduct with a resident" would address the registrar's concerns.

Upon a **MOTION** by Karen Stanfield, properly seconded by Marj Pantone, the Board voted to approve final regulations with the amendments proposed to 18VAC95-30-170(B) and to the unprofessional conduct provisions as discussed. The vote was unanimous.

Mr. Kendall called for a break at 11:18 a.m. The Board reconvened at 11:33 a.m.

**OLD BUSINESS**

**Survey Questions for the Workforce Data Center Report – Dr. Elizabeth Carter**

Dr. Carter reported that, per the Board’s request at the last meeting, a question related to educational debt has been added to the workforce survey – “What is your estimated current educational debt?”

Dr. Carter reminded Board members that, at the last meeting, the Board had questions regarding how primary and secondary work locations are defined for purposes of the survey. Board members discussed the current categories and classifications of work locations in the survey and whether they adequately reflect practice locations. Board members agreed that the addition of “Acute Care/Rehabilitative Facility” rather than “Rehabilitation Facility” may be more encompassing of certain practice locations for NHAs that are not otherwise reflected. Dr. Carter will ask for that change to be made to the drop-down menu in the survey.

**NEW BUSINESS**

**Administrators-In-Training and Preceptors – Corie Tillman Wolf**

Ms. Tillman Wolf provided an overview of certain issues identified by Board staff regarding AITs and preceptors and the proposed steps to be taken by staff to address some of these issues. Ms. Tillman Wolf discussed steps for ensuring the quality of reports received from AITs; for increased communication to AITs and preceptors regarding training requirements, pending regulatory changes, and NAB resources available; for development and dissemination of AIT and Preceptor FAQ’s; and for work with stakeholders and associations to promote training and use of the voluntary preceptor directory as a resource. Ms. Tillman Wolf also discussed the possibility of an ad hoc committee to discuss AIT reporting requirements and the AIT report forms, and other AIT and preceptor-related issues, as necessary. Ms. Tillman Wolf will gauge interest for a committee and otherwise e-mail out the current reporting forms for Board member input and comments, and have that information ready for the next meeting.

**Board Member Training – Conflict of Interest – Erin Barrett**

Board counsel, Erin Barrett, provided an overview of Conflict of Interest and considerations for Board members at Board meetings and disciplinary hearings.

**NEXT MEETING**

The next Board meeting is scheduled for March 15, 2018.

**ADJOURNMENT**

With all business concluded, the meeting was adjourned at 12:15 p.m.

  
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Derrick Kendall, NHA, Chair

  
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Corie Tillman Wolf, Executive Director

Date June 28, 2018

Date June 29, 2018