

Kansas Department for Aging and Disability Services
Board of Adult Care Home Administrators
Meeting of September 9, 2016

The Board of Adult Care Home Administrators met Friday, September 9, 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	Craig Paschang	April Holman, KACE
Noreen Fenton	Steve Irwin	Stephanie Gfeller, KSU Center on Aging
Timothy Heston	Brenda Dreher	Lori Rieger, Maple Heights
Kevin Bryant		Denise Wolney, Maple Heights
Steve Hatlestad		Lea Thompson, Maple Heights
Robert Meissner		Jenae Winkler, Crestview
Sara Sourk		Laura Sharp, Bethany Home
		Robert Bragg,
		Larry Nanny, Kansas Masonic Home
		Sandra Lierz, Wheat State manor
		Tina Mingenback, Cherry Village
		Jeremy Lewis, Cherry Village
		Doug Smith, Catholic Care Center
		Lauren Adams, Pioneer Ridge
		Brenda Bullock, Healthcare Resort
		Micheal Linthicum, Chetopa manor

1. **Call Meeting to Order**

Amy Hoch Altwegg, Chair, called the meeting of the Board of Adult Care Home Administrators (BACHA) to order at 1:05 p.m.

2. **Minutes of Meeting 06/03/2016**

Chair Hoch Altwegg called for comments/corrections to the minutes of the June 3, 2016 meeting of the Board.

ACTION: Steve Hatlestad moved to approve the minutes of the June 3, 2016 meeting as presented. The motion was seconded by Dr. Meissner and carried.

3. **CIC Report**

Kevin Bryant reported that the CIC reviewed two outstanding cases. Both cases involve criminal investigations. The CIC had previously issued an Emergency Proceeding Order of Suspension in one case. In both cases the CIC will wait for the outcome of the criminal investigations before proceeding further.

Dr. Bryant reported that the CIC discussed the *Disciplinary Process and Guidelines* document and noted that there is no 'Investigator' for BACHA. Board discussion followed which included the lack of funding to hire an investigator. It was noted that some cases involve criminal cases while some come to the CIC via survey results. In those cases, the information/investigation details are provided to the CIC. There have been very few cases which required investigators. At this time the consensus of the Board is to handle each complaint on a case by case basis in terms of whether or not an investigator is required.

Board discussion also included the random criminal background check which are completed on 100% of new applications and about 10% of renewals.

It was Board consensus to increase to 20% the number of renewals which will have criminal background checks completed and to complete criminal background checks on all reinstatement and reciprocal applications.

4. Reminder regarding Email Usage

Craig Paschang, Assistant A.G., explained that with a new Kansas Open Records Act (KORA) provision, personal emails may be investigated if used for state business. An example given would be a case involving a respondent whose attorney asks for all information from a particular date forward. Because emails can be a part of discovery then all emails during that time may be reviewed. If other addressees show up on a message then the discovery can point back to those other addressees as well and that is when the potential for review of personal emails could occur.

The recommendation to the board and board consensus is to obtain official email addresses for members so all official BACHA emails would go through the official email. KDADS staff will follow up with KDADS Information Technology staff.

5. Reports

A. NAB Test Results

Brenda Dreher summarized the NAB results for the second quarter of 2016. A total of 24 candidates tested with 16 of those passing for a 67% pass rate.

B. Temporary License Report

Ms. Dreher summarized the final 2016 temporary license report which covered the period from July 1, 2015 through June 30, 2016. A total of 24 individuals were issued temporary licenses. Of the five that remain active a total of two are completing their AIT experiences and three are acquiring CE hours necessary to reinstate their previous Kansas license.

C. Renewal Report for 6/30/2016

Ms. Dreher provided an overview of the final report for the June 30, 2016 license renewals. A total 344 licenses were due to renew by June 30, 2016. Renewals were completed for 292 licenses, with 15% not renewing. However, the total number of active licensees remains about the same because of new licenses, reciprocal licenses and reinstatement licenses. Ms. Dreher noted that 92% of the renewals were completed using the online renewal system.

6. Letters of Exemplary Performance and Zero Deficiency Letters

Steve Irwin read excerpts from ten zero deficiency letters issued to: Matthew Lewis, Village Shalom, Overland Park; Glenda Downing, Golden Living Center, Wakefield; Crystal Peterson-May, Peterson Health Care, Osage City; Bradley S. Radatz, Salina Presbyterian Manor Assisted Living, Salina; Lura Flentie, Eastridge, Centralia; Amy Higgins, Medicalodges Columbus ALF; John T. Allin, Aberdeen Village ALF, Olathe; Todd Simpson, Hillside Village of DeSoto ALF; Lesa Dechant, Good Samaritan Society, Lyons; Niceta Farber, Sheridan County Hospital LTCU ALF, Hoxie.

7. Status Update –

A. Revision to K.A.R. 28-38-18(a) regarding 'good cause'

Mr. Paschang reported that the revised regulations have not yet been reviewed by the Department of Administration. Because the regulations required additional updates due to the move from KDHE to KDADS there will be a change in the order in which they are

listed. Mr. Paschang plans to meet with the Department of Administration and Ms. Dreher to go over some details. The Joint Committee meets in November so, unless substantive changes requiring Board action are necessary, the revised regulations should be in effect by the December Board meeting.

B. Disciplinary Process & Guidelines Document

Mr. Paschang noted that he and Assistant A.G., Marty Snyder, had reviewed the document and identified areas requiring updating and clean up language. He plans to prepare and circulate a redline version so all members can review it prior to the December meeting.

8. Status Update – Website Changes, Curriculum Title Change

Ms. Dreher reported and demonstrated that the website had been updated to reflect the change in title from “*Suggested*” Curriculum to *Sample Curriculum*.

Ms. Dreher also demonstrated that the BACHA web page had been updated to include a section titled “Guidance Documents”. As requested by the board, the *Disciplinary Process & Guidelines* Document is now found under that section. A copy of the document has been provided to the Office of the Secretary of State as required. Once all the edits have been made following the next Board meeting, the online version will be replaced and a new copy provided to the Office of the Secretary of State.

9. 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.

An AIT asked about any additional responsibility a person may have if they hold both a Kansas Adult Care Home Administrator license as well as a Kansas Nursing License. Members explained that they would not be held to a higher standard by BACHA just because they hold two licenses. However, it is possible that a violation of their Nursing License could impact the Administrator license if it demonstrated poor judgement.

10. Next Meeting

The next meeting is scheduled for December 9, 2016 at 1:00 p.m.

Adjourn

The meeting of the Board of Adult Care Home Administrators adjourned at 1:55 p.m.

