

Kansas Department for Aging and Disability Services  
**Board of Adult Care Home Administrators**  
**Meeting of December 13, 2013**

The Board of Adult Care Home Administrators met Friday, December 13, 2012 at 1:00 p.m. in Classroom A of the Kansas National Education Association Building, 715 SW 10<sup>th</sup>, Topeka, Kansas.

| <b>Members Present</b> | <b>Staff Present</b>        | <b>Others Present</b>    |
|------------------------|-----------------------------|--------------------------|
| Amy Hoch Altwegg       | Steve Irwin                 | Phyllis Kelly            |
| Dr. Bryant             | Brenda Kroll                | Esther Talley, KACE AIT  |
| Lesia Henry            | Dwight Carswell, Asst. A.G. | Melanie Butler, KACE AIT |
| Robert Meissner        |                             | Sidney Smith, KACE AIT   |
| K. J. Langlais         |                             | Heidi Hanshaw, KACE AIT  |
| Steven Hatlestad       |                             | Suzi Lenker, KACE        |
|                        |                             | Angela Herd, KACE AIT    |
|                        |                             | Lesa Dechant, KACE AIT   |
|                        |                             | Teresa Keating, KACE     |

**1. Call Meeting to Order**

Amy Hoch Altwegg, Chair, called the meeting of the Board of Adult Care Home Administrators (BACHA) to order at 1:10 p.m.

**2. Minutes of Meeting September 13, 2013**

Chair Hoch-Altwegg called for comments/corrections to the minutes of the September 13, 2013 meeting of the Board of Adult Care Home Administrators.

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| <b>ACTION:</b> Dr. Meissner moved to approve the minutes of the September 13, 2013 meeting as presented. The motion was seconded by K. J. Langlais and carried. |
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**3. CIC Report**

Kevin Bryant, CIC Chair, reported the committee reviewed two cases. One case was dismissed with a compliance letter and one was dismissed with a cautionary letter.

**4. Reports**

**A. NAB Test Results**

Ms. Kroll provided the NAB report for the third quarter of 2013. Ms. Kroll reported that a total of 13 candidates tested with eight of those passing for a 62% pass rate which is the highest passing percentage for 2013. Seven of the eight testers that passed the exam did so on their first attempt with one passing on their second attempt.

**B. Temporary License Report**

Ms. Kroll provided the temporary license report for the time frame beginning July 1, 2012 through November 30, 2013. It was noted that a total of eight individuals had been issued temporary licenses during that time period. One candidate is accumulating CE required to reinstate their previous Kansas license, six are completing their AIT programs and one was repeating their AIT as required since they did not take the NAB exam within 12 months of completing their original AIT experience.

**5. Inquiry Regarding Preceptor Requirements**

Ms. Kroll had an inquiry from a licensed administrator who had been approached to serve as preceptor. The administrator works for a health care alliance and a member facility made the request for them to serve as preceptor. The administrator has the required three years experience. However, they are not the administrator of record nor are they responsible for the supervision of the administrator of record at the facility where the training would occur as required by K.A.R. 28-38-19(a)(2)(F)(i)(ii)(iii) and (iv).

Ms. Kroll advised the administrator that they would not meet qualifications to serve as preceptor. The candidate asked that Ms. Kroll bring the topic to the BACHA for discussion for future regulation changes.

Board discussion followed and included this situation not being typical as healthcare alliances are not common. There is the possibility of problems which could arise from an AIT experience being supervised by a preceptor not employed by the facility. It was Board consensus that no changes to the regulations are warranted at this time.

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

Mr. Irwin read excerpts from a Zero Deficiency letter sent to Jalane White, Administrator at Pleasant View Manor, Inman, Kansas. In 2012 only 5.5% of surveys were deficiency. Her achievement places the facility in the top tier of survey performances in the State of Kansas.

**7. Set 2014 Meeting Dates**

The Board set tentative 2014 meeting dates: March 14, 2014, June 13, 2014, September 12, 2014 and December 12, 2014 with the Board meeting at 1:00 p.m. and the CIC meeting the same dates at 11:00 a.m.

**8. Other Business**

Chair Hoch Altwegg asked Board members for feedback to receiving meeting packets electronically. Members agreed that electronic meeting packets are working well so staff will continue to send packets electronically.

Chair Hoch Altwegg led introductions of new member, Steven Hatlestad and Assistant Attorney General, Dwight Carswell. Each member shared one thing that would good to know as a new member.

**12. Public Comment**

Suzi Lenker, KACE introduced KACE staff member, Teresa Keating and asked the AITs and to introduce themselves to the Board.

The meeting adjourned at approximately 2:00p.m.