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## **Board Meeting**

### **Northfield Care Center, Northfield, MN**

**July 24, 2013**

## **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

**Guests:** Laura Oldenberg (student, Kyle Nordine)  
Laurel Anderson, M.A., St. Mary's University  
Kyle Nordine, LHNA

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

1. **Call to Order –Jim Birchem (Vice Chair)**

Birchem called the meeting to order at 9:43AM, introduced guests, which include Laura Oldenberg Administrative intern from UW-EC, Kyle Nordine, Administrator of Northfield Care Center, and Laurel Anderson from the St. Mary's University Long Term Care Program. New Board members, Marilyn Reiersen and Nathan Johnson were introduced to the Board and welcomed.

2. **Additions to and Approval of Agenda**

*A motion was made by Pollock to approve the agenda for the July 24, 2013 and was seconded by Pfeffer. The question was called and the motion was unanimously approved.*

A. **Approval of April 24, 2013 Meeting Minutes (previously e-mailed)**

*A motion was made by Pollock to approve the minutes from the April 24, 2013 Board meeting and was seconded by Pfeffer. The question was called and the motion was unanimously approved.*

**Tuders arrived at 9:55AM.**

3. **Standards of Practice – Jim Birchem, Committee Chair**

A report on the SOPC meeting from April 24<sup>th</sup> was made by Birchem and no comment on the minutes was given. An explanation of the process of the Standards of Practice Committee was relayed to the guests and new Board members by Snyder.

4. **Action Items (All action items should have board direction: accept, revise, request for more information)**

A. NAB Annual Meeting Report was given by Birchem with comment by Snyder and Pfeffer. Discussion was conducted with regards to a broader definition of the scope and authority required for leadership in long-term care related fields currently being undertaken by Ohio BENHA, now BELTSS, and initiatives underway in Oklahoma. Accompanying presentations were included in the meeting materials.

Two video presentations were viewed from the NAB website on the new model and comments from the new emerging leadership, (NELS) perspective.

B. Professional Practice Analysis: Jennifer Pfeffer/Randy Snyder.

A NAB committee is currently rewriting the Domains of Practice completed every five to seven years which serves as the baseline for entry level requirements for the academic community, the examination (s) of the required new skills and knowledge on the NAB exam and the standards of practice required of a practicing administrator. The committee will reconvene in January and June 2014 to formulate and introduce the new LTCSS Domain of Practice document.

C. Strategic Plan

The question was posed to the Board, with regards to the changes in progress with NAB, and in Ohio and Oklahoma, if the current direction and initiatives for MN BENHA should be revisited and reevaluated in accordance with the Strategic Plan, to encompass a broader scope of long-term, post-acute care.

A variety of concerns were discussed including statutory authority, the extension of the mission to include currently unregulated professions, a substantiated method of determining educational and professional standards are being met without introducing further regulatory stipulations, and the potential inadequacy of the current practicum. A suggestion to use collected data to formulate a monitored facility report card to maintain the minimum standards was made.

A consensus of the Board members present determined action to be necessary to collect further data and opinions regarding the atmosphere of long-term post-acute care administration in Minnesota with consideration of goal one of the Strategic Plan. A determination was made that the Board's role included setting the minimum standards in quality care, safety, and educational proficiency, followed by ***a motion by Pfeffer for Board members and BENHA Executive Director to conduct initial exploratory meetings with key stakeholders to discuss the national emerging trends and to identify the potential impact on licensure in Minnesota, which was seconded by Tagtmeyer. A vote was called and the motion was approved unanimously.***

A request was made following the vote to add consumer groups to the list of key stake holders listed in Goal 1 of the Strategic Plan.

D. St. Mary's University initial review for academic program approval was presented by Laurel Anderson. St. Mary's program will be the first stand-alone Master's program for Health and Human Services Health Care Administration in the State of Minnesota. Laurel explained that the educational approach being taken with this program would be to prepare students to work with any vulnerable adult population, not exclusively with intentions of health licensure administrator. The program at St. Mary's was described to differ from the other programs in the Twin Cities area in because of cost, accessibility to students, and the availability to earn a Master's degree instead of a duplicative Bachelor's degree or certificate. Courses will be held in Minneapolis and Rochester, with blended and online courses available to students.

It was the recommendation of the Education Committee to grant a five year approval with annual review to St. Mary's University. ***A motion to grant a five year approval with annual review as made by Tagtmeyer and seconded by Pederson. A vote was called, and the motion passed unanimously.***

E. Request for Information: 'Referrals and Payments'

As a response to the initial correspondence to *A Place for Mom* had not been received, a second letter regarding the solicitation of referrals was deemed warranted. Following discussion, a ***motion was made by Pfeffer, with a friendly amendment by Tagtmeyer, to direct the Attorney General's office draft a second letter, if legal basis was established, to A Place for Mom for comment to BENHA regarding the solicitation of referrals. Both the friendly amendment and motion was seconded by Tuders. A vote was called and the motion and amendment passed.***

F. Shared Administrator Discussion:

Concerns regarding dual positions in facilities, distance between shared administrator facilities, and the implied meaning of the word ‘*sufficient*’, describing the on-site presence of an administrator, and their ability to manage a facility, described in MN Statute 144A.04, Subd. 5, as well as the qualifications and duties of a Director of Nursing therein described in statute, were discussed.

6. Executive Director’s Report

Nathan Johnson and Marilyn Reiersen were welcomed, and the Board was made aware that the four year term of Jennifer Pfeffer expires June 30, 2014.

The new website mandate from MNIT, Tridion, will be replacing the current BENHA site. BENHA is the first independent board to move towards this *more* secure web service. All internal steps have been completed by staff and the remainder of the project has been handed off to MNIT to publish.

MNIT approved the updating of the Automated Licensing Information Management System; data base and online services. BENHA had budgeted \$24,999 for the project and we were able to negotiate BENHA 2013 funds of \$8000 and the remainder coming from MN IT Surcharge fees. This surcharge is the \$20.00 added to the NHA license renewal through 2017.

The legislative session adjourned with our budget intact. The reported NHA budget includes ASU funds.

The BENHA office will be moving to the 4<sup>th</sup> floor within the next three months with a new lease which will extend building occupancy until 2023.

Ninety-three percent, or 788 licensees, renewed prior to June 30, 2013; compared to 790 on the same date in 2012. Ninety-two percent of all renewals were online. Some minor issues with the website and online renewal system occurred. The issue was determined to be the purview of MN.IT and surpassed the control of BENHA staff.

7. Rules Committee: No action

8. Licensure/Education Committee – Ann Tagtmeyer, Committee Chair

The Licensure Report, New Licensees Report, Permits Issued Report, Shared Administrator Report for the period of 04/30/2013-06/30/2013 was reviewed by the Board members in attendance. ***A motion to approve the reports outlined in articles A-E in the agenda was made by Birchem and seconded by Tagtmeyer. A motion was called and the motion was passed unanimously.***

NAB Approval of Concordia College’s academic accreditation was reviewed by the Board members in attendance. ***A motion to accept the NAB Five year Minnesota Approval was made by Johnson and seconded by Pfeffer. A vote was called and the motion passed unanimously.***

G. Academic Programs

1. A request from MSU- Mankato to approve an internal course number change was discussed. ***A motion to approve the internal course number change was made by Pollock and seconded by Pfeffer. A vote was called and the motion passed unanimously.***
2. A petition for the extension of an Acting Permit issued to Minnesota Valley Health Center was discussed. ***A motion to approve the petition for the extension of an Acting Permit issued to Minnesota Valley Health Center to expire on 12/31/2013 was made by Pederson and seconded by Tagtmeyer. A vote was called and the motion passed with Birchem opposing.***

3. A current applicant petition for waiver of course requirement seven in the application process, with qualifications cited being eleven months experience in New York State, was discussed. ***A motion to approve the petition of the waiver of course requirement seven, whereas contingent upon continuing education for the 2014 renewal reflect a passing grade in an approved Regulatory Management course, as outlined in State Rules 6400, was made by Pfeffer and seconded by Tuders. A vote was called and the motion passed unanimously.***

9. Board Member Reports: No reports given.

10. Officer Elections and Committee Appointment

Nominations for Chair, Vice Chair, and Secretary were made.

***A motion to nominate Birchem for Chair was made by Tagtmeyer and seconded by Pfeffer. A call for additional nominations was made. A vote was called and the motion was passed.***

***A motion to nominate Pollock for Vice Chair was made by Tagtmeyer and seconded by Tuders. A call for additional nominations was made. A vote was called and the motion was passed.***

***A motion to nominate Tuders for Secretary was made by Tagtmeyer and seconded by Pfeffer. A call for additional nominations was made. A vote was called and the motion was passed.***

Signatures of the newly elected Board Chair and Secretary were taken for official documents. Board members were reminded to select a Board committee to take part in. Communication regarding open positions and responsibilities of each committee will be emailed at a later date to Board members.

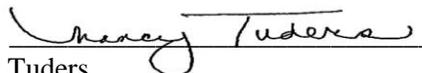
11. Other Business and Adjournment

***A motion to adjourn was made by Birchem at 12:16 PM and was seconded by Tagtmeyer. The vote was called and the motion passed unanimously.***

Following the meeting, a plaque, gavel and block were presented to past Board Chair, Kyle Nordine for his service to the Board and State of Minnesota from 2005-2013. A tour of the Northfield Retirement Community followed.

The next Board meeting will take place on October 23, 2013.

Recorder:  \_\_\_\_\_, Date: 10/23/2013  
Jessica Schultz  
Office Manager

Attest:  \_\_\_\_\_, Date: 10/23/2013  
Nancy Tuders  
Board Secretary