

APPROVED

**VIRGINIA BOARD of NURSING HOME ADMINISTRATORS
BOARD MEETING MINUTES**

Wednesday, October 13, 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 9:16 a.m.

PRESIDING: Robert N. Rector, NHA, Chair

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

MEMBERS ABSENT: 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 six members of the Board present, a quorum was established.

PUBLIC COMMENT: No Public Comments

CONFLICT OF INTEREST TRAINING: Emily Wingfield, Senior Assistant Attorney General, presented training on the Conflict of Interest Act and the Virginia Public Procurement Act. The presentation provided general guidance for board members and staff on the requirements and prohibitions that govern the conduct of state business.

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

LEGISLATION AND REGULATIONS: **Adoption of Proposed Regulation and Guidance Document on Delegation of Informal Fact-Finding to an Agency Subordinate:** Ms. Yeatts presented the

regulations proposed to replace the Emergency Regulations currently in effect. Ms. Yeatts advised that the proposed regulations are the same as the emergency regulations and they need to be adopted so that the regulatory process might be completed before the emergency regulations expire on 7/27/05. On a properly seconded motion by Ms. Smith the Board unanimously voted to adopt the proposed regulations.

Ms. Yeatts reviewed the flow chart and guidance document that describes the possible outcomes when a subordinate hears a case at an informal conference. On a properly seconded motion by Mr. LeNeave the Board unanimously voted to adopt the guidance document and the flow chart.

BHP Study of Regulating Assisted Living Administrators: Ms. Yeatts reported on the Board of Health Professions' study on the Need to Regulate Assisted Living Administrators. She advised that the recommendation under consideration is to institute licensure requirements.

**CREDENTIALS
COMMITTEE REPORT:**

Mr. LeNeave reported on the October 5, 2004 Credentials Committee discussion of the education requirements for licensure by a degree and practical experience, certificate program and the Administrator-in-Training program. He advised that the Committee is developing a guidance document on education requirements, recommending language changes in 18-VAC-95-20-220 and discussing the possibility of re-instituting Board approval of education programs. He advised that the Committee will meet on November 22, 2004. On a properly seconded motion by Mr. LeNeave the Board voted to issue a Notice of Intended Regulatory Action to amend the education requirements for licensure and the qualifications for preceptorship.

BOARD DISCUSSION:

Letter from David P. Byrd, Pharmacist: The Board reviewed the letter from Mr. Byrd. Ms. Reen advised that she had acknowledged the message and had forwarded it to the Department of Health.

Investigations: This topic was deferred until the next

Board Meeting.

NAB Convention: Mr. LeNeave reported on the NAB Convention in New York City.

**EXECUTIVE
DIRECTOR'S REPORT:**

Reports On-Line: Ms. Reen reviewed the statistical reports that are now available on the Department of Health Professions' website at www.dhp.virginia.gov.

2005 Schedule: Ms. Reen presented the proposed schedule for 2005. On a properly seconded motion by Ms. Blunt the Board voted unanimously to adopt the schedule as revised.

Jurisprudence Exam – Item Review Workshop: Ms. Reen explained that Experior requested that we have an item review workshop to evaluate the appropriateness and validity of the test questions. The Board decided to send 3 board members to this workshop, Mr LeNeave, Ms. Clark and Ms. Smith along with the executive director, Ms. Reen.

ADJOURNMENT

With all business concluded, the Board adjourned at 11:44 a.m.

Robert N. Rector, Jr., NHA

Sandra K. Reen, Executive Director

Date

Date