

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

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

<b>Members Present</b>	<b>Staff Present</b>	<b>Others Present</b>
Kevin Reimer	Tabetha Mojica	Polly Berkley - KHCA
Alexandra English	Karen Torbert	Linda MowBray – KHCA
Amy Siple	Mike Hays	Melissa St. John – KACE
Karen Weber	Jay Rodriguez	Bill Tofflemire – KACE
Heather Pilkington		Whitney Dill – KACE
		Keaton Klug – KACE
		Jamie Oxley - KACE

**1. Call Meeting to Order**

Karen Torbert called the meeting of the Board of Adult Care Home Administrators (BACHA) to order at 9:02 AM.

**2. KOMA Requirements**

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

**3. Appointment of Chair**

Karen Torbert called for nominations for the vacancy of Board Chair previously held by Kevin Reimer.

ACTION: Kevin Reimer nominated Amy Siple to fill the Board Chair position. The nomination was seconded by Alexandra English and carried. Amy Siple accepted the position of Board Chair.

**4. Minutes of Meeting**

a. **06.09.2023** Chair called for comments/corrections to the minutes of the June 9, 2023, board meeting and for the July 26, 2023, special meeting as presented.

ACTION: Heather Pilkington made a motion to approve both the 06.08.2023 and 07.26.2023 minutes. Karen Weber 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 second quarter of 2023. A total of 17 candidates tested with 10 of those passing, for an 58.82% pass rate. Of the 10 passing – all 10 passed on their first attempt. Of the 7 that have not passed, 2 failed both portions on their first attempt, 2 failed their 1st attempt at NHA but passed their 1st attempt at CORE, 1 failed their 2nd attempt at NHA but passed the CORE, 1 failed both portions on their 3rd attempt, and 1 opted to take them separately and failed the 1st attempt CORE.

### b. Temporary License Report

Karen Torbert summarized the temporary license report for the second quarter of 2023. A total of 7 temporary licenses were issued since April 2023 and remain active. Of the 7, 5 are in their initial temporary licensure period and 2 are in their 2nd and final extension. Of the 7, 2 gained full licensure and 5 are still preparing for the NAB.

### c. Renewal Report

Karen Torbert summarized the number of licenses due to renew this year was 305 and the number of renewals received was 276.

## 7. Other Business

### a. Board Appointments

Karen Torbert reported that the Governors Appointments office are working on the current and future vacancies on the board. Ms. Torbert also advised the Board that Heather Pilkington will be resigning, and this will be her last meeting.

### b. Zero Deficiency Letters

Tabetha Mojica reported that there have been six zero deficiency letters from 2<sup>nd</sup> quarter 2023.

- Jeremy Armstrong, Anderson County Hospital LTCU
- Sara Sourk, Crestview Nursing and Residential Living
- Sara Hiebert, Bethesda Home
- Sara Miller, Chisholm Place
- Howard Turley, Morningside Place
- Sonya Martin, Tallgrass Creek

### c. NAB Mid-Year Meeting

Karen Torbert provided registration details and tentative schedule for the meeting within the board packet.

8. **Public Comment**

KACE Coordinator, Melissa St. John asked the AIT's to introduce themselves to the Board. Amy Siple asked about the new staffing mandate for Administrators that is planned to take effect at an unknown future date. Polly Berkley, KHCA commented that there will be a public comment session and will forward that information to Karen Torbert.

9. **Next Meeting**

The next meeting of the Board is set for December 8, 2023, 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 9:19 AM.