
*Delaware Nursing Home Residents
Quality Assurance Commission*

DNHRQAC Meeting of August 7, 2024

9:30 a.m.

Virtually via Cisco Webex

Anchor Location: DE CLASI (Dover)

840 Walker Rd Dover, DE 19904

FINAL

Commission member(s) present: Lisa Furber, DNHRQAC Chair; Cheryl Heiks; Kori Bingaman, RN, NHA; Norma Jones; Christopher Marques, Esquire; Senator Spiros Mantzavinos; Mary Peterson, RN, BSN; Taylor Green (Proxy for Representative Eric Morrison); Dr. Melissa Winters, PsyD; Hooshang Shanehsaz, RPH; Jennifer McLaughlin, OT; Dr. Avani Virani and Megan Williams (Proxy for Brian Frazee).

Deputy Attorney General (DAG) Patrick Smith, Esquire was not in attendance.

Ms. Furber attended in-person @ the anchor location. The remainder of meeting participants attended virtually or by phone. A quorum of commission members was present.

Commission members not in attendance: N/A.

Others Present: Margaret Bailey, DNHRQAC Executive Director and Kevin Andrews, Public Member.

1. Call to Order & Introductions

The meeting was called to order at 10:02 am.

2. Approval of the meeting minutes

Meeting minutes draft of June 14, 2024 and July 16, 2024 were approved. A minor spelling change was made to 7/16/2024 minutes (Tableau).

3. Discussion of:

The primary purpose of this meeting was to discuss/approve FY 26 budget request and discuss/approve DELJIS letter. Discussion occurred regarding both items.

4. Old/New Business

DNHRQAC FY 26 Operating Budget

Due to lack of quorum, members were not able to vote on FY 26 budget during DNHRQAC Meeting of July 16, 2024. As a result, DNHRQAC Meeting of August 7, 2024 was scheduled to approve/vote on FY 26 budget request.

Commission members were asked to share their ideas with Lisa Furber, DNHRQAC Chair before today's meeting. Ms. Furber forwarded FY26 budget (draft) spreadsheet to commission members that contained items discussed during the July 16, 2024 meeting. This spreadsheet was also shared during this meeting.

Ms. Furber mentioned the contractual, supply and travel budget lines have not been increased in a long time.

It was also mentioned the "new" staff position(s) would need to be annualized to 12 months in FY 26 Operating Budget. The FY 25 Operating Budget only covers 9-month personnel costs for the "new" staff positions.

The DNHRQAC FY26 budget request increase to contractual, supplies and travel lines were a result of discussion relating to having more staff members and therefore the need for more funds to perform their duties.

There was discussion about whether commission members would like to request additional funding considerations in FY 26 for items such as creating a database; convert casual seasonal data analyst position to full-time; DNHRQAC staff professional development; fund a facilitated strategic (long term/short term) planning meeting or conduct a survey with the support of a subject matter expert.

Ms. Peterson mentioned she would like to see DNHRQAC request additional funds in FY26 budget for a database so there isn't a delay in setting up a database once a data analyst is hired. This would allow the staff member, once on board, to be able to build on their ideas instead of waiting for two years.

The possibility of purchasing a database system in the future was discussed. The State may offer support services and existing database systems that could possibly be used, but further research is needed.

Dr. Winters mentioned she is a member of Government Efficiency and Accountability Review Board (GEAR) Field Team and offered to check to see if there is an existing database DNHRQAC could possibly "piggy-back on" instead of having to create a "new" database.

Action Item: Dr. Winters will check with GEAR about existing database options.

A motion was presented to approve the FY 26 budget as presented and seconded. Ms. Peterson added that she would like to see the proposed contractual line amount be increased to \$5,000 for strategic planning purposes.

Senator Mantzavinos amended the motion to include \$2,000 additional contractual funds for strategic planning. He added that the budget could be subject to changes and adjustments during the approval process.

Commission members were individually polled and unanimously supported the "additional" funding request. No commission members opposed or abstained in the vote.

Action Item: Ms. Bailey will submit FY 26 budget, as approved, to AOC before August 9, 2024 due date.

Draft Letter to Delaware Justice Information System (DELJIS)

During July 16, 2024 DNHRQAC Meeting, Division of Health Care Quality (DHCQ) provided an update to commission members regarding the Background Check Center (BCC). Commission members were advised the go-live date for the new BCC was pushed back to Spring 2025 due to dependencies outside of Division's control (the wrap back process which is part of DELJIS).

At that time, commission members discussed advocacy efforts relating to the BCC project and outreach to DELJIS and General Assembly members to help make this a "high" priority. As a result, a letter was drafted and circulated to commission members for their feedback in advance of this meeting.

Ms. Heiks added that she would encourage DNHRQAC members of the General Assembly to forward this letter to help prioritize the project. Ms. Peterson mentioned this project has been under construction since at least 2019.

Ms. McLaughlin mentioned the schools use Identogo, which is efficient and results are provided within 2 weeks. Ms. Heiks mentioned this is the same system long term-care is supposed to be on however there continues to be a delay, as Identogo, long term-care and BCC have not been able to connect/communicate.

A motion was made to approve draft letter with minor edits and seconded. A group vote was conducted where Commission members unanimously approved sending the letter to DELJIS Executive Director, General Assembly members and DHSS to prioritize the new BCC project. No commission members opposed or abstained from voting.

Action Item: Ms. Bailey will forward letter as approved to DELIIS, DHSS and General Assembly Members.

Upcoming Events

Ms. Bailey mentioned about the following upcoming events:

Easterseals Caregiver Conference - August 28, 2024, 8:30 am – 2:30 pm. In-person (UD Star Campus & Harrington Fire Hall) and virtual attendance options are available.

Post Survey Meetings – Ms. Bailey will forward a list to commission members when available. DHCQ hosts the meetings to share details of the most recent facility inspection with residents.

Complete Care @ Hillside Open House – August 15, 2024, 5:00 pm – 7:00 pm (new dialysis unit).

Long Term-Care (LTC) Bill Signing Event

Ms. Furber mentioned there was a LTC package bill signing event on August 1, 2024. Commission members Senator Mantzavinos (sponsor) and Norma Jones joined a group of individuals as the bills were signed by Governor Carney. DNHRQAC Executive Director, Margaret Bailey, was also in attendance.

Newly Funded DNHRQAC Staff Positions

Ms. Furber mentioned that she and Ms. Bailey have been working with Administrative Office of the Courts (AOC) Human Resource Manager regarding the job postings for the 2 new staff positions. She further mentioned a hiring subcommittee will need to be created to vet applicants. As a result, Ms. Furber asked commission members to let her know if they would be interested in serving on the hiring subcommittee.

5. Public Comment

Mr. Kevin Andrews spoke and echoed appreciation of commission members for taking their time to make things happen.

6. Next DNHRQAC Meeting – August 15, 2024 @ 11:00 am. This meeting will be conducted via virtual platform and in-person anchor location. Meeting invite and details will be forwarded to commission members & available on the Delaware Public Meeting Calendar.

7. Adjournment

This meeting was adjourned at 10.59 am by Lisa Furber, DNHRQAC Chair.

Attachments: DNHRQAC Meeting of August 7, 2024 – meeting agenda
DNHRQAC Meeting of July 16, 2024 – meeting minutes
DNHRQAC Meeting of June 14, 2024 – meeting minutes draft
DNHRQAC FY 26 Operating Budget - draft (considerations)
DELJIS Letter - draft