

**BOARD OF EXAMINERS FOR NURSING HOME ADMINISTRATORS
MINUTES OF MEETING
OPEN SESSION**

December 16, 2008

The Open Session of the Board of Examiners for Nursing Home Administrators was called to order at 9:10 a.m. on the above date in Room 104, Rhode Island Department of Health, 3 Capitol Hill, Providence, Rhode Island, pursuant to the applicable provisions of the Open Meetings Law, so called, and other applicable sections of the General Laws of the State of Rhode Island as amended.

BOARD MEMBERS IN ATTENDANCE

Orlando Bisbano, Jr.

Hugh Hall

Abe Williams, Jr.

BOARD MEMBERS NOT IN ATTENDANCE

Simone Lacroix

Dr. Aman Nanda

STAFF MEMBERS IN ATTENDANCE

Pamela McCue, RN, MS

Director, Nurse Registration & Nursing Education

Donna Valletta, Board Administrator

OTHERS IN ATTENDANCE

None

1. ESTABLISHMENT OF A QUORUM

Mr. Bisbano called the meeting to order at 9:10 a.m. A quorum was established at this time.

2. REVIEW OF MINUTES OF OPEN SESSION OF SEPTEMBER 30, 2008

Mr. Bisbano presented the Minutes of the Open Session of September 30, 2008. On motion of Hugh Hall, seconded by Abe Williams, it was unanimously voted to accept the minutes as presented.

3. BOARD ADMINISTRATOR REPORT

Donna Valletta and Pam McCue introduced themselves and explained their respective roles.

The Schedule for 2009 Meetings was distributed and discussed. It was noted that the meetings fall on Tuesday, with the exception of the December 3rd meeting, which falls on a Thursday. The Board expressed concern regarding the frequency of meetings, which is currently quarterly. The Board agreed to continue with the current schedule of quarterly meetings; however, the Board agreed to convene in the interim if a need should arise and to schedule accordingly.

The Nursing Home Administrator application review and complaint management process was discussed. Donna Valletta assured the Board of her review of applications and complaints prior to the Board meeting to ensure completeness.

An application checklist will be created and the application form will be revised at a future time. Donna Valletta will consult with Mr. Bisbano at such time. Upon completion, the website will include the updated application form. When time is of an essence and the Board is not scheduled to meet as a group, the Board decided that Mr. Bisbano is authorized to review and approve an application.

It was agreed that the Department would continue to send congratulatory letters to applicants, who apply by examination, with their test scores. Donna Valletta advised the Board that effective January 1, 2009 the Department will not issue new or renewal license cards; applicants and employers will need to verify status via the Department website.

Pam McCue informed the Board that we are working diligently on complaints and advised the Board that Orders will be blast faxed to ensure that disciplinary actions on Nurses, Nursing Assistants and Medication Aides are communicated in a timely manner. It was stated that Disciplinary Actions remain on the web indefinitely, however, Donna Valletta will research the removal a deceased individual's record.

The Advisory Board requirements were discussed. It was determined that 1 NHA and 1 Senior Citizen member are needed to fulfill the requirements of the Board and recommendations will be accepted.

4. ADJOURNMENT TO EXECUTIVE SESSION

On motion of Hugh Hall, seconded by Abe Williams, it was unanimously voted to move into Executive Session pursuant to 42-46-4 and 42-46-5(1) of the Rhode Island General Laws for discussion of job performance, character, physical or mental health of applicants for licensure and licensees and for discussion of

investigatory proceedings relating to misconduct by applicants licensure and licensees, and investigatory proceedings regarding allegations of civil or criminal misconduct. The Open Session adjourned at 1:45 p.m.

5. RETURN TO OPEN SESSION FOR PRESENTATION OF RECOMMENDATIONS

The Board voted to approve the applications.

6. ADJOURNMENT

On motion of Hugh Hall, seconded by Orlando Bisbano, it was unanimously voted to adjourn at 2:05 p.m.

Respectfully submitted by

Donna Valletta

Board Administrator