

Kansas Department for Aging and Disability Services  
**Board of Adult Care Home Administrators**  
**Meeting of September 7, 2018**

The Board of Adult Care Home Administrators met Friday, September 7, 2018 at 1:00 p.m. at 620 SW Governors View, Topeka, Kansas.

Members Present	Staff Present	Others Present	
Amy Hoch Altwegg	Brenda Dreher	Teresa Keating - KACE	Jared Holroyd - AIT Midwest Health
Robert Meissner	Wendy Davis	Caitlin Strawderman – AIT Via Christi Hays	Heather Seim - AIT Kenwoodview Health
Sara Sourk	Craig Paschang	Dan Chik – AIT Westchester Village	Anne Bartels - AIT Delmar Gardens
Timothy Hesston		Audra Jonas- AIT Meadowlark	Erika Dudley – AIT Regent Park
		Sara Snell - AIT Meadowlark	Jonathan Morytea - AIT LCC Wichita
		Isaiah Shepard – AIT Mt. Joseph	Emily Trask – AIT Newton PMMA
		Dave Norton – AIT Wellsville Retirement	Phyllis Kelly - citizen

**1. Call Meeting to Order**

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

**2. Minutes of Meeting 6.01.2018 and 8.10.18 Conference Call**

Chair Hoch Altwegg called for comments/corrections to the minutes of the June 1, 2018 and August 8, 2018 conference call meetings of the Board.

**ACTION:** Robert Meissner moved to approve the minutes of the June 1 and August 8, 2018 meetings as presented. The motion was seconded by Sara Sourk and carried.

**3. CIC Report**

Wendy Davis reported the CIC had not met that morning, and there was no new information to discuss.

**4. Reports**

**A. NAB Test Results**

Wendy Davis summarized the NAB results for the second quarter of 2018. A total of 16 candidates tested with eight of those passing for a 50% pass rate. Of the eight passing – seven passed on the first attempt, and one on the second attempt. Of the eight failing, four failed on the first attempt, two on the second attempt, and two on the third attempt. Conversation was had about the testing reports compared to the national pass rate. Mrs. Davis will continue to work on the reports to result in a better understanding. Color notations will be added so changes in the reporting can be noted as the history is reviewed.

**B. Temporary License Report**

Mrs. Davis summarized the temporary license report for the first two quarters of 2018. A total of 17 individuals were issued temporary licenses. Eleven of the 17 expired, with one issued to fill an interim position, three issued to prepare for the NAB, five issued to complete AIT, and one issued to obtain CEUs for reinstatement. Of the three issued for NAB preparation two full licenses were issued. Of the five issued for completion of AIT, two full licenses were issued, one expired without extension and the candidate received and operator registration. Of the one issued for completion of CEUS for reinstatement,

one full license was reinstated, and two expired without extension. Of the six that remain active; one is completing an AIT experiences, two were issued to serve in Interim Role, two were issued to complete CEUs for reinstatement, and one was issued to prepare for the NAB.

**5. Candidate Criminal History**

**A. Candidate A**

Mrs. Davis summarized the criminal history of a candidate for licensure and asked the board for direction as to licensing if the candidate meets all other requirements. Discussion about the length of time since the incidents, none of the offenses were prohibiting, and the candidate self-disclosed and took responsibility for the actions.

ACTION: Robert Meissner moved to approve Candidate A for licensure when all other requirements have been met. The motion was seconded by Sara Sourk and carried.
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**B. Candidate B**

Mrs. Davis summarized the criminal history of a candidate for licensure and asked the board for direction as to licensing if the candidate meets all other requirements. Discussion revolved around the nature of the criminal history which would be prohibiting to someone working in a facility for six years after all sentencing requirements had been met, and the standard to which the board would hold to an administrator. The board requested Mrs. Davis to contact the candidate, request more information as to how the candidate meets the moral standard of good character as identified in KAR 28-38-29(i) and should be entrusted to serve the public as identified in KSA 65-3508(d). Mrs. Davis will reach out to the candidate and then schedule a conference call to discuss any further information the candidate may provide.

**6. Legislation**

Mr. Paschang indicated that there was nothing new to discuss as it related to the legislation. However, he also indicated that the board would likely want to consider adding those prohibiting offenses that do not expire to the list of offenses that would prohibit licensure.

**7. Other Business**

Ms. Dreher advised of 17 facilities that received Zero Deficiency letters from June, July and August 2018.

**8. Public Comment**

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

**9. Next Meeting**

The next meeting of the Board is set for December 14, 2018 to be held at 1:00 p.m. at Rasmussen College.

**Adjourn**

The meeting of the Board of Adult Care Home Administrators adjourned at 3:20 p.m.