

IDAHO RESIDENTIAL CARE FACILITY ADMINISTRATORS

July 19-20, 2001

ROLL CALL: Verlene Kaiser, Chairman
Elizabeth Hein-Drake
Myron Higbee

ABSENT/EXCUSED: Ken Madsen
Jerry Sorensen

ALSO PRESENT: John Kersey, Chief Investigator
Roger Hales, Administrative Attorney
Bill Kichok, Accountant
Marci McGinty, Continuing Education Secretary
Janice Wiedrick, Secretary
Bureau of Occupational Licenses

Chairman Kaiser called the meeting to order at 9:15a.m.

Myron Higbee moved to approve the minutes of March 8 and May 8, 2001, Elizabeth Hein-Drake seconded the motion, motion carried.

John Kersey presented the investigative report showing no complaints filed for 2001. Of the five in 2000, three are open and under investigation.

Discussion was held on the types of complaints and the possibly of addressing those areas with continuing education courses, in hopes of reducing complaints.

Bill Kichok presented the financial report ending June 30, 2001 showing a positive balance of \$60,638.56. The Board is \$7,400 over budget due to the new examination expenses and legal fees for rules.

Mr. Kichok reported that the allowances for in-state meals have been increased, and out-of-state meal allowances will be based on Federal Regulations. In-state meals will be considered taxable income unless there is an overnight stay.

Mr. Kichok reported that the Governor may impose a holdback on spending and this will affect the Board's spending authority.

Roger Hales discussed areas to consider on the rules making process:

1. Temporary permits
2. Emergency permits
3. Endorsement
4. Rules for NAB examination
5. Code of Ethics for Administrators
6. NAB membership

Myron Higbee moved to pay the fees to become a voting member of NAB at the \$750.00 annual fee. Elizabeth Hein-Drake seconded the motion, motion carried.

The Board agreed that one member should attend the NAB annual meeting each year. Elizabeth Hein-Drake will consider attending the Las Vegas meeting.

CONTINUING EDUCATION

Marci McGinty presented the Board with the audited renewal applications. No problems were found in the audit.

Elizabeth Hein-Drake moved to recess for lunch. Myron Higbee seconded the motion, motion carried.

The meeting reconvened after lunch with all Board members present.

An emergency permit was requested. Myron Higbee moved to deny issuance of an emergency permit based on the fact that the Board could not find an unexpected emergency at the facility. Elizabeth Hein-Drake seconded the motion, motion carried. The applicant will need to apply for a temporary permit.

Elizabeth Hein-Drake moved to recess at 1:40p.m. and reconvene July 20, 2001 at 9:00a.m. Myron Higbee seconded the motion, motion carried.

July 20, 2001

ROLL CALL: Verlene Kaiser, Chairman
 Elizabeth Hein-Drake
 Myron Higbee

ABSENT/EXCUSED: Ken Madsen
 Jerry Sorensen

Chairman Kaiser called the meeting to order at 9:00a.m. to discuss law and rule changes to be proposed.

Chairman Kaiser is to gather information on establishing a certificate program of education for residential care facility administrators.

Proposed changes to law include:

Name changed to Residential Care Facility/Assisted Living Administrators
54-4206 Strike number 2.

54-4210 Strike Interstate Reciprocal and “which were substantially . . .”

54-4211 Temporary permits changed to Provisional Licenses

1. not to exceed three months
2. change the word ”or” to “and” fill a vacancy on an emergency basis

RULE CHANGES

Rule 200

Board meeting dates change to- 1. no less than semi-annually at a location determined by the Board. Numbers 2 and 3 strike.

Rule 300

03 strike

04 a. Section one will be on the curriculum

 b. Section two of the exam will be questions from the Health and Welfare-Facility Standards laws and rules for Residential Care/Assisted Living Facilities and questions on Mentally Ill and Developmentally Disabled.

06 strike part about the \$75 retake fee- (the fee will be determined by NAB and the testing company) Strike “together with the appropriate fee with the Board.”, and the last sentence.

Rule 400

1. Change to National Administrators Board of Examiners (NAB)
2. Strike

Rule 401

1. Strike the words “or local”

Rule 402

Strike and substitute:

- a. In the event of an unexpected vacancy caused by the death of an administrator, departure of an administrator, or similar event, the Board may issue a provisional license

to an applicant who has met the criteria and has paid the initial application fee. But who has not passed the examination.

b. An applicant for a provisional license shall submit a complete application. The application shall also include a letter from the owner of the facility of which the applicant has been appointed the administrator or from an officer of the facility's board of directors, which states all of the following:

1. The need for a provisional license;
2. The name of the appointed administrator;
3. The date of the appointment;
4. A specific request that the Board issue a provisional license to the named administrator.

c. A provisional licensee shall take the next scheduled examination.

d. If the provisional residential care facility licensee does not pass the examination, the provisional license will be extended until the next scheduled examination, provided the facility engages the services of a consultant administrator for a minimum of sixteen hours per month. The consultant administrator must have a minimum of two years of experience operating a facility. If the applicant fails the examination the second time, the provisional license will be terminated thirty days after the applicant is notified of his examination score.

e. All applicable fees apply for the second application and second examination.

f. A provisional license cannot be transferred to another individual.

NEW ENDORSEMENT RULE

For candidates requesting endorsement:

1. application made and fees paid
2. valid current RCA or Assisted Living Facility license from another state
3. two (2) years of experience
4. must have successfully completed the NAB examination
5. must pass the Idaho portion of the examination

FEES

02 Strike

04 Change to provisional license

06 Strike

CODE OF ETHICS FOR ADMINISTRATORS

To be put where applicable. The Board has adopted by consensus the Code of Ethics for Administrators.

Qualifications for licensure were discussed and the qualifications may need changing in the future.

Myron Higbee moved to submit the proposed changes in Law and Rules and forward these to Roger Hales for formatting and drafting. Elizabeth Hein-Drake seconded the motion, motion carried.

Verlene Kaiser is to contact the American College of Health Care Administrators about the Board adopting the Code of Ethics. (The ACHCA has approved our use of the Code of Ethics. Letter on file.)

Elizabeth Hein-Drake moved that having no further business before them, the meeting adjourn at 1:00p.m. Myron Higbee seconded the motion, motion carried.

Verlene Kaiser, Chairman

Elizabeth Hein-Drake

Myron Higbee

Jerry Sorensen

Ken Madsen

Budd Hetrick, Jr., Deputy Bureau Chief

Licenses issued as a result of the July examination:

Bryon Craig Anderson	RCA-448
Vladislav A. Arutyunov	RCA-449
Jean M. Askew	RCA-450
Leigh A. Benner	RCA-451
Deniece L. Fournier	RCA-452
Charles J. Hansen	RCA-453
Elaine D. Hansen	RCA-454
Debbie Kamphaus	RCA-455
Mark Garold Maxfield	RCA-456
Grover C. Shelton, Jr.	RCA-457
Jamie Lee Simpson	RCA-458
Trudy S. Stephenson	RCA-459
Peggy S. Stone	RCA-460
Tina Weathermon	RCA-461
Mariann Yancey	RCA-462