

Meeting Minutes
IOWA BOARD OF NURSING HOME ADMINISTRATORS
April 18, 2013
Lucas State Office Building, 5th Floor Conference Room #526
Des Moines, IA

Call to Order

The meeting was called to order by Sharon Dozier, Board Executive, at 11:13 am. She welcomed the new members, and asked for introductions.

Roll Call and Introductions

Members Present:

Mabel Mantel, Public Member

Daniel Boor, NHA

David Chensvold, NHA

Patricia Hoffman-Simanek, Public Member

Michael Jenison, RN

Maureen Cahill, NHA

Members Absent:

Patrice Herrera, RN, MSN

Staff Present:

Sharon Dozier, Board Executive

September Lau, AAG

Barb Huey, Bureau Chief

Tammy Hidlebaugh, Licensure Specialist

Barb Christiansen, Administrative Assistant

Guests Present:

None

Election for an Acting Chair to Preside at the Meeting

A motion was made to elect Maureen Cahill as Acting Chairperson by Boor, Second received from Chensvold. All ayes, opposed none, motion carried.

Hearing has been continued and discussion will be held in closed session.

Review Agenda

Sharon Dozier reported that there will be changes in the cases to be discussed in closed session.

Approval of Minutes

A motion was made by Boor to approve the meeting minutes of January 17, 2013 and January 30, 2013. A second was received from Mantel. All ayes, opposed none, motion carried.

Reports

Board Executive – Sharon Dozier reported that two members appointed on March 1, 2013 are attending their first meeting today and there will be two additional members added to the board effective May 1, 2013. The election of officers will take place at the May 30, 2013 meeting and committee assignments will be made at that time.

Dozier reported that the National Association of Long Term Care Administrator Boards (NAB) is the national organization that serves all of the state nursing home administrator boards and staff. NAB provides numerous services to the state boards in addition to the national licensure examination. NAB holds two national meetings each year, and all states were offered an agreement for full reimbursement beginning in November 2012. Typically, the board executive attends one meeting per year, and the board chair has been designated by the board to attend one of the meetings. Licensed administrators may also become involved by volunteering for standing NAB committees, including exam development, college program accreditation or NCERS (continuing education program review). Dozier also reported that NAB holds two conference calls annually to update staff on the status of NAB initiatives. Dozier and Huey attended the April 11, 2013 conference call. The primary agenda topic was the implementation of the new practice analysis, which is completed every 5 to 7 years, and provides the basis for validating the exam items based on the performance domains of the profession. [The first task force meeting was held in March. The practice analysis will include subject matter experts and a national survey to provide a final report and recommendations to the NAB board in June 2014. This analysis will also provide data on a set of core competencies needed for all ‘post-acute care executives’ including administrators of nursing homes, residential care/assisted living centers, and home and community based services. The entire slide presentation is available if anyone would like a copy.]

The board rules on provisional licensure were noticed but are not yet eligible for adoption. The public hearing was held on April 9, and no comments were received. There were no questions or public comments at the legislative Rules Review Committee meeting on April 12, there were no comments received by email or mail during the public comment period. These rules will be on the May 30 agenda for adoption.

Bureau Chief – Barb Huey welcomed the new board members.

AAG – September Lau distributed a packet of information regarding the discipline process. She requests that everyone review the discipline cases and the decision making process before members are assigned to the Discipline Committee at the May meeting. Lau reviewed the Due Process document and the Citation Review Process document. She noted that the citations are issued by DIA, and forwarded to this board by DIA. The Citation Review Committee reviews the DIA citations and makes a determination on which citations should be opened and referred to the Discipline Committee for further review. In addition, complaints can come from the general public and are these are referred to the Discipline Committee for further review. The flow sheet document was also reviewed. Lau explained that a Statement of Charges is the public document that starts the formal discipline process.

Chair – No Report

Administrative Rules

None

Public Comment

None

Applications

The list of licenses and provisionals issued is in the board folder.

Committee Reports

Applications Committee: The committee reviewed 6 applications.

Citation Review Committee:

The committee reviewed 52 citations. Twenty were closed, 22 are pending and 10 were opened and referred to the Discipline Committee.

Old Business

None

New Business

None

Complaints

A motion was made by Chensvold to enter into closed session at 11:53 am to discuss confidential material related to applications and complaints according to Iowa Code Chapter 21.5(1) a and d.

A second was received by Mantel. Roll call vote:

Chensvold – aye

Hoffman-Simanek – aye
Jenison – aye
Boor – aye
Cahill – aye
Mantel – aye
Motion Carried.

Board returned to open session at 1:03 pm.

A motion was made by Boor to close the following cases:
11-011, 12-006, 12-020, 12-021, 12-022, 13-004, 12-031, 13-003, 13-009, 13-010, 13-011,
13-012, 12-028, 12-029, 13-001, 13-007, and 12-018. A second was received from Chensvold.
Motion carried, unanimous for the non-recused members. Recusals were noted as follows:
Mantel on case 12-018; Hoffman-Simanek on cases 12-022, 13-004, and 13-010; Cahill on
12-006, and Chensvold on 13-011.

A motion was made by Chensvold to approve the Settlement Agreement on case #11-002. A
second was received from Mantel. All ayes, opposed none, motion carried.

A motion was made by Mantel and seconded by Chensvold to approve the reinstatement
application of Mark McDonald. The motion carried, unanimous.

Remaining 2013 Board Meetings:

May 30, 2013
July 18, 2013
October 24, 2013

Adjournment

A motion was made by Chensvold to adjourn the meeting at 1:10 pm. A second was received
from Mantel. All ayes, opposed none, motion carried.

The minutes were approved at the June 11, 2013 board meeting.