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*Delaware Nursing Home Residents  
Quality Assurance Commission*

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**DNHRQAC Meeting of December 17, 2024**

**9:30 a.m.**

**Virtually via Cisco Webex**

**Anchor Location: DE CLASI – Georgetown**

**10251 Office Circle**

**Georgetown, DE 19963**

**FINAL**

Commission member(s) present: Lisa Furber, DNHRQAC Chair; Cheryl Heiks; Norma Jones; Mary Peterson, RN, BSN; Dr. Melissa Winters, PsyD; Hooshang Shanehsaz, RPH. Senator Mantzavinos; Taylor Green, designee for Representative Eric Morrison; Jennifer McLaughlin, OT; Kori Bingaman, RN, NHA and Chris Marques, Esquire. Brandon Williams served as proxy for Senator Mantzavinos during part of the meeting.

Deputy Attorney General (DAG) Patrick Smith, Esquire, attended part of the meeting.

Commission members not in attendance: Dr. Avani Virani, MD and Brian Frazee.

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

Others Present: Margaret Bailey, DNHRQAC Executive Director; Kevin Andrews, Public; Jim McCracken, LeadingAge; Harry Palmer, Delaware Hospital for the Chronically Ill (DHCI); Mickey Carroll, New Castle Health & Rehab Center.

1. Call to Order & Introductions

This meeting was called to order @ 9:35 am by DNHRQAC Chair, Lisa Furber.

2. Approval of the meeting minutes

Meeting minutes draft for 10/15/2024 & 11/19/2024 were approved as written. Two commission members abstained from voting on the 10/15/2025 meeting minutes due to being absent. One commission member abstained from voting on 11/19/2025 meeting minutes due to being absent.

3. Approval of the revised DNHRQAC By-Laws

This item was tabled until a future meeting.

4. Approval of DNHRQAC FY23/24 Annual Report

This item was approved as written.

5. Approval of waiver application disposition letters: approved, denied and incomplete

A few minor changes were made to the applicable draft documents: changed “decision-making rubric” to “decision-making pathway”, changed “scored” to “evaluated”, remove hyperlinks and removed metadata.

There was discussion about hyperlinks. Mr. Marques, Esquire cautioned members that a link could change and individuals are not able to click on a link that appears in a letter.

Roll call vote for waiver application disposition letter w/ minor changes - “approved”: 10 members “yes” and 1 member “abstained”. The vote carried.

Roll call vote for waiver application disposition letter w/ minor changes - “denied”: 9 members “yes” and 2 members “abstained”. The vote carried.

Roll call vote for waiver application disposition letter w/ minor changes - “incomplete”: 8 members “yes” and 3 members “abstained”. The vote carried.

#### 6. Approval of DNHRQAC Waiver Application and Documents Disposal Policy

It was suggested during a previous Eagle’s Law Staffing Ratio Waiver Subcommittee meeting that we consider guidelines for disposition of waiver application documents. The purpose of creating disposal guidelines is to ensure there isn’t any misuse of waiver application information.

Commission members discussed whether to call the disposal document a “form” or “policy”.

Ms. McLaughlin asked about discarding email information relating to waiver applications, too. After a brief conversation, Ms. Furber suggested the disposal of waiver application documents be brought back to the next Eagle’s Law Staffing Ratio Waiver Subcommittee Meeting (January 31, 2025 @ 1:00 pm). Ms. Furber will also discuss this item with DAG Smith.

**Action Item:** It was suggested that the waiver application disposal discussion also take place in the DNHRQAC Staffing Ratio Waiver Subcommittee.

#### 7. Old Business/New Business

##### DNHRQAC CY25 full Meeting Schedule

The Calendar Year (CY) 25 DNHRQAC full Meeting Schedule was approved as written. During 2025, the full commission meetings will be held on the 3<sup>rd</sup> Tuesday (monthly) @ 9:30 am. In-person/ anchor location and virtual options will be available. The information will be posted on the Delaware Public Meeting Calendar and DNHRQAC webpages, too.

There was mention the Governor-Elect and Lieutenant Governor-Elect inauguration event might be held on Tuesday January 21, 2025. There was no mention of time or details for either event, but it was suggested to look on the “Transitions” webpage for future updates.

**Action Item:** Ms. Bailey will send DNHRQAC CY 25 “final” full meeting schedule to the commission.

##### DNHRQAC Subcommittee Updates

##### DNHRQAC Staffing Ratio Waiver:

This subcommittee provided education to the Delaware long-term care industry during DHCQ call of December 3, 2024 @ 11:00 am. Ms. Furber presented minor updates relating to the waiver application to 32 participants. Waiver applications will be live effective 1/1/2025. The waiver application will be posted on the following webpages: DHSS/DHCQ, Delaware Health Care Facilities Association (DHCFA), LeadingAge and DNHRQAC.

#### DNHRQAC Legislative/Advocacy:

This subcommittee met last on 12/12/2024. A wish list of legislative and advocacy items was discussed. The meeting also included discussion of long-term care bills and the Delaware Criminal Justice Information System (DELJIS). The next legislative and advocacy subcommittee meeting will be held on 1/10/2025. Members plan to narrow down the list of CY 2025 priorities and determine path forward.

#### DNHRQAC Staffing Model:

This subcommittee has not met in a while. Ms. Furber suggested the group meet to approve previous meeting minutes. Ms. Bailey will send out a meeting poll to subcommittee members.

#### DNHRQAC Hiring Committee:

The Hiring Committee recommended commission members meet to in Executive Session regarding employment.

#### 8. Executive Session

A motion was made and seconded to leave the Public Meeting and enter Executive Session. As a result, commission members and staff exited the public meeting (Cisco WebEx) @ 10:37 am until 11:48 am (Zoom link was provided to commission members only) to discuss employment related items. Once the Executive Session concluded, commission members rejoined the public meeting to vote on employment items discussed during Executive Session.

After leaving Executive Session and resuming with the Public Meeting, a motion was brought forward to extend an offer to one of the c/s data analyst III candidates @ the hourly pay discussed. The motion was seconded. Roll call vote: 9 members “yes” and 2 members “abstained”. The vote carried.

**Action Item:** Ms. Bailey will contact Administrative Office of the Courts to inform the human resource manager to extend an offer relating to the data analyst III position. Executive Session meeting minutes will be prepared.

#### 9. Public Comment

No members of the public elected to provide public comment.

10. Next DNHRQAC Meeting – December 17, 2024 @ 9:30 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.

#### 9. Adjournment

This meeting was adjourned at 11:48 am.

Attachments: DNHRQAC Meeting of December 17, 2024 – meeting agenda  
DNHRQAC Meeting of October 15, 2024 – minutes draft  
DNHRQAC Meeting of November 19, 2024 – minutes draft  
DNHRQAC FY 23/24 Annual Report – draft and attachments  
DNHRQAC CY 2025 Meeting Schedule – draft  
DNHRQAC Proxy Form  
Eagle’s Law Waiver disposition letters; approved, denied and incomplete – draft