

APPROVED

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

Wednesday, January 15, 2003
6603 West Broad Street
Richmond, Virginia 23230-1712
Conference Room 1

Department of Health Professions

- CALL TO ORDER:** A meeting of the Virginia Board of Nursing Home Administrators was called to order at 9:40 a.m.
- PRESIDING:** Joseph C. Almond, NHA, Chair
- MEMBERS PRESENT:** Robert N. Rector, NHA, Vice-Chair
Mary L. Blunt, NHA
Ted A. LeNeave, NHA
Billie J. Owens
Monty Plymale
Mary M. Smith, NHA
- MEMBERS ABSENT:** None
- STAFF PRESENT:** Sandra K. Reen, Executive Director
Cheri Emma-Leigh, Operations Manager
JeAnne Marshall, Administrative Assistant
- COUNSEL PRESENT:** Howard Casway, Assistant Attorney General
- QUORUM:** With seven members of the Board present, a quorum was established.
- PUBLIC COMMENT:** None
- APPROVAL OF MINUTES:** On a properly seconded motion by Mr. Plymale, the Board approved the Minutes of the General Board Meeting of October 30, 2002.
- REVENUE AND EXPENDITURE ANALYSIS:** Ms. Reen reviewed the analysis of the revenues and expenditures, which is conducted biennially, noting that the projection for the current biennium, 2002 – 2004, shows a deficit of \$18,800. Ms. Reen stated the new fees went into effect on January 15, 2003 and those increases will bring down the deficit significantly. She also advised that the board is required by law to adjust fees if the expenditures are more or less than 10% of the projected budget. She advised that no action was needed at this time.
- BOARD DISCUSSION:** **Continuing Education Requirements:** Ms. Reen explained

that Ms. Blunt had requested that the Board discuss this subject and asked the Board to defer the matter until Ms. Blunt arrived. Discussion was deferred.

Inactive License: Ms. Reen reported that many of the health profession boards allow licensees to hold an inactive license at a reduced cost. She asked if the Board wanted to consider adopting provisions for an inactive license. After discussion, the Board decided not to take action.

NAB Meeting Report: Robert Rector, NHB, reported on his attendance at the Midyear meeting. He attended sessions on continuing education, AIT requirements and monitoring continuing education programs. Mr. Rector expressed his concern about the declining participation in the field of NHA. One of the recommendations that Mr. Rector discussed was that the Board look at accepting on-line courses and self study programs as meeting continuing education requirements. Ms. Reen noted that under the current regulation an applicant must have 20 classroom hours and must provide documentation of attendance from an approved sponsor.

On a properly seconded motion by Ms. Smith, the Board voted to include amendments in its regulatory proposal to change the term, definition and provisions regarding classroom hours to permit up to five hours of continuing education to be obtained through on-line and/or self study programs.

Ms. Blunt advised this action by the Board addresses the continuing education issue she had wanted to discuss as noted earlier in the agenda.

**EXECUTIVE DIRECTOR'S
REPORT:**

Travel Regulations and DHP Directive: This item was deferred because Ms. Pearson from the Finance Office was unable to attend the meeting.

Action on APS Mandated Reporting/Central Registry Study Report: Ms. Reen reported on the actions taken to implement the report recommendation directed to the Board. The Board was asked to address requirements for reporting abuse and neglect as part of the curriculum for licensure. Ms. Reen reported the Board's next Bulletin includes a lead article

on this subject that was prepared by the Department of Social Services and also includes excerpts from Fact Sheets prepared by the National Citizens' Coalition for Nursing Home Reform. She also reported that she has contacted our testing agency, Experior, for guidance on how to include requirements for reporting abuse and neglect to the jurisprudence examination. Decisions the Board will need to address include whether to expand the test or replace some test questions and how to proceed with development of the test questions. She suggested that she work with the Credentials Committee to develop recommendations to be brought to the Board.

Auditing CE: Mr. LeNeave asked about the procedures for conducting audits of licensees' compliance with continuing education requirements. Ms. Reen explained that for a number of years audits were not done and that audit activity was resumed in 2002. Ms Reen explained that 5% of the licensees will be audited annually and the 5% is selected randomly by computer. It was also pointed out that the regulations address the renewal year and not the calendar year for meeting CE requirements. The Board asked that this information be addressed in the next Bulletin.

**ATTORNEY GENERAL'S
REPORT**

Possible Wimmer Litigation: Mr. Casway brought before the Board the Notice of Appeal submitted by Randy C. Wimmer regarding the Board Order to allow Mr. Wimmer to reinstate his license on indefinite probation subject to terms and conditions. Mr. Casway stated that the notice was filed with the Circuit Court of Henrico County. Mr. Wimmer must file his appeal within thirty days of submitting the notice. Mr. Casway gave the Board a brief overview of the workings of a court appeal.

ADJOURNMENT

With all business concluded, the Committee adjourned at 12:00 noon.

Joseph C. Almond, NHA, Chair

Sandra K. Reen, Executive Director

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