

***MID-YEAR MEETING HIGHLIGHTS!***  
***Austin, Texas, November 5-7, 2003***

**76 NAB Members Enjoyed Southern Hospitality “Texas Style”**

**Many Thanks to our Texas Hosts!**

*Renee Clack, Betty Mitchell and the staff of the Texas Dept of Human Services  
Mary Compton, Seasons Seminars, Inc.*

*Beth Knox and Marian Upchurch, Texas State University - San Marcos  
Susan Farris, President, Texas Chapter of the American College of Health Care  
Administrators*

*Victoria Gradel-Madrigal, Regent Care Center of Woodway*

The Mid-Year Meeting officially kicked off with NAB President Denney Austin’s Welcome Reception. The reception was preceded in the afternoon by the State Executives Forum, a CDOM training session for board/agency staff, and a NAB Orientation Session.

Eight standing committees met during the day on Thursday, November 6<sup>th</sup>: Continuing Education; Education; NHA Examination; Standards of Practice; RC/AL Examination; Bylaws; Marketing and Public Relations; and, State Governance and Regulatory Issues.

Betty Mitchell, Deputy Commissioner of Long Term Care, Texas Department of Human Services, delivered a positive and inspirational luncheon presentation to meeting attendees. Ms. Mitchell described how her department has introduced change and innovation into the regulatory process in a partnering effort to support improvement in nursing home administration, and to improve quality of care and public protection in Texas.

On Friday, November 7<sup>th</sup>, delegates representing 27 jurisdictions convened to conduct the official business meeting of the NAB. President Austin called the meeting to order at 9 AM and gave a brief report on recent outreach and relationship building efforts to increase the visibility of NAB, its programs and services and current issues. He also thanked the Executive Committee, Committee Chairs and the Bostrom staff for their support and hard work. Mr. Austin also congratulated NAB Past Presidents Steve Chies and John Hogan for their recent achievements and recognition. Mr. Chies was recently elected as President of the American Health Care Association and Mr. Hogan received the American Association of Homes and Services for the Aging Outstanding Mentor Award at the recent AAHSA Annual Meeting. Executive Director Randy Lindner reported on operational matters of the NAB office and thanked the leadership, PES and staff for their support. Committee reports and actions taken by the Board of Governors are detailed below:

- NAB Treasurer and Budget and Finance Committee Chair Margaret McConnell (Nevada) reported an administrative adjustment to the current 2003 budget reducing the 2003 reserve allocation to \$10,000 from \$45,000. This adjustment is necessary to reflect the board’s prior approval of a \$35,000 budget request by the Continuing Education Committee.

Ms. McConnell reported that year to-date operations as of September 30, 2003 resulted in a surplus of \$32,413.08. The Board of Governors approved a motion to approve the 2004 Annual budget with two minor corrections to the Bylaws and Continuing Education Committee budgets resulting in a decrease in expenses of approximately \$3,000.

- Education Committee Chair, Doug Troyer (California) recommended approval of a transfer of accreditation for Texas State University - San Marcos' baccalaureate program to the master's program. The motion was approved by the Board of Governors. The committee also made a motion to adopt an appeals process for the academic accreditation program. The motion was approved by the Board. Chair Troyer also reported to the board that the initial publication of the NAB Study Guide contained errors, which were reviewed by a panel of content experts resulting in publication of an erratum. A copy of the Study Guide and errata has been sent to all member jurisdictions. The committee recommended that the board not commission a reprint of the Study Guide at this time. The motion was approved by the Board of Governors.
- Christopher Wright (Louisiana), Chair, NHA Examination Committee reported that the committee reviewed and updated more than 500 items in the NHA exam item bank. The committee also reviewed the active bibliography which will be updated and posted on the NAB web: [www.nabweb.org](http://www.nabweb.org) (Examinations). The committee requested allocation of \$5,000 from the NHA Job Analysis Reserve Fund to purchase updated publications. The motion was approved by the Board of Governors. The committee recommended that preliminary score reporting to candidates of NAB's NHA, RC/AL and State Exams be provided to candidates at the Prometric testing center. The motion was approved by the Board of Governors. Implementation will begin in early in the New Year and will be announced to members prior to startup.
- RC/AL Examination Committee Vice Chair Dana Welborn (South Carolina) reported that the committee reviewed more than 700 exam items.
- Paul King and Bruce Anderson, Professional Examination Service, presented an updated CDOM Users Manual for board/agency staff. Mr. Anderson also reported that NAB's NHA and RC/AL examinations display sufficient levels of validity and reliability.
- Continuing Education Chair Patrick Nicovich (Alabama) reported that 33 reviewers and staff attended a very successful training session in September in Annapolis, Maryland. Mr. Nicovich reported that additional reviewers are needed and that application forms and qualifications will be posted on the NAB web site [www.nabweb.org](http://www.nabweb.org) (Continuing Education). Members are encouraged to nominate qualified individuals from their jurisdiction. He announced that a provider monitoring program is being implemented to assure compliance with NCERS. The committee reviewed and approved the renewals or applications of 15 Registered Sponsors, 17 Certified and 10 Preferred Providers for 2004. A subcommittee was established to review criteria for self study programs. The committee also forwarded revised procedures and rules for reviewer qualifications to the Bylaws Committee for recommendation to the Executive Committee.

- Carmen Payne (New Mexico), Chair of the Bylaws Committee, presented a motion to the board to adopt a policy change regarding use of electronic devices during NAB meetings. The motion was approved by the Board. The Committee also recommended procedure and rules changes to the Executive Committee regarding exam committee composition, NCERS reviewer criteria, and use of electronic devices. Complete copies of the NAB Bylaws, Policy and Procedures can be found on the NAB web site at [www.nabweb.org](http://www.nabweb.org) (Member Resources).
- Marketing and Public Relations Committee Chair John Hogan (Oregon), reported that the committee will initiate efforts to increase participation in NAB's Academic Accreditation Program and National Continuing Education Review Service (NCERS). In addition, the committee established a subcommittee to review and implement, as appropriate, public relations initiatives presented by Cheryl Arias (California) who chaired a public relations subcommittee focused on administrator recruitment and retention.
- Robert Coker (Alabama), Chair of the Standards of Practice Committee, reported that the committee is developing common regulatory standards for presentation to the Board at a future meeting.
- State Governance and Regulatory Issues Committee Chair Tom Syverson (Minnesota) made a motion that the NAB approve and recommend use of a model licensure application developed by the committee. The motion was approved. The application is posted on the NAB web site at [www.nabweb.org](http://www.nabweb.org) (Member Resources). The committee will explore the feasibility of developing a NAB Registration for Nursing Home Administrators to facilitate reciprocity between states. Chair Syverson also reported that the committee will be conducting a survey to measure member interest in establishing regional teleconferences to increase participation in NAB from members who cannot attend Annual and Mid-Year Meetings.
- Patrick Nicovich (Alabama), representing the Nominating Committee, reported that the committee has established that nominations for office must be postmarked by December 31, 2003. Nominations must be sent to the NAB office to the attention of Randy Lindner, Executive Director. Nominations must include a letter of nomination, and résumé documenting candidate qualifications for office. Nominations postmarked after 12/31/03 will not be considered. The election of officers will be held at the NAB Annual Meeting on June 18<sup>th</sup>, 2004, in New York City. Elections will be held for the office of President, President-Elect, Secretary and Treasurer. All offices will be for two-year terms beginning June 18, 2004. Please reference Article VIII of the NAB Bylaws, Article IV of the NAB Policies, and Article IV of the NAB Procedures for specific information relating to NAB Officers, qualifications, responsibilities, job descriptions and election procedures. These documents can be found on the NAB web site: [www.nabweb.org](http://www.nabweb.org) (Member Resources).

President Austin adjourned the meeting at 10:45 AM CST.

The NAB Annual Meeting is scheduled for June 16-18, 2004, in New York, NY.