

DIVISION OF HEALTH SERVICES REGULATION
BOARD OF EXAMINERS FOR NURSING HOME ADMINISTRATORS

3 CAPITOL HILL
CONFERENCE ROOM 104
PROVIDENCE, RHODE ISLAND

Tuesday, October 28, 2014
1:30 PM

OPEN SESSION MINUTES

BOARD MEMBERS IN ATTENDANCE

John Gage
Stephanie Igoe
Simone LaCroix
Dr. Aman Nanda

BOARD MEMBERS NOT IN ATTENDANCE

None

STAFF MEMBERS IN ATTENDANCE

Amy Coleman, Legal Counsel
Donna Valletta, Board Manager

OTHERS IN ATTENDANCE

None

1. Establishment of a quorum

A meeting of the Board of Examiners for Nursing Home Administrators was held on Tuesday, October 28, 2014, at the Rhode Island Department of Health, Conference Room 104, 3 Capitol Hill, Providence, RI 02908. A quorum was established and the Open Session meeting was called to order at 1:42 pm on a motion by Dr. Nanda and seconded by Simone Lacroix. Motion carried.

2. Presentation of the May 13, 2014 Open Session Meeting Minutes

Motion was made by Dr. Nanda and seconded by Simone Lacroix to accept the Open Session minutes of May 13, 2014. The Board voted unanimously to approve the Open Session minutes as presented. Motion carried.

3. Board Manager Report

a. Introductions and Welcome

The board members and Department staff introduced themselves and welcomed Stephanie Igoe to the board.

b. Board Recruitment

Donna Valletta reviewed the composition of the board as defined in statute and regulations and advised that the Department is actively recruiting to fill the current vacancies, which include one Registered Nurse and two Consumer Members.

c. Confidentiality Agreement

The Confidentiality Agreement was signed by all board members.

d. Board Member packet

A packet containing the statute, rules and regulations, and application was distributed to all board members.

e. Application Process

Donna Valletta informed the board members that Nursing Home Administrator applications require review at a board meeting. The Department may review and approve applications outside of scheduled board meetings to accommodate the needs of applicants and prospective employers. Applications that require further clarification of credentials will be deferred to the next scheduled board meeting for review by board members.

- f. BCI Requirement
Donna Valletta distributed *LeadingAgeRI's Member Update – BCI Bill*. The Department's legal counsel and regulatory staff have not given direction regarding its impact on applicants. Until further direction, applicants are required to submit an original BCI obtained from the Rhode Island Attorney General's office.
- g. Board Management
Donna Valletta advised that the Department created template letters and Consent Orders, which were approved by Legal Counsel, for all Board Managers to use to ensure consistency in complaint and board management activity.
- h. National Association of Long Term Care Administrator Boards (NAB) 2013 Annual Report
The annual report was distributed.
- i. NAB Executive Summary & White Paper
The summaries were distributed.

4. Motion to adjourn to Closed Session

Motion was made by John Gage and seconded by Simone Lacroix to adjourn to Closed Session at 2:01 pm. Motion carried. Pursuant to Sections 42-46-4 and 42-46-5(a)(1) of the Rhode Island General Laws, for the purpose of discussing job performance, character, physical or mental health of applicants for licensure. Said individuals have been notified in advance by writing that they may request that the discussion be held at an open meeting. Also, pursuant to Sections 42-46-4 and 42-46-5(a)(4) of the Rhode Island General Laws, for investigatory proceedings regarding allegations of civil or criminal misconduct.

5. Motion to return to Open Session

Motion was made by John Gage and seconded by Simone Lacroix at 2:35 pm to re-open the Open Session and to seal the Minutes of the Closed Session pursuant to Sections 42-46-4, 42-46-5 and 42-46-7 of the Rhode Island General Laws. Motion carried.

6. Final Actions on all votes taken in Closed Session

The board reviewed and proposed action on 3 applications.

7. Adjournment

The next Board of Examiners for Nursing Home Administrators will be scheduled for a Tuesday at 1:30 pm at the Rhode Island Department of Health, Conference Room 104, 3 Capitol Hill, Providence, RI 02908. Motion was made by Simone LaCroix and seconded by Stephanie Igoe to adjourn at 2:40 pm. Motion carried.

Respectfully submitted,

Donna Valletta

Donna Valletta
Board Manager
Office of Health Professionals Regulation