

**OK ST BD OF EXAMINERS FOR LONG TERM CARE ADMINISTRATORS**  
**JANUARY 27, 2016 REGULAR BOARD MEETING**  
**SHEPHERD MALL OFFICE COMPLEX, 2401 NW 23<sup>RD</sup>**  
**OSBELTCA CONFERENCE ROOM, OK CITY, OK**  
**10:00 A.M.**

**AGENDA**

The Board may discuss, vote to approve, vote to disapprove, vote to table, change the sequence of any agenda item, or vote to strike or not discuss any agenda item.

1. Call to Order and Recording of Members Present and Absent -  
Compliance with Open Meeting Act and Authority
2. Welcoming Remarks, Ms. Susan Barnes (Chair) and/or Board Members;  
Introduction of Attendees
3. Administering Oath of Office to Ms. Tracy Copp
4. Approval of the Minutes for the 12-16-2015 Regular Board Meeting
5. Review, Discussion and Possible Action Regarding Granting a Nursing Home  
Administrator's License (Report of Education/AU Committee):  
LeDeana Burrell  
Dawn Murphy  
LeiAnn Syms
6. Review, Discussion and Possible Action Regarding Granting a Residential  
Care/Assisted Living Administrator's License (Report of Education/AU  
Committee):  
Dana Vandever
7. Review, Discussion and Possible Action Regarding Granting a Residential Care  
Administrator's License (Report of Education/AU Committee):  
Winnie Webb
8. Review, Discussion and Possible Action Regarding Granting a Certified Assistant  
Administrator's Certification (Report of Education/AU Committee):  
Christina Moss  
Hunter Reid

9. Review, Discussion and Possible Action Regarding Approval of the Following Continuing Education Program:  
Oklahoma Foundation for Medical Quality (OFMQ)  
14000 Quail Springs Parkway, Ste 400  
OK City, OK 73134  
Our Journey to Quality: Climbing the Quality Mountain  
February 25, 2016- SE Expo Center, McAlester  
March 2, 2016-Tulsa Tech Center-HSC Campus, Tulsa  
March 3, 2016-Francis Tuttle, Rockwell Campus, OKC  
Requesting 6 CEUs
  
10. Review, Discussion and Possible Action Regarding the Request of Administrators to Become Certified Preceptors: (Training was held 1-21-2016)  
**INITIAL CERTIFICATION**  
Kristina Eckerd  
Melanie Wilkins  
Tony Wilkins  
**REFRESHER COURSE**  
Matthew Adamack  
Michael Boone  
Ed Hendrix  
Dorothy Joyce  
Regeana McCracken  
Diana McMiller  
Kenneth Praytor
  
11. Review, Discussion and Possible Action Regarding Long Term Care Administrators Who Did Not Renew Timely by 12-31-2015 but Would Like to Renew & Should be Present Today:  
**NHA**  
William Bush  
Regina Garrison  
Terri Pearson  
**ADC**  
Abbiegail Coleman
  
12. Review, Discussion and Possible Action Regarding Long Term Care Administrator (NHA) Who Did Not Renew Timely by 12-31-2015 However, Unable to Appear, but Would Like to Renew:  
Paul Prybylski
  
13. Review, Discussion and Possible Action Regarding the Vacating of Licenses of Long Term Care Administrators Who Failed to Timely Renew:  
(See Attached List)

14. Review, Discussion and Possible Action Regarding the Report of the Finance Committee (Report of Finance Committee)
15. Report of Probable Cause Committee  
Review, Discussion and Possible Action on the Probable Cause Committee Report:  
**NO PROBABLE CAUSE**  
**LP, JM, EM, PB**  
15-081(P)  
**BW, PB, NA, EM**  
\*\*15-082(B)  
\*Two to One for Recommendation of No PC, Letter of Concern  
\*\*Letter of Concern  
(H-OSDH Referral, HB-OSDH Notification/Referral, D-DHS Report, B-Board Initiated, P-Private Citizen Report)
16. Review, Discussion and Possible Action Regarding the Annual Evaluation of the Executive Director; Possible Motion to Convene into Executive Session Pursuant to 25 O.S. §307(B)(1) for the Purpose of Discussing the Employment, Hiring, Promotion, Demotion, Disciplining or Resignation of Public Officer or Employee. (Report of the Personnel Committee)
17. Review, Discussion and Possible Action Regarding Executive Order 2016-01
18. Review, Discussion and Possible Action Regarding Legislation
19. Review and Discussion Regarding the Report of the Executive Director, Mr. Gaylord Z. Thomas
  1. Renewals Update
  2. RCAL Renewal Information/AIT, Discussion and Possible Action
  3. AU Update
  4. 2015 Probable Cause Summary
  5. Conference Room Expansion Update
  6. CEU Audit Update
  7. Upcoming Events/Dates
20. New Business – Any matter not known about or that could not have been reasonably foreseen prior to the time of posting the agenda
21. Adjournment

**Common Acronyms Used:**

ADC –Services

NAB – National Association of Long Term Care Administrator Boards

NHA – Nursing Home Administrator

Adult Day Care

AIT – Administrator-In-Training

AU – Administrators University

CAA – Certified Assistant Administrator (not licensed)

CE/CEUs – Continuing Education/Continuing Education Units

DHS – Department of Human OSDH – Oklahoma State Department of Health

PCC – Probable Cause Committee

RC/AL – Residential Care/Assisted Living (commonly pronounced “ar-cal”)

RC – Residential Care

Oklahoma State Board of Examiners for Long Term Care Administrators

- List of licensees who did not renew for 2016 - licenses vacated

License #	Name	License #	Name	License #	Name
<b>(Nursing Home Administrators)</b>		<b>(Residential Care/Assisted Living)</b>		<b>(Residential Care)</b>	
3068	Benton, Kenneth L	A0074	Alexander, Joseph W	R0087	Evans, Melissa M
2421	Bigelow, Tammy R	A00188	Borland, Mary K	R0091	Etuge, Cephase E
2612	Brimmer, Wendi	A0467	Branham, Julie A	R0027*	Patterson Williams, Mary
3499	Buckholtz, John A	A00250*	Brooks, Paula		
1625	Campbell, Gayla J	A00236*	Brooks, Robert E		
3349	Carroll, Toni D	A00304	Brown-Coleman, Erika	License #	Name
2872	Carter, Patricia	A0097	Cook, Rita A	<b>(Adult Day Care)</b>	
3207	Cole, Gayle	A0072	Daniel, Jessica	D0035	Burke, Grace M
3491	Coons, Bryan D	A00221	Egan, Kathi J	D0012	Hardiman, Linda G
1832	Crockett, Jan	A0057	Fansler, Cindy A	D0111	Harig, Dawn M
2955	Davenport, Glenda K	A0026*	Fansler, Michael J	D0008	Harper, Janice L
2649**	Dike, Vincent C	A00173	Fleak, Carmela F	D0120	Hawkins, Lisa D
947	Fryer, Eva V	A0093	Garner, Phyllis J	D0020	Hilton, Sharon K
2818	Fryer, Linda	A00101	Greb, Connie M	D0070	Hurley, Deborah G
2173	Griffith, Roy	A0483**	Haggerton, Sherry S	D0004	Jeffrey, Barbara J
3201	Hampton, Elizabeth M	A0004	Hankla, Desiree	D0123	McKaig, Brian T
2856*	Jones, Deborah G	A00193	Hopkins, Mike	D0078	Timmons, Pamela S
1083	Jones, Jerry D	A00247	Hopper, Tracy D		
2448	Kates, Patricia D	A00204	Jeter, Mary A		
3280*	Khalaf, Tracy R	A00350	Lozano, Juana N	Name	
2767	Lessley, Brett	A0033	Masterson, Delaine L	<b>(No number - Certified Assistants)</b>	
1794	Lewis, Patricia A	A00312	Nabors, Luella M		Campbell, Jeana R
1058	Lyons, Cindy M	A00210	Neff, Susan C		McCracken, Malachi R
2786	McCoy, Sherri A	A0052	Ramsey, Carole S		Syms, Lei Ann
3224	Murray, Mark	A00220	Retherford, Mashell D		
2585	Price, Edie	A00161	Salewon, Moji A		
1401	Qualls, Judie E	A0098	Swisher, Jackie S		
3071	Randall, Sally E	A00274*	Thornton, Anthony R		
2984	Roll, Lisa	A00355	Ward, Kathleen F		
2783 *	Ryan, Alisa	A00157	White, Jennifer L		
2097	Smithers, Joe B	A00335	Williams, Sheila M		
3344	Stephenson, Matthew	A0078	Wilson, Kyle		
3215	Stookey, Wendy M				
2766	Torix, Paula				
3453	Winfrey, Virginia E				
2937	Workman, Cindy E				
2395	Younge, Hunter F				

\* Indicates an OTC Tax Compliance issue precluded timely renewal

\*\* Indicates an open case is pending and will be reported in the Registry and NPDB