

DIVISION OF CUSTOMER SERVICES  
CENTER FOR PROFESSIONAL BOARDS AND COMMISSIONS  
NURSING ASSISTANT ADVISORY BOARD

3 CAPITOL HILL  
CONFERENCE ROOM 205  
PROVIDENCE, RHODE ISLAND

Tuesday, May 10, 2016  
9:00 AM

OPEN SESSION MINUTES

BOARD MEMBERS IN ATTENDANCE

\*Rose Gardner, C.NA, MAD  
Michael Garrity, RN, MSN  
Jessica Marcaccio, RN, BSN  
Donna O'Connor, RN, M.Ed.  
Dianna Shaw, Certified Nursing Home Administrator, Certified Assisted Living  
Residence Administrator

Susan Von Villas, RN, BS

\*Arrived at 10:15 AM

BOARD MEMBERS NOT IN ATTENDANCE

Teresa Chopoorian, EdD, MS, RN - excused  
Denice Duncan, LPN – no response

STAFF MEMBERS IN ATTENDANCE

\*Sarah Harrigan, Chief of the Center for Professional Boards and Commissions  
Arlene Hartwell, Board Manager

\*Departed at 10:05 AM

OTHERS IN ATTENDANCE

Maria Fatima Barros, Nursing Placement  
Nicholas Spencer, New England Medical Training

1. Establishment of a quorum

A meeting of the Nursing Assistant Advisory Board was held on Tuesday, May 10, 2016 at the Rhode Island Department of Health, Conference Room 205, 3 Capitol Hill, Providence, RI 02908. A quorum was established and the Open Session meeting was called to order at 9:06 AM on a motion by Jessica Marcaccio and seconded by Susan Von Villas. Motion carried.

2. Board Seating and Administrative Actions

Sarah Harrigan reviewed the *Guide for Potential Administrative Actions* which was distributed to the board as the director has modified some of the recommendations previously made by this board.

3. Presentation of the March 8, 2016 Open Session Meeting Minutes

Motion was made by Susan Von Villas and seconded by Dianna Shaw to accept the Open Session minutes of March 8, 2016. The Board voted unanimously to approve the Open Session minutes as presented. Motion carried.

3. Board Manager Report

- a. Arlene Hartwell announced that this board will utilize the webfile repository at the department to receive board information beginning in July 2016.
  - i. Board Members provided current email information
  - ii. Board members agreed to bring an electronic device upon which to view board documents to the next meeting.
- b. The Nursing Assistant Regulations Workgroup met on April 19, 2016
  - i. There are many recommendations for change that were noted during the last review of this document
    1. The Nursing Assistant Regulations Workgroup will meet monthly when there is not a Nursing Assistant Advisory Board meeting scheduled.

2. The public will have an opportunity to comment once the recommended changes to the regulations as part of the Office of Regulatory Reform process.
3. The Nursing Assistant Regulations Workgroup will update the board monthly and will bring a draft of the modifications to the *Rules and Regulations Pertaining to Rhode Island Certificates of Registration for Nursing Assistants, Medication Aides, and the Approval of Nursing Assistant and Medication Aide Training Programs* to the board for approval, once the document is complete.

#### 4. Old Business

- a. Arlene Hartwell will contact Homefront Healthcare and Generations Comprehensive Health & Rehabilitative Services regarding the need to submit updated resumes as previously requested by the board.

#### 5. New Business

- a. The board reviewed applications for licensure for two Nursing Assistant Training Programs
  - i. New England Training Institute
    1. This application is complete.
      - a. Arlene will schedule a site visit
  - ii. Lifetime Medical
    1. Dianna Shaw noted that the license of one of the nurse instructors expired 3/1/16 and requested that an up-to-date resume be submitted.
      - a. Arlene Hartwell will contact Lifetime Medical to obtain the resume and bring the updated application to the next meeting.
- b. The board reviewed the 2 quarterly reports for the nursing assistant licensing exam from Pearson Vue

#### 6. Motion to adjourn to Closed Session

Motion was made by Donna O'Connor and seconded by Michael Garrity to adjourn to Closed Session at 10:10 AM. 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.

7. Motion to return to Open Session

Motion was made by Donna O'Connor and seconded by Michael Garrity at 12:13 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.

8. Final Actions on all votes taken in Closed Session

- a. The board reviewed and approved 4 applications; and proposed action on 12 cases. 12 cases were tabled for next meeting due to time constraints of board members.

9. Adjournment

The next Nursing Assistant Advisory Board meeting will be held July 12, 2016 at the Rhode Island Department of Health, Conference Room 104, 3 Capitol Hill, Providence, RI 02908. Motion was made by Susan Von Villas and seconded by Dianna Shaw to adjourn at 12:15 PM. Motion carried.

Respectfully submitted,



Arlene Hartwell  
Board Manager  
Center for Professional Boards and Commissions