

**APPROVED MINUTES  
VIRGINIA BOARD OF LONG TERM CARE ADMINISTRATORS  
MEETING MINUTES**

The Virginia Board of Long Term Care Administrators convened for a board meeting on Tuesday, September 22, 2015 at the Department of Health Professions, Perimeter Center, 9960 Mayland Drive, 2<sup>nd</sup> Floor, Board Room #4, Henrico, Virginia.

**The following members were present:**

Karen Hopkins Stanfield, NHA, Vice-Chair  
Marj Pantone, ALFA  
Doug Nevitt, ALFA  
Derrick Kendall, NHA  
Mitchell P. Davis, NHA  
Warren Koontz, MD, Citizen Member  
Mary B. Brydon, Citizen Member

**The following members were absent for the meeting:**

Shervonne Banks, Citizen Member  
Martha H. Hunt, ALFA

**DHP staff present for all or part of the meeting included:**

Lisa R. Hahn, Executive Director  
David Brown, DC, Agency Director  
Elaine Yeatts, Senior Policy Analyst  
Lynne Helmick, Deputy Executive Director  
Missy Currier, Deputy Executive Director

**Quorum:**

With 7 members present a quorum was established.

**Guests Present:**

Randy Lindner, President & CEO of NAB  
Judy Hackler, Virginia Assisted Living Association (VALA)  
Dana Parsons, LeadingAge Virginia  
Brenda Clarkson, Virginia Association for Hospices & Palliative Care (VAHPC)  
Matt Mansell, Virginia Health Care Association (VHCA)  
Debbie Blom, Virginia Association for Home Care and Hospice (VAHC)

## **CALLED TO ORDER**

Ms. Hopkins Stanfield called the Board meeting to order at 10:05 a.m. and stated the agenda would be re-ordered to accommodate everyone's schedules.

## **PUBLIC COMMENT PERIOD**

No Public Comment was received.

## **ACCEPTANCE OF MINUTES**

Upon a motion by Marj Pantone and properly seconded by Derrick Kendall, the board voted to accept the following minutes:

- Minutes of Board Meeting – December 16, 2014
- (2) Formal Hearings – April 16, 2015

The motion passed unanimously.

Ms. Hopkins Stanfield reported that the following informal conferences were held since the board last met and that the minutes could be found on the LTC website and/or Regulatory Townhall:

- December 16, 2014
- (2) January 30, 2015
- (2) May 11, 2015
- (1) June 9, 2015

## **AGENCY DIRECTOR'S REPORT – Dr. David Brown, D.C.**

Dr. Brown welcomed the newest members to the board and told them what a great privilege they have to represent the Commonwealth in its mission to protect the public. Dr. Brown reminded everyone of the two upcoming board training events being held at DHP. September 28<sup>th</sup> titled Board Development Training was for more seasoned members to drill down and learn the essentials when dealing with disciplinary matters. He added that October 16<sup>th</sup> was for new board members to gain a broad overview of the agency and what it takes to become an effective board member.

## **PRESENTATION – Randy Lindner, President & CEO of NAB**

Randy Lindner began by providing an overview of the National Association of Long Term Care Administrators (NAB); their mission and strategic goals; who the stakeholder's involved were; and the benefits they provide to State Regulatory Boards. He touched on NCERS; the Academic Accreditation Programs, and the National Examinations and publications.

Mr. Lindner then spoke more in depth about **Health Services Executive (HSE)**, exploring a new vision for the profession. He explained some of the benefits were:

- Provides career progression for executive leadership (across multiple service lines)
- Facilitates jurisdictional mobility
- Provides groundwork for international leadership development models
- Creates efficient credentialing model for jurisdictions
- Enhances image of the profession
- Responsive to employer needs
- Streamlines the licensees' acquisition of second and third credentials
- Breaks down the silos of competence and acknowledges foundational practice standards
- Provides standards against which curriculum content can be evaluated/validated
- Contributes to consumer confidence re: consistency and quality of care

Mr. Lindner provided results of the studies that were conducted and made a request to the Virginia Board to recognize in regulations the HSE as meeting licensure requirements for NHA, RCAL and/or HCBS.

#### **EXECUTIVE DIRECTOR'S REPORT – Lisa R. Hahn**

Ms. Hahn gave welcome to Mitchell P. Davis, NHA & Mary B. Brydon, Citizen Member as the newest members on the board and to Martha Hunt, ALFA as a returning board member. She also welcomed Randy Lindner, President & CEO of NAB and again thanked him for his presentation about the new Health Service Executive (HSE) Credential.

**Ms. Hahn reported on the following:**

#### **Budget**

■	Cash Balance as of June 30, 2014	\$(368,103)
■	YTD FY15 Revenue	\$667,921
■	<u>Less direct and In-Direct Expenditures</u>	<u>\$430,342</u>
■	Cash Balance as of June 30, 2015	\$(130,525)

#### **Licensee Statistics**

##### **ALF**

- 610 ALF Administrators
- 118 AIT's
- 6 "Acting" AIT
- 196 Preceptors
- **Total 930**

**NHA**

- 845 Nursing Home Administrators
- 95 Nursing Home AIT's (increase from 67 in June 2014)
- 225 NHA Preceptors
- **Total 1,165**

**Total ALF & NHA Licensees/Registrations – 2,095**

**Licenses/Registrations Issued (12/17/2014 – 09/17/2015)**

- |   |    |
|---|----|
| ■ Acting ALF-Administrator-In-Training                            | 9  |
| ■ Administrator-in-Training                                       | 43 |
| ■ ALF-Administrator-In-Training                                   | 56 |
| ■ Assisted Living Facility Administrator                          | 42 |
| ■ Assisted Living Facility Preceptor                              | 25 |
| ■ Nursing Home Administrator                                      | 54 |
| ■ Nursing Home Preceptor  | 9  |
| ■ <b>Total 238</b> (This # does not include pending applications) |    |

**Licenses Renewed March 2015**

	<b>Renewed</b>	<b>Expired</b>
■ ALF Administrator	551	82
■ ALF Preceptor	169	29
■ NHA	749	103
■ NHA Preceptor	210	31
■ <b>Totals</b>	<b>1,679</b>	<b>245</b>

**Discipline Statistics**

- **42 open cases:**
  - 21 cases in Investigations
  - 12 in Probable Cause
  - 4 in APD
  - 5 at Informal Stage
  - 0 at Formal Stage
- 9 LTC Compliance Cases being monitored

### **Historical Case Data**

- **FY 2012**
  - 63 cases received
  - 57 cases closed
  - 9 (16%) of closed cases went to IFC
  
- **FY 2013**
  - 45 cases received
  - 56 cases closed
  - 6 (11%) of closed cases went to IFC
  
- **FY 2014**
  - 47 cases received
  - 38 cases closed
  - 5 (13%) of closed cases went to IFC
  
- **FY15**
  - 64 cases received
  - 52 cases closed
  - 6 (12%) of closed cases went to IFC & 4 of the 6 went on to Formal Hearings)
  - 50% were ALF cases & 50% were NHA cases

### **Summary of Hearings FY2015**

4 formals were held

- 3 resulted in revocation, 1 resulted in suspension
- 2 were NHAs and 2 were ALFAs
- 1 involved drug diversion, 2 involved financial fraud, 1 involved a fraudulent diploma
- One IFC concerned compliance with a previous Order, the other concerned a failure to report and incident
- 6 PHCO's issued
- 1 involved standard of care
- 2 involved fraud
- 1 involved unregistered medication aides
- 2 resulted from CE audits

### **Virginia Performs (Patient Care Cases) – Fourth Quarter 2015**

- Clearance Rate – 133%
- Age of Pending caseload older than 250 days – 14%
- % of Cases closed within 250 days – 75%
- 2015 Customer Satisfaction - 96.3% Q4; 100% Q3; 100% Q2; N/A Q1 (no survey responses)

- Q4 2015 Caseloads: received=3, closed=4  
Pending over 250=2  
Closed within 250=3

### **Board Business**

#### **SHEV**

Ms. Hahn reported that she contacted Dr. Joseph DeFilippo at the State Council of Higher Education for Virginia to discuss the best method of disseminating information to the colleges and universities in order to educate students on the licensure process to become a NHA or ALFA. We have had occasions where students have contacted the board to become licensed only to find out that they must first complete an internship and take a national examination. Some have a false impressions that once they graduate with a degree in HC administration (with no internship) that they are qualified to enter the field. Ms. Hahn was please to conclude that Dr. DeFilippo is very much interested in helping to resolve this issue and stated she would keep the board updated as more information becomes available.

#### **NAB Business**

Ms. Hahn reported that she and Karen Hopkins Stanfield attended the Annual Meeting held in Philadelphia in June as she serves on the Board of Directors and NAB's treasurer. Karen served as our voting state delegate. Ms. Hahn shared that Key Topic Points at the meeting were:

- Implementation plan for the Professional Practice Analysis (PPA) and the new Health Services Executive (HSE) which Randy Lindner presented on.
- Drafting of the new AIT Manual which will serve as a guide for state boards and agencies as well as provide the tools and knowledge needed by students to become effective administrators.
- Approval of a new NCERS website from Learning Builder which will allow NAB to streamline the review and approval process for continuing education programs.
- NAB Attendees had the opportunity to screen the "Glen Campbell...I'll Be Me" documentary which left everyone with a sense of compassion for those that suffer from Alzheimer's and the people that help them try to live their lives with dignity.

Ms. Hahn concluded that she also attended a Leadership Retreat for the NAB Executive board during August 2015 and that she and Karen will be attending the Mid-Year meeting in November.

#### **Staffing Notes**

Ms. Hahn highlighted her staff's involvement serving in leadership positions on agency and association committees.

- Lynne Helmick serves as Chair of the DHP Safety Committee. Lynne is also working with the Compliance Work Group for the new MLO Licensing Software.
- Kathy Petersen serves as Chair of the DHP Social Planning Committee. She will be serving on the Discipline Work Group for the new MLO Software.
- Kathy has been instrumental in creating a “Naming Convention” Policy & Guidelines for storing Disciplinary cases electronically for archival and storage purposes.
- Missy Currier attended the Commonwealth Management Institute last spring. Missy was recently appointed as Secretary/Treasurer of the DHP Bonus Committee. She also is involved with the Licensing Work Group for MLO.
- Laura Mueller (Licensing Specialist) served on the DHP “On Boarding” Committee tasked to ensure that each new employee receives a consistent orientation to the Agency.
- All FunPaLS staff will be assisting with the October 16th New Board Member Orientation day.

### **Board Communications**

- If you have a change of address, email address, cell phone number, please remember to contact us so that we have the most current information.
- Please try to respond to email requests within a timely manner especially when the email requests a reply for availability or a response to a licensure or disciplinary question.

Ms. Hahn thanked the board for all their hard work & dedication!

### **Remaining 2015 Meetings**

- September 28th – Board Member Development Day
- October 16th – New Board Member Training
- December 15th – Board Meeting

### **2016 Board Meeting Schedule**

- Please reserve the following dates for the entire day: These dates are also used for our Formal Hearings. It is imperative that you commit to these dates.
- March 15th
- June 14th
- September 20th
- December 13th

## NEW BUSINESS

### Report of Regulatory Actions – Elaine Yeatts

Ms. Yeatts proved a handout of the new regulations which become effective on November 4, 2015 regarding the oversight of acting administrators in an AIT program. She reviewed in detail the new requirements that were promulgated in order to conform to the Law.

### Election of Officers

A motion was made by Dr. Warren Koontz and properly seconded by Mitch Davis to close the nominations. The motion carried unanimously.

A motion was made by Dr. Warren Koontz and properly seconded by Marj Pantone to accept the nomination of Karen Hopkins Stanfield as Board Chair and Derrick Kendall as Board Vice-Chair. The motion carried unanimously.

## ADJOURNMENT

Ms. Hopkins Stanfield adjourned the meeting at 12:15 p.m.

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Karen Hopkins Stanfield, NHA, Chair

\_\_\_\_\_  
Lisa R. Hahn, Executive Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**VIRGINIA BOARD OF LONG-TERM CARE ADMINISTRATORS  
INFORMAL CONFERENCE COMMITTEE  
October 7, 2015 – 10:00 a.m.**

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**Department of Health Professions  
9960 Mayland Drive, Suite #300  
Henrico, Virginia 23233**

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- CALL TO ORDER:** An Informal Conference Committee of the Board of Long-Term Care Administrators was called to order at 10:00 a.m.
- MEMBERS PRESENT:** Karen Stanfield, NHA, Chair  
Martha Hunt, ALFA
- DHP STAFF PRESENT:** Lynne Helmick, Deputy Executive Director  
David Kazzie, Adjudication Specialist
- MATTER:** Alice Brooks, A.L.F.A.  
License No.: 1706-000524  
Case No.: 159008
- DISCUSSION:** Ms. Brooks appeared in person before the Committee in accordance with the Notice of the Board dated September 9, 2015. Ms. Brooks was present and was not represented by counsel.
- The Committee fully discussed the allegations as outlined in the Notice of Informal Conference with Ms. Brooks.
- CLOSED SESSION:** Upon a motion by Ms. Hunt, and duly seconded by Ms. Stanfield, the Committee voted to convene a closed meeting pursuant to §2.2-3711.A(27) of the Code of Virginia, for the purpose of deliberation to reach a decision in the matter of Alice Brooks, ALFA. Additionally, she moved that Ms. Helmick and Mr. Kazzie attend the closed meeting because their presence in the closed meeting was deemed necessary and would aid the Committee in its discussions. The Committee entered into closed session at 10:51 a.m.

**RECONVENE:** Having certified that the matters discussed in the preceding closed session met the requirements of §2.2-3712 of the Code, the Committee re-convened in open session at 11:17 a.m.

**DECISION:** Upon a motion by Ms. Hunt, and duly seconded by Ms. Stanfield, the Committee ordered for Ms. Brooks to obtain twenty-four (24) hours of continuing education before March 31, 2016. Motion carried.

**ADJOURNMENT:** The Committee adjourned at 11:20 a.m.

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Karen Stanfield, NHA, Chair

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Lisa R. Hahn, Executive Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

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**VIRGINIA BOARD OF LONG-TERM CARE ADMINISTRATORS  
INFORMAL CONFERENCE COMMITTEE**

**October 7, 2015 - 11:00 a.m.**

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**Department of Health Professions  
9960 Mayland Drive, Suite #300  
Henrico, Virginia 23233**

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- CALL TO ORDER:** An Informal Conference Committee of the Board of Long-Term Care Administrators was called to order at 11:26 a.m.
- MEMBERS PRESENT:** Karen Stanfield, NHA, Chair  
Martha Hunt, ALFA
- DHP STAFF PRESENT:** Lynne Helmick, Deputy Executive Director  
David Kazzie, Adjudication Specialist
- MATTER:** **Sandra Minton, A.L.F.A.**  
**License No.: 1706-000020**  
**Case No.: 164225**
- DISCUSSION:** Ms. Minton appeared in person before the Committee in accordance with the Notice of the Board dated September 9, 2015. Ms. Minton was present and was not represented by counsel.
- The Committee fully discussed the allegations as outlined in the Notice of Informal Conference with Ms. Minton.
- CLOSED SESSION:** Upon a motion by Ms. Hunt, and duly seconded by Ms. Stanfield, the Committee voted to convene a closed meeting pursuant to §2.2-3711.A(27) of the Code of Virginia, for the purpose of deliberation to reach a decision in the matter of Sandra Minton, ALFA. Additionally, she moved that Ms. Helmick and Mr. Kazzie attend the closed meeting because their presence in the closed meeting was deemed necessary and would aid the Committee in its

discussions. The Committee entered into closed session at 11:38 a.m.

**RECONVENE:**

Having certified that the matters discussed in the preceding closed session met the requirements of §2.2-3712 of the Code, the Committee re-convened in open session at 12:00 p.m.

**DECISION:**

Upon a motion by Ms. Hunt, and duly seconded by Ms. Stanfield, the Committee continued Ms. Minton's probation with certain terms and conditions. The Committee also issued a Reprimand to Ms. Minton. Motion carried.

**ADJOURNMENT:**

The Committee adjourned at 12:04 p.m.

Karen Stanfield

Karen Stanfield, NHA, Chair

12/15/15

Date

Lisa R. Hahn

Lisa R. Hahn, Executive Director

12/15/15

Date

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