

**APPROVED**  
**VIRGINIA BOARD OF LONG –TERM CARE ADMINISTRATORS**  
**MEETING MINUTES**

The Virginia Board of Long-Term Care Administrators convened for a board meeting on Tuesday, October 16, 2007 at the Department of Health Professions, Perimeter Center, 9960 Mayland Drive, Suite 200, 2<sup>nd</sup> Floor, Conference Room #1, Richmond, Virginia.

The following Board members were present:

Ted A. LeNeave, NHA  
Martha H. Hunt  
Bertha Simmons, NHA  
Mary Smith, NHA  
Kathleen Fletcher, MSN

The following members were absent:

Charlotte V. McNulty, PC  
Mary L. Blunt, NHA

DHP staff present for all or part of the meeting included:

Lisa R. Hahn, Executive Director  
Sandra Whitley Ryals, Director  
Elaine Yeatts, Senior Policy Analyst  
Annie B. Artis, Licensure Operations Manager  
Rashaun Minor, Discipline Operations Manager

Representative from the Office of the Attorney General was present for the meeting:

Amy Marschean, Senior Assistant Attorney General

Guests present:

Beverley Sobel, VHCA  
Dana Parsons, VANHA

**CALLED TO ORDER**

Mr. LeNeave, Chair, called the Board meeting to order at 9:20 a.m. and noted that two board members, Andrea Fricke and Melanie Becker recently submitted their resignations from the board.

## **ORDERING OF AGENDA**

The agenda was accepted as ordered, there were no changes made.

## **PUBLIC COMMENT PERIOD**

There was no public comment.

## **APPROVAL OF MINUTES**

Upon a motion by Ms. Smith and seconded by Ms. Simmons the Board voted to accept the minutes of the July 10, 2007 Long-Term Care Administrators board meeting.

The members voting 'yes' were Ms. Fletcher, Ms. Hunt, Ms. Simmons, Ms. Smith and Mr. LeNeave. There were no negative votes.

The motion passed unanimously.

Upon a motion by Ms. Smith and seconded by Ms. Fletcher the Board voted to accept the minutes of the July 10, 2007 Long-Term Care Administrators Informal Conference committee meeting.

The members voting 'yes' were Ms. Fletcher, Ms. Hunt, Ms. Simmons, Ms. Smith and Mr. LeNeave. There were no negative votes.

The motion passed unanimously.

## **NEW BUSINESS**

### **Message from the Agency Director Sandra Whitley Ryals**

Ms. Ryals presented a power-point presentation on the key performance measures for the Department of Health Professions. Ms. Ryals provided handouts of her presentation and for additional information gave the web address to the Secretary of Human Health Resources - [www.hhr.virginia.gov](http://www.hhr.virginia.gov). Ms. Ryals gave an overview of the key performance measures which are: (1) customer satisfaction; (2) processing applications for licensure within 30 days of receipt of all necessary materials; and (3) resolve complaints relating to patient care within 250 days.

Ms. Ryals further stated that all thirteen boards in the Agency have done very well in reaching the goals of customer satisfaction and the processing of licensure applications and are working towards the goal of resolution of patient care complaints within 250 days.

Ms. Hahn gave a brief overview of how disciplinary cases were handled with the board of long-term care administrators. She suggested perhaps that the inspection process be

standardized and asked that the board members assist her in brainstorming to simplify the process. Ms. Hahn stated she would call upon the expertise of Ms. Hunt in regard to the assisted living profession and Mr. LeNeave indicated his willingness to work on this with Ms. Hahn. Ms. Hahn stated that she will share this work product with the Enforcement Division.

## **UNFINISHED BUSINESS**

### **Discussion of Audit Plans**

Ms. Hahn stated that 10% of long-term care administrators were audited for continuing education. All licensees responded, which resulted in 100% compliance. Ms. Hahn indicated that during past board meetings, Ms. Blunt had recommended that perhaps we reduce the percentage of those audited but require respondents attending informal conferences to be required to bring their CE records to the conference. It was the consensus of the board to reduce the percentage audited and add this requirement to all Notices of Informal Conference.

## **NEW BUSINESS**

### **Election of Officers**

Upon a motion by Ms. Fletcher and seconded by Ms. Simmons the board voted to nominate Mr. LeNeave as Chair and Ms. Smith as Vice-Chair of the Board of Long-Term Care Administrators.

The members voting 'yes' were Ms. Fletcher, Ms. Hunt, Ms. Simmons, Ms. Smith and Mr. LeNeave. There were no negative votes.

The motion passed unanimously.

### **Virginia Health Care Association (VHCA) Report**

Mr. LeNeave reported that Ms. Hunt received the Administrator of the Year Award by the VHCA. The board congratulated her on this award.

### **Discussion Regarding On-Line Continuing Education Units and NHA State Examination**

Ms. Hahn reviewed the current continuing education requirements. She stated there was a previous recommendation from a board member to change the requirement from 5 to 10 hours. She stated this could be accomplished under the fast-track regulations. There was also a recommendation by Mr. LeNeave to eliminate the requirement for a state examination. After discussion and upon a motion by Ms. Smith and seconded by Ms. Fletcher the board voted to increase the number of on-line continuing education hours allowed from 5 hours to 10 hours in section 18 VAC 95-20-175(1) and to eliminate the

requirement for the state examination in section 18 VAC 95-20-225(3), thus adding an attestation clause that the applicant has read, understands, and will remain current with the applicable Virginia laws and the regulations governing the practice of nursing home administrators. The Board also voted to follow the fast-track regulatory process to make such changes to the regulations.

The members voting 'yes' were Ms. Fletcher, Ms. Hunt, Ms. Simmons, Ms. Smith and Mr. LeNeave. There were no negative votes.

The motion passed unanimously.

Upon an amended motion by Ms. Smith and seconded by Ms. Fletcher the board voted to add the effective date of April 1, 2008 to the continuing education requirement.

The members voting 'yes' were Ms. Fletcher, Ms. Hunt, Ms. Simmons, Ms. Smith and Mr. LeNeave. There were no negative votes.

The motion passed unanimously.

### **Discussion Regarding Temporary Licensure**

It was the consensus of the board that the matter of temporary licensure may no longer be necessary to pursue due to the elimination of the State Examination.

### **EXECUTIVE DIRECTOR'S REPORT**

Ms. Hahn informed the board that the Assisted Living Administrator regulations remain in the Governor's office.

### **Licensure and Discipline Statistics**

Ms. Hahn reported there were currently 700 nursing home administrators and 200 preceptors licensed in the state of Virginia. Ms. Hahn stated there are currently 18 disciplinary cases at the enforcement level; 1 case at board level. During the past 9 months we received 17 cases, and closed 15. We remain in 100% compliance with our PC case standards.

### **Budget**

Ms. Hahn reported on the revenue expenditures for the quarter ending June 30, 2007.

### **Board Members**

Ms. Hahn informed the board that Ms. Becker and Ms. Fricke have resigned their positions as board members for personal reasons. Ms. Hahn indicated that both board members wanted to let the board know how much they enjoyed serving with them and

wished them all the very best. She further stated that Ms. Blunt will not seek re-appointment.

### **Calendar**

The next board meetings are scheduled for March 11, 2008 and June 12, 2008. The June meeting was originally scheduled for June 11, 2008; however, it was suggested that the meetings be changed from Tuesdays to Wednesdays. Ms. Hahn asked that the board members e-mail her if the dates caused a scheduling conflict.

### **Presentations**

Ms. Hahn informed the board that she gave a presentation to the National Association of Regulatory Administration and that the session was very informative and interactive. She further stated that she will be giving another presentation to the Virginia's Assisted Living Administrators (VALA) tomorrow at Innsbrook. The Secretary of Health and Human Services, Marilyn Tavenner, is also on the agenda tomorrow. Diane Denney who is an adjunct professor at Virginia Commonwealth University (VCU) will also be in attendance presenting on a review course offered by VCU for the national examination.

### **Visitor Parking Spaces**

Ms. Hahn asked board members not to park in the designated thirty minute visitor parking spaces.

### **Review Course**

Ms. Hahn shared an e-mail that was forwarded to her by Irvin Land offering review courses. The board requested her to forward this information to NAB.

### **Education Committee – Board of Health Professions – Ms. Smith**

Ms. Smith asked Ms. Yeatts about the AARP legislation that would be presented in regard to all licensed health care administrators having to demonstrate their continuing education competency in some way. Ms. Yeatts stated that the Joint Commission is reviewing requiring re-examination by obtaining CEUs or grandfathering. She further stated that the venture is extremely expensive, labor intensive, and is not available for all professions. Ms. Marschean stated that the study was requested because all professions are not the same across the board. She also stated that other states are also taking a look at this type of legislation.

### **ADJOURNMENT**

There being no further business before the Board, the meeting adjourned at 11:25 a.m.

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Ted A. LeNeave, NHA, Chair

Lisa R. Hahn, Executive Director

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Date

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Date