

**Final Approved**  
**7-10-02**

**VIRGINIA BOARD OF NURSING HOME ADMINISTRATORS**  
**MINUTES**  
**April 10, 2002**

The Virginia Board of Nursing Home Administrators held its Business meeting on **April 10, 2002 at 12:33 p.m.**, at the Department of Health Professions in Richmond, Virginia.

**MEMBERS PRESENT:**     **Monty Plymale, Chair**  
                                  **Joseph C. Almond, NHA, Vice-Chair**  
                                  **Delores Darnell, NHA**  
                                  **Robert N. Rector, Jr., NHA**  
                                  **Betty G. Solomonson, NHA**

**MEMBERS ABSENT:**     **Helen Donovan, Citizen Member**

**ALSO PRESENT:**       **Sandra Reen, Executive Director**  
                                  **Howard Casway, Assistant Attorney General**  
                                  **Senita Booker, Administrative Staff Assistant**  
                                  **Elaine Yeatts, Sr. Policy Analyst**  
                                  **Robert Nebiker, Director, DHP**

**Business Meeting – April 10, 2002**

**Determination of Quorum**

Mr. Plymale announced a quorum of the Board. He also welcomed back Ms. Booker and also Mr. Rector to the Board.

**Public Comment**

No one presented public comment.

**Approval of Agenda**

The agenda was reviewed and approved as submitted.

**Approval of the Minutes for January 23, 2002**

Ms. Solomonson made a motion, which was seconded, that the Board accepts the minutes of January 23, 2002, which carried unanimously.

## **Legislation and Regulation**

### **Periodic Regulatory Review**

Mrs. Reen reported that at the last meeting of the Legislative/Regulatory Committee it was determined that there was not enough consistency and clarity in the regulations for the committee to proceed and that more work was needed to craft the regulations to be more understandable for applicants and staff and for the board to enforce. Ms. Reen stated that the committee has directed staff to begin researching other state requirements for licensure and administrator-in-training programs. Ms. Yeatts stated that although the NOIRA published in October required submittal of the proposed regulations by May 6, she suggested re-publishing the NOIRA for comments specifically for qualifications for licensure and the administrator-in-training programs. Ms. Darnell made a motion, which was seconded, that the Board re-publish the NOIRA for comments regarding the qualifications for licensure and administrator-in-training program. This motion carried unanimously. Ms Yeatts reviewed the proposed regulatory changes with the exception of the AIT program qualifications and the qualifications for licensure. Ms. Darnell made a motion, which was properly seconded, to establish an advisory committee to assist the Legislative/Regulatory Committee in developing language for licensing and administrator-in-training program requirements and to invite representatives from academia, Dr. Steven Mosher from Mary Baldwin College; a proprietary chain, Jackie Woods from Medical Facilities of America; a current preceptor, Greg Dowdy from Friendship Manor. This motion carried unanimously.

### **Fee Increase**

Ms. Yeatts reviewed the budget projections based on fees through fiscal year 2004 for the Board's consideration. She also stated that the Code of Virginia requires an analysis of the budget at the end of each biennium and if there is a 10% differential between revenue and expenditures, then the Board is required to adjust the budget accordingly. The Board also discussed proposals in regards to the provisions for renewal and reinstatement fees. Mr. Rector made a motion, which was properly seconded, to accept Option III of the budget projections for fee increases. This motion was carried unanimously. Ms. Yeatts noted that if the fee increases generates a surplus in revenues then a one time reduction to align the budget would be allowed.

## **Board Discussion**

### **Nursing Facility Advisory Committee**

The minutes of the Nursing Facility Advisory Committee meeting held on December 13, 2001 were provided for review.

**Executive Director’s Report**

Scheduling of meetings

Ms. Reen discussed the travel policy in relation to scheduling meetings off-site.

Newsletter

Ms. Reen reported that it was time to prepare the next newsletter and requested the members input for topics of interest and content. She stated that a draft would be prepared by the end of April. Mr. Plymale suggested that the Board solicit input from licensees also.

Meeting with Experior

Ms. Reen stated that she and the licensing specialist met with representatives from Experior recently regarding the examinations. Ms. Reen stated that at this time, the Board is not experiencing any problems with the examinations or received any complaints from the candidates.

**Remarks from Robert A. Nebiker, Director-DHP**

Mr. Nebiker spoke to the Board as the newly appointed Director for the agency. He distributed a proposed list of specific functions that the department will accomplish within the next four years. Mr. Nebiker invited Board members to contact him with any questions or comments that they may have.

There being no further business, the meeting was adjourned.

APPROVED:

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Monty Plymale, Chair  
Board of Nursing Home Administrators

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Sandra K. Reen, Executive Director  
Board of Nursing Home Administrators

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