

APPROVED

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

Tuesday, September 27, 2005

**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 9:35 a.m.

PRESIDING: Ted A. LeNeave, N.H.A.

MEMBERS PRESENT: Melanie Becker
Mary Blunt, N.H.A.
Andrea L. Fricke
Martha H. Hunt
Charlotte V. McNulty, P.C.
Bertha Simmons, N.H.A.
Kathleen Fletcher, R.N.

MEMBERS ABSENT: Mary Smith, N.H.A.

STAFF PRESENT: Sandra K. Reen, Executive Director
Elaine Yeatts, Sr. Policy Analyst

COUNSEL PRESENT: Emily Wingfield, Assistant Attorney General

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

PUBLIC COMMENT: Beverley Soble reported that the Virginia Health Care Association routinely receives phone calls about locating preceptors. She advised that the information was not accessible on the Board's web page and asked the Board to provide a list of preceptors to help AIT applicants.

Ms. Reen explained that a list could be obtained without cost through License Lookup on the Department of Health Professions web page. She agreed to include directions for using License Lookup in the application materials for AIT programs.

APPROVAL OF MINUTES: On a properly seconded motion by Ms. Fricke, the Board approved the Minutes of the Board Meeting held on August 10, 2005.

**NOMINATING COMMITTEE
REPORT:**

On behalf of the Nominating Committee, Ms. Blunt moved the election of Mr. LeNeave as Chair and Ms. Fricke as Vice-Chair. The motion carried unanimously.

ADOPTION OF BYLAWS:

Mr. LeNeave asked for discussion of the proposed bylaws. On a properly seconded motion by Ms. Fletcher, the bylaws were adopted as proposed.

**TASK FORCE FOR
DEVELOPMENT OF
REGULATIONS FOR
LICENSURE OF ASSISTED
LIVING ADMINISTRATORS:**

Mr. LeNeave reported that the Task Force held a very successful first meeting on September 14, 2005. He reviewed the membership and noted that all members were present. He commented on the large audience at the meeting and reported that each member was asked to review the outline of regulations and to send in their individual recommendations to staff so that a working draft document might be prepared for the next meeting on October 24, 2005.

**INTERIM PROGRESS
REPORT ON ALFA
LICENSURE:**

Ms. Yeatts reviewed the reporting requirements from the legislation on assisted living facilities and then reviewed the report she proposed for submission to the Secretary of Health and Human Resources for review and subsequently to the General Assembly. The report addresses the formation of the Board and the Task Force as well as the issuance of the Notice of Intended Regulatory Action and the timetable for completion of the regulations for licensing assisted living facility administrators. In response to questions Ms. Yeatts advised that the law does differentiate between residential and assisted living facilities. Ms. Blunt encouraged that provisions for continuing education reflect current technology as the NHA rules may be too restrictive. On a properly seconded motion by Ms. Fricke, the Board approved the report as proposed.

**PARTICIPATION IN
OUTSIDE GROUPS:**

In response to Ms. Simmons request for guidance, Ms. Wingfield addressed the responsibility of board members to serve the interests of the public and to protect the safety of the citizens of the Commonwealth. She advised that Board members do not represent any organization or constituency as members of the Board and that they serve as individuals. She also advised that both the Board and its Task Force are subject to the requirements of the Freedom of Information Act.

**CONDUCTING
ADMINISTRATIVE
PROCEEDINGS:**

Ms. Wingfield gave a Power Point presentation on informal fact finding conferences that addressed the authority of special conference committees, rights of respondents, notice, procedures for open and closed sessions, staffing and decisions. She also explained orders, consent orders and the option of requesting a formal hearing.

**EXECUTIVE ORDER 97
TEMPORARY LICENSES:**

Ms. Reen reported that the version of the Executive Order 97 that was included in the agenda package was superseded by a revision which was issued by the Governor on September 23, 2005. She explained that the provisions for emergency licensure of health professionals in the current Order allows the director of DHP to order the licensure of a person displaced by hurricanes Katrina or Rita using alternate forms of documentation to determine their qualifications for licensure. Ms. Reen advised that no action was needed by the Board and that no nursing home administrators had contacted the office about emergency licensure provisions.

ADJOURNMENT

With all business concluded, the Board adjourned at 11:50 a.m.

Ted LeNeave, NHA, Chair

Sandra K. Reen, Executive Director

Date

Date