

**APPROVED**

**VIRGINIA BOARD OF LONG –TERM CARE ADMINISTRATORS  
TASK FORCE FOR ASSISTED LIVING ADMINISTRATORS  
MINUTES**

The Virginia Board of Long-Term Care Administrators Task Force for Assisted Living Administrators convened for a meeting on Monday, June 4, 2007 at the Department of Health Professions, 6603 West Broad Street, 5<sup>th</sup> Floor, Conference Room #1, Richmond, Virginia.

The following Task Force members were present:

Ted A. LeNeave, NHA	David McHarg
Martha H. Hunt	Randy Scott
Mabel Jones	Mary Smith, NHA
Deborah Lloyd	Beverley Soble
Karen Love	

The following members were absent:

Carolynne Stevens	
Jeffrey Hairston	John T. Plichta
Bertha Simmons, NHA	Edward Owen

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

Lisa R. Hahn, Executive Director  
Sandra Whitley Ryals, Director  
Emily O. Wingfield, Chief Deputy Director  
Elaine Yeatts, Senior Policy Analyst  
Rashaun K. Minor, Discipline Operations Manager

Representative from the Office of the Attorney General was present for the meeting:

Amy Marschean, Senior Assistant Attorney General

Guests present in attendance:

Gary Lesich, Riverdale	Irvin Land, AALCCC
Dana Parsons, VANHA	Carter Harrison, Alzheimer's Association
Annie Fellers, VHCA	Randy Linder, NAB

**CALLED TO ORDER**

Mr. LeNeave, Chair, called the Task Force meeting to order at 12:51p.m.

Ms. Ryals stated the Task Force's purpose, to ensure that the regulations for assisted living administrators strike an appropriate balance between quality administrators and a sufficient pool of administrators.

Ms. Ryals stated that the Assisted Living Regulations were not approved by the Governor and have been returned to the Board.

Ms. Ryals stated Governor Kaine has requested that the board to revisit three points specifically the requirement for two examinations, the required amount of Administrator-in-Training (AIT) hours and to reexamine the matrix of experience and education. Ms. Ryals stated that the Task Force will hear public comment and make appropriate recommendations to the Board of Long-Term Care Administration regarding the final draft regulations.

### **NEW BUSINESS**

Mr. LeNeave advised the Task Force of the three points of discussion received from the Governor's Office:

- 1) The requirement for state and national examination;
- 2) The required amount of hours in an Administrator-in-Training (AIT) program;  
and
- 3) The matrix of experience and education.

Mr. LeNeave called for discussion on the hours in an Administrator-in-Training (AIT) program.

Mr. McHarg made a motion for licensure of current administrators to accept the hours of a full time Regional Director. Ms. Smith seconded the motion.

Mr. McHarg made an amended motion for licensure of current administrators to accept the hours of a full time Regional Director that has served a minimum of two years in an Assisted Living Facility. Ms. Hunt seconded the motion.

The members voting 'yes' were Ms. Jones, Ms. Hunt, Mr. LeNeave, Ms. Lloyd, Ms. Love, Mr. McHarg, Ms. Smith, and Ms. Soble.

The member voting 'no' was Mr. Scott

The motion passed by majority.

Mr. LeNeave called for discussion on the requirement of a state and national examination.

In the discussion, the Task Force took under consideration the public comment received both verbally and written. As part of the discussion it was noted that the regulations are constantly changing and in previous state exams with the Board there have been instances where the state exam was not current with the present regulations. The Board may request from the applicant as part of the application and renewal process an affidavit attesting to reading and understanding the regulations as documentation of proof of knowledge of the rules and regulations governing the profession; this could also minimize cost to the applicant.

Upon a motion by Ms. Soble and seconded by Ms. Love the Task Force voted to require only one examination for licensure, the national exam offered by the National Association of Boards of Examiners of Long Term Care Administrators (NAB).

The members voting 'yes' were Ms. Hunt, Ms. Jones, Mr. LeNeave, Ms. Lloyd, Ms. Love, Ms. Soble, and Mr. Scott.

The member voting 'no' was Mr. McHarg.

The member that abstained was Ms. Smith.

The motion passed by majority.

## **BREAK**

The Task Force recessed at 2:11 p.m. and reconvened at 2:24 p.m.

Mr. Randy Scott left the meeting and Ms. Dana Parsons served as an alternate on the Task Force in his place.

Mr. LeNeave called for discussion on the matrix of experience and education.

The Task Force reviewed the current matrix and reviewed the public comment received and discussed the options available.

Upon a motion by Ms. Soble and seconded Ms. Parsons the Task Force voted to retain the education requirements in the final regulations making no changes.

The members voting 'yes' were Ms. Hunt, Mr. LeNeave, Ms. Lloyd, Ms. Love, Ms. Parsons, Ms. Smith, and Ms. Soble.

The members voting 'no' were Ms. Jones and Mr. McHarg.

The motion passed by majority.

Upon a motion by Ms. Parsons and seconded by Mr. McHarg the Task Force voted to reduce the AIT hours in section 18 VAC 95-30-150. A and 18 VAC 95-30-150.B as follows:

**18VAC95-30-150. Required hours of training.**

A. The A.I.T. program shall consist of ~~1,000~~ **640** hours of continuous training in a facility as prescribed in 18VAC95-30-170 to be completed within 24 months. An extension may be granted by the board on an individual case basis. The board may reduce the required hours for applicants with certain qualifications as prescribed in subsection B and C of this section.

B. An A.I.T. applicant with prior health care work experience may request approval to receive a maximum ~~500-160~~ hours of credit toward the total ~~1,000~~ 640 hours as follows:

1. An applicant who has been employed full time for ~~three~~ **two** of the past ~~five~~ **four** years immediately prior to application as an assistant administrator in a licensed assisted living facility or nursing home;

2. An applicant who has been employed full time for ~~three~~ **two** of the past ~~five~~ **four** years immediately prior to application as a hospital administrator having responsibilities in all of the following areas:

3. An applicant who holds a license as a nurse and who has held an administrative level supervisory position in nursing for at least ~~three~~ **two** of the past ~~five~~ **four** consecutive years, in a training facility as prescribed in 18VAC95-30-170.

The members voting 'yes' were Ms. Hunt, Ms. Jones, Mr. LeNeave, Ms. Lloyd, Ms. Love, Mr. McHarg, Ms. Parsons, Ms. Smith, and Ms. Soble.

The motion passed unanimously.

Mr. McHarg made a motion to reduce the AIT hours in section **18 VAC 95-30-150.C.1** and to add '**or practicum**' after internship.

**18 VAC 95-30-150.C.1.** An applicant with a master's or a baccalaureate degree in health care related field or a comparable field that meets the requirements of subsection C of 18VAC95-30-100 with no internship **or practicum** shall complete ~~320~~ **160** hours in an A.I.T. program

The motion was seconded by Ms. Lloyd.

The members voting 'yes' were Mr. McHarg, Ms. Lloyd, Mr. LeNeave, and Ms. Smith.

The members voting 'no' were Ms. Hunt, Ms. Jones, Ms. Love, Ms. Parsons, and Ms. Soble.

The motion failed.

Upon a motion by Ms. Soble and seconded by Ms. Love the Task Force voted to keep the AIT hours the same in section **18 VAC 95-30-100.C.1**

The members voting 'yes' Ms. Hunt, Ms. Lloyd, Ms. Love, Ms. Parsons, and Ms. Soble.

The members voting 'no' were Ms. Jones, Mr. LeNeave, Mr. McHarg, and Ms. Smith.

The motion passed by majority.

Upon a motion by Ms. Love and seconded by Ms. Hunt the Task Force voted to retain section **18 VAC 95-30-150.C.2** hours with no changes.

The members voting 'yes' were Ms. Hunt, Ms. Lloyd, Ms. Love, Ms. Parsons, and Ms. Soble.

The members voting 'no' were Mr. LeNeave, Mr. McHarg, and Ms. Smith.

The member that abstained was Ms. Jones.

The motion passed by majority.

The Task Force reviewed and discussed the current requirements in the regulations and took in consideration the public comment received.

Upon a motion by Ms. Smith and seconded by Ms. Hunt the Task Force voted to reduce the AIT hours in section **18 VAC 95-30-150C.3** from 500 to 320.

The members voting 'yes' were Ms. Hunt, Ms. Jones, Mr. LeNeave, Ms. Lloyd, Ms. Love, Mr. McHarg, Ms. Parsons, Ms. Smith, and Ms. Soble.

The motion passed unanimously.

Mr. McHarg made a motion to replace the terminology 'Administrator-in-Training' in the regulations with 'Assisted Living Administrator practicum program'. Ms. Jones seconded the motion.

The members voting 'yes' were Ms. Jones, Ms. McHarg, and Ms. Smith

The members voting 'no' were Ms. Hunt, Mr. LeNeave, Ms. Love, Ms. Parsons, and Ms. Soble.

The member that abstained was Ms. Lloyd.

The motion failed.

**ADJOURNMENT**

There being no further business before the Task Force, the meeting adjourned at 3:28 p.m.

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Ted A. LeNeave, NHA, Chair

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Lisa R. Hahn, Executive Director

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Date

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Date