

Kansas Department for Aging and Disability Services  
**Board of Adult Care Home Administrators**  
**Meeting of March 14, 2014**

The Board of Adult Care Home Administrators met Friday, March 14, 2014 at 1:00 p.m. at Rasmussen College, 620 SW Governor View, Topeka, Kansas.

<b>Members Present</b>	<b>Staff Present</b>	<b>Others Present</b>
Amy Hoch Altwegg	Steve Irwin	Phyllis Kelly
Kevin Bryant	Brenda Kroll	
Steven Hatlestad	Dwight Carswell, Asst. A.G.	
Robert Meissner		
K. J. Langlais		
Timothy Heston		

**1. Call Meeting to Order**

Amy Hoch Altwegg, Chair, called the meeting of the Board of Adult Care Home Administrators (BACHA) to order at 1:04 p.m.

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

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

**ACTION:** Steve Hatlestad moved to approve the minutes of the December 13, 2013 meeting as presented. The motion was seconded by Robert Meissner and carried.

**3. Minutes of Conference Call Meeting January 14, 2014**

Chair Hoch-Altwegg called for comments/corrections to the minutes of the January 14, 2014 conference call.

**ACTION:** Kevin Bryant moved to approve the minutes of the January 14, 2014 conference call as presented. The motion was seconded by Robert Meissner and carried.

**4. CIC Report**

Kevin Bryant, CIC Chair, reported the committee reviewed two cases. One case was tabled pending further investigation. In the second case the CIC voted to allow approval of a reinstatement application with a cautionary letter.

**5. Reports**

**A. NAB Test Results**

Ms. Kroll provided the NAB report for the fourth quarter of 2013. Ms. Kroll reported that a total of 11 candidates tested with eight of those passing for a 73% pass rate which is an increase over the other three quarters of 2013. Six of the eight testers that passed the exam passed on their first attempt with one passing on their second attempt and one on their fourth attempt. The tester who passed on their fourth attempt had completed a second AIT experience. Their passing score was 121.

## **B. Temporary License Report**

Ms. Kroll provided the temporary license report for the time frame beginning July 1, 2013 through February 28, 2014. It was noted that a total of 15 individuals had been issued temporary licenses during that time period. Six individuals were completing their AIT experiences, one was accumulating continuing education required to reinstate their license, one was issued while completing requirements for reciprocity and one was issued for an interim administrator.

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

There were no letters to be read into the minutes.

### **7. Other Business**

- Steve Irwin reported that HB 2717 would require adult care home operators to be registered through the Kansas Department of Aging and Disability Services. There is a provision for a two year grandfathering period. If existing operators fail to obtain registration by 2016 they would be required to take the course again. Staff will continue to track the bill.

- Ms. Kroll noted that if HB 2717 is passed then the registration of operators would fall within the Health Occupations Credentialing Section of HOC. Ms. Kroll was asked to survey the Board members to seek their opinions about the possibility of the operator program falling under the Board of Adult Care Home Administrators. Board discussion followed and it was the consensus that the Board would agree to the operator program falling under the Board if necessary.

- Chair Hoch-Altwegg advised that she will attend the June 2014 NAB Conference. She noted that there will be discussion regarding national standards for assisted living facilities.

### **8. Public Comment**

- Phyllis Kelly asked about the Operator bill (HB 2717). Her question was whether the continuing education hour totals would be different than the hours required for licensed adult care home administrators. Staff responded that the hours would most likely be less than those for administrators but that the core categories of allowable topics would be identical.

The meeting adjourned at approximately 1:40p.m.