

Kansas Department for Aging and Disability Services
Board of Adult Care Home Administrators
Meeting of December 8, 2023

The Board of Adult Care Home Administrators met Friday December 8, 2023, in person at KDADS 503 S Kansas Ave Topeka KS 66603 and via Microsoft Teams.

Members Present	Staff Present	Others Present
Kevin Reimer	Tabetha Mojica	Teresa Keating - KHCA
Alexandra English	Karen Torbert	Melissa St. John - KACE
Amy Siple	Mike Hays	Cara Freed - KACE
Karen Weber	Jay Rodriguez	Sunny Shipp - KACE
Dawn Veh		Jennifer Traglia - KACE
Melanie Butler		Freddie Hurt – KACE
		Mark Ryce - KACE
		Jessica Easterwood - KACE

1. Call Meeting to Order

Karen Torbert called the meeting of the Board of Adult Care Home Administrators (BACHA) to order at 1:00 PM.

2. KOMA Requirements

Chair Siple read the KOMA requirements, and a verbal roll call was taken for all BACHA Members and staff.

3. Introduction of Board Appointments

Karen Torbert will introduce two newly appointed Board members.

- Dawn Veh representing Kansas Adult Care Executives (KACE)
- Melanie Butler representing Kansas Health Care Association (KHCA)

4. Minutes of Meeting

- a. **09.08.2023** Chair called for comments/corrections to the minutes of the September 8, 2023, board meeting as presented.

ACTION: Kevin Reimer made a motion to approve the 09.08.2023 minutes. Dawn Veh seconded. A roll call vote was taken, the motion passed.

5. Complaint Investigatory Committee (CIC)

Nothing new to report.

6. Reports

a. NAB Test Results

Karen Torbert summarized the NAB results for the third quarter of 2023. A total of 16 candidates tested with 11 of those passing, for an 68.75% pass rate. Of the 11 passing – 9 passed on their first attempt, 1 passed on their second attempt, and 1 passed on their third attempt. Of the 4 that have not passed, 1 failed to pass both portions on their first attempt, 2 failed to pass both portions on their second attempt, and 1 failed to pass both portions on their third attempt. 1 opted to take them separately, passing their third attempt at NHA.

b. Temporary License Report

Karen Torbert summarized the temporary license report for the third quarter of 2023. A total of 9 temporary licenses were issued since August 2023 and remain active. Of the 9, 5 are in their initial temporary licensure period, 3 are in their 1st extension, and 1 is in their 2nd and final extension. Of the 9, all are still preparing for the NAB.

7. Other Business

a. Additional Training Request

Karen Torbert presented a request from a candidate for 105 hours of additional training and to sit for the next NAB attempt.

ACTION: Dawn Veh moved to approve the 105 hours of additional training. The motion was seconded by Karen Weber. A roll call vote was taken, the motion passed.

b. Zero Deficiency Letters

Tabetha Mojica reported that there have been nine zero deficiency letters from 3rd quarter 2023.

- Eric Martinez, Lamar Court Assisted Living Community
- Jennifer Stewart, Meadowbrook Senior Living
- Howard Turley, Morningside Place
- Susan Franken, The Prairie Farmstead West
- Cortez Jordan, Sunrise Assisted Living of Overland Park
- Arthur Milbert, Legend at Capital Ridge
- Laura A. Aranda, Abilene Place South
- Barbara Barron, Sunrise Assisted Living of Leawood
- Jennifer Gray, Sunrise Assisted Living of Lenexa

8. Public Comment

KACE Coordinator, Melissa St. John asked the AIT's to introduce themselves to the Board.

9. Next Meeting

The next meeting of the Board is set for March 8, 2024, to be held at 1:00 p.m., in person at KDADS 503 S Kansas Ave Topeka KS 66603 and via Microsoft Teams.

Adjourn

The meeting of the Board of Adult Care Home Administrators adjourned at 1:16 PM.