IOWA BOARD OF NURSING HOME ADMINISTRATORS

5th Floor Professional Licensure Board Room 526 Des Moines, Iowa 50319

January 13, 2011

CALL TO ORDER/INTRODUCTIONS

The meeting was called to order at 11:07 a.m. by Mike Svejda.

MEMBERS PRESENT

Michael Svejda, NHA Mabel Mantel, public member (attended via conference call) Jeannine Bunge, NHA Thomas Kenefick, allied health professional Joan Skogstrom, public member

MEMBERS ABSENT

Cynthia Thorland, NHA, Board Chair Patrice Herrera, RN, MSN, Board Vice Chair

STAFF/OTHERS PRESENT

Sharon Dozier, board executive September Lau, AAG Tony Alden

APPROVAL OF AGENDA

A motion was made by Skogstrom and seconded by Bunge to approve the agenda. The motion carried.

APPROVAL OF MINUTES

A motion was made by Skogstrom and seconded by Bunge to approve the minutes of October 21, 2010. The motion carried.

REPORTS

<u>Board Executive</u>- Dozier reported on staff changes in Barb Huey's absence. Tony Alden has been promoted to a board executive position. He will work with the Social Work and Respiratory Care Boards, and will also be heavily involved in the implementation of the new AMANDA licensing software. Tammy Hidlebaugh is a clerk specialist in the Bureau, and has been assigned to the NHA Board. Tammy will attend the next regular board meeting. The board members congratulated Tony on his new position.

Dozier and Huey met with staff of the Department of Inspections and Appeals (DIA), AAG Lau and AAG Smith in November to follow up on the Board's recommendations to DIA regarding the fining and citation documents. Sharon reported on information gained from the NAB national meeting on how other states' boards receive inspection/survey information from the

agencies performing the inspections. DIA currently has no plans to change the way they are sending the survey results to the board, due to insufficient staff to implement the recommendations.

The NAB will be holding their annual meeting June 8 – June 10 in Chicago. There will be results from a survey of state boards, and continued discussion on survey information reviewed by state boards.

<u>AAG</u>- September Lau gave board members a copy of the federal regulations on information to be provided by survey agencies to state boards. She asked for clarification from the board on whether or not the board only wants the information required by the federal regulations. The consensus of the board was they would need time to look at the document. The Board discussed the problems and issues encountered when dealing with the fining and citation reports, including the difficulty of trying to thoroughly review all of the reports received, obtaining revisit information, etc. Board members will consider this again after the NAB meeting, when additional information will be available.

Lau also briefly reviewed proper hearing decorum for board members during a hearing. This is being reviewed with all boards as a reminder.

Committees

Fining and Citation Review Committee– Tom Kenefick reported that two DIA reports were forwarded to the Discipline Committee; revisit results are being requested for six reports.

Applications Committee – Kenefick reported that five requests for substitution of work experience for practicum were reviewed. Three requests are approved. Two requests will need input from Svejda or Bunge before approval.

OLD BUSINESS

None

NEW BUSINESS

None

PUBLIC COMMENT

There were no public comments.

RULES

The Board gave consensus to notice changes to 645 - 141.9(1) removing the requirement to send renewal notices by regular mail.

The Board gave consensus to notice changes to 645 - 4.3(5) removing the reference to Robert's Rules of Order, Revised.

COMPLAINTS

Skogstrom made a motion to go into closed session in accordance with Iowa Code section 21.5(1) "a" and "d." Mantel seconded the motion. Roll call vote:

Michael Svejda, aye Mabel Mantel, aye Jeannine Bunge, aye Thomas Kenefick, aye Joan Skogstrom, aye

The board went into closed session at 11:50 a.m. The board returned to open session at 12:09 a.m. The following actions were taken:

Motion was made by Skogstrom and seconded by Kenefick to accept the Statement of Charges as drafted by the AAG on Case 10-013. The motion carried unanimously.

Motion was made by Skogstrom and seconded by Bunge to nominate Svejda as representative of the Board for purposes of signing the Statement of Charges for Case 10-013. The motion carried unanimously.

Motion was made by Skogstrom and seconded by Mantel to draft a letter to the DIA that the Board is still waiting on investigative information for 2008 and 2009 cases. The motion carried unanimously.

NEXT MEETING

The next meeting will be held on April 14, 2011.

ADJOURNMENT

Skogstrom made a motion to adjourn the meeting at 12:15 p.m. Bunge seconded the motion. The motion carried.

The minutes were approved by the board on July 14, 2011.