

**APPROVED**

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

**Wednesday, April 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 9:08 a.m.
- PRESIDING:** Robert N. Rector, NHA, Chair.
- MEMBERS PRESENT:** Ted A. LeNeave, NHA, Vice-Chair  
Billie J. Owens  
Mary M. Smith, NHA  
Joseph C. Almond, NHA  
Kathleen R. Fletcher, RN, MSN
- MEMBERS ABSENT:** Mary L. Blunt, NHA
- STAFF PRESENT:** Cheri Emma-Leigh, Operations Manager  
Carmen M. Quiñones, Administrative Assistant  
Elaine Yeatts, Sr. Policy Analyst
- 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
- APPROVAL OF MINUTES:** On a properly seconded motion by Mr. Almond, the Board approved the Minutes with the corrections of the General Board Meeting of January 21, 2004.
- LEGISLATION AND REGULATION:** **2004 Legislation:** Ms. Yeatts updated the Board on the recent changes to APS bills, SB 318/HB 952 relating to adult protective services powers and duties to implement programs to respond to and prevent adult abuse, neglect or exploitation and the reporting requirement. Mr. LeNeave expressed his concerns about the Department of Health's Medical Facilities inspectors being exempt from reporting suspected abuse immediately. He was also concerned about the definition of the word "immediately".

Ms Yeatts added updates of the following bills. HB 159 which identifies who can file a death certificate. HB 309, requires that anyone who practices Occupational Therapy must hold a license and anyone who calls themselves an Occupational Therapy Assistant must meet the qualifications of the Board of Medicine once they have been established. HB 855 will allow Nurse Practitioners to sign off on death certificates and forms in lieu of the Doctor per written protocol. SB 555 will allow Physician Assistants to pronounce death under the same circumstances as an RN.

**2005 Legislation:** Ms. Yeatts indicated that she had nothing to report at this time. She also indicated that the Board will review 2005 proposed legislation on July 14, 2004.

**BOARD DISCUSSION:**

**Virginia Nursing Home Administrator Law Exam:** The Board will discuss this at its July 14, 2004 meeting.

**Workplan Study into the Need to Regulate Directors of Assisted Living:** Ms. Yeatts reported that the study has not yet been launched. Ms. Mary Smith indicated that this was discussed at the Board of Health Professions meeting and that there were two presentations, the Virginia Assisted Living Association is against it, and the Virginia Health Care Association is for it. Ms. Smith indicated that there was several discussions at this meeting about the need to regulate directors of Assisted Living facilities. On a properly seconded motion by Mr. LeNeave the Board unanimously voted to accept the workplan and make recommendation to BHP to proceed with the study.

**NAB Request:** The Board would like Ms. Reen to check with NAB about the possibility of accessing there brochure through a link to DHP web site.

**Credentials Committee Issues:** Mr. LeNeave discussed that there is a need to develop a guidance document concerning qualification for licensure for the office staff and the public and to be posted on the web site.

**DIRECTORS REPORT**

**Continued Education – Joseph C. Almond, Jr.:** The Board reviewed Mr. Almond's Continuing Education information and

thanked him for submitting so promptly. Along with Mr. Almond submitting copies of his CE's to the Board, Mr. Rector indicated that he too has submitted his CE information to the Board and requested that other Board members who are administrators also submit their CE for the past license year as well.

**Audit of Continuing Education:** Ms. Emma-Leigh informed the Board that the enforcement division has begun the audit process. So far 10 audits have been performed and only 1 of the 10 is questionable.

**ADJOURNMENT**

With all business concluded, the Board adjourned at 10:53 a.m.

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Robert N. Rector, Jr., NHA

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Sandra K. Reen, Executive Director

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Date

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Date