

Kansas Department for Aging and Disability Services  
**Board of Adult Care Home Administrators**  
**Meeting of March 4, 2016**

The Board of Adult Care Home Administrators met Friday, March 4, 2016 at 1:00 p.m. at the Rasmussen College, 620 SW Governor's View, Topeka, Kansas.

<u>Members Present</u>	<u>Staff Present</u>	<u>Others Present</u>
Amy Hoch Altwegg Noreen Fenton Kevin Bryant Steve Hatlestad Robert Meissner Sara Sourk	Craig Paschang Brenda Dreher	April Holman, KACE Tamika Atkins, KACE AIT Sharon Leuenberger, KACE AIT Michail Loyd, KACE AIT Ashley Washington, KACE AIT Brandon Nordlas, KACE AIT Tom Reitschneider, KACE AIT Dana Weaver, LeadingAge Ks Hope Laubhan, KSU Student Dr. Dami Ajaiveoba, KACE AIT Phyllis Kelly, Public Kylie Schuckman, KSU Student Ken Keller, KACE AIT Codi Thurness, KDADS

**1. Call Meeting to Order**

Chair Hoch Altwegg called the meeting of the Board of Adult Care Home Administrators (BACHA) to order at 1:07p.m.

**2. New Member**

Chair Hoch Altwegg led introductions of current board members, new member, Sara Sourk, and staff members.

**3. Minutes of Meeting 12/11/2015**

Chair Hoch Altwegg called for comments/corrections to the minutes of the December 11, 2015 meeting of the Board.

ACTION: Robert Meissner moved to approve the minutes of the December 11, 2015 meeting as presented. The motion was seconded by Steve Hatlestad and carried.

**4. CIC Report**

Kevin Bryant reported that the CIC would be meeting immediately following the BACHA meeting to discuss a new case.

**5. Reports**

**A. NAB Test Results**

Brenda Dreher summarized the NAB results for the fourth quarter of 2015. A total of 13 candidates tested with 8 of those passing for a 62% pass rate.

**B. Temporary License Report**

Ms. Dreher summarized the 2016 temporary license report which covered the period from July 1, 2015 through February 29, 2016. A total of 18 individuals were issued temporary licenses. Of the eleven that remain active a total of six are completing their AIT experiences, one is serving in an interim role, three are preparing for the NAB exam and one is acquiring CE hours necessary to reinstate their previous Kansas license.

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

Ms. Dreher read excerpts from one zero deficiency letter issued to Kathy Ross, Solomon Valley Manor, Solomon, KS.

7. **Status Update – Revision to K.A.R. 28-38-18(a) regarding ‘good cause’**

Craig Paschang reported that because of Executive Reorganization Order #41 the regulation revisions previously approved could not be made without submitting all the regulations to be added to the new KDADS Chapter.

**ACTION:** Robert Meissner moved that the Board of Adult Care Home Administrators direct Assistant Attorney General, Craig Paschang, to submit the entire set of Adult Care Home Administrator regulations, including the draft revisions to K.A.R. 28-38-18(a) regarding ‘good cause’ previously approved by the Board, so the entire set can be moved to the new Kansas Department for Aging and Disability Services Chapter and that the Board authorize Mr. Paschang to make any technical changes required by the Department of Administration or the Attorney General’s Office during the review process. The motion was seconded by Dr. Bryant and carried unanimously.

8. **Plan of Additional Training for NAB Candidate**

The Board reviewed a plan for additional training required by K.A.R. 28-38-18(e) submitted by a NAB candidate who failed the NAB three times. The Board members appreciated the level of detail of the plan which included weekly reports outlining the candidate’s educational and training efforts, review of all materials previously provided to the candidate, etc.

**ACTION:** Steve Hatlestad moved to accept the plan of additional training as presented. The motion was seconded by Noreen Fenton and carried unanimously.

The candidate thanked the Board and spoke to the audience which included other AIT students about her take away from this experience.

9. **Rotation Schedule for Review of BACHA Documents**

The documents discussed included the *Disciplinary Process and Guidelines*, the *Preceptor Guidelines*, the *AIT Orientation* and the *Suggested Curriculum*. Below are the determinations made by the Board with the documents listed in the order they will be reviewed:

***Preceptor Guidelines*** – A conference call may be conducted to review the document and would include members, Steve Hatstad and Chair Hoch Altwegg, as well as a representative of KACE.

***Suggested Curriculum*** – Chair Hoch Altwegg and Ms. Dreher will work to get a group together to brainstorm including university and association program feedback and probably place this document on the agenda two meetings from now for Board discussion. This process would likely also involve reviewing existing **NAB documents** as well.

***Disciplinary Process and Guidelines*** – Mr. Paschang suggested this document could be considered a Guidance Document and offered to review the document.

***AIT Orientation*** – Last document for review.

Mr. Paschang will be included in any conference call discussions.

10. **Public Comment**

April Holman, KACE, thanked the Board for allowing the AIT students to attend and asked each AIT to introduce themselves to the Board.

11. **Next Meeting**

The next meeting is scheduled for June 3, 2016 at 1:00 p.m. Chair Hoch Altwegg and Ms. Dreher will work together to coordinate the presentation by Randy Lidner, President and CEO NAB at the June 3<sup>rd</sup> meeting.

**Adjourn**

The meeting of the Board of Adult Care Home Administrators adjourned at 2:05 p.m.