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**Board Meeting**  
**Episcopal Church Homes, Otto Hall**  
**July 22, 2015**

**Members Present:** James Birchem, LNHA, Chair Nancy Tuders, RN Secretary  
Jane Pederson, MD Marilyn Reiersen, Public Member  
Ann Tagtmeyer, Public Member Nathan Johnson, LNHA  
Jennifer Pfeffer, LNHA Katie Davis, LNHA  
Michael Tripple Robert Held, LNHA-DHS ex-officio

**Members Absent:** Josh Berg-MDH ex-officio

**Staff:** Randy Snyder, Executive Director Jessica Schultz, Office Manager  
Jennifer Middleton, AAGO

**Guests:** Marvin Plakut, LNHA, Thomas Pollock, LNHA, Tiernee Murphy

1. Introduction and welcome and brief history of Episcopal Church Homes was made by guest Marvin Plakut. Synopsis of facility upgrades and the Greenhouse model was made.

**Call to Order was made by Chair Birchem at 9:31AM.** Introductions of the Boards newly appointed members Davis and Tripple were made, reappointment of Tuders was acknowledged. Thanks were given to existing members for their time commitments. Introductions were made by board members and guests.

2. Additions to and Approval of Agenda  
No additions to the agenda were noted. *A motion to approve the agenda as presented was made by Pfeffer and seconded by Tagtmeyer. The question was called and the motion was approved unanimously.*

Approval of Minutes from January 28, 2015

No additions to the minutes were noted. *A motion to approve the minutes as presented was made by Pederson and seconded by Tagtmeyer. The question was called and the motion was approved unanimously.*

3. Standards of Practice Committee– Nancy Tuders, Chair  
A summary of January 28, 2015 and April 22, 2015 committee meetings was made by Tuders.

*A motion to close the meeting was for Executive session and excuse guests was made by Tagtmeyer and seconded by Johnson.* The meeting was closed for executive session at 9:56AM.

***A motion to reopen the meeting was made by Tuders and seconded by Tripple. A vote was called and the motion passed.*** The meeting was reopened at 10:22AM and guests returned to the meeting. Stipulation and Consent Orders for Kathy E. Johnson and David E. Carlson were presented as adopted as a result of the closed session. Signed orders were directed to be made public on the Board's website.

4. Licensure/Education Committee – Ann Tagtmeyer, Committee Chair  
Licensure report, course approval and denial reports, and a report of new licensees and acting permits were presented. ***A motion to approve the above mentioned reports was made by Reiersen and seconded by Tagtmeyer. A vote was called and the motion carried.*** Due to new documenting systems in the Alims database, reports were noted as differing from previous versions. Board staff is working with the developer to streamline the Board report process.

A request for second Acting Permit was submitted by Northridge Residence in Ortonville on behalf of current permit holder, Cindy Jorgenson, citing a request for waiver of Minnesota Rules 6400.6670 and CFR 42 CFR431.710. Discussion took place regarding the current application status of Ms. Jorgenson, the length of time from the end of the existing permit and Ms. Jorgenson's expected licensure date. The needs of the residents and expected impact on Northridge Residence were considered.

***A motion to approve the second Acting Permit for Cindy Jorgenson to act as Administrator of Northridge Residence was made by Pfeffer and seconded by Pederson. A vote was called and the motion carried unanimously.***

Minutes from the Licensure/Education committee meetings held on February 25, 2015 and June 10, 2015 were presented. The committee was reported to have reviewed the final course and practicum recommendations as aligned with the NAB Domains of Practice and draft of practicum guidelines that were subsequently forwarded to the Rules committee for use in the Rules Committee meetings on March 30, 2015 and May 20, 2015 and development of the BENHA SONAR document for official Statutory review by the Revisor's Office and submission to an Administrative Law Judge were prepared for final review. Let it be noted that public meetings have been held and proposed amendments have been made available for public review on the Board's website throughout the process.

5. Rules Committee: Report by Tiernee Murphy and Jane Peterson;  
As a result of the findings and recommendations of the Licensure/Education committee, the Rules Committee completed the analysis of the current Rules, revised outdated sections to align with national education and practicum requirements and NAB Domains of Practice, and drafted a SONAR report with the guidance of Tiernee Murphy at the meeting held on March 30, 2015 and May 20, 2015. A subsequent SONAR report has been prepared for final edits and suggestions.

Review of current requirements for preapproved educational institutions was discussed, in addition to exposure to the continuum of care, problem solving as part of the approved curriculum, and systemic care transitions in practicum situations. Proposed housekeeping changes were provided in list form as a result of the Rules Committee meetings; documentation and provisions for each proposed change was discussed.

6. Action Items

After discussion and addition of a final provision to be sent electronically to the Board, ***a motion to approve the Statement of Reasonability and Need (SONAR) was made by Pederson and seconded by Pfeffer. Call for further discussion and consequent call for a vote was mad by Chair Birchem. The motion was passed unanimously.***

A report on the June NAB meeting was made by Davis. A call to appoint delegates for the November 11-13, 2015 NAB meeting was made by Birchem. Snyder and Davis are to attend the November NAB Mid-Year Meeting as NAB Committee members. ***A motion to appoint Davis as the voting delegate for Minnesota was made by Johnson, and seconded by Reiersen. A vote was called and passed unanimously.*** Snyder requested that Board members interested in attending should contact the office by September 1, 2015.

*Exam Committee Meeting Date –Tabled until October*

*Policy Briefing to Fund Practica – St. Mary’s Partnership –Tabled until October*

7. Executive Director’s Report

On June 28, 2015 the Governor announced the appointment of Davis and Tripple and the reappointment of Tuders. Open appointments as of January 2016 are that of the terms of Birchem and Tagtmeyer, with service through June of 2016.

A report on the University of Wisconsin CHAASE Annual Meeting was disbursed.

8. Consent Items:

Prior month expenditures encompassing the past two quarters of FY2015 were made available for Board in the meeting packet. No comment was made on the expenditures by present members.

Election of Officers for 2015-2016:

Nomination of Birchem for Chair was made by Pfeffer and seconded by Tuders. A call for additional nominations was made. Having none, ***a motion to appoint Birchem as chair was made by Tagtmeyer and seconded by Pfeffer. A vote was called and the motion passed unanimously.***

Nomination of Johnson for Vice Chair was made by Tagtmeyer and seconded by Pfeffer. A call for additional nominations was made. Having none, ***a motion to appoint Johnson as vice chair was made by Tagtmeyer and seconded by Pfeffer. A vote was called and the motion passed unanimously.***

Nomination of Tuders for Secretary was made by Pederson and seconded by Tagtmeyer. A call for additional nominations was made. Having none, ***a motion to appoint Tuders as secretary was made by Pederson and seconded by Tagtmeyer. A vote was called and the motion passed unanimously.***

Appointments to Board committees were discussed. Birchem asked for volunteers for Licensure/Education Committee and noted the vacancy in the Standards of Practice Committee.

9. Recognition of Board Member Service;

Resolutions for service to the Board were presented on behalf of Chandra Mehrotra and to Thomas Pollock by Birchem. ***A vote to recognize the efforts of both previous members of the Minnesota Board of Examiners for Nursing Home Administrators was made by Pfeffer and seconded by Tuders. A vote was called and the motion passed unanimously.***

A commemorative Louisville Slugger bat, signed by the members of the Board, was presented to Birchem by Snyder to honor his service as Board Chair.

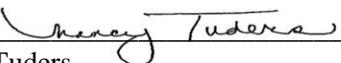
10. Other Business and Adjournment

***A motion to adjourn the meeting was made at 12:16PM by Tripple and seconded by Pederson. A vote was called and the motion passed unanimously.***

Lunch and tour of Episcopal Church Homes followed the Board meeting.

The next Board meeting will be held at the Board office on October 28, 2015.

Recorder:  \_\_\_\_\_, Date: 10/28/2015  
Jessica Schultz  
Office Manager

Attest:  \_\_\_\_\_, Date: 10/28/2015  
Nancy Tuders  
Board Secretary