Open Session Meeting Minutes
IOWA BOARD OF NURSING HOME ADMINISTRATORS
May 30, 2013
Lucas State Office Building, 5th Floor Conference Room #526
Des Moines, Iowa

Call to Order:
The meeting was called to order at 11:05 am by Patrice Herrera, Chair.

Roll Call:
Members Present:
David Chensvold, NHA
Patrice Herrerra, RN, MSN
Daniel Boor, NHA
Tricia Hoffman-Simanek, Public Member
Karol Dammann, RN
Michael Jenison, RN
Lanny Ward, NHA
Maureen Cahill, NHA

Members Absent:
Mabel Mantel

Staff Present:
Sharon Dozier, Board Executive
Barb Huey, Bureau Chief
September Lau, AAG
Tammy Hidlebaugh, Licensure Specialist
Barb Christiansen, Administrative Assistant

Election of Officers:
A motion was made by Herrera to nominate Daniel Boor as Vice Chair. A second was received from Chensvold. All ayes, opposed none, motion carried.

A motion was made by Boor to nominate Patrice Herrera as Chair. A second was received from Chensvold. All ayes, opposed none, motion carried.

Review Agenda:
There were no changes made to the agenda.

Approval of Minutes:
April 18, 2013 meeting minutes: Dozier noted an addition to her report regarding the April 11, 2013 NAB conference call.
A motion was made by Boor to approve the April 18, 2013 meeting minutes with additions. A second was received from Chensvold. All ayes, opposed none, motion carried.

Reports:
Board Executive: Sharon Dozier asked members to provide any contact updates needed for the roster. She also requested adding the initials that designate license type, and any additional credentials they wish to add.

Dozier reported that at this time there are 806 licensed administrators in the state.

Dozier will attend the NAB Annual Meeting June 12- 14. NAB currently provides full reimbursement for one attendee per state. Herrera will attend the Mid-Year NAB meeting.

Rules are on the agenda for adoption today; copies of the noticed rules as published in the bulletin have been provided in the board packets. These are the new provisional license and preceptor rules. No comments were received directly, nor given at the Rules Review Committee meeting.

Bureau Chief: Barb Huey welcomed the new board members. She did not give a formal report, but will report at a future meeting on the new AMANDA system.

AAG: September Lau reviewed the three sets of board member orientation materials. She noted that the ethics handout includes information on the bar against board members that sell goods or services in the amount of $2000 or more to a state agency, as this is subject to the competitive bid process. This would include a board member's employment by a vendor. Lau summarized the Legal Overview for New Board Members and the Guidelines for Board Members. She highlighted the sections on communication as a board member, potential conflicts, recusals, maintaining confidentiality, the discipline process, and the contested case hearing process.

Chair: Patrice Herrera made the following committee assignments:
Applications: Mabel Mantel, Michael Jenison, David Chensvold, Tricia Hoffman-Simanek
Discipline: Maureen Cahill, Daniel Boor, Patrice Herrera
Citation Review: Mabel Mantel, Lanny Ward, Karol Dammann

Administrative Rules:
The board reviewed the rules for adoption, noticed as ARC 0651C (Chapters 141 and 144).

The provisional is now a license type and the board will be authorized to discipline an individual with this license type. The preceptor rules will also be amended to reflect that the time served as a provisional does not count toward eligibility to serve as a preceptor.

A motion was made by Herrera to adopt the rules noticed as ARC 0651C. A second was received from Cahill. All ayes, opposed none, motion carried.

Public Comment: None

Applications:
David Chensvold reported that four applications were reviewed. Three applications were recommended for approval and one application needs additional documentation. Correspondence was received from an individual asking to use experience in an ICF-ID facility toward licensure. Additional information will be requested.

Citation Review Committee: 35 cases were reviewed. 5 were referred to discipline, 10 were closed, and 19 are pending revisit results. Cahill had a questioned some of the DIA information on revisits, and Dozier stated that she with follow up DIA for clarification.

Discipline Committee: 12 complaints were reviewed, and an additional 10 complaints will be reviewed following the meeting.

The Board took a break at 12:00 Noon.
The Board returned to open session at 12:05 pm.

Old Business: None

New Business: None

Complaints:
A motion was made by Herrera to enter into closed session at 12:05 p.m. to discuss confidential material related to applications and complaints according to Iowa Code Chapter 21.5(1) a and d. A second was received from Jenison. Roll call taken
Herrera – Aye
Chensvold – Aye
Ward – Aye
Jenison – Aye
Cahill – Aye
Dammann – Aye
Boor – Aye

Hoffman-Simanek – Aye
Motion carried.

The Board returned to open session at 12:59 p.m.

Follow up was discussed: Cynthia Gentz provided information as required in the Settlement Agreement, to report any facility citations or deficiencies. She provided a 2012 citation, which included her Plan of Correction. Gentz is in compliance with the settlement agreement, and no action was taken.

The Board decided to hold a conference call on June 11 at 8:30 am.

The following actions were then taken**:**

A motion was made by Herrera to close case #13-011. A second was received from Jenison. 7 ayes, opposed none, 1 abstained (Chensvold). The motion carried.

A motion was made by Herrera to close case #13-008. A second was received from Cahill. All ayes, opposed none, motion carried.

A motion was made by Herrera to close case #13-013. A second was received from Chensvold. All ayes, opposed none, motion carried.

A motion was made by Herrera to close case #13-015. A second was received from Jenison. 7 ayes, opposed none, 1 abstained (Cahill). The motion carried.

A motion was made by Herrera to close case #13-016. A second was received from Cahill. 7 ayes, opposed none, 1 abstained (Hoffman- Simanek). The motion carried.

A motion was made by Herrera to close case #13-021. A second was received from Chensvold. All ayes, opposed none, motion carried.

Remaining Regular Board Meetings:
July 18, 2013 and October 24, 2013
Conference call: June 11 at 8:30 am.

Adjournment:
A motion was made by Herrera to adjourn the meeting at 1:07 p.m. A second was received from Hoffman-Simanek. All ayes, opposed none, motion carried.

The minutes were approved at the July 18, 2013 board meeting.