



**OKLAHOMA
STATE
BOARD OF
EXAMINERS FOR
LONG-
TERM
CARE
ADMINISTRATORS**

APRIL 15, 2020 BOARD MEETING

PUBLIC ATTENDEES ARE REQUESTED TO “MUTE” THEIR MICROPHONES FOR THE DURATION OF THE MEETING UNLESS A DIRECT QUESTION IS ASKED OF THEM. THE MEETING WILL START AT 10:00 AM

AGENDA

- The agenda has been published on our website at www.ok.gov/osbeltca
- Board members have been provided an electronic copy of the agenda and additional supplemental information to follow along during the meeting
 - Page numbers in that electronic “packet” will be referenced to help move the meeting along as smoothly as possible
 - *Virtual Meetings are still new to everyone – please be patient with each other and we will achieve our objectives*

AGENDA ITEM #1

- Call to Order and Recording of Members Present and Absent –
Compliance with Open Meeting Act and Authority

AGENDA ITEM #2

- Welcoming Remarks, Ms. Jacki Millspaugh, (Chair) and/or Board Members

AGENDA ITEM #3

- Remarks from Board Counsel regarding compliance with amended Open Meeting Act

AGENDA ITEM #4

- Approval of the Minutes of the 2-26-2020 Regular Board Meeting
 - *Board Members: Pages 4-14 of the packet*

AGENDA ITEM #5

- Review, Discussion and Possible Action Regarding Granting Long Term Care Administrator's License (Report of the Education Committee):
 - Kelli Dixon, NHA
 - Jessica Hudson, NHA
 - Blake Jordan, NHA
 - GlenNeil Kuhlman, NHA
 - Kelly Parker, NHA
 - Holly Pennington, NHA
 - Brandon Stewart, NHA
 - Lori Waken, RCAL

Board Members were previously provided with the resume' and a summary of training/testing/experience of each individual being considered for licensure

AGENDA ITEM #6

- Review, Discussion and Possible Action Regarding the Report of the Finance Committee (Report of the Finance Committee)
 - *Board Members - Pages 15-20 of the packet*

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
	Beginning Cash Balance	Revenue	Rev Inc/Dec over previous year	Expenditures	Exp Inc/Dec over previous year	Ending Cash Balance	Annual Gain/(Loss)							
FY10	657,535.56	357,306.52		331,661.18		683,180.90	25,645.34							
FY11	683,180.90	252,760.78	(104,545.74)	302,104.16	(29,557.02)	633,837.52	(49,343.38)	Standing up new Board...revenues look low (no known reason)						
FY12	633,837.52	265,171.36	12,410.58	363,651.65	61,547.49	535,357.23	(98,480.29)	Conference room/furniture/3rd employee						
FY13	535,357.23	306,588.26	41,416.90	364,548.41	896.76	477,397.08	(57,960.15)	Adding new licensees (free)						
FY14	477,397.08	375,586.84	68,998.58	383,190.85	18,642.44	469,793.07	(7,604.01)	Revenue bounce - first year new licensees had to pay...						
FY15	469,793.07	428,845.05	53,258.21	381,495.86	(1,694.99)	517,142.26	47,349.19	Very Large AU class (revenues peaked)						
FY16	517,142.26	378,279.45	(50,565.60)	376,184.61	(5,311.25)	519,237.10	2,094.84							
FY17	519,237.10	369,875.20	(8,404.25)	417,850.39	41,665.78	471,261.91	(47,975.19)	Moved upstairs/furniture						
FY18	471,261.91	397,741.49	27,866.29	403,486.98	(14,363.41)	465,516.42	(5,745.49)	Appears to have "normalized" but revenues still fluctuate						
FY19	465,516.42	410,525.47	12,783.98	406,620.84	3,133.86	469,421.05	3,904.63							
FY20	469,421.05	360,436.88		288,391.39		541,466.54		Year is still incomplete...						
		Fluctuates												
		How many students?					(18,811.45)	Average LOSS each year...fluctuates with activity/events						
		How many renewals?												
								Note: If we weren't giving up 10% of our revenues every year to the General Fund, we would be averaging about that same number, but as a GAIN instead of a LOSS.						
		354,268.04	Average Revenue											
		10%	To General Fund annually											
		35,426.80	Average contribution to General Fund											

AGENDA ITEM #7

- Review, Discussion and Possible Action on the Probable Cause Committee's Recommendations Regarding Whether Probable Cause Exists to File a Formal Complaint (Report of Probable Cause Committee)

- “No Probable Cause” Recommendations for the following cases:

A. 19-068(P) - **KS, LP**

B. 20-006(P) – **CA, NP**

- *Board Members - Page 21 of the packet*

Subcommittee members who previously reviewed a case and are making the recommendation are asked to recuse from the Board discussion/voting on these cases they've previously been exposed to...they are asked to mute their microphones and turn off their cameras during the discussion.

AGENDA ITEM #8

- Review, Discussion and Possible Action Regarding the Report of the Personnel Committee Relating to the Annual Evaluation of the Executive Director (Report of the Personnel Committee)

AGENDA ITEM #9

- Review, Discussion and Possible Action Regarding Emergency Exceptions for Rules and Regulations during Governor Declared Emergencies such as the current COVID-19 Pandemic:
 - A. Current issues for the Board to address directly or by Emergency Rules Changes if necessary
 - B. Future/Long Range considerations to address in future Rules Changes

AGENDA ITEM #10

- Review and Discussion Regarding the Report of the Executive Director, Mr. Gaylord Z. Thomas
 - A. AU Update
 - B. Testing Update
 - C. Demographic Study
 - D. CEU Audit Update
 - E. Strategic Plan Update
 - F. Rules Analysis
 - G. Software Change Update
 - H. Upcoming Events/Dates

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AGENDA ITEM #11

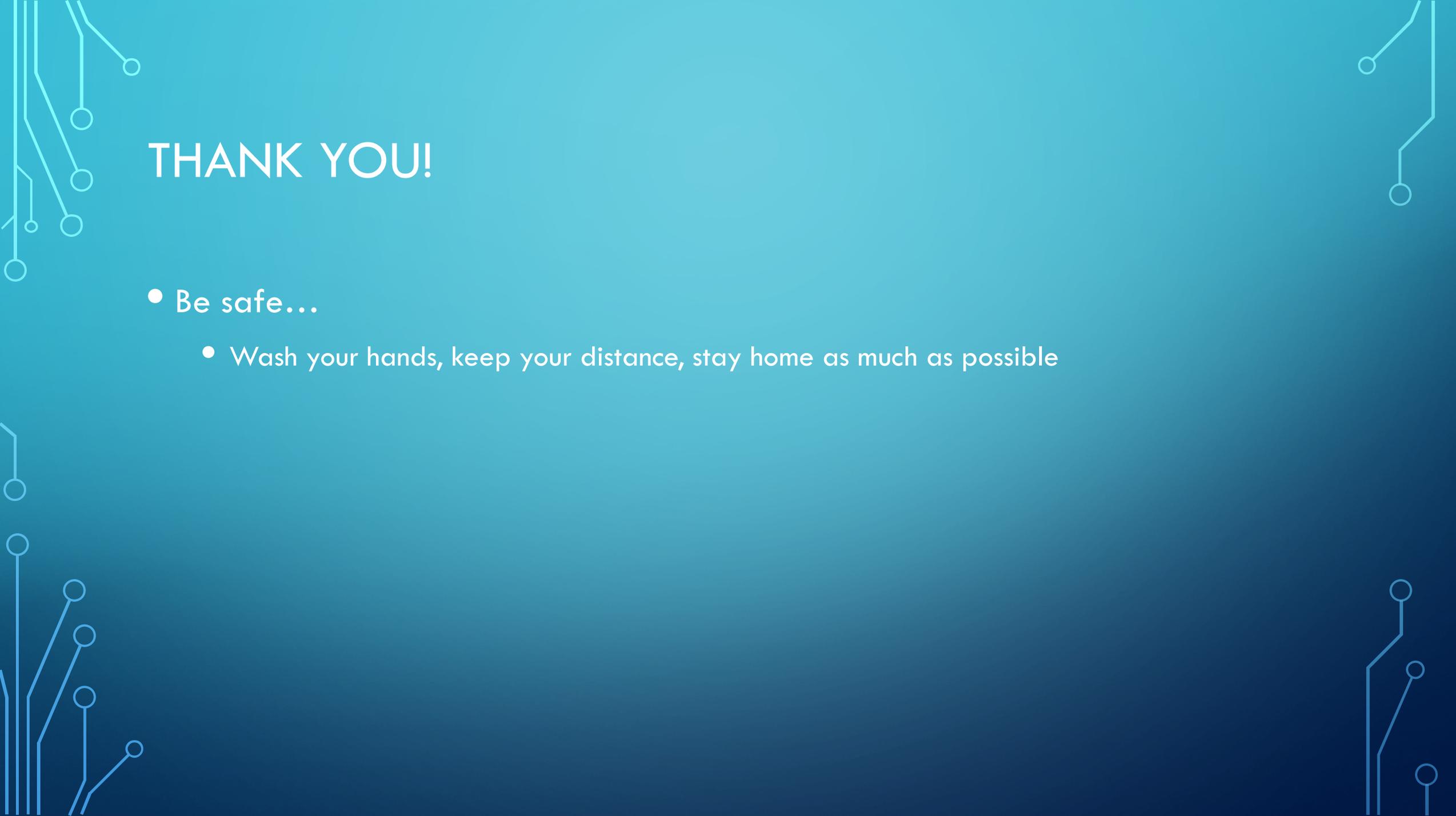
- New Business – Any matter not known about or that could not have been reasonably foreseen prior to the time of posting the agenda



AGENDA ITEM #12

- Adjournment
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The background is a solid teal color with a subtle gradient. In the four corners, there are decorative white line-art patterns resembling circuit boards or neural networks, with lines of varying lengths and small circles at the ends.

THANK YOU!

- Be safe...
 - Wash your hands, keep your distance, stay home as much as possible