

APPROVED MINUTES
VIRGINIA BOARD OF LONG TERM CARE ADMINISTRATORS
DISCIPLINARY REVIEW COMMITTEE
MEETING MINUTES

The Virginia Board of Long Term Care Administrators convened for a Disciplinary Review Committee meeting on Monday, June 13, 2011 at the Department of Health Professions, Perimeter Center, 9960 Mayland Drive, 2nd Floor, Board Room #1, Henrico, Virginia.

The following members were present:

Mary M. Smith, NHA
John Randolph Scott, NHA, ALFA
Thomas J. Orsini, NHA

DHP staff present for the meeting included:

Lisa R. Hahn, Executive Director
Lynne Helmick, Deputy Executive Director
Pamela Twombly, Regional Enforcement Manager
Patricia Dewey, Senior Intake Analyst
Kathy Truesdale, Discipline Manager
Missy Currier, Board Operations Manager

Quorum:

With 3 committee members present, a quorum was established.

CALLED TO ORDER

Mary Smith called the meeting to order at 9:35 a.m.

PUBLIC COMMENT PERIOD

There was no public comment.

BUSINESS

Ms. Hahn reviewed the agenda package with the committee and stated that the purpose was to streamline the way cases are investigated and to obtain a better understanding of what information is required in order for the board to effectively review and make case decisions. Ms. Hahn stated that in light of the budget deficit and the high costs of investigating cases, the board needs to identify pertinent information and avoid unnecessary expenses.

Pamela Twombly gave an informative explanation of the investigators duties and requirements with the Department of Health Professions.

Martha H. Hunt, Chair arrived at 9:48 a.m.

Review Sample Cases

Sample cases with different scenarios were reviewed with discussion following regarding what information would be helpful in making those particular case decisions.

Enforcement Division Investigative Case Planning Tool

The Committee reviewed and discussed the information provided.

The Committee requested that including more detailed information on the summary sheet would be of great assistance and may alleviate some of the confusion that often occurs with voluminous cases such as:

- Type of Facility
- Number of Beds and types of units in facility
- How long the facility has been licensed
- How long has the administrator been at the facility
- How many owners in the past few years
- Organizational and reporting structure of the facility
- How has the administrator addressed the alleged allegations
- Previous inspection reports during administrator's tenure.

The decision was made to have staff draft a revised summary sheet to share with Enforcement and the full Board.

CONCLUSION

Ms. Hahn stated that she would be happy to participate in a meeting with investigators regarding charging time to cases more efficiently.

ADJOURNMENT

With all business concluded, the meeting was adjourned at 11:30 a.m.

Martha Hunt, ALFA, Chair

Lisa R. Hahn, Executive Director

Date

Date