
DELAWARE NURSING HOME RESIDENTS QUALITY ASSURANCE COMMISSION
Eagle's Law Staffing Ratio Waiver Subcommittee

In-person & Virtual Meeting

Cisco Webex

Anchor Location: The Vero @ Newark

924 Barksdale Rd Newark, DE 19711

Meeting of April 3, 2024 @ 1:00 pm

FINAL

Subcommittee members present: Norma Jones, Cheryl Heiks, Mary Peterson, RN and Kori Bingaman, RN, NHA. Subcommittee members attended virtually. A quorum of subcommittee members was present.

Subcommittee members not in attendance: Dr. Melissa Winters, PsyD. Rob Smith, Division of Health Care Quality (DHCQ) was also not in attendance.

Others Present: Margaret Bailey, DNHRQAC Executive Director (in-person); Lisa Furber, DNHRQAC Chair; and Kevin Andrews, Public Member.

1. Call to order

This meeting was called to order at 1:00 pm.

2. Approval of minutes

No subcommittee meeting minutes were approved during this meeting.

3. Discussion of:

Discussion about who from facilities should complete the waiver form ensued. Ms. Bingaman suggested Nursing Home Administrator (NHA) or Director of Nursing (NHA) should complete waiver forms. Both positions are responsible for the day-to-day operations.

Subcommittee members talked about which Delaware nursing home facilities might want to participate in "soft" testing of waiver before it's rolled out 7/1/2024. The subcommittee will decide which volunteer facilities to test with the waiver during the 4/19/2024 subcommittee meeting. Subcommittee members talked about the importance of including a diverse number of facilities and scenarios: non-profit, for-profit, State operated, specialty and location. It was suggested facilities with interim staffing or staffing challenges should be considered for the trial run.

A motion was brought forward to have Ms. Furber send a letter for volunteers with a specific deadline and other important details. The motion was carried and all subcommittee members signified their approval.

Action Item: Ms. Furber will write to Delaware Health Care Facilities Association (DHCFA) and LeadingAge asking for facility volunteers to test out the waiver.

On a side note, Ms. Furber suggested commission members may want to consider in the future developing a logo or background to be used on letterhead. Currently, DNHRQAC letterhead includes the name of the commission, address and other contact information only.

Frequently Asked Questions (FAQ's)

Ms. Furber suggested the subcommittee may want to add “who typically should be completing waiver form” to the FAQ section.

Waiver Review Team

Ms. Furber suggested there are different model approaches subcommittee members may want to consider when reviewing the waiver applications:

1. Full commission reviews applications and decides the outcome. Concerns were raised about open public meetings, timeliness of decisions, etc. Subcommittee members were not in favor of this approach.
2. Subcommittee reviews waiver & decides outcome. The waiver decisions will be shared during full commission meetings.
3. Various stakeholder organizations participate in waiver decision process (standing committee). Subcommittee members expressed a few thoughts: other organizations agenda may be different or there might be a conflict.

There was a discussion regarding various stakeholders that might be considered and whether volunteers could be used in a standing committee. Subcommittee members agreed that there needs to be a quick decision turnaround time and a small group (5-6 people). There was a consensus for having a smaller group to decide waiver applications and include a representative from DHCQ, in the beginning as a resource. Additionally, subcommittee members agreed that waiver statistical information/data should be shared during open public full commission meetings.

Ms. Peterson suggested the waiver application process, once decided, should be memorialized in DNHRQAC by-laws.

Action Item: A motion was raised to share recommendations regarding waiver review team during next full commission meeting of Friday April 19, 2024 @ 9:30 am.

Action Item: The use of volunteers to serve on standing committees or assist the Commission in other ways is also an agenda item for DNHRQAC Meeting of April 19, 2024.

Conflict of Interest was also discussed during the meeting. Ms. Bingaman reminded subcommittee members of the Conflict of Interest form commission members received/signed during orientation.

4. Public Comment

No members of the public attended this meeting.

5. Next Meeting

The next DNHRQAC Eagle’s Law Staffing Ratio Waiver Subcommittee will be held on April 18, 2024 @ 9:30 am.

In-person and virtual attendance options will be available. The meeting information will also be posted on the Delaware Public Meeting Calendar.

6. Adjournment

The meeting was adjourned at 2:45 pm.

Attachments: 4/3/2024 Eagle’s Law Staffing Ratio Waiver Subcommittee Meeting agenda
3/26/2024 Eagle’s Law Staffing Ratio Waiver Subcommittee Meeting minutes draft