

**Kansas Department for Aging and Disability Services
Board of Adult Care Home Administrators
Meeting of June 14, 2013**

The Board of Adult Care Home Administrators met Friday, June 14, 2012 at 1:00 p.m. in Classroom A of the Kansas National Education Association Building, 715 SW 10th, Topeka, Kansas.

<u>Members Present</u>	<u>Staff Present</u>	<u>Others Present</u>
Amy Hoch Altwegg	Steve Irwin	Phyllis Kelly, KACE
Dr. Bryant	Brenda Kroll	Rachel Bloom, KACE AIT
Bill Boldridge	Sarah Fertig	Dawn Veh, Wesley Towers
Dr. Meissner		Teri Strong, KACE AIT
K. J. Langlais		Carla Adams, Riverview Estates
		Dana Weaver, LeadingAge Kansas
		Hayden Parker, KHCA
		Lori Thompson, KHCA
		Bill Gault, KACE AIT
		Nestoria Wright, Summit Health
		Esther Tally, Country Care
		Tammy O'Donnell, Country Care
		Suzi Lenker, 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. Introductions/New Member

Chair Hoch Altwegg led introductions of current Board members, new member, Dr. Bob Meissner, and staff members.

3. Minutes of Meeting March 8, 2013

ACTION: K. J. Langlais moved the minutes of the 03/08/2013 meeting of BACHA be approved. The motion was seconded by Dr. Bryant and carried.

4. BACHA Appointments

Brenda Kroll reported that the Governor Brownback's office was working on appointments and reappointments to the other three positions with terms expiring June 30, 2013.

5. Reports

A. NAB Test Results

Ms. Kroll provided the NAB report for the first quarter of 2013. Ms. Kroll reported that a total of 11 candidates tested with 6 of those passing for a 54.55% pass rate. One of the candidates passed on their fifth attempt. Ms. Kroll noted this was the first time a fifth attempt was successful.

B. Temporary License Report

Ms. Kroll provided the temporary license report for the time frame beginning July 1, 2012 through June 1, 2013. It was noted that a total of 20 individuals had been issued temporary licenses during that time period. Ten of those have since gained full licensure, four have expired, two are completing their AIT experiences, two are acquiring the required CE for reinstatement, one is serving in an interim only position and one was serving in a temporary role while their completed their 12 month limit imposed by NAB.

6. 2013 License Renewals

Ms. Kroll reported that 358 renewal post card notices were mailed May 13, 2013 to those licensees with license expiring June 30, 2013. Ms. Kroll noted that a QR code has been added this year so those with smart phones may scan the code to get to the online renewal site. As of June 13, 2013 130 have renewed online and 13 have renewed using the paper process for a total of 143 renewals completed. Historically a large number of renewals are submitted in the last two weeks of June.

7. NAB Candidates

A. NAB Candidate Requesting Extension Allowing Testing More than 12 Mos after Completing AIT

Ms. Kroll summarized a request for exception under K.A.R. 28-38-19(a) “ . . . *each candidate shall take the national test within 12 months of completing an administrator-in-training practicum unless for good cause the board grants an extension.*”

Board discussion followed including the regulation revisions being effective October 2011 and how to determine if “good cause” exists and whether or not the Board would be setting a precedent. Also discussed was the statement from the candidate that they were not notified of the regulation changes.

ACTION: Dr. Bryant moved that the candidate be given one opportunity to test. The test must be taken within the next 60 days. If the test is failed then the candidate must repeat the 480 hour AIT experience. The motion was seconded by Dr. Meissner and carried.

B. NAB Candidate Requesting Approval to Test more than 36 months after Completing the AIT and after Failing three NAB Exams.

Ms. Kroll summarized the request for exception to K.A.R. 28-38-18(i) “*Each candidate shall be given a period of 36 months from the date the candidate completed an initial administrator-in-training practicum . . . to take and pass the national examination*” and to K.A.R. 28-38-18(e) “. . . *a candidate who has failed three national examinations shall not submit a new application for examination until the candidate has received board approval for a course of additional education or training, or both, signed by the candidate, the preceptor, and the candidate’s practicum coordinator, and completed the approved course of additional education . . . the course . . . shall include an additional 40 hours of administrator-in-training instruction in each of the “domains of practice,” . . . for which the candidate received a raw score below 75 percent on the national examination.*”

Board discussion followed including all the changes that have taken place in the industry since the candidate completed their AIT in 2001 that another AIT would seem necessary. In addition the candidate has no long term care experience since 2001.

ACTION: K. J. Langlais moved that the request be denied and requiring the candidate repeat the required 480 hour administrator-in-training experience to become eligible to take the NAB exam. The motion was seconded by Dr. Bryant and carried.

8. Request for Acceptance of Degree Awarded by an Unaccredited University

Ms. Kroll summarized the request for acceptance of a degree from a private Christian college. K.A.R. 28-38-19(a)(1) “ . . . *Each candidate . . . shall meet the following qualifications: . . . hold a baccalaureate or higher degree from an accredited college or university.*”

Sarah Fertig noted the regulations do not define “accredited.” Board discussion included the candidate’s degree being considered equivalent in Tennessee to allow for a teaching certificate to be issued. The statutes do not require Kansas Board of Education approval.

The candidate addressed the Board explaining that they would like to proceed with enrolling in an AIT program but wanted to first ask if their degree would be considered equivalent for licensure.

ACTION: Dr. Bryant moved to allow the candidate to proceed with training and will accept the degree as equivalent. The motion was seconded by K. J. Langlais and carried.

9. Update: ANE Investigation & Reporting Process Recommended Guidelines

Ms. Kroll provided an update in regard to Board recommendations made at the March 8, 2013 meeting. Ms. Kroll noted it is difficult to determine the appropriate links to include on the BACHA website and is difficult to determine how to assure those links are all inclusive, current, etc. Also discussed was the lack of cases going to the CIC in the area of not reporting or not investigation possible ANE. No one could recall any cases where that was the issue. Currently the AIT curriculum includes the NAB Domains of Practice. Under *Tasks* and *Knowledge of* is - 10 Resident Centered Care/Quality of Life and 40 Environment. Ms. Kroll noted that in the past there had been a pattern of CIC cases relating to fiduciary issues. In response one of the Board members at the time provided a reminder and information at one of the sessions of the KACE conference that year.

ACTION: K. J. moved to table the previous motion due to the challenge of maintaining current links and to approve the addition of the Complaint Hotline button to the BACHA website. Bill Boldridge seconded the motion which carried.

10. Letters of Exemplary Performance and Zero Deficiency Letters

Mr. Irwin read excerpts from a zero deficiency letter issued to Marlin Johnson, Bethany Home Association, Lindsborg, KS and from two exemplary performance letters issued to Brett Nichols, Bethel Home, Montezuma, KS and to John Classen, Moundridge Manor, Moundridge, KS.

11. Other Business

There was discussion about the make up of the CIC. Because there are still outstanding appointments to the Board no decisions were made regarding the CIC.

Chair Hoch-Altwegg suggested the Board try electronic paperless packets and that members print their packets and bring them to the meetings. It was the consensus of the Board that they try this way of delivery.

Chair Hoch-Altwegg thanked Bill Boldridge for his service to the Board in the event he does not return to the Board.

12. Public Comment

Dawn Veh introduced three KACE AITs.

KACE announced the retirement of Phyllis Kelly and introduced the new KACE Executive Director, Suzi Lenker. Ms. Kelly thanks the Board for their objectivity and fairness, etc.

The Board set a tentative meeting date of September 13, 2013 at 1:00 p.m. At the next meeting Lisa Mendoza, Assistant Attorney General, will provide orientation for new members regarding the Kansas Open Meetings Act (KOMA). Members were reminded that when they receive electronic meeting packets they should not “Reply to All” to comply with KOMA.

The meeting adjourned at approximately 2:30p.m.