Meeting Minutes
Iowa Board of Nursing Home Administrators
May 31, 2012
Lucas State Office Building, 5th Floor Conference Room #526
Des Moines, Iowa

Call to Order
The meeting was called to order at 11:06 am by Patrice Herrera, Chair.

Roll Call
Members Present:
Jeannine Bunge
Patrice Herrera
Mabel Mantel
Dawnita Neff
Shane Gaukel
David Chensvold
Maureen Cahill
Thomas Kenefick

Members Absent:
Daniel Boor

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 Bunge to nominate Patrice Herrera Chair. A second was received from Kenefick. All ayes, opposed none, motion carried.

A motion was made by Herrera to nominate Jeannine Bunge as Vice Chair. A second was received from Cahill. All ayes, opposed none, motion carried.

Review Agenda (no changes)

Approval of Minutes

A motion was made by Kenefick to approve the meeting minutes from April 12, 2012. A second was received by Herrera. All ayes, opposed none, motion carried.

Reports:
Board Executive: Sharon Dozier reported the rule amendments are effective and are posted on the website. The delay imposed by the Administrative Rules Review Committee was lifted as the proposed legislation that would have affected the discipline rule amendment did not pass. Legislation: The IDPH technical amendments bill passed, which made changes to Chapter 155. The big change is that provisional administrators are now a licensed type and can be disciplined by the board.

Dozier requested that changes in board member contact information be provided to her. She also noted that board members need to park in a designated employee lot or on the street. The parking map is available from Tammy upon request. Dozier plans to attend the NAB meeting next week, which will include information on reciprocity. Citation review: Dozier proposes that for cases the committee wishes to pend for revisit information, the citation would be filed upon verification from DIA that the revisit is met. Hearings: due to a continuance, a new hearing date is needed. It was agreed that a hearing will be scheduled for July 18 at 9 am, with the board meeting to be held on July 19 at 7 am, prior to the other hearing scheduled for 9 am that day.

Bureau Chief: Barb Huey reported on the new software application. Folders (boards) are being tested at this time. There is also testing on complaint folders, "board meet" folders, and a monitoring folder. The roll out should be early next year.

AAG: September Lau introduced herself to the new board members. September reviewed the Citation Review Committee process, the Discipline Committee process, and the entire discipline process with the board. September also reviewed the 2012 Board Member Guidelines.

Chair: Patrice Herrera made the following committee assignments.

<u>Application Committee</u>
David Chensvold
Mabel Mantel
Tom Kenefick

<u>Citation Committee</u>
Mabel Mantel
Maureen Cahill
Dawnita Neff
Tom Kenefick

Discipline Committee
Shane Gaukel
Dan Boor
Patrice Herrera
Jeannine Bunge

Public Comment
None

Committee Reports
Applications:
Four applications were received. 1 application is pending, 1 application needs more information and 2 were approved for work experience.

Citations:
28 files were reviewed
9 were opened as complaints, and referred to the Discipline Committee
7 are pending
12 were filed

Administrative Rules
None

Old Business
A question was raised regarding inquiry letters to licensees requesting information regarding DIA facility citations. There was discussion of revisit information and the information provided from the inquiries. The information received by DIA Health Facilities was also discussed. Dozier gave a brief review of the process, and further discussion was held. AAG Lau noted that she spoke with general legal counsel of DIA, and it was affirmed that revisit information is now being provided routinely. Huey added that it is not unusual for regulatory boards to request information from licensees as part of the review process.

New Business
None

Board members took a break at 12.15 pm. The board meeting resumed at 12:30 pm.

Complaints

A motion was made by Herrera to move into closed session to discuss confidential material related to applications and complaints in accordance with Iowa Code Chapter 21.5 (1) “a” and “d” at 12:35 pm. A second was received from Cahill. All ayes, opposed none. Roll call taken.

Jeannine Bunge - aye
Patrice Herrera- aye
Mabel Mantel- aye
Dawnita Neff- aye
Shane Gaukel- aye
David Chensvold- aye
Maureen Cahill- aye
Thomas Kenefick – aye

The motion carried, and the Board moved into closed session at 12:35 pm. The Board returned to open session at 12:50 pm. The following actions were taken:

A motion was made by Bunge to close Case #12-002. A second was received from Cahill. All ayes, opposed none, motion carried.

A motion was made by Neff to close Case #12-003. A second was received from Mantel. All ayes, opposed none, motion carried.

Next Meeting (to be confirmed)
July 18, 2012 at 9:00 am - Hearing
July 19, 2012, board meeting at 7 am; hearing at 9 am

A motion was made by Neff to adjourn the meeting at 12:50pm. A second was received from Kenefick. All ayes, opposed none, motion carried.

The minutes were approved at the July 19, 2012 board meeting.