

APPROVED

**VIRGINIA BOARD of LONG-TERM CARE ADMINISTRATORS
BOARD MEETING MINUTES**

Tuesday, October 31, 2006

**Department of Health Professions
6603 West Broad Street
Richmond, Virginia 23230-1712
Conference Room 3**

- CALL TO ORDER:** The meeting of the Virginia Board of Long-Term Care Administrators was called to order at 12:30 p.m.
- PRESIDING:** Ted A. LeNeave, N.H.A.
- MEMBERS PRESENT:** Mary Blunt, N.H.A.
Andrea L. Fricke, A.L.F.A.
Martha H. Hunt, A.L.F.A.
Charlotte V. McNulty, P.C.
Bertha Simmons, N.H.A.
Mary Smith, N.H.A.
- MEMBERS ABSENT:** Melanie Becker
Kathleen Fletcher, R.N.
- STAFF PRESENT:** Sandra K. Reen, Executive Director
Lisa R. Hahn, Executive Director
Sandra Whitley Ryals,, Director, Dept. of Health Professions
Emily Wingfield, Chief Deputy Director, Dept. of Health Professions
Elaine Yeatts, Senior Policy Analyst
Catherine Chappell, Administrative Staff Assistant
- COUNSEL PRESENT:** Allyson Tysinger, Assistant Attorney General
- QUORUM:** With seven members of the Board present, a quorum was established.
- PUBLIC COMMENT:** None.
- APPROVAL OF MINUTES:** Ms. Fricke moved to approve the Minutes of the Board Meeting held on July 11, 2006. The motion was seconded and passed.
- Ms. Blunt moved to approve the Minutes of the Public Hearing held on September 12, 2006. The motion was seconded and passed.

**DISCUSSION ON
MODIFICATIONS TO
PROPOSED
REGULATIONS**

Ms. Yeatts presented the recommendations of the joint meeting of the Board and Task Force for consideration:

1. Move section A from **18VAC95-30-100** and rename it **18VAC95-30-95**.
2. Reorder subsection B and move AIT language regarding hourly requirement for education from **18VAC95-30-150** to **18VAC95-30-100**.
3. Add new "b" under **18VAC95-30-120** adding "has practiced as administrator of record in the Assisted Living Facility as noted in § 63.2 of the Code and has passed the national examination required by the board." Additionally, existing "b" will be renamed "c"

In a properly seconded motion by Ms. Blunt, the task force suggestions were accepted by the board, with the amendment that licensure would be by credentials and endorsement rather than by endorsement only.

In a properly seconded motion by Ms. Fricke, the two of three year requirement was proposed to be changed in the following sections to two of five years:

18VAC95-30-100, Section A.
18VAC95-30-120, Section 3(a).
18VAC95-30-180, Section B(2)

However, the motion was defeated.

In a properly seconded motion by Ms. Blunt, the two of three year requirement noted in the above-referenced sections was changed to two of four years. The motion carried.

In a properly seconded motion by Ms. Smith, the current requirement of four out of five years to receive AIT credit in **18VAC95-30-150B(1)(2)(3)** was changed to three out of five years. The motion was carried.

In a properly seconded motion by Ms. Smith, the chart regarding AIT pathways was proposed to be made a part of the regulations. The motion carried.

Ms. Fricke moved that the language on **18VAC95-30-180**, relating to preceptors, be changed from two out of three

years, to two out of four years. There was no second.

In a properly seconded motion by Ms. Blunt, the proposed regulations as amended were accepted. The motion carried.

**PERIODIC REVIEW OF
PUBLIC PARTICIPATION
REGULATIONS:**

Ms. Yeatts presented the Notice of Intended Regulatory Action (NOIRA) to the board, relating to periodic review of regulations for consistency across the boards. She indicated that the Notice amended Public Participation Guideline (PPG) regulations to revise and clarify current practice and technology.

In a properly seconded motion, Ms. Fricke moved to adopt the NOIRA for PPG regulations. The motion carried.

**BYLAWS PROVISIONS
FOR TERMS OF OFFICE:**

Mr. LeNeave presented the Bylaws for the Board of Long Term Care Administrators, noting the current twelve month term limit with no more than two consecutive terms in the same office for the Chair and Vice-Chair, found in Article I, section 3.

In a properly seconded motion, Ms. Smith suggested that that Article I, section 3 of the bylaws be amended from two consecutive terms to no more than three consecutive terms. The motion carried.

**RMP LETTER ON
NATIONAL EXAM REVIEW
CLASSES**

Ms. Reen presented the board with a letter from RMP and Associates regarding the nation examination review class. The board discussed that this was not their role and no action was taken.

BUDGET UPDATE

Ms. Reen reported that the board's budget had improved and would allow for the addition of staff, including a new director and two administrative assistants.

The board noted that fees relating to Nursing Home Administrators vs. Assisted Living Facility Administrators warranted further discussion.

**REPORT ON THE
NURSING FACILITY
ADVISORY COMMITTEE**

Ms. Reen reported that the committee discussed nursing skills, noting the training was inadequate as to medication administration and fundamentals skills. She noted that the Board of Nursing and VHHA will be addressing competency issues of nurses at their December 7, 2006 meeting. The board also expressed concerns relating to new LPNs who may not be properly prepared to treat patients in long term care facilities.

**UPDATE ON NHA LAW
EXAM**

Ms. Reen advised that volunteers had identified laws and regulations to be included on the examination and forwarded the items to the testing agency. She noted that item review of the examination was anticipated in January.

**QUESTION ABOUT
TELECONFERENCES:**

Ms. Reen posed a question she had received by e-mail to the board regarding categorization of continuing education units obtained through interactive NAB approved teleconferences. The board agreed that such CEU would be treated as a regular classroom course. Ms. Reen agreed to post this information on the board's website as an announcement.

**PROPOSED 2007
CALENDAR:**

Ms. Reen presented the proposed 2007 board calendar for consideration. In a properly seconded motion, Ms. Hunt moved to adopt the 2007 calendar for the Board. The motion carried.

**CITIZENS ADVISORY
COUNCIL UPDATE**

Ms. Smith reported on the Board of Health Professions Citizens Advisory Council meeting, noting that criminal background checks were under consideration as criteria for licensure beginning July 2007.

ADJOURNMENT:

With all business concluded, the Board adjourned at 1:40 p.m.

Ted LeNeave, NHA, Chair

Lisa R. Hahn, Executive Director

Date

Date