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**Board Meeting
Board Office—Suite 404
January 28, 2015**

Members Present: James Birchem, LNHA, Chair Thomas Pollock, LNHA, Vice-Chair
Nancy Tuders, RN Secretary Marilyn Reiersen, Public Member
Josh Berg-MDH ex-officio Jane Pederson, MD
Nathan Johnson, LNHA Robert Held, LNHA-DHS ex-officio

Members Absent: Chandra Mehrotra, PhD, Public Member
Ann Tagtmeyer, Public Member
Jennifer Pfeffer, LNHA

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

1. Call to Order was made by Chair Birchem at 9:31 AM.
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 Pollock and seconded by Reiersen. The question was called and the motion was approved unanimously.*

Approval of Minutes from October 29, 2014

No additions to the minutes were noted, amendment of the date on page to read January 28, 2015 was made. *A motion to approve the minutes as presented was made by Tuders and seconded by Pollock. The question was called and the motion was approved unanimously.*

3. The Licensure/Education Committee report was delivered by Snyder in the absence of Tagtmeyer, Committee Chair.

Licensure Report 10/01/2014-01/01/2015

The presented report displayed a total of 869 active licensees as of January 1, 2015, 12 acting permits, 66 applicants, and 22 educational reviews.

Waiver of Course Requirement/Courses Denied Reports 10/01/2014-01/01/2015

No courses were presented.

New Licensees Report 10/01/2014-01/01/2015

Fifteen new licenses were reported for the period of October 1, 2014 to January 1, 2015.

Acting Permits Issued Report 10/01/2014-01/01/2015

Two Acting Permits were issued for the period of October 1, 2014 to January 1, 2015.

A motion to approve agenda items A-D as presented was made by Reierson and seconded by Johnson. The question was called and the motion was approved unanimously.

Letters were received from four schools in response to directive from the Board in October and outlined in the agenda as items E-H.

A letter was sent to SCSU to confirm and acknowledge receipt of the report submitted on behalf of the school and a request that the program provide greater definition of the practicum report was made. In response, Patricia Bodelson, PhD. of St. Cloud State University submitted a correspondence to address practicum objectives at the school.

Letters were received from both Minnesota School of Business and The University of Phoenix in response to the Board directive from October of 2014 to make these institutions aware of the outline the preapproved education necessary to satisfy licensure requirements and directing the school(s) to notify current students that the specific healthcare administration programs do not satisfy the current requirements for licensure as a nursing home administrator, and to also inform advisors of the aforementioned information. Additional information was presented by Reierson with regards to the discontinuation of the long-term care certificate rewarded to University of Phoenix graduates. According to research by Reierson, information pertaining to receiving a Long-term care certificate through University of Phoenix was no longer available to students in Minnesota.

A letter was received from Laurel Anderson, program director at St. Mary's University of Minnesota in response to a request from the Board to clarify an error in placement of a practicum student in a facility whose administrator had been licensed and practicing for less than the minimum requirement by law of two years. A root cause and course of action to reduce the risk of reoccurrence was presented by Ms. Anderson.

4. Standards of Practice committee reviewed thirteen open complaints and 16 new complaints at the meeting for the period of July 15, 2014 to October 15, 2014.

Upon review, the committee directed:

- Dismissed with review of LNHA actions and currently MOH compliant: 22
- Hold for MOH compliance date: 2
- Letter of Inquiry: 1
- Recommend AAG Investigations: 1
- Schedule conferences: 2
- Conference and Agreement for Corrective Action Recommendation: 1 Agreement for Corrective Action was submitted by licensee Timothy Byrne, #2670 on November 28, 2014. The agreement has been posted to the Board's website as a public action.

The next committee meeting will be take place January 28, 2015 with two appearances.

5. Action Items

The annual BENHA "QAPI" Summary, tabled from October was presented to the Board by Snyder. Specific information on the demographics of current licensees and applicants, exam and renewal trends, and complaint outcomes and dispositions were discussed. Results of the new licensee surveys taken by newly licensed NHAs in 2014 were presented to the Board. Discussion regarding responses to the questions, specifically with regards to the practicum length, preceptor qualifications and the quality of education received from pre-approved education institutions took place. Potential additions to the survey were noted.

Next Generation of Long Term Care Leaders White Paper was mailed with the meeting materials as an informational reference. The report outlines the National Emerging Leadership Summit's (NELS) current best practices in preparing future leaders across the long-term care continuum.

NAB Mid-Year meeting was held in San Francisco on November 12-14, 2014 with Board members Birchem(Chair) and Pederson , and Snyder in attendance. Pederson reported on the quality improvement panel discussion. Birchem reported on the variation of standards of practice requirements from state to state.

The next NAB meeting will be held in Philadelphia in June. Birchem authorized up to two delegates to attend. Information will be sent to the Board members following the meeting. ***A motion to approve the registration, travel and accommodations of two delegates to attend the NAB conference in Philadelphia in June was made by Pederson and seconded by Johnson. A vote was called and the motion passed.***

The Board directs the standing committees to work on the listed tasks with their progress report offered to the full board on July 22, 2015. Committee Meetings and Work Plan for February to July, 2015

Work Plans for each committee were discussed, including meeting dates and times. The members will be surveyed by committee using Meeting Wizard to determine meeting times. Board will be notified of meeting dates after confirmation.

Rules—A contract with former AAG, Tiernee Murphy, has been negotiated and determined. ***A motion to approve the contract with Tiernee Murphy in the amount not to exceed \$5,000 was made by Reiersen and seconded by Tuders. A vote was called and passed unanimously.***

Two to three meetings for this committee are anticipated. Best meeting times would be after March 1st. Chair of the committee will remain Pederson. Target date of work completion is July 22, 2015. ***A motion to approve the committee was made by Johnson and seconded by Pollock. A vote was called and the motion passed.***

Education—Initial meeting to determine make-up of sub-groups is to be scheduled. Three to four additional meetings expected. ***A motion to approve the meetings and committee was made by Pollock and was seconded by Tuders. The vote was called and the motion passed unanimously.***

Exam –Initiative was determined to include rewriting the state exam in 2015. A request to appoint Pollock as chair was made. ***A motion to approve the committee was made by Tuders and seconded by Pederson. A vote was called and the motion passed.***

SOPC—Meeting is to be held on April 22, 2015 per the current schedule with at least one appearance. Findings will be presented at the July Board meeting. ***A motion to approve the committee was made by Pollock and seconded by Johnson. A vote was called and the motion passed.***

Practicum Guidelines Draft

Draft of preceptorship and practicum guidelines outline was present to the Board. The document was sectioned by Domains of Practice and includes links to helpful information. Review by Education committee to determine viability and usefulness for students, preceptors, and academic programs. Draft was sent to Pine Haven, feedback pending.

Committee work is required for BENHA to move many of the strategic initiatives forward. **The April Board meeting will NOT be held unless necessary as called by the Board Chair. Committees will complete their necessary tasks with the final report targeted for July 22, 2015.**

6. Executive Director's Report –Verbal

2015 Open Appointments: The terms of Mehrotra, Pollock, and Tuders expire in January of 2015 with service to June. Due to a new appointment secretary at governor's office, it is uncertain when new appointments/reappointments will be posted.

An update on the Housing Manager Legislative Report by MDH was given by Berg. It was reported that the content of the report was primarily dementia training, emergency planning training, and housing manager training. Enforceability of 144D 144G regulations was undetermined in the report, and currently, does not include accountability for staff, supervisors and managers, just the license holder. The first year was reported to be that of a technical assistance year, with an objective to provide training and provider assistance, no compliance regulation until 2017-2018. Coordination with BENHA is expected.

Board meeting at "Episcopal Church Home", Green House Program is set for July 22, 2015. A longer meeting is to be expected, spanning from 9:30-2PM. The SOPC meeting will be held on the same day, but later in the afternoon or on a different date to be determined by the committee

7. Consent Items:

Prior quarter's financial FY15 budget, prior year accounts payable, and review of deposits for the prior quarter was presented. The Board reviewed budget revenues and expenditures reports, as well as other financial reports generated by the Administrative Services Unit (ASU) and Board, per the 2014 OLA Financial Audit recommendation stating that Board members should be provided detailed, monthly revenue and expenditure accounting transactions report for their review and approval during regularly scheduled Board meetings. No concerns were raised about the monthly revenue and expenditure accounting transactions. Financial reports were accepted by the Board. Board concerns were addressed about the conjoined ASU/CBC and BENHA reports, and a request was made to separate the report by unit.

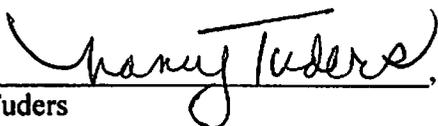
8. Other Business and Adjournment

Annual evaluation for Snyder was discussed. Process will be determined by Board Chair Birchem and collaborated with Optometry Board.

A motion to adjourn was made by Pollock at 11:50AM PM and was seconded by Tuders. The vote was called and the motion passed unanimously.

The next Board meeting will take place on July 22, 2015 at Episcopal Church Home" Green House Program in St. Paul.

Recorder:  , Date: 7/22/15
Jessica Schultz
Office Manager

Attest:  , Date: 7/22/15
Nancy Tuders
Board Secretary