

APPROVED

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

Wednesday, April 9, 2003

**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 9:05 a.m.

PRESIDING: Joseph C. Almond, NHA, Chair

MEMBERS PRESENT: Robert N. Rector, NHA, Vice-Chair
Ted A. LeNeave, NHA
Billie J. Owens
Monty Plymale
Mary M. Smith, NHA

MEMBERS ABSENT: Mary L. Blunt, NHA

STAFF PRESENT: Sandra K. Reen, Executive Director
JeAnne Marshall, Administrative Assistant

COUNSEL PRESENT: Howard Casway, Assistant Attorney General

QUORUM: With six members of the Board present, a quorum was established.

PUBLIC COMMENT: None

APPROVAL OF MINUTES: On a properly seconded motion by Mr. Rector, the Board approved the Minutes of the General Board Meeting of January 15, 2003.

LEGISLATION AND REGULATION: **Regulation of the Virginia Board Of Nursing Home Administrators:** Mr. Rector asked the board for clarification on the meaning of "supervisory experience" under training facility. After discussion, the Board agreed that the supervisory experience should be at an administrative level and agreed to amend the regulation as requested. The Board was asked to consider adoption of the final regulations. **On a properly seconded motion by Mr. Plymale, the Board adopted the regulation as amended.**

Implementation of 2003 Legislation: Mr. Casway explained the confidential consent agreement and other changes in the

disciplinary procedures that will result from passage of HB 1441. Ms. Reen indicated the agreements would be an option for cases involving minor misconduct where there is little or no injury to a patient or the public and there is little likelihood of repetition by the practitioner. The Board discussed the possibility that there may be an increase in complaints against administrators as a result of this legislation.

BOARD DISCUSSION:

Continuing Education Question: Ms. Reen discussed with the Board an email received from a Ms. Scheel. Ms. Scheel wanted to know if the Board would accept programs offered by NAB Preferred Providers for continuing education credits. Ms. Soble explained that the Virginia Health Care Ass. is a NAB registered sponsor and that she is unaware of NAB provisions for a preferred provider. The Board asked Ms. Reen to contact NAB for information about the “preferred provider” status before responding to Ms. Scheel..

Jurisprudence Examination: Ms. Reen reviewed information from Experior about Virginia’s the timing, number of questions and content areas in the examination. to revise the exam to include question for abuse and neglect. It was agreed that the subject of abuse and neglect should be a distinct content area. It was further agreed that the Credentials Committee would work with her to review the various statutes and regulations on abuse and neglect to establish a study package. The study package will be source document for generating questions to be added to the exam.

Continuing Education Audits: Mr. Rector asked about auditing 100% of the licensees because of his concern about the rate of non-compliance identified in the sample audited in 2002. Following discussion, it was agreed that the sample size be increased from 5% to 10%. Mr. LeNeave suggested that the Board send a letter to all licensees concerning CE requirements. The Board agreed.

**EXECUTIVE DIRECTOR’S
REPORT:**

Budget Review for Nursing Home Administrators: Ms. Reen reviewed the FY2002 revenue and expenditure summaries for the two cost centers, NHA and Dentistry and Nursing Home Administrators. She also explained the budget

process and the role of the Board of Health Professions. The Board did not identify any concerns or recommendations regarding the cost of operations, potential new expenses or the allocation of funds but did ask that the allocation of staff time between dentistry and nursing home administrators be monitored.

Wimmer Appeal: Mr. Casway reported that Mr. Wimmer did not file an appeal and to the best of his knowledge that matter is finished.

Appoint Nominating Committee: Ms. Reen advised that the by-laws require election of the chair and vice-chair at the Board's July 23, 2003 meeting. Mr. Almond appointed Mr. Rector as chair and Ms. Smith and Mr. LeNeave to serve on the committee.

ADJOURNMENT

With all business concluded, the Board adjourned at 11:35 a.m.

Joseph C. Almond, NHA, Chair

Sandra K. Reen, Executive Director

Date

Date