

OK ST BD OF EXAMINERS FOR LONG TERM CARE ADMS. 11-18-2015

MINUTES

The Regular Board meeting of the Oklahoma State Board of Examiners for Long Term Care Administrators (OSBELTCA) was held November 18, 2015 at 10:00 a.m. The meeting location was at the Shepherd Mall Office Complex, 2401 NW 23rd, OSBELTCA Conference Room, Oklahoma City, Oklahoma. In the absence of Ms. Susan Barnes, Chair, Mr. Bill Pierce, Vice-Chair, presided over the meeting.

Advance notice of this regularly scheduled meeting was transmitted to the Oklahoma Secretary of State on October 30, 2014 and posted on the OSBELTCA website on November 17, 2015. 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 November 17, 2015 at 9:00 a.m.

MEMBERS PRESENT

Mr. Bill Pierce, Vice-Chair, OK City
Ms. Nancy Poteete, Sec-Treasurer, Norman
Mr. Curtis Aduddell, OK City
Ms. Nancy Atkinson, OK City
Dr. Scott Calhoon, OK City
Ms. Georgia Devening, Choctaw
Ms. Susan Haws, Glenpool
Ms. Lisa Pever, OK City
Ms. Nancy Pfeifer, Tulsa
Mr. Bill Weaver, OK City

MEMBERS ABSENT

Ms. Susan Barnes, Chair, Edmond
Ms. Pat Bean, OK City
Mr. Brett Coble, Ardmore
Ms. Jacki Millspaugh, OK City

OTHERS PRESENT

Mr. Gaylord Z. Thomas, Executive Director
Ms. Tiffany Wythe, Assistant Attorney General
Ms. Ginger Dean

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Ms. Pam Duren
Mr. Kevin Watson
Ms. Melissa Holland
Ms. Amanda Foote
Ms. Sue Wantland
Mr. Wesley Brockett
Ms. Lori Sisto-Watson

In the absence of Ms. Susan Barnes, Chair, Mr. Bill Pierce, Vice-Chair, called the meeting to order and stated that we were in compliance with the Open Meeting Act and Authority.

Mr. Pierce asked Ms. Pam Duren to call roll to establish a quorum.

Present were Ms. Nancy Atkinson, Mr. Curtis Aduddell, Ms. Lisa Pever, Ms. Georgia Devening, Ms. Nancy Poteete, Ms. Nancy Pfeifer, Mr. Bill Pierce, Mr. Bill Weaver, Ms. Susan Haws and Dr. Scott Calhoon. There was a quorum.

Mr. Pierce asked the public to introduce themselves to the Board members.

Mr. Pierce asked the Board members to review the minutes of the 10-28-15 Board meeting.

Motion was made by Mr. Bill Weaver, seconded by Ms. Nancy Pfeifer, to approve the minutes of the 10-28-2015 Board meeting. Motion carried with voting as follows: Affirmative – Ms. Nancy Atkinson, Mr. Curtis Aduddell, Ms. Lisa Pever, Ms. Georgia Devening, Ms. Nancy Pfeifer, Mr. Bill Pierce, Mr. Bill Weaver, and Dr. Scott Calhoon. Negative – None. Abstaining – Ms. Nancy Poteete and Ms. Susan Haws.

Mr. Curtis Aduddell, Chair of the Education Committee, gave the Education Committee report.

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. Wesley Brockett met the requirements for becoming a Nursing Home Administrator effective January 1, 2016.

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Motion was made by Mr. Curtis Aduddell, seconded by Mr. Bill Weaver, to approve Mr. Wesley Brockett as a Nursing Home Administrator effective January 1, 2016. Motion carried with voting as follows: Affirmative - Ms. Nancy Atkinson, Mr. Curtis Aduddell, Ms. Lisa Pever, Ms. Georgia Devening, Ms. Nancy Poteete, Ms. Nancy Pfeifer, Mr. Bill Pierce, Mr. Bill Weaver, Ms. Susan Haws and Dr. Scott Calhoon. Negative – None. Abstaining – None.

Mr. Aduddell informed the Board that Ms. Lori Sisto-Watson met the requirements for becoming a Nursing Home Administrator effective January 1, 2016.

Motion was made by Mr. Curtis Aduddell, seconded by Mr. Bill Weaver, to approve Ms. Lori Sisto-Watson as a Nursing Home Administrator effective January 1, 2016. Motion carried with voting as follows: Affirmative - Ms. Nancy Atkinson, Mr. Curtis Aduddell, Ms. Lisa Pever, Ms. Georgia Devening, Ms. Nancy Poteete, Ms. Nancy Pfeifer, Mr. Bill Pierce, Mr. Bill Weaver, Ms. Susan Haws and Dr. Scott Calhoon. Negative – None. Abstaining – None.

Licenses were presented at this time.

Mr. Curtis Aduddell led the review, discussion and possible action regarding granting approval of the Oklahoma Assisted Living Association's (OKALA) Certification Course. Discussion followed.

Motion was made by Mr. Curtis Aduddell, seconded by Mr. Bill Weaver, to approve the aforementioned course for a period of 2 years from today. Motion carried with voting as follows: Affirmative - Ms. Nancy Atkinson, Mr. Curtis Aduddell, Ms. Lisa Pever, Ms. Georgia Devening, Ms. Nancy Poteete, Ms. Nancy Pfeifer, Mr. Bill Pierce, Mr. Bill Weaver, Ms. Susan Haws 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 that she and Z Thomas, Executive Director, had attended their monthly OMES Finance meeting. Ms. Poteete stated that the finances were in order and there was also discussion regarding the 10% reduction in non-mission-critical agency expenses relating to the Executive Order 2015-46.

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 A15-027(B) but they receive a letter of concern.

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Motion was made by Mr. Bill Weaver, seconded by Mr. Curtis Aduddell, to accept 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. Curtis Aduddell, Ms. Lisa Pever, Ms. Georgia Devening, Ms. Nancy Poteete, Mr. Bill Pierce, Mr. Bill Weaver and Dr. Scott Calhoun. Negative – Ms. Susan Haws. Abstaining – Ms. Nancy Atkinson and Nancy Pfeifer.

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

This will be a relatively brief report... it's only been 3 weeks since our last meeting and I was out of the office one of those weeks at the NAB meeting and I don't have a lot to report on.

1. **RENEWAL PERIOD UPDATE:** Renewals are off and running – pretty much without a hitch. Pretty pleased with the “technical” aspects of it. It's working pretty well, with a lot of the same user induced errors we see every year. We're taking some notes and hope to be able to address those and continue to improve the process next year and future years.
 - a. Actual renewal numbers are “okay” with a slow trickle... we usually get a bigger surge of renewals in December. We're roughly 1/4th of the way through the renewal period and about 1/5th have already renewed. That's pretty much the norm for our numbers.
 - b. Tax compliance: Roughly half of those who were not tax compliant have fixed their issue with the Oklahoma Tax Commission (OTC). There's plenty of time for the remainder to become compliant and some always seem to thrive on the stress of running out of time.
2. **BOARD SEAT VACANCY UPDATE:** Chris Bruehl from the Governor's office is still actively working to fill our vacant seat (Res Care Administrator seat). I think we're getting closer to finding the replacement. No change from last month's report.
3. **NAB MEETING REPORT:** My impression of the meeting was that NAB is moving forward with the HSE (Health Services Executive) credential and exam as well as the Home and Community Based Services (HCBS) exam. These exams are projected to be up and running by July 2017. They also unveiled the AIT workbook and tool and are expecting to have that ready for use in early 2016. This is largely the Oklahoma self-assessment tool that they have adapted for use by all states. Pretty proud we got it right to that degree that it can be used everywhere.
4. **UPCOMING EVENTS/DATES:**
Next Board Meeting - December 16, January 27

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Mr. Bill Weaver informed the Board regarding a request from the Governor's office, supported in the legislature, for the Governor to support and appoint the Directors of all agencies and that the Board would have no say in the selection process. There was discussion regarding the Board having a fourth position available and if this occurred, the Board use this position to hire a Deputy Executive Director to help guide and direct the agency. Discussion followed.

The meeting adjourned at 10:35a.m.

Respectfully Submitted,

MS. NANCY POTEETE, SEC-TREASURER