

DELAWARE NURSING HOME RESIDENTS QUALITY ASSURANCE COMMISSION

Herman M. Holloway, Sr. Campus – Room 301
1901 N. DuPont Highway, New Castle, DE

Meeting of December 13, 2005

MINUTES

Commission Members Present: Patricia C. Engelhardt; Karen E. Gallagher; Vicki L. Givens; Joseph M. Letnaunchyn; Sen. Robert I. Marshall; Rep. Pamela S. Maier; Thomas P. McGonigle, Esq. (Chairman); Brian L. Posey; Yrene E. Waldron

Commission Members Absent: Walter E. Ferris; Dr. McKinley Wardlaw, Jr.

Others Present: Sean Finnigan (Senate Staff); Carol Lovett (Consumer); Beverly Morris, (Long Term Care Ombudsman, DHSS); Laura Waterland, Esq. (Disabilities Law Program); Tom Murray, Deputy Director and Joan Reynolds, Support Staff (Division of Long Term Care Residents Protection, DHSS).

1. Call to Order.

The meeting was called to order at 10:00 AM.

2. Approval of the Minutes.

The Minutes of September 13, 2005 were approved as written.

Chairman McGonigle asked to move through the items on the agenda and have a discussion in the public session of the criteria to be used in screening 46 applicants for the staff position of Administrative Assistant to the Commission. The applicants were sent from the Administrative Office of the Courts (AOC). He will then move to go into executive session for the purposes of reviewing these particular applicants to decide who will and will not be interviewed. These are personnel discussions that are appropriately handled in executive session. After the executive session the Commission will come back into public session to adjourn. A motion was made, seconded and approved for this new Agenda.

3. Discussion

- DNHRQA Commission Subcommittees' Reports

There were no reports from Subcommittees.

- DNHRQA Commission Annual Report for 2003, 2004, 2005

Chairman McGonigle requested that discussion of the Annual Report be moved to January, 2006.

4. Old/New Business

- October 10-11, 2005, Ms. Engelhardt attended a CMS meeting, Person Directive Care Collaborative. Karen Schoeneman, Senior Policy Analyst, CMS, discussed how to bring about culture change within CMS regulations. For those not involved in the collaborative which goes into depth about how to involve all facilities' staff to reap the benefits of Culture Change. Ms. Givens stated it was up to Quality Insights of Delaware to distribute this information to those who are not involved. Copies can be made of the material from the CMS meeting and given to members who request it.
- Administrative Staff hiring for DNHRQA Commission
During this public session the Commission Chairman stated that criteria would be established to aid in evaluating the applicants to be interviewed. The Commission interviewing team will be Chairman McGonigle, Pat Engelhardt, Karen Gallagher, and Pam Maier. The Administrative Office of the Courts (AOC) has screened 46 applicants for the Commission to review. The Commission will decide whom it will interview. The AOC will verify which applicants are still available and will provide some standard questions to ask the persons interviewed. The Commission is not confined by the normal merit rules since this is not a merit position but there is a process to be followed. The interview team will consult with AOC and will plan to interview in the new location. Possible dates for interviewing will be circulated by e-mail and in that manner set up convenient times for interviewing.

Chairman McGonigle gave each commission member a packet of Applications for Employment for the staff position of Administrative Assistant. Discussion followed about the criteria to be used in sorting through 46 applicants: 1) the minimum qualifications as posted with the notice; 2) the standard qualifications listed in all job applications, i.e., educational background, criminal history. In discussing an in depth orientation process of the newly hired Administrative Assistant, it was suggested the individual visit a select number of nursing homes, meet and talk with the administrators, observe activities of the various shifts and get an overview of all related statutes. It was agreed that there would be no additional criteria than what has been established. Chairman McGonigle said the Commission members will look through each of the 46 applications individually. A motion was made to go into executive session for the purpose of reviewing the applications and for the purpose of discussing these personnel matters. The motion was seconded and approved.

A motion to come out of executive session was made at 11:20 AM. It was seconded and approved. Once in public session, a motion was made, seconded and approved for adjournment which occurred at around 11:21 AM. In terms of what happened in executive session, 46 applications were reviewed and a decision was made to interview nine applicants.

7. The next meeting will be January 10, 2006 at 10:00 AM. The location will be the DHSS Campus, Main Building, Room 301.

8. Adjournment

The meeting was adjourned at 11:25 AM.

FINAL MINUTES – The December 13, 2005 Minutes were approved as written.