
APPROVED MINUTES

VIRGINIA BOARD OF LONG -TERM CARE ADMINISTRATORS MEETING MINUTES

The Virginia Board of Long Term Care Administrators convened for a board meeting on Tuesday, May, 5, 2009 at the Department of Health Professions, Perimeter Center, 9960 Mayland Drive, 2nd Floor, Conference Room #4, Henrico, Virginia.

The following members were present:

Ted A. LeNeave, NHA, Chair
Mary M. Smith, NHA, Vice-Chair
Kathleen R. Fletcher, MSN
Martha H. Hunt, Assisted Living Facility Administrator
John Randolph Scott, NHA, Assisted Living Facility Administrator
Bertha Simmons, NHA, Assisted Living Facility Administrator

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

Lisa R. Hahn, Executive Director
Emily Wingfield, Chief Deputy Director
Elaine Yeatts, Senior Policy Analyst
Annie Artis, Licensure Operations Manager
Missy Currier, Administrative Assistant

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

Amy Marschean, Senior Assistant Attorney General

Quorum:

With 6 members present, a quorum was established.

Guests Present:

Sandee Levin, VANHA
Beverley Sobel, VHCA

CALLED TO ORDER

Mr. LeNeave, Chair, called the Board meeting to order at 9:40a.m.

PUBLIC COMMENT PERIOD

Ms. Sobel from VHCA informed the board that they are working with Provider Management, LLC to offer a NAB based Administrator-in-Training program in which participants will be able to complete on line through a website. Ms. Sobel anticipates that the program will be available in the near future.

ORDERING OF AGENDA

Upon a motion by Mr. LeNeave and properly seconded by Ms. Smith, the Board voted to approve the agenda.

The motion passed unanimously.

ACCEPTANCE OF MINUTES

Upon a motion by Mary Smith and properly seconded by Randy Scott, the Board voted to accept the minutes of the October 28, 2008 meeting.

The motion passed unanimously.

AGENCY DIRECTOR'S REPORT – Ms. Emily Wingfield,

Ms. Wingfield, Chief Deputy Director, stated Ms. Ryals was unable to attend the board meeting due to prior commitments. Ms. Wingfield gave a briefing of the current computer issue occurring within the Department of Health Professions. She informed the board that the department has taken the issue very seriously and that both State and Federal authorities are working hard to ensure the integrity of the computer system and the personal information it contains.

EXECUTIVE DIRECTOR'S REPORT – Lisa R. Hahn

Ms. Hahn informed the board that two new board members have been appointed by the Governor. Gracie Bowers is a retired Senior Case Worker for the City of Portsmouth, and Thomas Orsini, is President and CEO of Lake Taylor Transitional Care Hospital in Norfolk, Virginia. The Board welcomes both new members and looks forward to working with them. The board still has one vacant position to fill from professions and institutions concerned with the care and treatment of chronically ill and elderly or mentally impaired patients or residents.

Virginia Performs

Ms. Hahn stated that the patient care cases closed within the 250 day goal is currently at 100%, that there are no cases over 250 days, and the clearance rate is at 33%.

Licensee Statistics

Ms. Hahn reported the numbers of current licensees in the State of Virginia are as follows: 722 nursing home administrators and 204 nursing home preceptors; and 556 assisted living facility administrators and 70 assisted living facility preceptors.

Discipline Statistics

Ms. Hahn reported there are currently 16 open cases with 1 at the informal conference level, 7 at the probable cause level, and 8 are in Investigations.

Budget

Ms. Hahn presented the board with the budget information as of March 31, 2009. She stated that the cash balance as of June 30, 2008 was \$75,236. The year to date revenue was \$295,380 and the direct and allocated expenditures totaled \$229,210. She stated that our cash balance as of March 31, 2009 was \$9,066.

2009 Calendar

Ms. Hahn stated the next board meeting is scheduled for August 11, 2009. Mr. LeNeave stated that he would be unable to attend the meeting.

OTHER

Ms. Hahn announced to the board members that she and Mr. LeNeave would be attending the upcoming 2009 Annual Meeting of the National Association of Long Term Care Administrator Boards (NAB) in Alexandria, Virginia from June 10-12, 2009. Additionally, she shared that she serves on two committees for NAB and is working on the development of a self-evaluation tool for use by boards for themselves as well as one for state executives. She plans to present that information during the conference.

Ms. Hahn announced that the Department of Health Professions would be holding a 2 day training seminar and a service awards luncheon with all employees on May 7-8, 2009.

NEW BUSINESS

Ms. Yeatts recommended to the board that they conduct a periodic review of the regulations prior to their next meeting scheduled for August 2009. The year 2004 was the last time the regulations had an overall review.

Upon a motion by Ms. Fletcher, and properly seconded by Ms. Smith, the board voted to approve the Notice of Periodic Review of Regulations and Request for Comment.

The motion was passed unanimously.

Report of 2009 General Assembly – Elaine Yeatts

Ms. Yeatts gave a brief report on the final status of the House and Senate Bills proposed at the 2009 General Assembly.

Adoption on Exempt Action on Address Changes Pursuant to SB1282

18VAC95-20-70. Accuracy of information.

A. All changes of mailing in the address of record or the public address, if different from the address of record, or the name of a licensee, trainee, or preceptor shall be furnished to the board within 30 days after the change occurs.

B. All notices required by law and by this chapter to be mailed by the board to any registrant or licensee shall be validly given when mailed to the latest address of record on file with the board and shall not relieve the licensee, trainee, or preceptor of the obligation to comply.

18VAC95-30-30. Accuracy of information.

A. All changes of mailing in the address of record or the public address, if different from the address of record, or the name of a licensee, trainee, or preceptor shall be furnished to the board within 30 days after the change occurs.

B. All notices required by law and by this chapter to be mailed by the board to any registrant or licensee shall be validly given when mailed to the latest address of record on file with the board and shall not relieve the licensee, trainee, or preceptor of the obligation to comply.

Upon a motion by Ms. Simmons and properly seconded by Mary Smith, the Board voted to accepted the changes as amended under regulation § 18VAC95-20-70 and 18VAC95-30-30 regarding accuracy of information.

The motion passed unanimously.

Adoption of Exempt Action on Change of Name for National Association of Long Term Care Administrator Boards (NAB)

Upon a motion by Ms. Hunt and properly seconded by Ms. Smith, the Board voted to amend Chapters 20 and 30 of the regulations for a change of name for National Association.

The motion passed unanimously.

Guidance Document 95-8 – BYLAWS

Upon a motion by Mr. LeNeave and properly seconded by Ms. Smith, the Board voted to correct the terminology from President to Chair under Article VII General Delegation of Authority, paragraph 7.

The motion passed unanimously.

Upon a motion by Ms. Fletcher and properly seconded by Mr. Scott, the Board voted to approve the amended BYLAWS.

The motion passed unanimously.

Guidance Document 95-9 - Policy on Continuing Competency Hours for Dually-Licensed Administrators

The Board discussed the guidance document and made no additional changes.

18VAC95-20-175 Continuing Education Requirements

2. B. In order for continuing education to be approved by the board, it shall be related to health care administration and shall be approved by the National Association of Boards of Examiners for Long Term Care Administrators or by an accredited institution or a governmental agency.

Upon a motion by Ms. Smith and properly seconded by Ms. Fletcher, the Board voted to initiate "Fast-Track" regulatory action to amend the wording of 18VAC95-20-175.

The motion passed unanimously.

Consideration of the Petition for Rulemaking and Comments Received

Upon a motion by Mr. Scott and properly seconded by Ms. Fletcher, the board rejected the petition to allow a registered nurse who meets the experience requirements for an assisted living administrator to be licensed without additional examination.

The petition request was unanimously rejected.

Break

A 10 minute recess was taken.

Election of Officers

Upon a motion by Ms. Simmons and properly seconded by Ms. Fletcher, the board nominated the election of Mary Smith as Board Chair.

The motion passed unanimously.

Upon a motion by Ms. Fletcher and properly seconded by Ms. Smith, the board nominated the election of John Randolph Scott as Vice-Chair.

The motion passed unanimously.

Other Business

Mr. LeNeave expressed his appreciation and support from the board during his term as Chair and is looking forward to having Mary Smith as the new Chair. He stated that Ms. Smith will do an excellent job for the board.

ADJOURNMENT

With all business concluded, upon a motion by Mr. LeNeave and properly seconded by Ms. Smith the meeting was adjourned at 11:16 a.m.

Ted LeNeave, NHA, Chair

Lisa R. Hahn, Executive Director

Date

Date