

OK ST BD OF EXAMINERS FOR LONG TERM CARE ADMS. 8-17-2016

MINUTES

The Regular Board meeting of the Oklahoma State Board of Examiners for Long Term Care Administrators (OSBELTCA) was held August 17, 2016 at 10:00 a.m. The meeting location was at the Shepherd Mall Office Complex, 2401 NW 23rd, OSBELTCA Conference Room, Oklahoma City, Oklahoma. Ms. Susan Barnes, Chair, presided over the meeting.

Advance notice of this regularly scheduled meeting was transmitted to the Oklahoma Secretary of State on November 2, 2015 and posted on the OSBELTCA website on August 16, 2016. The agenda was posted in a prominent public view on the front doors of the Shepherd Mall Office Complex located at 2401 NW 23rd, Oklahoma City, Oklahoma on August 16, 2016 at 9:00 a.m.

MEMBERS PRESENT

Ms. Susan Barnes, Chair, Edmond
Mr. Bill Pierce, Vice-Chair, OK City
Ms. Nancy Poteete, Sec-Treasurer, Norman
Mr. Curtis Aduddell, OK City
Ms. Pat Bean, OK City
Dr. Scott Calhoon, OK City
Mr. Brett Coble, Ardmore
Ms. Tracy Copp, Claremore
Ms. Georgia Devening, Choctaw
Ms. Susan Haws, Glenpool
Mr. James Joslin, OK City

MEMBERS ABSENT

Ms. Jacki Millspaugh, OK City
Ms. Lisa Pever, OK City
Ms. Nancy Pfeifer, Tulsa
Mr. Bill Weaver, OK City

OTHERS PRESENT

Mr. Gaylord Z. Thomas, Executive Director
Ms. Tiffany Wythe, Assistant Attorney General
Martha Kulmacz, Prosecuting Attorney for the Board
Ms. Ginger Dean
Ms. Pam Duren

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Ms. Melissa Holland
Ms. Heather Kay
Mr. Ricky Horton
Mr. Ryan Law
Ms. Crystal Reeve
Ms. Ashley Huddleston
Ms. Emilie Smith
Ms. Alysia Kordis
Ms. Pat Perdue
Ms. Dee Downer
Mr. Jerry Copp

Ms. Susan Barnes, Chair, called the meeting to order and stated that we were in compliance with the Open Meeting Act and Authority.

Ms. Barnes asked Ms. Pam Duren to call roll to establish a quorum.

Present were Mr. James Joslin, Ms. Susan Barnes, Mr. Curtis Aduddell, Ms. Georgia Devening, Ms. Nancy Poteete, Ms. Pat Bean, Mr. Bill Pierce, Mr. Brett Coble, Ms. Susan Haws and Ms. Tracy Copp. There was a quorum.

Ms. Barnes asked the public to introduce themselves to the Board members.

Ms. Barnes asked the Board members to review the minutes of the 6-29-2016 Board meeting.

Motion was made by Ms. Pat Bean, seconded by Mr. James Joslin, to approve the minutes of the 6-29-2016 Board meeting. Motion carried with voting as follows: Affirmative – Mr. James Joslin, Mr. Curtis Aduddell, Ms. Georgia Devening, Ms. Pat Bean, Mr. Bill Pierce, Mr. Brett Coble and Ms. Tracy Copp. Negative – None. Abstaining – Ms. Susan Barnes, Ms. Nancy Poteete and Ms. Susan Haws.

Mr. Aduddell led the review, discussion and possible action regarding granting the request of a Nursing Home Administrator's license.

Mr. Aduddell informed the Board that Mr. Ricky Horton met the requirements for becoming a Nursing Home Administrator.

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Motion was made by Mr. Curtis Aduddell, seconded by Ms. Pat Bean, to approve Mr. Ricky Horton as a Nursing Home Administrator. Motion carried with voting as follows: Affirmative – Mr. James Joslin, Ms. Susan Barnes, Mr. Curtis Aduddell, Ms. Georgia Devening, Ms. Nancy Poteete, Ms. Pat Bean, Mr. Bill Pierce, Mr. Brett Coble, Ms. Susan Haws and Ms. Tracy Copp. Negative – None. Abstaining – None.

Dr. Scott Calhoon arrived at 10:05 a.m.

Mr. Aduddell informed the Board that Mr. Ryan Law met the requirements for becoming a Nursing Home Administrator.

Motion was made by Mr. Curtis Aduddell, seconded by Ms. Nancy Poteete, to approve Mr. Ryan Law as a Nursing Home Administrator. Motion carried with voting as follows: Affirmative – Mr. James Joslin, Ms. Susan Barnes, Mr. Curtis Aduddell, Ms. Georgia Devening, Ms. Nancy Poteete, Ms. Pat Bean, Mr. Bill Pierce, Mr. Brett Coble, Ms. Susan Haws, Ms. Tracy Copp and Dr. Scott Calhoon. Negative – None. Abstaining – None.

Mr. Aduddell informed the Board that Ms. Crystal Reeve met the requirements for becoming a Nursing Home Administrator.

Motion was made by Mr. Curtis Aduddell, seconded by Ms. Pat Bean, to approve Ms. Crystal Reeve as a Nursing Home Administrator. Motion carried with voting as follows: Affirmative – Mr. James Joslin, Ms. Susan Barnes, Mr. Curtis Aduddell, Ms. Georgia Devening, Ms. Nancy Poteete, Ms. Pat Bean, Mr. Bill Pierce, Mr. Brett Coble, Ms. Susan Haws, Ms. Tracy Copp and Dr. Scott Calhoon. Negative – None. Abstaining – None.

Mr. Aduddell led the review, discussion and possible action regarding granting the request of a Residential Care/Assisted Living Administrator's license.

Mr. Aduddell informed the Board that Ms. Ashley Huddleston met the requirements for becoming a Residential Care/Assisted Living Administrator.

Motion was made by Mr. Curtis Aduddell, seconded by Ms. Nancy Poteete, to approve Ms. Ashley Huddleston as a Residential Care/Assisted Living Administrator. Motion carried with voting as follows: Affirmative – Mr. James Joslin, Ms. Susan Barnes, Mr. Curtis Aduddell, Ms. Georgia Devening, Ms. Nancy Poteete, Ms. Pat Bean, Mr. Bill Pierce, Mr. Brett Coble, Ms. Susan Haws, Ms. Tracy Copp and Dr. Scott Calhoon. Negative – None. Abstaining – None.

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Mr. Aduddell informed the Board that Ms. Emilie Smith met the requirements for becoming a Residential Care/Assisted Living Administrator.

Motion was made by Mr. Curtis Aduddell, seconded by Ms. Pat Bean, to approve Ms. Emilie Smith as a Residential Care/Assisted Living Administrator. Motion carried with voting as follows: Affirmative – Mr. James Joslin, Ms. Susan Barnes, Mr. Curtis Aduddell, Ms. Georgia Devening, Ms. Nancy Poteete, Ms. Pat Bean, Mr. Bill Pierce, Mr. Brett Coble, Ms. Susan Haws, Ms. Tracy Copp and Dr. Scott Calhoon. Negative – None. Abstaining – None.

Mr. Aduddell led the review, discussion and possible action regarding granting the request for Certified Assistant Administrator's license

Mr. Aduddell informed the Board that Ms. Lacie Anderson met the requirements for becoming a Certified Assistant Administrator.

Motion was made by Mr. Curtis Aduddell, seconded by Ms. Pat Bean, to approve Ms. Lacie Anderson as a Certified Assistant Administrator. Motion carried with voting as follows: Affirmative – Mr. James Joslin, Ms. Susan Barnes, Mr. Curtis Aduddell, Ms. Georgia Devening, Ms. Nancy Poteete, Ms. Pat Bean, Mr. Bill Pierce, Mr. Brett Coble, Ms. Susan Haws, Ms. Tracy Copp and Dr. Scott Calhoon. Negative – None. Abstaining – None.

Mr. Aduddell informed the Board that Ms. Alysia Kordis met the requirements for becoming a Certified Assistant Administrator.

Motion was made by Mr. Curtis Aduddell, seconded by Ms. Pat Bean, to approve Ms. Alysia Kordis as a Certified Assistant Administrator. Motion carried with voting as follows: Affirmative – Mr. James Joslin, Ms. Susan Barnes, Mr. Curtis Aduddell, Ms. Georgia Devening, Ms. Nancy Poteete, Ms. Pat Bean, Mr. Bill Pierce, Mr. Brett Coble, Ms. Susan Haws, Ms. Tracy Copp and Dr. Scott Calhoon. Negative – None. Abstaining – None.

Mr. Aduddell informed the Board that Ms. Pat Perdue met the requirements for becoming a Certified Assistant Administrator.

Motion was made by Mr. Curtis Aduddell, seconded by Ms. Nancy Poteete, to approve Ms. Pat Perdue as a Certified Assistant Administrator. Motion carried with voting as follows: Affirmative – Mr. James Joslin, Ms. Susan Barnes, Mr. Curtis Aduddell, Ms. Georgia Devening, Ms. Nancy Poteete, Ms. Pat Bean, Mr. Bill Pierce, Mr. Brett Coble, Ms. Susan Haws, Ms. Tracy Copp and Dr. Scott Calhoon. Negative – None. Abstaining – None.

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Licenses were presented at this time.

Mr. Curtis Aduddell led the review, discussion and possible action regarding the request to approve the following seminars for continuing education for Long Term Care Administrators:

Senior Care Pharmacy
3220 S. Wisconsin, Ste A, Joplin, MO 64804
Senior Care Pharmacy Clinical Conference 2016
8-11-2016, Downstream Casino/Resort, Quapaw, OK
Requesting 5 CEUs

Motion was made by Mr. Curtis Aduddell, seconded by Ms. Nancy Poteete, to approve the aforementioned seminar retroactively since we did not have a July 2016 Board meeting. Motion carried with voting as follows: Affirmative – Mr. James Joslin, Ms. Susan Barnes, Mr. Curtis Aduddell, Ms. Georgia Devening, Ms. Nancy Poteete, Ms. Pat Bean, Mr. Bill Pierce, Mr. Brett Coble, Ms. Susan Haws, Ms. Tracy Copp and Dr. Scott Calhoon. Negative – None. Abstaining – None.

BD of Regents of the University of OK
1122 NE 13th St., ORB 1200, OKC, OK 73117
Alzheimer's Disease & Dementia Seminar
August 19, 2016, OHAI-Zarrow Campus, 2025 E. 71st St, Tulsa, OK 74136
Requesting 6 CEUs

Motion was made by Mr. Curtis Aduddell, seconded by Ms. Pat Bean, to approve the aforementioned seminar. Motion carried with voting as follows: Affirmative – Mr. James Joslin, Ms. Susan Barnes, Mr. Curtis Aduddell, Ms. Georgia Devening, Ms. Nancy Poteete, Ms. Pat Bean, Mr. Bill Pierce, Mr. Brett Coble, Ms. Susan Haws, Ms. Tracy Copp and Dr. Scott Calhoon. Negative – None. Abstaining – None.

Oklahoma State Department of Health
1000 NE 10th St, OK City, OK 73117
Rhythms of Life
9-13-2016, Moore Norman Tech Center, Penn Campus, 13301 S. Penn, OK City, OK
10-4-2016, OK of Tulsa, Schustermann Center, Perkins Auditorium, 4502 E. 41st St, Tulsa, OK
Requesting 6 CEUs (Adm may attend only one seminar for CEUs)

Motion was made by Mr. Curtis Aduddell, seconded by Ms. Nancy Poteete, to approve the aforementioned seminar. Motion carried with voting as follows: Affirmative – Ms. Susan Barnes, Mr. Curtis Aduddell, Ms. Georgia Devening, Ms. Nancy Poteete, Ms. Pat Bean, Mr. Bill

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Pierce, Mr. Brett Coble, Ms. Susan Haws, Ms. Tracy Copp and Dr. Scott Calhoon. Negative – None. Abstaining – Mr. James Joslin.

Mr. Gaylord Z. Thomas, Executive Director, led the review, discussion and possible action regarding the request of the following administrators to become certified Preceptors: (Training was held 7-14-2016)

INITIAL CERTIFICATION

NHA Administrators

Sandra Kay

Diana Peck

Chuck Simmons

Tammy Whorton

Marilyn Yeakley

RC/AL Administrators

Jennifer Braun

John Michael Pelzer

Motion was made by Mr. James Joslin, seconded by Mr. Bill Pierce, to approve the aforementioned administrators as certified Preceptors. Motion carried with voting as follows: Affirmative – Mr. James Joslin, Ms. Susan Barnes, Mr. Curtis Aduddell, Ms. Georgia Devening, Ms. Nancy Poteete, Ms. Pat Bean, Mr. Bill Pierce, Mr. Brett Coble, Ms. Susan Haws, Ms. Tracy Copp and Dr. Scott Calhoon. Negative – None. Abstaining – None.

Ms. Martha Kulmacz, the Board's Prosecuting Attorney, led the review, discussion and possible action regarding the following Settlement Agreements:

OSBELTCA v. KRISTIN BONDS, License No A00253, Case No. A16-039(B) Possible Evidentiary Hearing on Complaint; Possible Executive Session Pursuant to 25 O.S. Supp. 2009, §307(B)(8); Possible Board Action.

Summaries of the Settlement Agreements had been previously distributed.

The Settlement Agreement stated that Ms. Bonds had agreed to voluntarily surrender her license. Should the respondent ever re-apply with this Board for a professional license, she shall be required to comply with all the requirements applicable at that time to an initial applicant. Respondent will pay all attorney fees within 120 days of the date the agreement is signed by the Board.

Motion was made by Mr. Brett Coble, seconded by Mr. Bill Pierce, to approve the aforementioned Settlement Agreement. Motion carried with voting as follows: Affirmative – Mr. James Joslin, Ms. Susan Barnes, Mr. Curtis Aduddell, Ms. Georgia Devening, Ms. Nancy

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Poteete, Ms. Pat Bean, Mr. Bill Pierce, Mr. Brett Coble, Ms. Susan Haws, Ms. Tracy Copp and Dr. Scott Calhoon. Negative – None. Abstaining – None.

OSBELTCA v. ROBERT SAMPLES, License No. 3169 , Case No. 15-071(HB) Possible Evidentiary Hearing on Complaint; Possible Executive Session Pursuant to 25 O.S. Supp. 2009, §307(B)(8); Possible Board Action and the reviewing committee were Ms. Lisa Pever, Ms. Pat Bean and Mr. Matt Stangel.

The Settlement Agreement stated that Mr. Samples receive a Letter of Reprimand, pay the maximum total for two fines in the amount of \$2,000.00, pay all attorney fees and complete 12 hours of continuing education in the areas relating to ethics, incident reporting and/or protection of residents, approved by the Executive Director, within 120 days of the date the agreement is signed by the Board.

Motion was made by Mr. Brett Coble, seconded by Mr. Bill Pierce, to approve the aforementioned Settlement Agreement. Motion carried with voting as follows: Affirmative – Ms. Susan Barnes, Mr. Curtis Aduddell, Ms. Georgia Devening, Ms. Nancy Poteete, Mr. Bill Pierce, Mr. Brett Coble and Ms. Tracy Copp. Negative – Ms. Susan Haws. Abstaining – Mr. James Joslin and Ms. Pat Bean.

Dr. Scott Calhoon was not present for this motion.

Mr. Gaylord Z Thomas led the review, discussion and possible action regarding the Probable Cause Committee Report.

Mr. Thomas informed the Board that the Probable Cause Committee recommended that there was no probable cause regarding 16-003 (D).

Motion was made by Mr. Bill Pierce, seconded by Mr. Brett Coble, to approve the recommendation of the Probable Cause Committee that there was no probable cause regarding the aforementioned case. Motion carried with voting as follows: Affirmative – Mr. James Joslin, Ms. Susan Barnes, Mr. Curtis Aduddell, Ms. Nancy Poteete, Mr. Bill Pierce, Mr. Brett Coble, Ms. Susan Haws and Ms. Tracy Copp. Negative – None. Abstaining – Ms. Georgia Devening, Ms. Pat Bean and Dr. Scott Calhoon.

Ms. Susan Barnes, Chair, led the discussion regarding a claim filed by Emmanuel Azzun with the Oklahoma Office of Civil Rights Enforcement and stated that the Board may discuss and vote to enter into Executive Session pursuant to 25 O.S. § 307(B)(4) for confidential communications between the Board and its Attorney concerning the pending investigation or claim.

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Motion was made by Mr. Bill Pierce, seconded by Mr. Brett Coble to convene into Executive Session. Motion carried with voting as follows: Affirmative – Mr. James Joslin, Ms. Susan Barnes, Mr. Curtis Aduddell, Ms. Georgia Devening, Ms. Nancy Poteete, Ms. Pat Bean, Mr. Bill Pierce, Mr. Brett Coble, Ms. Susan Haws, Ms. Tracy Copp and Dr. Scott Calhoon. Negative – None. Abstaining – None.

There was discussion in Executive Session.

Motion was made by Mr. Bill Pierce, seconded by Ms. Nancy Poteete, to convene into Open Session. Motion carried with voting as follows: Affirmative – Mr. James Joslin, Ms. Susan Barnes, Mr. Curtis Aduddell, Ms. Georgia Devening, Ms. Nancy Poteete, Ms. Pat Bean, Mr. Bill Pierce, Mr. Brett Coble, Ms. Susan Haws, Ms. Tracy Copp and Dr. Scott Calhoon. Negative – None. Abstaining – None.

Ms. Nancy Poteete, Chair of the Finance Committee, informed the Board members that the financial summary was in their packet and stated that our finances were good shape. Discussion followed.

Mr. Bill Pierce, Chair of the Rules Revision Committee, led the review, discussion and possible action regarding the proposed amendments to OAC 490. Mr. Pierce informed the Board that there was a Rule Making Timeline chart in their packet which he briefly reviewed with them. He also shared that there would be a meeting on September 7, 2016 in which all interested parties would convene and go over all relevant rules. Discussion followed.

Mr. Gaylord Z. Thomas, Executive Director, gave his report as follows:

1. **CONFERENCE ROOM EXPANSION UPDATE:** We are gaining insight on the “feet dragging” on this project. It appears the Mall ownership has a “vision” to have a food court in the middle of the Mall (and we’re apparently in the way). It appears they’d prefer to move us to another location within the Mall to achieve their vision (even if it costs them more). However, so far there are no spaces that are showing up as “right” or conducive to our small office and large conference room needs. I’m continuing to work this issue on an almost daily basis looking at all the options and they’re getting more estimates, etc.

2. **AU REPORT:** We started AU on August 4th with another very nearly full class and we have established a waiting list for the January class. 25 is full; we have 22 in this class and about 7 on the waiting list who didn’t wish to start on short notice when someone changed their mind and moved to the waiting list (the class was full). I also note that we had 20 students attend Joe Townsend’s NAB Review in July and we’re already seeing some of those students taking and passing the NAB NHA exam and getting their license.

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3. NAB ACTIVITY UPDATE: In July, I attended a meeting in Chicago where details for the HSE credentialing paths were worked out (experience and initial qualification pathways). A recommendation will be made to the Executive Committee at the August Executive Committee meeting. I also expect to be appointed to this new "commission" that will review the qualifications of applicants for this credential. Once the Executive Committee approves these pathways, I will pass that information along. For now, the changes we're currently proposing in our rules should be compatible with this recommendation.

4. NEW COPIER UPDATE: You may recall that our copier has been on its last legs for some time. We took out a lease on a new copier (the old one finally caused us enough problems that we had to bite the bullet on it – repairman was out multiple times in the same day...). As it turns out, it's going to save us money to lease one and we'll get a new one about every 5 years, too. Having bought the previous one, as state property it was returned into surplus. The new one is very similar to the old one, functionality-wise. No new frills or upgrades. It does all we need it to do. We did go through some setup headaches (normal) but it seems to be quite settled down now and working quite well.

5. UPCOMING EVENTS/DATES:

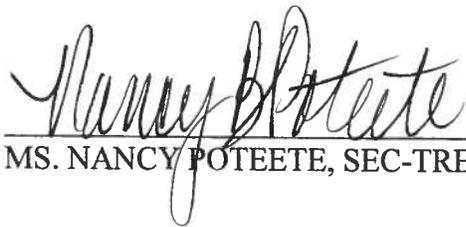
Next Board Meetings – Sept 28*, Oct 19 (3rd Wed)
NAB Mid-Year meeting – Nov 8-11th

* It is beyond likely (nearly certain) that I will be unable to attend the September Board meeting; I'm scheduled to have hip replacement surgery on 9/12 and the appointment to remove the staples from that is pre-scheduled for the 28th as well so I probably won't be up to driving by then.

Mr. Thomas informed the Board that the OSBELTCA office would be getting a new phone system installed tomorrow.

The meeting adjourned at 11:05 am.

Respectfully Submitted,



MS. NANCY POTEETE, SEC-TREASURER