

Kansas Department for Aging and Disability Services
Board of Adult Care Home Administrators
Meeting of June 2, 2017

The Board of Adult Care Home Administrators met Friday, June 2, 2017 at 1:00 p.m. at the Rasmussen College, 620 SW Governor's View, Topeka, Kansas.

Members Present	Staff Present	Others Present	
Amy Hoch Altwegg	Craig Paschang	April Holman, KACE	Tia Homeier, AIT
Noreen Fenton	Brenda Dreher	Kelley Laswell, AIT	Brian Koehn, AIT
Timothy Heston		Kimberly Alvarenga, AIT	Kelley Laswell, AIT
Kevin Bryant		Morgan Burton, AIT	Benjamin Leiker, AIT
Sara Sourk		Katie Carlsen, AIT	Danny Mursid, AIT
Steve Hatlestad		Natalie Hendricks, AIT	Colleen Musil, AIT
		Timothy Sullivan, AIT	Rebeka Turner, AIT

1. Call Meeting to Order

Amy Hoch Altwegg, Chair, called the meeting of the Board of Adult Care Home Administrators (BACHA) to order at 1:08 p.m.

2. Minutes of Meeting 03/10/2017

Chair Hoch Altwegg called for comments/corrections to the minutes of the March 10, 2017 meeting of the Board.

ACTION: Sara Sourk moved to approve the minutes of the March 10, 2017 meeting as presented. The motion was seconded by Steve Hatlestad and carried.

3. CIC Report

Kevin Bryant, CIC Chair, reported that the CIC reviewed two cases. One is pending criminal investigation and the second was dismissed with a cautionary letter.

4. Update re: Email Usage

Brenda Dreher reported that the KDADS IT department is working to create the emails as discussed in past meetings to create one group email for the main Board and a second group email for CIC member usage.

5. Reports

A. NAB Test Results

Ms. Dreher summarized the NAB results for the first quarter of 2017. A total of 15 candidates tested with 7 of those passing for a 47% pass rate. Ms. Dreher noted that this was the lowest first quarter since 2012.

Board discussion followed and included recognition that the low pass rate may have been impacted by the fact that the NAB exam was about to change during that quarter and candidates may have rushed to test prior to the changes. It was also noted that the test content didn't change but the test uses the new regulations and is separated into two parts.

B. Temporary License Report

Ms. Dreher summarized the temporary license report which covered the period from July 1, 2016 through May 31, 2017. A total of 17 individuals were issued temporary licenses. Of the three that remain active a total of two are completing their AIT experiences and one is serving an interim role.

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

There were no letters for this quarter.

7. **NAB Exam – New Handbook**

Ms. Dreher provided a summary of changes to the NAB testing process as outlined in their new Candidate Handbook effective July 1, 2017. Changes include the move from one exam to a two component exam: 1. Core of Knowledge (core) and 2. Nursing Home Administration (NHA). The exam application and test scheduling processes have also been outlined in the new Handbook.

The Board discussed the changes and noted the bibliographies for both exams are very similar with just three additional sources listed for the NHA portion of the exam.

8. **BACHA Membership**

Ms. Dreher reported that Governor Brownback’s Appointments Office is working with appointments and reappointments. They have reached out to Noreen Fenton and Sara Sourk regarding possible reappointment and are working to fill the physician position held by Dr. Bryant as he has served the maximum terms allowed by statute.

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

Mr. Paschang reported that the revised regulations will need to be approved by the joint committee on rules and regulations.

10. **Status Update - Disciplinary Process & Guidelines Document**

Mr. Paschang noted that he and Assistant A.G., Marty Snyder, worked together to prepare a redline version for Board review. Two additional changes were made to page 2 with all the other changes reviewed and discussed at the last BACHA meeting.

ACTION: Steve Hatlestad moved to approve all the changes to the Disciplinary Process and Guidelines Document. The motion was seconded by Dr. Bryant and carried.
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11. **Other Business**

- Chair Hoch Altwegg reported she will be attending the last item writing meeting and has been nominated to serve again.
- Ms. Dreher reported that her previous position of Licensing Administrator will be filled and the new staff member should be on board by the next BACHA meeting.

12. **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. Ms. Holman noted that it was especially educational for the AITs to attend both the CIC meeting as well as the full Board meeting.

10. **Next Meeting**

The next meeting of the Board is tentatively set for September 15, 2017 to be held at 1:00 p.m.

Adjourn

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