

Kansas Department for Aging and Disability Services  
**Board of Adult Care Home Administrators**  
**Meeting of September 13, 2019**

The Board of Adult Care Home Administrators met Friday September 13, 2019 at Rasmussen College  
620 SW Governors View, Topeka, KS 66606

<b>Members Present</b>	<b>Staff Present</b>	<b>Others Present</b>	
Amy Hoch Altwegg	Brenda Dreher	Bill Tofflemire - KACE	Hayley Vaughn – AIT Galena Nursing Center
Sara Sourk	Wendy Davis	Melissa Mille - KACE	Jeffrey Ritcha – AIT Schowalter Villa
Steve Hadlestad	Craig Pashang	David Smith -AIT Kansas Soldiers Home	Trina Hand – AIT Larksfield Place
Stephanie Murray		Mackenzi Sample – AIT Twin Oaks Health and Rehab	Gorie Williams – AIT HealthCare Resort Olathe
		Nikki Schmitz – AIT Wheatlands HC Center	Zach Eaton – Lexington Park
		Samantha Stout – AIT Family Health & Rehab	

**1. Call Meeting to Order**

Chair Amy Hoch-Altwegg called the meeting of the Board of Adult Care Home Administrators (BACHA) to order at 1:03 pm.

**2. Minutes of Meeting 6.7.2019**

Chair Hoch Altwegg called for comments/corrections to the minutes of the June 7, 2019 meeting of the Board.

ACTION: Stephanie Murray moved to approve the minutes of the June 7, 2019 meeting as presented. The motion was seconded by Sara Sourk and carried.

**3. CIC Report**

Wendy Davis reported the CIC had not met that morning. Additionally, reported was the conclusion of an ongoing CIC case in which the license was revoked.

**4. Reports**

**A. NAB Test Results**

Wendy Davis summarized the NAB results for the second quarter of 2019. A total of 19 candidates tested with 11 of those passing for a 52.63% pass rate. Of the 11 passing – eight passed on the first attempt, one on the second attempt, and one on the third attempt. Of the nine failing, four failed their first attempt, five failed their second attempt.

**B. Temporary License Report**

Mrs. Davis summarized the temporary license report for the 2019 year to date. A total of 19 individuals were issued temporary licenses. Eleven of the 19 expired, eight remain active; four preparing for the NAB, three completing an AIT, and one serving in an Interim role.

**5. Legislation**

Mr. Paschang reported the regulation changes were nearly complete, with three pages awaiting edits. Craig thought the regulations would be ready by the next meeting.

Ms. Brenda Dreher reminded the board about language of barred or prohibited offenses and inquired if the board would be interested in revisiting the possibility of being an entity

that would be exempt from the regulation requiring a specific list of offenses that prohibit a candidate from receiving licensure.

**ACTION:** Steve Hatlestad moved that BACHA decide to be an entity on the exempt list. The motion was seconded by Stephanie Murray and carried.

**6. Candidate Review**

**A. Applicant for Licensure**

Wendy Davis summarized an applicant for licensure who had criminal history that would not be prohibiting to work. After discussion including time since the incident, and a letter from the applicant with an explanation of lessons learned, the board determined the applicant would not be prohibited from licensure.

**B. Administrator Renewal**

Wendy Davis made the board aware of an administrator who had been convicted of a crime during the last licensure period. The board reviewed the documentation provided by the administrator and asked for further documentation that the administrator is actively completing the conditions of sentencing. Wendy will communicate the need for documentation to the administrator.

**7. Other Business**

**A. Board Appointments**

Wendy Davis mentioned that the Governors Appointments office is aware that there are vacancies on the board. The current members will remain until new appointments are made by the governor.

**B. Zero Deficiency Letters**

Brenda Dreher reported nine facilities with Zero Deficiency Letters: Christie Underwood at Lakepoint El Dorado, Carol Voights at The Pines of Hiawatha, Sharon Will at Parkwood Village, Beth Towns at Hilltop Manor Nursing Center, Linda Voth at Cumbernauld Village, Traci Hayden at Regent Park Rehabilitation and Healthcare, Kevin Unruh at Moundridge Manor, Karel Page, at Haviland Operators, and Marc Kessinger at Newton Presbyterian Manor (ALF).

**8. Public Comment**

Bill Tofflemire, 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 13, 2019 to be held at 1:00 p.m. at Rasmussen College.

**Adjourn**

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