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Board Meeting Board Office—Conference Room A July 23, 2014

MINUTES

Members Present: James Birchem, LNHA, Chair
Robert Held, LNHA-DHS ex-officio
Jane Pederson, MD
Jennifer Pfeffer, LNHA
Marilyn Reiersen, Public Member
Thomas Pollock, LNHA, Vice-Chair
Nancy Tuders, RN Secretary
Ann Tagtmeyer, Public Member
Nathan Johnson, LNHA
Members Absent: Darcy Miner-MDH ex-officio
Chandra Mehrotra, PhD, Public Member
Staff: Randy Snyder, Executive Director
Jessica Schultz, Office Manager

1. A call to order was made by Birchem at 10:08am.
2. ***A motion was made by Pollock to approve the agenda for the July 23, 2014 Board meeting and was seconded by Tagtmeyer. The question was called and the motion was unanimously approved.***
3. ***A motion was made by Pfeffer to approve the minutes for the April 23, 2014 Board meeting and was seconded by Pollock. The question was called and the motion was unanimously approved.***
4. Meeting was closed for Executive Session at 10:10am. Upon reopening of the meeting, determination regarding the revocation of the license of Mark J. Anderson was made. Stipulation and order will be published as public information on the Board website.
Pederson arrived at 10:16am.
5. Licensure/Education Committee – Ann Tagtmeyer, Committee Chair
An update was given to the board regarding the 2014-15 renewal period. An issue with the synching of information entered by online users into the US Bank system translating to the HLB server/NHA licensure database was noted.
The Board was presented with the official licensure report, new licensees report, and the acting permits issued report for the period of April 15-June 30, 2014, and a verbal summary of the April Education Committee decisions.
There were no Waivers of Course Requirement/Courses Denied since the April meeting. Consecutive permits for specified facilities were noted. Leadership changes and ramifications on residents were discussed.
6. Standards of Practice – Nancy Tuders, Committee Chair
A verbal summary was made for both the April 23, 2014 and the May 8, 2014 meetings. Paper documents were not available due to a power outage that caused a server interruption. ***Discussion was tabled to the next meeting.***
7. Action Items
Request was made by Snyder to discuss and review the way the state exam content is reviewed and selected. Contracting with PES for editorial services, at the rate of \$700, was discussed. It was mentioned that the exam is up for review in 2015. Different tiers of cost surrounding the services for review and training from PES were

discussed, in addition to alternatives ways to review exam content. It was determined that training prior to writing new questions for the exam bank would be advisable. Following discussion and a motion to review the items after the first meeting before the exam rewrite, ***a final amended motion was made by Tuders to table this topic until the exam was up for review in 2015, this was seconded by Pfeffer. The question was called and passed unanimously.***

Discussion regarding the appropriateness of a preemptive intervention for new out of state facility owners providing laws, rules, and state preferred/best practices for hiring took place. Several suggestions regarding providing assistance and information to out-of-state owners and appointed AORs to circumvent challenges with transitions and additional educational requirements were discussed. ***A motion to request Snyder to have conversations with the parties involved to find out what would be helpful, and revisit the topic on a continued basis to determine if additional continuing education opportunities would be a helpful or needed to new administrators or facilities was made by Pederson and seconded by Pollock. The question was called and the motion passed unanimously.***

Continued discussion occurred regarding new administrators and professional responsibility. A suggestion was made to speak with the professional and trade associations regarding new administrator expectations, leadership and professional responsibilities, and mentorship opportunities.

Birchem and Pfeffer reported about the NAB Meeting in Louisville in June 2014. Snyder completed his term as chair at that meeting, Birchem extended thanks and appreciation for Snyder's work as chair.

8. New Practice Analysis and Minnesota Plan Development

Snyder presented the June, 2014 nationally approved NAB Domains of Practice/NAB Professional Practice Analysis, a two-year undertaking, assisted by Pro Exam Services (PES), that reevaluated the essential knowledge tasks, and abilities across a continuum of care (including Assisted Living, Skilled Care, Home and Community Based Services). The study lists the five specified areas required of an administrator/housing manager in Leadership/Management, Human Resources, Finance, Environment and Customer Services with specific knowledge and skill subsets. The study found an 82% commonality in requirements across the continuum. The new domains are determined to create a baseline for LTC continuum academics, continuing education materials and the NAB and RC/AL exams. The focus areas of skill sets varied from Assisted Living Managers, Skilled Care Administrators, and Home and Community Based Services Administrators will be built for each individual service sector, but a national consensus was reached to support a new model of a blended, cross continuum platform, called the Health Service Executive.

It was determined by the Board that the proposed Long-term Care continuum approach as indicated in the presentation was an initiative that is necessary for the current service levels offered in the Minnesota continuum. This is appropriate at this time for the Board to expand its role to cover the changes. After the presentation and discussion, ***a motion was made by Reiersen for BENHA to accept, approve and adopt the NAB Domains as presented. The motion was seconded by Pollock. A vote was called and the motion was unanimously approved.***

Board Chair Birchem appointed the Education Committee and Ad Hoc committee members to develop a matrix or crosswalk between current Minnesota requirements compared to the new national domains of practice to ensure that all core areas are being met and to develop a process for implementation. The Education Committee will present its findings at the October Board meeting.

The board engaged in lengthy discussion about its mission as the nursing home administrator versus the continuum of long term care. All members were in agreement that Minnesota administrators of the future will require the broader curriculum. We are responsible for setting the future leadership standards and cover the "post-acute" or long term care supports and services and therefore it's necessary we set those educational standards. The board will need to affirm the new mission through statute revision.

It was recommended by the board that Snyder meet with the predetermined list of stakeholders to survey the groups and prior to making decision regarding the Long-term Care Continuum and new NAB Domains. Meeting with the stakeholder's early before it's defined would be beneficial and easier to maneuver around noted road blocks.

The Board also identified that with national movement favoring credentialing of Assisted Living Administrators or Housing Managers; if so credentialed in Minnesota, the Board would modify its mission and name within state government to incorporate the broader scope of the continuum including Housing Managers but also HCBS if so warranted and directed by the legislature.

There were no formal motions but unanimity in the previous discussions.

Executive Director's Report

- A. The four year terms for Mehrotra, Pollock and Tuders expire January 1, 2015 with potential service through June

30, 2015. Good news in Jennifer Pfeffer's reappointment to the Board by Governor Dayton in March, 2014.

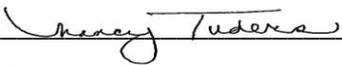
- B. Effective July 1, 2014, Board Member per Diem rates increased from \$55.00 to \$75.00.
- C. BENHA has completed their OLA audit. The official exit interview will occur on July 24, 2014 with findings to be delivered in September.

9. Other Business and Adjournment

The next Board meeting is scheduled to take place on October 29, 2014.

Recorder:  _____, Date: 10/29/2014

Jessica Schultz
Office Manager

Attest:  _____, Date: 10/29/2014

Nancy Tuders
Board Secretary