

**Kansas Department of Health and Environment  
Board of Adult Care Home Administrators  
Meeting of June 12, 2009**

The Board of Adult Care Home Administrators met Friday, June 12, 2009 at 1:00 p.m. in Classroom C of the Kansas National Education Association Building, 715 SW 10<sup>th</sup>, Topeka, Kansas.

**Members Present**

Amy Hoch Altwegg  
Dawn Veh  
Kevin Bryant  
Wanda Bonnel  
William Boldridge  
Beth Bradrick

**Staff Present**

Camille Nohe  
Steve Irwin  
Brenda Nesbitt Kroll

**Others Present**

Joseph Kroll, KDHE  
Phyllis Kelly, KACE  
Sara Sourk, KACE, Crestview Manor  
Carol Anno, KHCA

**1. Call Meeting to Order**

Chair Veh called the meeting of the Board of Adult Care Home Administrators to order at 1:06p.m.

**2. New Member**

Chair Veh welcomed new member, Dr. Beth Bradrick.

**3. Overview of Board Responsibilities**

Camille Nohe summarized handout #3 titled *Board of Adult Care Home Administrator as a Creature of Statute* which she prepared. Ms. Nohe noted that the Board of Adult Care Home Administrators (BACHA) is the client and Ms. Nohe is their attorney. Ms. Nohe explained the division of the Board into Board activities/responsibilities and Complaint Investigative Committee (CIC) activities/responsibilities which assures the ability for Board members to serve as a Hearing Panel if necessary. In addition, Ms. Nohe explained the Open Meetings Act requirements and Kansas Open Records Act requirements and exceptions. Ms. Nohe provided information about ways members can increase their effectiveness as Board members.

**4. CIC and Administrative Hearing Panel**

Ms. Nohe clarified that the CIC is a four member committee consisting of two licensed Adult Care Home Administrators, one Health Professional and one Consumer. Dr. Bradrick has agreed to serve as Consumer representative on the CIC which leaves one open Administrator representative position needing to be filled.

<p><b>ACTION:</b> Chair Veh appointed Amy Hoch Altwegg to the CIC to serve as the second Administrator representative.</p>
--

5. **Minutes of Meeting 12/12/2008**

Chair Veh called for comments/corrections to the minutes.

**ACTION:** Amy Hoch Altwegg moved the minutes of the December 12, 2008 meeting of the Board of Adult Care Home Administrators be approved as submitted. The motion was seconded by Dr. Bryant and carried.

6. **Report from CIC**

Dr. Bryant reported that the CIC reviewed two cases. One case was tabled until the September, 2009 meeting due to a pending court case related to the complaint. The second was dismissed with a cautionary letter.

7. **Reports**

**A. NAB Test Results**

Brenda Nesbitt Kroll provided copies and an overview of the NAB test results report for the first quarter of 2009. The pass rate was 69.23% which was an increase from 2008.

**B. Temporary License Report**

Ms. Nesbitt Kroll provided a copy and overview of the report for temporary licenses issued from July 1, 2008 through May 31, 2009. There are currently two active temporary licenses. One is completing an AIT program while the other is serving in an interim role. A total of 18 temporary licenses have expired. Of the 18 a total of 11 were completing their AIT programs, one served as interim administrator, four were acquiring CE hours necessary for reinstating previous Kansas licensure and two were awaiting the new reciprocity regulations to become effective.

**C. June 30, 2009 Renewal Status**

Ms. Nesbitt Kroll reported on the status of the renewals which are due June 30, 2009. A total of 341 licenses are due for renewal. A sample post card renewal notice was provided as well as copies of the Board web pages regarding renewal instructions. This year's group was the first to receive post card notices rather than renewal packets. The post cards provided three options for renewing: 1) renewing online; 2) downloading renewal application and submitting via US mail; and 3) contacting HOC to request a paper packet be mailed to licensee. Because a large percentage of those who renewed in 2008 utilized the online system the post cards were utilized to streamline the process and save printing and mailing costs. Post card notices were mailed to 341 licensees whose licenses are due to expire June 30, 2009.

As of 6/8/09 a total of 108 licensees have renewed. Of those 108 a total of 91 renewed utilizing the online system. An 84% online renewal rate has been achieved for just the second year the online option has been available.

8. **Update**

**Final Updates to BACHA Web Site**

Ms. Nesbitt Kroll noted that the final updates/changes are now complete. At previous

meetings the earlier updates were demonstrated so a demonstration was not repeated for this meeting. Screen prints were provided which illustrate the final changes:

- ◆ 'Meeting Dates, Times, Locations' section is now complete
- ◆ 'Minutes of Board Meetings' section added
- ◆ 'Licensure Process and Forms' section was updated
  - ✓ Flow Chart illustrating licensing steps
  - ✓ NAB Domains of Practice
  - ✓ AIT Practicum Info (sponsors, training requirements, orientation tool)
- ◆ 'Renewal/Reinstatement' section was updated
  - ✓ Forms (2009 renewal app and instructions, methods for earning CE, NAB Domains, Core of Knowledge)
  - ✓ General Renewal Information
  - ✓ Approved CE Courses and Sponsors
  - ✓ CE Course Prior Approval Form

**9. Candidate completing AIT, currently licensed in MO with previous conviction**

Ms. Krull summarized the details of an applicant for reciprocal licensure who had previous disciplinary action. The applicant self-reported a previous disciplinary action in another state and included a letter of explanation as well as court documentation verifying completion of probation conditions and discharge of probation as of October 22, 2008.

Because the March, 2009 meeting was cancelled and the facility was in need of an administrator, this applicant was issued a temporary license effective 3/26/09 based on earlier Board decisions with similar issues.

The Board was asked for guidance regarding whether or not the applicant may receive a full Kansas license upon completion of the 480 hour AIT.

**ACTION:** Ms. Hoch Altwegg moved the candidate be allowed full licensure upon completion of the AIT program. The motion was seconded by Dr. Bryant and carried unanimously.

**10. Letters of Exemplary Performance and Zero Deficiency Letters**

Steve Irwin read excerpts from three letters of exemplary performance awarded to: Robert Hammond, Quaker Hill Manor in Baxter Springs, KS; Brenda Thornton, Prairie Manor Retirement Village, St. Paul, KS and Matthew Lloyd, Meadowlark Hills, Manhattan, KS. In addition, excerpts were read from zero deficiency letters awarded to the following 11 administrators: Monty Warren, Cornerstone Ridge Plaza, Wichita, KS; Kristy Huehl, Holiday Resort of Salina, Salina, KS; Renee Porter, Country Care, Inc., Easton, KS; Janel Burr, Medicalodges Kinsley, Kinsley, KS; Kim Ellis, The Sweet Life at Rose Hill, Shawnee, KS; Ginger Dierksen, Fort Scott Presbyterian Village, Fort Scott, KS; David Randazzo, Somerset-Claridge Court, Prairie Village, KS; Susan Reed, Stoneybrook Assisted Living, Manhattan, KS; Laurence Blochlinger, Sunset Home, Concordia, KS; David Reynolds,

Chaucer Estates, Wichita, KS; and Treva Benoit, Cedarview Assisted Living, Hays, KS.

**11. Other Business**

**A. Comments from a Facility Owner**

Ms. Nesbitt Kroll referenced a copy of a letter received from the owner of two licensed facilities. They had hoped to obtain an Adult Care Home Administrator license but do not have the baccalaureate degree. The letter requests that the Board consider broadening the criteria to include special circumstances.

After Board discussion it was the consensus that the regulations would not be changed to allow licensure for initial applicants who do not hold a minimum baccalaureate degree.

**B. Questions - regulatory limit of two AITs per preceptor**

Ms. Nesbitt Kroll reported receiving a telephone inquiry from Steve Shields with Meadowlark Hills in Manhattan. KSU recently opened a satellite office at Meadowlark Hills and Mr. Shields is teaching Long Term Care Administrator courses. Meadowlark has 20 internships per semester such as dietitians, architects, MBA students, etc. Mr. Shields indicated that Meadowlark Hills has two administrators (himself and Mr. Willie Novotney). Currently they have four AITs between them but one is a non-traditional student so he/she only comes to the facility two times each week and will not complete the AIT within the semester. Mr. Shields said they have been contacted by a person hoping to begin an AIT program this summer full-time but the regulations don't allow more than two AITs per preceptor. Mr. Shields noted that with a shortage of administrators he would ask the Board to consider allowing more than two AITs per preceptor.

Following Board discussion it was the consensus that the regulations would not be changed to allow more than two AIT students per preceptor at one time.

**C. Licensure Applicant with comments about the NAB test**

Ms. Nesbitt Kroll was asked to provide comments from a candidate who has failed the NAB test twice. The candidate holds a Master's degree in nursing and has experience in nursing facilities. The candidate purchased the NAB practice tests and passed both. Candidate feels that it isn't fair that NAB throws out 15 questions. The candidate also expressed concern that if they pass both practice tests provided by NAB it should be a better indicator of whether or not the tester will pass the NAB test.

Board discussion followed. The Board encourages the candidate to continue testing.

**D. How to follow up with those licensees not renewing their licenses**

Chair Veh opened discussion about how to follow up with those licensees who do not renew their Kansas administrator licenses.

After Board discussion the consensus was that, while not within the authority of the Board, a professional association could request a list of those licensees who did not renew and then follow up with them to determine why they chose not to renew.

### **E. Review of the Disciplinary Process and Guidelines document**

Chair Veh noted that the Board's *Disciplinary Process and Guidelines* document has not been updated since 2003. Additionally, the *ANE Investigation and Reporting Process* document has not been updated for some time either. Chair Veh suggested the documents be reviewed to determine whether or not any updates are required.

After Board discussion it was determined that the *Disciplinary Process and Guidelines* document will be reviewed by staff, Chair Veh, Dr. Bryant and Mr. Boldridge. Their recommendations will be presented to the full Board for consideration.

After discussion it was determined a group would be formed to review the ANE Investigation and Reporting Process document. The group will consist of Ms. Nohe, KDHE staff and two Board members. The recommendations of this group will be presented to the full Board for consideration. \*\*

*\*\*After the Board meeting it was determined the Board didn't have authority concerning the ANE investigation and reporting processes. Chair Veh has scheduled a meeting with KDOA staff and representatives from professional associations.*

### **12. Public Comment**

There was no public comment.

### **Adjourn**

The meeting adjourned at 2:37 p.m.