

## NOTICE OF BOARD MEETING & PROPOSED AGENDA

*Date:* : Wednesday, January 24, 2024,

*Time:* 9:30 AM |(UTC-06:00) Central Time (US & Canada) (Open Meeting)

*Location:* Web Ex Only :

*Link:* <https://minnesota.webex.com/minnesota/j.php?MTID=m937854e6a30ee96cba61d446f8ae1dba>

- The Board will conduct its regular **January Board meeting** electronically according to the requirements of Minnesota Statutes section 13D.021, subdivision 1, due to the COVID-19 pandemic. Effective, April 22, 2022, the state of Minnesota reopened all public buildings and therefore the public can attend at 335 Randolph Avenue, St. Paul, MN.
- All Board members may participate, in person, via telephone or other electronic means.
- Members of the public may attend in person, or join the meeting using video & audio may use access information found on the Board Meeting Agenda
- Those wishing to call in to the virtual meeting should dial 1-415-655-0003 or 1-855-282-6330 (toll-free). The Meeting Number/Access Code is 2487 412 2381. Please mute your line when entering the meeting.
- Public comment to any agenda item is monitored by the Chair and a separate open Public Comment is scheduled in the agenda. We exist for public safety.

**1. Call to Order: 9:30 a.m. called to order**

- A. [Review of mission statement](#) –Katie Davis, Chair : **Read to attendees**
- B. Roll Call: If voice votes are not functional, use Chat/Hands Raise feature for creating and seconding motions and when the vote is called, we will consider this as roll call for unanimous decisions unless a board member raises their hand/chats in opposition. For this meeting, we will consider all motions to carry once the motion and second is created, unless a dissenting 'chat'/hand raise vote is created. Roll Call votes/for any divided house are required for Webinar meetings.

All board members present: Jane Peterson, Amanda Johnson (late to attend), Deb Stock, Fred Dawe, Jonathan Lundberg, Katie Davis, Mike Tripple, Jane Pederson, Natalie Morland, Steve Chies, Assistant attorney General Alex Mountain Maria King (Did take the place Of Lindsey Krueger out on maternity Leave for MDH), Val Cooke .  
Staff: Steve Jobe, Rebecca Bollig, Amanda Goebel, Elliot Oleander

Absent Members: None

Guest Introduction: **Bobby Guidry and Rajean Moone**

**2. Approval of Prior Minutes:**

- A. [Approval of Minutes from October 23, 2023](#) Motion made to approve minutes: Jon Lundberg and seconded by Fred Dawe, Voted and approved

**3. Approval of [Agenda](#) Motion made to approve agenda: Mike Tripple and seconded by Fred Dawe, Voted and approved**

**4. Reports**

A. Chairperson's and executive Committee Report-Katie Davis, Chair

- I. [Board Calendar](#)- Reviewed and reported. No other reports at this time. This will provide the layout for the year.

B. Licensure/Education Committee Report – Steve Chies, Committee Chair-

Lengthy discussion around shared licenses and prior issuance of shared licenses. What will it include what are the problems we are running into without them, the committee is needing to clarify. Hoping rule writing can aid in this process to help clean it up.

- B. Standards of Practice Committee Report: Amanda Johnson, Committee Chair- Reported by Steve Jobe. Committee still has work related to IJ and compliance concerns. Increase volume with attorney general involvement.

- C. Rules Committee Report Mike Tripple, Committee Chair- Reviewed questions related to education CORE and MN specific topics with assisted living. Encouraged board members ask questions or to attend scheduled rule making to understand the rule making process.

- D. Exam Committee Report- Steve Report – Reviewed NHA and HSE exams with 70% performance rate or less. May need to revisit assisted living examinations as 60% performance rate or less was reviewed.

E. Executive Director Reports- Steve

- I. Combines Survey with MDH and University of Minnesota- looking into data sharing and test question development. Gaining critical demographics, work force supply & demand, and practice information to drive policy and understanding. Looking forward to this opportunity to collect industry pertinent information as the last report provided was over 10 years old. Rajean Moone did present on the involvement with the University of Minnesota.

- II. [Quality Report 2023](#) - Reviewed briefly with a general overview of Q/A of board members and guests and reporting establishment themes of diminishing licenses in NHA and lack of growth in HSE. ALD has turnover of applicant and licenses with an increased volume in shared licenses.

III. Financial Overview Year end

- a. Still open invoices looking to get them closed except MNIT- all are closed now. 2023 books are now closed.

IV. [Below Line Costs](#)-No additional information – Reported on this information.

- a. [This month is high](#). 2023 Total cost of \$46,190 for AG cost

i. ALD \$14,189

ii. NHA \$16,252

V. HPSP Report – Reported on this information case totals and discharges.

- a. Case Total by Board –

i. [Case Totals Oct 2023](#)

ii. [Case Totals Nov 2023](#)

iii. [Case Totals Dec 2023](#)

b. Discharge-

- i. [Discharge Oct 2023-](#)
- ii. [Discharge Nov 2023-](#)
- iii. [Discharge Dec 2023-](#)

VI. [Annual ED office Goals \(Summary\)](#) – Oral report given about Executive Director goals and performance for the year.

- a. Compete Rules process
- b. Do more team building activities.
- c. Rework financial and office processes to maximize efficiencies.
- d. No longer retain paper records but have everything digital in 2024
- e. Grow in understanding of Legislative processes and ED Role.
- f. Record Retention (update)— Building retention template in ALIMS- We have a format – moving slowly.

VII. – Strategic Plan- no changes at this time moving forward on most items- ALIMS still slow – Revisit in July for October to look long-term for further development of strategies.

F. Director of Assisted Living Report – Rebecca –

- I. ALD - Oral report given on vital statistics with renewal process and exam performance. Reviewed
- II. [ALD educational program annual review set Summary](#) & Full Review – Provided information on annual review process for ALD program providers and allowed program leaders to add commentary on the shortfalls and challenges of the program administration. Discussion was made to track and change success rates by each program provider and how we can partner and provide the necessary metrics and oversight.
- III. NAB's Removal of testing limitation on Core & Line of Service Tests (NHA test rules could be changed if warranted) - Discussion began with more detailed discussion as part of new business.

5. **Old Business-**

- A. [Presentation on Fee increase for Licensure.](#) Power point was reviewed with board members and lengthy discussion on license increase rates with a decision made on a fee increase. A motion was made by Steve Chies, seconded by Mike Tripple. Voted and approved. To accept the four areas on the power point presentation of the fee increase with a \$25 to licensees to NHA and ALD license renewal.

6. **New Business:**

- A. Action required for testing protocols on NAB examination – Agreement was made to present a formal motion from LEC working with staff through process or formal action. The board agreed to allow committee to handle these situations until a formal vote and process is executed. Anyone who exceeds the current parameter for the LOS and CORE exams will need to present a study plan to the LEC committee. This applies to Assisted Living Director applicants only, as the NHA and HSE have specific rules addresses for exam attempts.
- B. Actions required for shared licenses retrospectively for non-renewal. This has been delayed and current practice will continue. This will be addressed in the rule making process for clearer guidance moving forward.
- C. Change to 144G.20- Discussion and Vote (to Move this ahead legislatively) Lindsey Franklin presented on the statute changes in 144A.20 . This will be presented to the legislator this year as identified in the packet current with practice and other license class standards. A motion made by Mike Tripple, seconded by Fred Dawe to approve 144A.20 language changes and allowed to move ahead with the statute process. Voted and approved.

7. **Consent Items**-Vote needed. Motion made to approve by Mike Tripple, seconded by Jon Lundberg. Voted and approved.

Any items may be requested review from the Consent Agenda and discussed individually by motion of any board member.

- a. SOPC: Summary of prior meetings Summary: [2023 SPOC Tracker](#)
- b. Licensure and Education Committee: [10/23/2023](#) & [11/20/2023](#) & [12/18/2023](#)
- c. [Quarterly Licensing Summary](#) & [Individual Licensing report](#) & [Yearly Licensing summary](#) (change of location for flow)
- d. New processes approved by LEC: [ALDIR Permits](#), [ALDIR Shared Permits](#), [NAB Testing](#), [Satisfactory Grades](#), [Shared License Application](#), & [Temporary Permits](#)

8. **Other Business /Public Comment-** *Individuals given an opportunity to speak. Bobby Guidry thanked the board for the work.*

9. **Upcoming Meetings**

- a. BELTSS approved meeting dates: 1/24/2024, 4/24/2024, 7/24/2024, & 10/23/2024
- b. Licensure Committee: **1/22/2024**, 2/20/2024, 3/18/2024, 4/15/2024, 5/20/2024, & 6/17/2023
- c. SOPC Committee: **11/22/2024**, 2/20/2024, 3/18/2024, 4/15/2024, 5/20/2024, & 6/17/2023
- d. Rules Committee: 1/23/2024
- e. Exam Committee: 2/8/2024

10. **Adjournment public Meeting-** *Motion made to close meeting by Katie Davis, seconded by Mike Tripple.*

11. **Closed Session-** (one item) – *Held a closed session to discuss two issues. Discussed and approved.*