



2829 University Avenue SE, Suite 560  
Minneapolis, MN 55414-4202  
Phone: (651) 201-2730 Fax: (651) 201-2763  
TTY Relay: (800) 627-3529  
E-mail: [benha@state.mn.us](mailto:benha@state.mn.us)  
Web: [www.benha.state.mn.us](http://www.benha.state.mn.us)

**Board Meeting**  
**Board Office, University Park Plaza**  
**January 23, 2013**  
**MINUTES**

**Members Present:** Kyle Nordine, LNHA, Chair  
Jennifer Pfeffer, LNHA  
Thomas Pollock, LNHA, Secretary-Treasurer  
Jane Pederson, MD  
Nancy Tuders, RN

**Members Absent:** Ann Tagtmeyer, Public Member  
Darcy Miner-MDH ex-officio  
James Birchem, LNHA, Vice-Chair  
Chandra Mehotra, Public Member  
Robert Held, LNHA-DHS ex-officio

**Staff:** Randy Snyder, Executive Director

**I. CALL TO ORDER**

Chair, Kyle Nordine called the meeting to order at 10:01 a.m with a quorum declared of five of nine voting members.

**II. ADDITIONS TO/APPROVAL OF AGENDA and BOARD MINUTES**

Previously emailed minutes of the October, 24, 2012 board meeting had no corrections or additions. Motion by Pfeffer to accept, second by Pollock, with an unanimous aye vote.

Chair Nordine asked for any additions to the agenda, of which there were none. The agenda was accepted as originally presented to the board.

**III. STANDARDS of PRACTICE COMMITTEE**

The Standards of Practice Committee last met October 4, 2012 and the previous day, January 22, 2013. Minutes were not included in the packet. There were two appearances at the SOPC on January 22, with both cases dismissed after the LNHA presented their work plan on quality activities at the organization specific to the findings of the Minnesota Department of Health substandard care determination.

**IV. ACTION ITEMS**

**A. NAB November Meeting Review:**

Randy Snyder outlined highlights of the November NAB meeting. Significant discussion was held on the Ohio Board of Aging progress towards a LTCSS Administrator (Long Term Care Supports and Services) credential instead of a LNHA to more completely focus on education for the continuum of care rather than limited to a distinct, autonomous nursing home. It was suggested that Jim Birchem be notified of the June 12-14, 2013 NAB meeting as our 1<sup>st</sup> delegate for the NAB board. If he cannot attend, Kyle Nordine may attend.

**B. NAB Professional Practice Analysis Nominees:**

The BENHA board ratified the list of nominees to serve on the various committees to

complete the national domains of practice outlining the current duties, tasks and responsibilities of a LTC Administrator. All LNHA's currently on the board were nominated to a variety of committees with various responsibilities. Motion to approve the plan as submitted in the packet: Motion by Pollock, Second by Pfeffer. All voted aye.

**C. UWEC Survey on LTC Administration entry level requirements:**

After review of a proposed UWEC survey, the link to complete the survey will be forwarded to current Minnesota licensees. Discussion included sending the survey to Stratis Health and recent legislative discussion with a Minnesota Senator inquiring into a constituent's statement for more business, financial and human resource courses. This survey may be used as a tool for a formal response and a completed copy will be requested of UWEC. Motion by Pollock, seconded by Tuders. All voted aye.

**D. Sunset Commission Reports:**

The Sunset Commission required multiple reports be prepared and submitted to the legislature prior to January 15, 2013. Of the six reports, the one with the most significant modification for BENHA and the LTC industry is the common approach to conduct Criminal Background Checks. The Sunset Commission charge for the Health Licensing Boards was to deliver a single approach for all boards to process finger prints utilizing the national criminal background check data base and to list the pros and cons of the suggested model. The HLB report agreed to consensus that all boards should proceed towards CBC but at variable future dates. This would allow the Board(s) of Nursing and Dentistry to move forward as early adaptors and for other boards to determine best timeframes, communication plans and applicability to their licensure at future dates. It was suggested that we contact both trade associations and provide an update. Motion to approve the reports was made by Pollock, seconded by Peterson. All voted aye.

**E. Strategic Plan**

The board will dedicate time at their July meeting and retreat to Northfield Care Center. The draft from the initial retreat was reviewed and it was recommended that time frames be inserted into the final document.

**V. EDUCATION COMMITTEE**

**A. Licensure Reports, October 1, 2012 to December 31, 2012.**

- There are currently 828 LNHA's.
- One course denied per a waiver request
- 12 new licensees
- Three acting permits.

**B. The minutes from the SCSU Program Advisory Committee were included in the packet.**

**C. MSU Moorhead sent information on a MHA program in development without comment or a formal request to the Board for any action.**

**D. A review of a foreign educated student with transcript review was completed by the entire board. The central issue to the discussion was a review of the transcript, courses stated as meeting national accrediting standards and determining if the core competencies of human resources and organizational management are culturally variable to national and Minnesota laws. The Executive Director was directed to inform the applicant that Course # 1, and 6 were not approved while Course #2 and 8 were waived.**

**VI. EXECUTIVE DIRECTOR'S REPORT**

**A. 2013 Open Appointments**

One public member opening remains and Chair Nordine's and member Pederson appointments expire in 2013.

**XI. ADJOURNMENT of BUSINESS MEETING**

The next board meeting will be held on April 24, 2013. The meeting was adjourned at 11:58 a.m.

Recorder: Randy Snyder, Date: 4-24-13

Randy Snyder  
Executive Director

Attest: Thomas Pollock, Date: 4/24/13

Thomas Pollock  
Board Secretary