

# **CHARTER**

## **Arlington Commission on Long-term Care Residences**

*(April 19, 2005)*

### **I. CHARGE**

The charge to the Arlington Commission on Long-Term Care Residences (ACLTCR) is to:

- A. enhance the quality of care and quality of life in long-term care residences in Arlington County;
- B. advise public officials about long-term care needs in Arlington County;
- C. support access, availability, and affordability in long-term care residences in Arlington County.

*For purposes of the ACLTCR, the term long-term care residences includes, but is not limited to, nursing and rehabilitation centers, continuing care retirement communities, assisted living residences, and independent senior housing. It does not include group homes or ICF/MR facilities.*

The Arlington Commission on Long-term Care Residences (ACLTCR) has the responsibility to observe and monitor practices and trends in long-term care residences in Arlington County, to apprise the County Board, to encourage or recommend positions as appropriate, and to otherwise perform its duties and responsibilities consistent with County rules and regulations.

This Charter provides a foundation for ACLTCR action against which its initiatives might be assessed and modified as appropriate. It outlines a broad course of action, which should be assessed periodically and modified as needed. This Charter should be considered dynamic and sufficiently flexible to meet new, unanticipated issues.

### **II. COMMISSION GOALS & OBJECTIVES**

The ACLTCR will pursue the goals and objectives identified below

#### **A. Assess the quality of care and quality of life in long-term care residences in Arlington County**

1. Monitor the development, operation, and assessment of care and services provided in Arlington County long-term care residences, including:
  - a. Receive from residences periodic inspection reports conducted by the state licensing agencies.
  - b. Review Ombudsman program facility complaint records.
  - c. Perform site visits for fact-finding, discussion or other non-regulatory purposes, to include monitoring sufficiency and appropriateness of staffing levels.

2. Identify strengths and problems in residences and report to appropriate agencies/officials.

**B. Educate public officials and the community about long-term care needs in Arlington County**

1. Inform the County Board about long-term care issues in Arlington County and suggest actions as appropriate through written reports and by inviting the Board liaison to meet with the ACLTCR periodically.
2. Inform officials at the local, regional, state and federal levels, as appropriate.
3. Educate the community on the needs of residents, long-term care options and other matters affecting long-term care residences.
4. *Encourage development of long-term care residences to meet identified needs. This will require coordination with other County commissions, including Planning Commission, Housing Commission, and Commission on Aging.*
5. Seek volunteers to serve (or contribute) on long-term care advisory/volunteer bodies.
6. Review, evaluate, and comment on development proposals for retirement and long-term care residences in Arlington.
7. Maintain ongoing liaison with other public bodies, such as the Commission on Aging and the Disability Advisory Commission, and collaborate with other Arlington County boards and commissions to address long-term care residence needs.

**C. Promote access, availability and affordability in long-term care residences in Arlington County**

1. Promote positive relationships among residents, families, long-term care residences, ombudsmen, and the broader community through resident councils, family councils, and community advisory councils.
  - a. Consider optimal ways to integrate the community with long-term care residences.
  - b. Develop a prototype agenda and set of expectations for advisory bodies that are linked to the ACLTCR.
  - c. Investigate models for community advisory councils and other advisory bodies for long-term care residences and promote adoption and implementation of such bodies in Arlington long-term care residences.

2. Monitor and comment on proposed policy and legislation (federal, state, regional and local), which might affect long-term care residences, its clients and their families.

3. Receive periodic briefings from County staff on supply of and demand for long-term care residences, demographic changes in the County populations, and other factor affecting long-term care.

**D. Develop a process and procedures for intervention to ensure long-term care residences abide by stated commitments to Arlington County, residents, and the community.**

1. Sponsor or convene educational/training programs in collaboration with long-term care residences, County agencies/advisory bodies, community organizations, or other stakeholders.

2. Report to appropriate agencies those residences for which substantial concerns exist about the quality of care.

3. Recommend actions County officials and/or staff might take to alleviate the problems.

4. Report to the County Board as necessary.

### **III. COMMISSION PROCEDURES**

#### **A. Membership**

1. The ACLTCR will be comprised of nine (9) voting members. *(Changed by County Board to 15 members in 2009)*

2. The initial set of nine should be appointed as follows: 3 commissioners for one year terms; 3 commissioners for two year terms; and 3 commissioners for three year terms.

3. Subsequent to the initial terms referenced above, each member shall be appointed by the County Board for a term of three (3) years. Commissioners may be reappointed to a second consecutive term. Commissioners may not serve a third consecutive term. After a one-year absence from the ACLTCR, a person may be appointed to a new term of three years, with the possibility of a second consecutive term.

4. Membership shall be consistent with Arlington County requirements for other Commissions, as noted in the Arlington County Advisory Group Handbook

5. Ex-officio members will include: (a) a representative from the Commission on Aging (CoA) and (b) a representative from the Northern Virginia Long-term Care Ombudsman program. The CoA and the Ombudsman program will each nominate annually a representative to serve in this capacity.

## **B. Officers of the Commission**

1. The ACLTCR will elect from among its members a Chair and Vice-Chair.
2. Terms of office: *(See Bylaws change in 2010)*
  - a. The term of the Chair is for one year. A Chair may be re-elected to two (2) subsequent terms. The Chair will follow the Roles and Responsibilities for Advisory Group Chairmen as stated in the Arlington County Advisory Group Handbook.
  - b. The term of the Vice Chair is for one year. A Vice Chair may be re-elected to two (2) subsequent terms. The Vice Chair will follow the Roles and Responsibilities for Advisory Group Members as stated in the Arlington County Advisory Group Handbook.

## **C. By-laws**

1. The initial ACLTCR will develop by-laws to govern the operation of the group.
2. The by-laws may be revised or amended by a majority vote of all members of the commission.

## **D. Frequency of Meetings**

1. The ACLTCR will meet monthly, unless otherwise decided by a majority of voting members.
2. The Chair may call special meetings as necessary.