

**Open Session Meeting Minutes**  
**IOWA BOARD OF NURSING HOME ADMINISTRATORS**  
**April 17, 2014**  
**Lucas State Office Building, 5<sup>th</sup> Floor Conference Room 526**  
**Des Moines, Iowa**

**Chairperson/Call to Order:**

The meeting was called to order at 11:00 a.m. by Vice Chairperson, Daniel Boor, NHA.

**Introductions:**

Members Present:

Daniel Boor, NHA

Maureen Cahill, NHA

David Chensvold, MHA

Tricia Hoffman-Simanek, JD, Public Member

Michael Jenison, RN

Mabel Mantel, Public Member

Lanny Ward, NHA

Members Absent:

Karol Dammann, RN

Patrice Herrera, RN, MSN

Staff Present:

Marvin Firch, Education and Outreach Coordinator

Barb Huey, Bureau Chief

David Van Compernelle, AAG

Barb Christiansen, Administrative Assistant

Public Present: None

**Hearings:** None

**Review Agenda:**

There were no changes to the agenda.

**Approval of Open Session Minutes:** January 23, 2014

A motion was made by Chensvold to approve the open session meeting minutes of January 23, 2014. A second was received from Cahill. All ayes, opposed none, motion carried.

A motion was made by Cahill to approve the closed session meeting minutes of January 23, 2014. A second was received from Mantel. All ayes, opposed none, motion carried.

**Public Comment:** None

**Reports:**

Board Executive: Marvin Firch announced that he is providing staff support on behalf of Sharon Dozier at today's meeting. He noted that Dozier had asked him to report on two items. First, he congratulated Michael Jenison and Daniel Boor on their reappointments to the Board. He then provided the following statistics as a follow up from the discussion at the January board meeting: There are currently 699 active licensees, and 1841 inactive licensees. Firch noted that the active licensees can be sorted by county, but the addresses used for sorting would indicate the county in which the licensee lives, not the county of employment. Chensvold asked whether a breakdown may be provided of the number of active licensees by age category. Firch responded that a report may be developed in the future that would include this information.

Bureau Chief: Barb Huey updated members on the AMANDA implementation, which went live on January 13, 2014. During the first quarter of the AMANDA system, the Bureau underwent a large number of license renewals for three boards, with 10,000 renewals processed. The Bureau is now working to get the announcement postcard mailed to licensees and is updating the website with instructions for the new online services. The Bureau is also starting a major scanning project to incorporate all paper documents pertaining to licensees into their folders in the online system. The state policy requires that paper documents be retained for 60 years, but the online system will allow document retrieval to be much more efficient.

The professional licensure conference room will be expanded by 7 feet during the month of May. This will allow more room during hearings and will better accommodate meetings of the larger boards.

AAG: David Van Compernelle – No report

Chair: No report was given, as Patrice Herrera was absent.

Committees: David Chensvold distributed a document of proposed revisions to Chapter 141. Firch asked if this was coming from a Rules Committee. Chensvold stated that it was a task force. He asked the Board to review the document and have this issue put on the agenda for the July meeting. Firch will forward this document to Sharon Dozier as the board executive. Boor noted that a new Rules Committee will be designated at the next meeting in July, when committee assignments are finalized for the coming year. At that time, the Rules Committee may review the draft, and transparency is needed in the review process.

**Old Business:**

Maureen Cahill stated that at the last meeting there was discussion of the topic of DIA providing facility plans of correction at the time of providing the facility citations. She stated that she believes this information should be provided to the board prior to the board sending

letters of inquiry to licensees. Mantel stated that she has been receiving the corrections information from the board office, and asked if everyone receives that information. Firch noted that further discussion on the topic of citations must be listed on the agenda, and he will note that this topic be listed for review at the July 17 board meeting. AAG Van Compernelle concurred. Cahill stated that since licensed administrators are part of the public, they need to be protected from needing to hire an attorney to help defend a letter from the board.

**New Business:** None

**Administrative Rules:** None

**Applications:**

David Chensvold moved the board go into closed session at 11:24 a.m. to review and discuss materials related to applications that are required or authorized by law to be kept confidential as allowed under Iowa Code section 21.5(1)a. A second was received from Jenison. Roll call was taken: Boor – aye, Chensvold – aye, Ward – aye, Hoffman-Simanek – aye, Mantel – aye, Cahill – aye, and Jenison – aye. Motion carried.

The board returned to open session at 11:39 a.m.

A motion was made by Chensvold to approve the proposed study plan submitted by Kelly Larson to retake the exam, contingent upon submission of documentation from her preceptor that the review of the areas of Human Resources and Finance is complete. A second was received from Mantel. All ayes, opposed none, motion carried.

**Committee Reports:**

Applications Committee: David Chensvold reported on the three applications reviewed. These applications are pending.

Citation Review Committee: Mabel Mantel reported that 58 citations were reviewed. Of those, 39 were closed.

**Complaints:**

David Chensvold moved the board go into closed session at 11:47 a.m. to discuss whether to initiate licensee disciplinary investigations or proceedings as allowed under Iowa Code section 21.5(1)d, and to discuss records that are required to be kept confidential as allowed under Iowa Code section 21.5(1)(a). A second was received from Hoffman – Simanek. Roll call was taken: Boor – aye, Chensvold – aye, Ward – aye, Hoffman-Simanek – aye, Mantel – aye, Cahill – aye, Jenison – aye. Motion carried.

**Open Session:**

A motion was made by Cahill to close the following cases: #12-013, #13-034, #13-035, #13-037, #13-038, #14-0066, #14-0076, #14-0020, #14-0064, #14-0065, #14-0067, #14-0077, and #14-0079. A second was received from Chensvold. All ayes, opposed none, motion carried.

A motion was made by Cahill to close the following cases: #14-0015, #14-0078, and #14-0075. A second was received from Ward. Ayes – 7, none opposed, abstain 1 (Hoffman-Simanek); motion carried.

**Follow up:**

Firch reported on the follow up status of the following licensees:

Mitchell Worcester: The settlement agreement states that he could request to be released from his probation after one year if all conditions of the order are met. This will be further reviewed at the next meeting. No action was taken.

Cynthia Gentz has completed all of the continuing education requirements under the terms of the settlement agreement. A motion was made by Mantel to issue a termination order of the requirements pertaining to the settlement agreement. A second was received from Ward. All ayes, opposed none, motion carried.

**Remaining 2014 Board Meetings:**

July 17 and October 23, 2014

**Adjournment:**

A motion was made by Chensvold to adjourn the meeting at 12:08 a.m. A second was received from Cahill. All ayes, opposed none, motion carried.

The minutes were approved at the July 17, 2014 board meeting.