

CENTER FOR PROFESSIONAL BOARDS AND COMMISSIONS  
BOARD OF EXAMINERS FOR NURSING HOME ADMINISTRATORS

3 CAPITOL HILL  
CONFERENCE ROOM 104  
PROVIDENCE, RHODE ISLAND

Thursday, July 21, 2016  
3:25 PM

OPEN SESSION MINUTES

BOARD MEMBERS IN ATTENDANCE

John Gage  
Stephanie Igoe  
Simone Lacroix  
Dr. Aman Nanda, Chairperson

BOARD MEMBERS NOT IN ATTENDANCE

None

STAFF MEMBERS IN ATTENDANCE

Margaret Clifton, Director, Board of Nursing  
Adelle Renzulli, Principal Nursing Care Evaluator  
Julie Sacks, Legal Counsel  
Donna Valletta, Board Manager

OTHERS IN ATTENDANCE

Claudia Lima, Rhode Island College  
Christina Sayavong, Rhode Island College

1. Establishment of a quorum

A meeting of the Board of Examiners for Nursing Home Administrators was held on Thursday, July 21, 2016, 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 3:25 pm on a motion by Dr. Nanda and seconded by John Gage. Motion carried.

2. Presentation of the July 12, 2016 board meeting Open Session Meeting Minutes

Motion was made by John Gage and seconded by Dr. Nanda to accept the Open Session minutes of July 12, 2016. The Board voted unanimously to approve the Open Session minutes as amended. Motion carried.

3. Board Manager Report

a. Web-file Repository

Donna Valletta reported that board members will be given access to review board meeting documents via a secure website prior to scheduled board meetings in an effort to allow members to review and prepare for discussion at the meeting. In the interim, board documents, i.e., applications and complaints, will be sent via a secure e-mail for review. Donna Valletta reiterated that board members all such discussions must occur at a *board meeting only* and not amongst board members.

4. Motion to adjourn to Closed Session

Motion was made by Dr. Nanda and seconded by John Gage to adjourn to Closed Session at 3:39 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 Dr. Nanda and seconded by Simone Lacroix at 4:15 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 approved one (1) candidate to schedule the examination and proposed action on one (1) case.

7. Adjournment

The next Board of Examiners for Nursing Home Administrators meeting will be held on Tuesday, October 4, 2016 at 3:00 PM at the Rhode Island Department of Health, Conference Room 104, 3 Capitol Hill, Providence, RI 02908. Motion was made by Dr. Nanda and seconded by John Gage to adjourn at 4:17 PM. Motion carried.

Sincerely,

*Donna Valletta*

Donna Valletta  
Board Manager  
Center for Professional Boards and Commissions