



Oklahoma State  
Department of Health

## **LONG-TERM CARE FACILITY ADVISORY BOARD**

### **Regular Meeting**

**April 13, 2011 at 1:30 p.m. in Room 1102**

Oklahoma State Department of Health, 1000 NE 10th Street, Oklahoma City, OK

### **Draft Minutes**

#### **1) Call to Order**

Kay Parsons, Vice-Chair, called the meeting to order at 1:39 p.m. Wednesday, April 13, 2011. The 2011 Long Term Care Facility Advisory Board (LTCFAB) meeting notices were filed and posted with the Secretary of State and Oklahoma State Department of Health (OSDH) website on November 18, 2010. The April 13, 2011 meeting agenda was posted April 11, 2011 on the OSDH website and at the OSDH building's front entrance on April 12, 2011.

#### **2) Roll Call**

Jacob Booth called roll with the following members present: Kay Parsons, Vice-Chair; Margaret Wallace, Secretary-Treasurer; Donna Bowers; Jane Carlson; Sharon Housh; Esther Houser; Angela York; Cassell Lawson; Mich Magness; Alan Mason; Bonita Cordray; Dustin Cox; Tammy Vaughn; Linda Brannon; Willie Cantwell; Dewey Sherbon; H.F. Timmons; Dr. Peter Winn; Renee Hoback, and Marla Heckman.

The following LTCFAB members were absent: Wendell Short, Chair; Theo Crawley; JoAnne Sellars; and Diana Sturdevant.

Currently, there are three vacancies on the LTCFAB which consist of one (1) Osteopathic General Practitioner/Geriatrician position, one (1) Residential Care Home Operator/Administrator position, and one (1) General Public Over Age of 65 position.

A quorum was met with twenty (20) LTCFAB members present. Introduction of LTCFAB members and attendees commenced.

Identified Department of Health staff present were: Dorya Huser, Long Term Care (LTC); Jim Buck, LTC; Mike Cook, LTC; Karen Gray, LTC; Debbie Zamarripa, LTC; Mary Fleming, LTC; Nathan Johns, LTC; Vicki Kirtley, Nurse Aide Registry (NAR); James Joslin, Health Resource Development Service (HRDS); John Judge, HRDS; Darlene Simmons, HRDS; Mary Womack, OSDH; and Sue Davis, LTC.

Meetings are posted at:

<http://www.health.ok.gov/calendar/mtngs/index.html>

<http://www.sos.state.ok.us/meetings/agencymeets.asp?intAgency=316>

Approved minutes are posted at <http://www.health.ok.gov/calendar/mtngs/lcab.html>

Identified guests present were: Marilyn Kipps, General Public; Jackye Ward, Oklahoma Board of Nursing; Oralene Sherbon, General Public; Nancy Poteete, Oklahoma Residential Assisted Living Association (ORALA); Joyce Clark, Achievis Senior Living; Gus Pekara, Downtown Consortium; Lisa Croston, OSU Wellness Center; Greg Frogge, McAfee & Taft; Becky Moore, Oklahoma Association of Health Care Providers (OAHCP); Ann Osborne, Francis Tuttle; Shelba Murray Francis Tuttle; Denise Wilson ORALA, and Marietta Lynch, OAHCP.

**3) Review and Action to Approve/Amend the January, 2011 Regular Meeting Minutes**

**Agenda Item #3**

**Vote 1**

**Motion:** Approval of the January 12, 2011 Regular Meeting Minutes

Motion Made by: Dr. Peter Winn      Seconded: Kay Parsons      Motion Carried: Yes  
 Aye: 21      Abstain: 0      Nay: 0      Absent: 3

**Aye: 19      Abstain: 1      Nay: 0      Absent: 4**

Donna Bowers	<input checked="" type="checkbox"/> Aye <input type="checkbox"/> Abstain <input type="checkbox"/> Nay	Kay Parsons	<input checked="" type="checkbox"/> Aye <input type="checkbox"/> Abstain <input type="checkbox"/> Nay
Jane Carlson	<input checked="" type="checkbox"/> Aye <input type="checkbox"/> Abstain <input type="checkbox"/> Nay	JoAnne Sellars	<input type="checkbox"/> Aye <input type="checkbox"/> Abstain <input type="checkbox"/> Nay
Theo Crawley	<input type="checkbox"/> Aye <input type="checkbox"/> Abstain <input type="checkbox"/> Nay	Dewey Sherbon	<input checked="" type="checkbox"/> Aye <input type="checkbox"/> Abstain <input type="checkbox"/> Nay
Sharon Housh	<input checked="" type="checkbox"/> Aye <input type="checkbox"/> Abstain <input type="checkbox"/> Nay	Wendell Short	<input type="checkbox"/> Aye <input type="checkbox"/> Abstain <input type="checkbox"/> Nay
Esther Houser	<input checked="" type="checkbox"/> Aye <input type="checkbox"/> Abstain <input type="checkbox"/> Nay	H.F. Timmons	<input checked="" type="checkbox"/> Aye <input type="checkbox"/> Abstain <input type="checkbox"/> Nay
Angela York	<input checked="" type="checkbox"/> Aye <input type="checkbox"/> Abstain <input type="checkbox"/> Nay	Margaret Wallace	<input type="checkbox"/> Aye <input checked="" type="checkbox"/> Abstain <input type="checkbox"/> Nay
Cassell Lawson	<input checked="" type="checkbox"/> Aye <input type="checkbox"/> Abstain <input type="checkbox"/> Nay	Dr. Peter Winn	<input checked="" type="checkbox"/> Aye <input type="checkbox"/> Abstain <input type="checkbox"/> Nay
Mich Magness	<input checked="" type="checkbox"/> Aye <input type="checkbox"/> Abstain <input type="checkbox"/> Nay	Renee Hoback	<input checked="" type="checkbox"/> Aye <input type="checkbox"/> Abstain <input type="checkbox"/> Nay
Alan Mason	<input checked="" type="checkbox"/> Aye <input type="checkbox"/> Abstain <input type="checkbox"/> Nay	Diana Sturdevant	<input type="checkbox"/> Aye <input type="checkbox"/> Abstain <input type="checkbox"/> Nay
Bonita Cordray	<input checked="" type="checkbox"/> Aye <input type="checkbox"/> Abstain <input type="checkbox"/> Nay	Marla Heckman	<input checked="" type="checkbox"/> Aye <input type="checkbox"/> Abstain <input type="checkbox"/> Nay
Dustin Cox	<input checked="" type="checkbox"/> Aye <input type="checkbox"/> Abstain <input type="checkbox"/> Nay	Vacant – General Public	<input type="checkbox"/> Aye <input type="checkbox"/> Abstain <input type="checkbox"/> Nay
Tammy Vaughn	<input checked="" type="checkbox"/> Aye <input type="checkbox"/> Abstain <input type="checkbox"/> Nay	Vacant – RC Operator	<input type="checkbox"/> Aye <input type="checkbox"/> Abstain <input type="checkbox"/> Nay
Linda Brannon	<input checked="" type="checkbox"/> Aye <input type="checkbox"/> Abstain <input type="checkbox"/> Nay	Vacant – Osteopathic/GP	<input type="checkbox"/> Aye <input type="checkbox"/> Abstain <input type="checkbox"/> Nay
Willie Cantwell	<input checked="" type="checkbox"/> Aye <input type="checkbox"/> Abstain <input type="checkbox"/> Nay		Shading = Absent

**4) Protective Health Services Organizational Orientation**

James Joslin, Chief, Health Resources Development Services (HRDS) provided a brief overview of the organizational structure for the Oklahoma State Department of Health (OSDH), Protective Health Services (PHS), and HRDS. Mr. Joslin further provided a comprehensive breakdown of the many different departments within PHS and the numerous services provided to the citizens of Oklahoma. In addition, Mr. Joslin provided a list of the statutory advisory boards that provide advisory services to the departments within PHS. Mr. Joslin also provided a handout entitled “Protective Health Services Organizational Overview” to the LTCFAB members and fielded questions and comments as requested.

Meetings are posted at:

<http://www.health.ok.gov/calendar/mtngs/index.html>

<http://www.sos.state.ok.us/meetings/agencymeets.asp?intAgency=316>

Approved minutes are posted at <http://www.health.ok.gov/calendar/mtngs/lcab.html>

**5) Honoring Service**

Kay Parsons, Vice-Chair presented a list of former LTCFAB members that are no longer with the Board and asked the Board to honor them for their previous service. Ms. Parsons further asked the board to consider a motion to present a letter of thanks to be sent to previous LTCFAB members. Cassell Lawson made the motion and Dewey Sherbon seconded that motion.

**Agenda Item #5  
 Vote # 3**

**Motion: Draft Letters of Thanks to Former LTCFAB Members**

Motion Made by: Cassell Lawson      Seconded: Dewey Sherbon      Motion Carried: Yes  
 Aye: 18      Abstain: 0      Nay: 0      Absent: 6

Donna Bowers	<input type="checkbox"/> Aye <input type="checkbox"/> Abstain <input type="checkbox"/> Nay	Kay Parsons	<input checked="" type="checkbox"/> Aye <input type="checkbox"/> Abstain <input type="checkbox"/> Nay
Jane Carlson	<input checked="" type="checkbox"/> Aye <input type="checkbox"/> Abstain <input type="checkbox"/> Nay	JoAnne Sellars	<input type="checkbox"/> Aye <input type="checkbox"/> Abstain <input type="checkbox"/> Nay
Theo Crawley	<input type="checkbox"/> Aye <input type="checkbox"/> Abstain <input type="checkbox"/> Nay	Dewey Sherbon	<input checked="" type="checkbox"/> Aye <input type="checkbox"/> Abstain <input checked="" type="checkbox"/> Nay
Sharon Housh	<input checked="" type="checkbox"/> Aye <input type="checkbox"/> Abstain <input type="checkbox"/> Nay	Wendell Short	<input type="checkbox"/> Aye <input type="checkbox"/> Abstain <input type="checkbox"/> Nay
Esther Houser	<input checked="" type="checkbox"/> Aye <input type="checkbox"/> Abstain <input type="checkbox"/> Nay	H.F. Timmons	<input checked="" type="checkbox"/> Aye <input type="checkbox"/> Abstain <input type="checkbox"/> Nay
Angela York	<input checked="" type="checkbox"/> Aye <input type="checkbox"/> Abstain <input type="checkbox"/> Nay	Margaret Wallace	<input checked="" type="checkbox"/> Aye <input type="checkbox"/> Abstain <input type="checkbox"/> Nay
Cassell Lawson	<input checked="" type="checkbox"/> Aye <input type="checkbox"/> Abstain <input type="checkbox"/> Nay	Dr. Peter Winn	<input checked="" type="checkbox"/> Aye <input type="checkbox"/> Abstain <input type="checkbox"/> Nay
Mich Magness	<input type="checkbox"/> Aye <input type="checkbox"/> Abstain <input type="checkbox"/> Nay	Renee Hoback	<input checked="" type="checkbox"/> Aye <input type="checkbox"/> Abstain <input type="checkbox"/> Nay
Alan Mason	<input checked="" type="checkbox"/> Aye <input type="checkbox"/> Abstain <input type="checkbox"/> Nay	Diana Sturdevant	<input type="checkbox"/> Aye <input type="checkbox"/> Abstain <input type="checkbox"/> Nay
Bonita Cordray	<input checked="" type="checkbox"/> Aye <input type="checkbox"/> Abstain <input type="checkbox"/> Nay	Marla Heckman	<input checked="" type="checkbox"/> Aye <input type="checkbox"/> Abstain <input type="checkbox"/> Nay
Dustin Cox	<input checked="" type="checkbox"/> Aye <input type="checkbox"/> Abstain <input type="checkbox"/> Nay	Vacant – General Public	<input type="checkbox"/> Aye <input type="checkbox"/> Abstain <input type="checkbox"/> Nay
Tammy Vaughn	<input checked="" type="checkbox"/> Aye <input type="checkbox"/> Abstain <input type="checkbox"/> Nay	Vacant – RC Operator	<input type="checkbox"/> Aye <input type="checkbox"/> Abstain <input type="checkbox"/> Nay
Linda Brannon	<input checked="" type="checkbox"/> Aye <input type="checkbox"/> Abstain <input type="checkbox"/> Nay	Vacant – Osteopathic/GP	<input type="checkbox"/> Aye <input type="checkbox"/> Abstain <input type="checkbox"/> Nay
Willie Cantwell	<input checked="" type="checkbox"/> Aye <input type="checkbox"/> Abstain <input type="checkbox"/> Nay		Shading = Absent

**6) Update from Long Term Care**

Jim Buck, Assistant Chief for the Long Term Care Services Division, provided an update on the rule changes for Chapter 675. Mr. Buck stated that the rule changes had moved forward in the rule making process and that they were approved by the Board of Health on March 8, 2011 and were heading to the Governor’s office for final approval. Mr. Buck further stated that the rule changes would become effective on June 25, 2011 pending review and signature by the Governor. Mr. Buck also provided quick updates about the recent “Fire Inspector I” training that he and his staff recently attended and the most recent edition of the “Insider Chat” newsletter. It was noted by Mr. Buck that he and all of his staff attained certification after passing the “Fire Inspector I” exam. Mr. Buck fielded questions and comments as requested.

**7) New Business**

*Not reasonably anticipated 24 hours in advance of meeting.*

**8) Public Comment**

Public comment was made throughout the meeting.

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<http://www.health.ok.gov/calendar/mtngs/index.html>  
<http://www.sos.state.ok.us/meetings/agencymeets.asp?intAgency=316>  
 Approved minutes are posted at <http://www.health.ok.gov/calendar/mtngs/lcab.html>

**9) Adjournment**

*The meeting adjourned.*

*The next regular Long Term Care Facility Advisory Board Meeting is scheduled for July 13, 2011 at 1:30 p.m. in room 1102 of the Oklahoma State Department of Health.*

Meetings are posted at:

<http://www.health.ok.gov/calendar/mtngs/index.html>

<http://www.sos.state.ok.us/meetings/agencymeets.asp?intAgency=316>

Approved minutes are posted at <http://www.health.ok.gov/calendar/mtngs/lcab.html>



Oklahoma State  
Department of Health

## **LONG-TERM CARE FACILITY ADVISORY BOARD**

### **Regular Meeting**

**October 12, 2011 at 1:30 p.m. in Room 1102**

Oklahoma State Department of Health, 1000 NE 10th Street, Oklahoma City, OK

### **Draft Minutes**

#### **Informational Only**

#### **1) Call to Order**

Wendell Short, Chair, called the meeting to order on Wednesday, October 12, 2011. The 2011 Long Term Care Facility Advisory Board (LTCFAB) meeting notices were filed and posted with the Secretary of State and Oklahoma State Department of Health (OSDH) website on November 18, 2010. The October 12, 2011 meeting agenda was posted October 6, 2011 on the OSDH website.

#### **2) Roll Call**

Jacob Booth called roll with the following members present: Wendell Short, Chair; Kay Parsons, Vice Chair; Margaret Wallace, Secretary-Treasurer; Donna Bowers; Jane Carlson; Theo Crawley; Esther Houser; Angela York; Mich Magness; Alan Mason; Bonita Cordray; Linda Brannon; Willie Cantwell; Dewey Sherbon; H.F. Timmons; Dr. Peter Winn; Renee Hoback; and Diana Sturdevant.

The following LTCFAB members were absent: Sharon Housh; Cassell Lawson; Dustin Cox; Tammy Vaughn; JoAnne Sellars; and Marla Heckman.

Currently, there are three vacancies on the LTCFAB which consist of one (1) Osteopathic General Practitioner/Geriatrician position, one (1) Residential Care Home Operator/Administrator position, and one (1) General Public Over Age of 65 position.

A quorum was met with eighteen (18) LTCFAB members present. Introduction of LTCFAB members and attendees commenced.

Identified Department of Health staff present was: Dorya Huser, Long Term Care (LTC); Jim Buck, LTC; Mike Cook, LTC; Patty Scott, LTC; Mary Fleming, LTC; Debbie Zamarripa, LTC; and James Joslin, Health Resource Development Service (HRDS).

Identified guests present were: Jackye Ward, Oklahoma Board of Nursing (OBN); Oralene Sherbon, General Public; Becky Moore, Oklahoma Association of Health Care Providers (OAHCP); Ann Osborne, Francis Tuttle; Shelba Murray, Francis Tuttle; Penny Ridenour, Oklahoma Assisted Living Association

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(OKALA); Mary Brinkley, LeadingAge Oklahoma; Nicole Cook, Tamarack Assisted Living; Marilyn Kipps, General Public; Sherri Hudlow, The Fountains at Canterbury; Mary Shrum, The Fountains at Canterbury; Jackye Ward, OBN; Alice Latino, Emeritus Senior Living; Sara Embry, Gold Medallion; Barry Wade, OKALA; Diane Hambric, Gold Medallion; Leslie Dick, Emeritus Senior Living; Debbie Weaver, Legend Senior Living; Jessica Guillery, Somerset Assisted Living; Bryan Gulliton, Emeritus Senior Living; Jennifer Standish, Hearthstone at Quail Springs; Skye Statum, Hearthstone at Quail Springs; Mickey Loveless, Hearthstone at Quail Springs; Jo Bartleson, Emeritus Senior Living; Ida Dunn, Somerset Assisted Living; Vicki Burrow, Emeritus Senior Living; Andrea Arnold, Emeritus Senior Living; Craig Cole, C. Craig Cole & Associates; Carrie Burnsed, C. Craig Cole & Associates; Jenny Lindsey, Village at Oakwood; Maggie Darcey, Touchmark; Ty Heinen, Golden Oaks Assisted Living; Diane Tucker, Gold Medallion; Dee Downer, Arbor House; Alan Skitt, Quail Ridge Assisted Living; Melissa Pierce, OKALA; Cara Betts, Emeritus Senior Living; Gerald Marshall, Emeritus Senior Living; Don Grider, General Public; Jenny Right, Emeritus Senior Living; Emily Cook, Emeritus Senior Living; and Freeda Brown, Emeritus Senior Living.

**3) Review and Action to Approve/Amend the April 13, 2011 Regular Meeting Minutes and Review of the July 13, 2011 Informational Meeting Minutes**

LTCFAB members reviewed the April 13, 2011 regular meeting minutes in addition to reviewing the July 13, 2011 informational meeting minutes. Due to the inability to conduct official business at this meeting, approval of the April 13, 2011 minutes will be addressed at the next regular scheduled LTCFAB meeting on January 11, 2012.

**4) LTCFAB Member Term Expirations and Resignations**

Wendell Short, Chair, provided an overview of LTCFAB member term expirations and announced that Dr. Peter Winn tendered his notice and will no longer serve on the LTCFAB after his term expires on November 1, 2011. The LTCFAB and individuals from the general public thanked Dr. Winn for his service.

**5) Nominating Committee for New Officers**

Esther Houser provided an update on the work of the nominating committee for new officers for calendar year 2012. Ms. Houser thanked the nominating committee for all their hard work and proceeded to present a slate of officers to the LTCFAB. The slate of officers presented were Kay Parsons as Chair, Dewey Sherbon as Vice-Chair, and Donna Bowers as Secretary-Treasurer. Due to the inability to conduct official business, no action was taken on the slate of officers presented. The LTCFAB will address the slate of officers at the next regular scheduled LTCFAB meeting on January 11, 2012.

**6) Oklahoma Long Term Care Background Check Program**

James Joslin, Chief, Health Resources Development Services (HRDS), provided an update on the Oklahoma Long Term Care Background Check Program to the LTCFAB. Mr. Joslin announced that an advisory board, entitled the National Background Check Program Grant Advisory Board, had been formed to provide overview of the program. Mr. Joslin provided an overview of the responsibilities of the National Background Check Program Grant Advisory Board. Mr. Joslin fielded questions and comments as requested.

Meetings are posted at:

<http://www.health.ok.gov/calendar/mtngs/index.html>

<http://www.sos.state.ok.us/meetings/agencymeets.asp?intAgency=316>

Approved minutes are posted at <http://www.health.ok.gov/calendar/mtngs/ltcab.html>

### 7) **Review of Proposed Rule Changes**

Jim Buck, LTC, proposed the following amendments to Chapter 663, Continuum of Care and Assisted Living; Chapter 675, Nursing and Specialized Facilities; and Chapter 680, Residential Care Homes of the Oklahoma Administrative Code.

- Amendments to Chapter 663 address the need to establish the process for the imposition of remedies against a licensed continuum of care and/or assisted living center when such a center fails to comply with the provisions of the Continuum of Care and Assisted Living Act or any rule promulgated or order issued pursuant to the provisions of the Act; amends the current Definition section to include the definitions of “Deficiency,” “Immediate Jeopardy,” “Noncompliance,” “Plans of Correction,” “Survey Exit Date,” and amends the definition of “Chemical Restraint” and “Physical Restraint” to ensure that the state definition is the same as the federal definition.
- Amendments to Chapter 675 address the need to establish the process for the imposition of remedies against a licensed nursing and/or specialized facility when such a facility fails to comply with the provisions of the Nursing Home Care Act or any rule promulgated or order issued pursuant to the provisions of the Act; amends the current Definition section to include the definitions of “Deficiency,” “Immediate Jeopardy,” “Noncompliance,” “Plans of Correction,” “Significant Weight Loss,” “Survey Exit Date,” and amends the definition of “Physical Restraint” to ensure that the state definition is the same as the federal definition; and amends the requirement for documenting percentages of consumed meals, supplements and meal replacements to only those residents receiving supplements or experiencing significant weight loss.
- Amendments to Chapter 680 address the need to establish the process for the imposition of remedies against a licensed residential care home when such a home fails to comply with the provisions of the Residential Care Act or any rule promulgated or order issued pursuant to the provisions of the Act; amends the current Definition section to include the definitions of “Deficiency,” “Immediate Jeopardy,” “Noncompliance,” “Plans of Correction,” and “Survey Exit Date.”

Wendell Short, Chair, established an Ad Hoc committee to study the proposed rule changes. Ms. Esther Houser volunteered to chair the Ad Hoc committee.

Mr. Buck then fielded questions and comments as requested.

### 8) **Quality Indicator Survey (QIS) Update**

Mike Cook, Strategic Planner/Compliance Officer for LTC, provided an update on the implementation of the QIS process by LTC. Mr. Cook provided a handout outlining the QIS process and noted that the QIS is a computer assisted process to determine if certified nursing homes meet Federal requirements. Mr. Cook noted that QIS was designed to achieve several objectives to include improving consistency and accuracy of quality of care and quality of life problem identification by using a more structured process. Mr. Cook further noted that the process systemically reviews requirements and objectively investigates all triggered regulatory areas and provides tools for continuous improvement. Mr. Cook then fielded questions and comments as requested.

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<http://www.sos.state.ok.us/meetings/agencymeets.asp?intAgency=316>

Approved minutes are posted at <http://www.health.ok.gov/calendar/mtngs/ltcab.html>

**9) Update from Long Term Care**

Dorya Huser, Chief, Long Term Care Service Division, provided an update on the recent LTC provider trainings. Ms. Huser noted that LTC had completed four provider trainings thus far. There were two trainings held for Nursing Facility/Specialized Nursing Facility providers, one for Intermediate Care Facilities for the Developmentally Disabled providers, and one for Residential Care Home providers. Ms. Huser further noted that the last LTC provider training for the year, Assisted Living, is scheduled for October 18, 2011 and that the Department is currently in receipt of four hundred registrations for that training. Lastly Ms. Huser noted that once the LTC provider trainings have been completed for the year there will have been a total of over one thousand participants that were part of the 2011 trainings.

**10) New Business**

*Not reasonably anticipated 24 hours in advance of meeting.*

**11) Public Comment**

Public comment was made throughout the meeting.

**12) Adjournment**

*The meeting adjourned.*

*The next regular Long Term Care Facility Advisory Board Meeting is scheduled for January 11, 2012 at 1:30 p.m. in room 1102 of the Oklahoma State Department of Health.*

Meetings are posted at:

<http://www.health.ok.gov/calendar/mtngs/index.html>

<http://www.sos.state.ok.us/meetings/agencymeets.asp?intAgency=316>

Approved minutes are posted at <http://www.health.ok.gov/calendar/mtngs/lcab.html>



October 21, 2011

Jacob Booth  
Long Term Care Service  
Protective Health Services  
**Oklahoma State Department of Health**  
1000 NE 10th Street, 10<sup>th</sup> Floor, Room 1003  
Oklahoma City, OK 73117-1299  
Via Email: Jacob W. Booth (JacobB@health.ok.gov)

Wendell Short, Chair  
**Long Term Care Advisory Facility Board**  
Baptist Village of Oklahoma City  
9700 Mashburn Blvd.  
Oklahoma City, OK 73162  
Via Email: Wendell Short ([wshort@okc.baptistvillage.org](mailto:wshort@okc.baptistvillage.org))

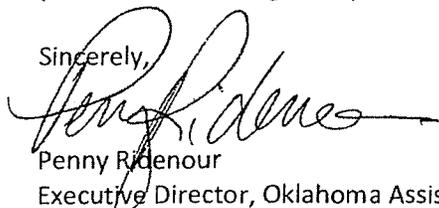
To The Oklahoma State Department of Health and the Long Term Care Facility Advisory Board,

The Oklahoma Assisted Living Association received notification on October 19, 2011 that the date for the meeting of the Ad Hoc committee discussing adopting identical federal language for scope and severity in state regulations for assisted living. This letter is to respectfully request that meeting be cancelled as we have been advised by legal counsel that the organization of an ad hoc committee and the subsequent appointment of Esther Houser as Chair of that committee is a clear violation of the Open Meetings Act.

Both of these actions are official acts of the board and are determined void based on the announcement that no official business could be conducted at this meeting due to the lack of notification by the Department. The Oklahoma Assisted Living Association would like to afford you the opportunity to cancel this meeting before we seek legal remedy.

If cancellation notification is not received by Monday, October 24, 2011 at 5 p.m., OKALA will seek a court order to prohibit the meeting from proceeding.

Sincerely,



Penny Ridenour  
Executive Director, Oklahoma Assisted Living Association

Cc: Dr. Terry Cline – Hand Delivery

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[www.okala.org](http://www.okala.org)