

IOWA BOARD OF NURSING HOME ADMINISTRATORS

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

October 21, 2010

CALL TO ORDER/INTRODUCTIONS

The meeting was called to order at 11:04 a.m. by Chairperson, Mike Svejda.

MEMBERS PRESENT

Michael Svejda, NHA
Cynthia Thorland, NHA
Mabel Mantel, public member
Jeannine Bunge, NHA
Thomas Kenefick, R.Ph.
Patrice Herrera, RN, MSN

MEMBERS ABSENT

Joan Skogstrom, public member

STAFF/OTHERS PRESENT

Sharon Dozier, board executive
September Lau, AAG
Tony Alden, clerk specialist
Barb Huey, bureau chief

ELECTION OF OFFICERS

A motion was made by Mantel and seconded by Kenefick to elect Thorland as Chair. The motion carried.

A motion was made by Bunge and seconded by Thorland to elect Herrera as Vice-Chair. The motion carried.

APPROVAL OF AGENDA

A motion was made by Svejda and seconded by Mantel to approve the agenda. The motion carried.

APPROVAL OF MINUTES

A motion was made by Herrera and seconded by Svejda to approve the minutes of July 15, 2010. The motion carried.

A motion was made by Svejda and seconded by Bunge to approve the minutes of September 10, 2010. The motion carried.

REPORTS

Board Executive- Sharon Dozier reported that the Bureau is still working with the Bureau of Information Management to develop the Sharepoint system for posting citations provided by DIA Health Facilities Division. It is anticipated that Sharepoint will be available for the next Citation Review Committee meeting. Dozier and Huey will meet with DIA staff and the AAG's to review the plan for Sharepoint, and to continue discussion of information for the review process. Dozier will report on this at the next board meeting.

Bureau Chief- Barb Huey provided an overview of her previous experience in county and state government, and said she is looking forward to working with the professional licensure boards. Huey noted that in addition to the Sharepoint system for the citation review process, a software system known as AMANDA is under development for all aspects of administration in the Bureau. The AMANDA system is already being used by some state agencies, including the Boards of Medicine, Dental and Nursing. The licensure boards in the Dept. of Commerce are being developed along with the 19 boards in the Bureau. One of the changes for applicants is that the licensure process will be done entirely online. Huey will continue to provide updates to the boards as this system progresses. Huey also spoke about the staff changes in the Bureau resulting from the State Early Retirement Incentive Program (SERIP). One of the two vacant board executive positions has been filled, and the board executives have all assumed additional boards. The other board executive position remains unfilled, but Huey hopes to receive approval to hire for this position soon. The vacant administrative assistant position for complaints and discipline has been filled through promotion of the clerk specialist within the Bureau who assisted with complaints processing. Thorland asked about the open board positions. [One vacancy is for a licensed nursing home administrator, and one is for an allied health professional.] Huey stated that the Governor's Office is working on filling these vacant board positions.

AAG- September Lau provided an overview of the hearing process.

Chair- Thorland assigned Kenefick to the Applications Committee. The other committee assignments will stay the same.

Committees – Thorland reported that the Fining and Citation Committee reviewed 34 reports; three were forwarded to the Discipline Committee, three are awaiting more information, and 28 may be filed. The committee has 20 pending reports from July. For 11 of those the committee received additional information and no further action is recommended. Nine are still pending additional information.

OLD BUSINESS

Citation review process – there was no further discussion of the process. Mantel requested that she receive the citation documents by mail.

NEW BUSINESS

None

PUBLIC COMMENT

There were no public comments.

RULES

None

APPLICATIONS

The Licensure Committee reviewed six applications. Six were approved for substitution of work experience for the practicum.

COMPLAINTS

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

Michael Svejda, aye
Cynthia Thorland, aye
Mabel Mantel, aye
Jeannine Bunge, aye
Thomas Kenefick, aye
Patrice Herrera, aye

The board went into closed session at 11:37 a.m. The board returned to open session at 11:56 a.m. The following actions were taken:

Motion was made by Bunge and seconded by Kenefick to Close Case 10-009. The motion carried unanimously.

Motion was made by Herrera and seconded by Svejda to Close Case 10-011. The motion carried unanimously.

Motion was made by Herrera and seconded by Bunge to Close Case 10-012. The motion carried unanimously.

NEXT MEETING

The next meeting will be held on January 13, 2011.

ADJOURNMENT

Svejda made a motion to adjourn the meeting at 11:59 a.m. Herrera seconded the motion. The motion carried.

HEARING

The board reconvened at 12:58 p.m. for a contested case hearing on Case # 09-004, Roger Holdeman, Respondent.

MEMBERS PRESENT

Michael Svejda, NHA
Cynthia Thorland, NHA
Mabel Mantel, public member
Jeannine Bunge, NHA
Thomas Kenefick, R.Ph.

Patrice Herrera, RN, MSN

MEMBERS ABSENT

Joan Skogstrom, public member

The hearing was closed to the public. In accordance with Iowa Code section 21.5(1) “f” deliberations were held in closed session.

ADJOURNMENT

Svejda made a motion for adjournment. Mantel seconded the motion. The meeting adjourned at 4:35 p.m.

The minutes were approved by the board on January 13, 2011.