

APPROVED

**NURSING HOME ADMINISTRATORS
BOARD MEETING
MINUTES OF BOARD MEETING**

Wednesday, July 14, 2004

**Department of Health Professions
6603 West Broad Street
Richmond, Virginia 23230-1712
Conference Room 1**

CALL TO ORDER: A meeting of the Virginia Board of Nursing Home Administrators was called to order at 9:05 a.m.

PRESIDING: Robert N. Rector, NHA, Chair

MEMBERS PRESENT: Mary Smith, NHA
Janice Clark, NHA
Ted LeNeave, NHA
Mary Blunt, NHA

MEMBERS ABSENT: Kathleen R. Fletcher, RN
Billie Joyce Owens

STAFF PRESENT: Sandra K. Reen, Executive Director
Elaine Yeatts, Sr. Policy Analyst
Carmen M. Quiñones, Administrative Assistant

COUNSEL PRESENT: Howard Casway, Senior Assistant Attorney General

QUORUM: With five members of the Board present, a quorum was established.

PUBLIC COMMENT: No Public Comments

APPROVAL OF MINUTES: On a properly seconded motion by Mr. LeNeave, the Board approved the Minutes of the Regular Board Meeting of April 14, 2004.

BOARD DISCUSSION: **BHP Study of Regulating Assisted Living Administrators:** Dr. Elizabeth Carter provided an overview of the preliminary information collected for this study from other states and from the National Association of Boards of Examiners of Long Term Care Administrators and the American College of Health Care Administrators. She advised that a public hearing is planned for August.

Education Requirements: Ms. Reen requested guidance

on identifying degree programs that are responsive to the Board's requirements for licensure and for AIT programs. The Board asked staff to collect information on several undergraduate and graduate programs and asked the Credentials Committee to review this information and prepare a recommendation for consideration at its next meeting. Staff was asked to notify all board members of the date and time of the Credentials Committee meeting.

**LEGISLATION
AND REGULATIONS:**

Delegation to an Agency Subordinate – Emergency Regulations: Ms. Yeatt's went over the requirements, criteria and options for delegation of informal fact-finding proceedings to an agency subordinate. On a properly seconded motion by Mr. LeNeave the Board adopted the emergency regulations as amended and directed that the Notice of Intent to replace the emergency regulations be issued.

**EXECUTIVE
DIRECTOR'S REPORT:**

FY 05 Budget Revenue and Expenditures Summary: Ms. Reen reviewed the budget information and advised that the Board was showing a slight surplus of funds.

Update on CE Audit: Ms. Reen reviewed the information on the audit conducted for license year 2002 to 2003.

Presentation on the BNHA: Ms. Reen reported that this presentation was recently updated is available for use.

NEW BUSINESS:

Investigations: Ms. Blunt requested that representatives from the Enforcement Division of DHP be invited to the next meeting.

Continuing Education: Ms. Blunt asked that the Board remove the five hour limit on self-study. This request was referred to the Legislative/Regulatory Committee.

ELECTION OF OFFICERS:

Nominations: Mr. Rector advised that the Nominating Committee was unable to meet and then requested nominations from the floor for the positions of Chairman and Vice-Chairman. Ms. Blunt made a properly seconded motion that the current officers continue to serve. The motion carried unanimously.

**Virginia Nursing Home Administrators
Board Meeting
July 14, 2004**

ADJOURNMENT

With all business concluded, the Board adjourned at 11:35 am.

Robert N. Rector, Jr., NHA

Sandra K. Reen, Executive Director

Date

Date