



**Alzheimer-Dementia Disclosure Act Advisory Council
Special Meeting
August 16, 2022**

Location: Oklahoma State Department of Health
123 Robert S Kerr Ave, Room 1658
Oklahoma City, OK 73102

Meeting Minutes

The Alzheimer-Dementia Disclosure Act Advisory Council meeting notice for the August 16, 2022 special meeting was filed with the Oklahoma Secretary of State (SOS) at the following link, www.sos.state.ok.us/meetings.htm.

The agenda for this regular meeting was distributed and was posted in the OSDH building lobby entrance Monday, August 15, 2022.

1. Call to Order

Espaniola Bowen, Director of Health Resources Development Service, called the meeting to order at 1:07 pm.

2. Roll Call

- Mia Ledet called roll. The following members were present when roll was called: Mike Charboneau, Denise Hawkins, Melissa Holland, Sheree Martin, Annette Mays and Lisa Molinsky.
- The following members were absent: Mary Brinkley and Dr. Germaine Odenheimer.

3. Approval of Minutes from Previous Meeting

- i. Lisa Molinsky requested to strike a statement from the meeting minutes indicating she disagreed; there was no opposition to this edit. No other requests were made.
- ii. Denise Hawkins requested the motion to approve the meeting minutes. Sheree Martin seconded the motion.
- iii. Annette Mays abstained from voting.

Ayes	Nays
Mike Charboneau	
Denise Hawkins	
Melissa Holland	
Sheree Martin	
Lisa Molinsky	

4. Alzheimer's Disease or Related Disorders Special Care Disclosure Form (Continuing Matter from Previous Meeting)

- i. The council requested bullet points for each type of facility under number one of Facility Instructions.
- ii. Dr. Germaine Odenheimer arrived at 1:17 pm.
- iii. Lisa Molinsky asked about redundancy in some of the instructions and suggested to combine number four in the facility instructions with number three. The council agreed.
- iv. Under Facility Information the options for "check the appropriate box below" were reduced to initial license, license renewal, and any changes since previous submission.
- v. Melissa Holland asked if they could remove the part about mailing the form. Denise Hawkins stated she thinks it should stay in case there are remote facilities who need to mail their form. Sheree Martin suggested it be moved to the top bullet point under number three of the Facility Instructions.
- vi. Dr. Odenheimer asked for "any" to be bolded under the first bullet point of number two under Facility Instructions.
- vii. The council discussed formatting the form. Dr. LaTrina Frazier advised the council the Department would adjust the formatting when implementing the suggestions, and the council could focus on the content of the form.
- viii. The council requested a table be placed under Facility Information with two columns, one for accreditation name and the other for the expiration date of the accreditation.
- ix. Mary Brinkley arrived at 2:06 pm.
- x. Sheree Martin asked if the question distinguishing Alzheimer's beds from total beds in the facility was necessary. Melissa Holland suggested they don't need to use the term units, but beds instead. Mary Brinkley suggested they just add in the word licensed. It was concluded to word it as the total number of designated beds. Dr. LaTrina Frazier stated they would want to include licensed because that is the maximum number of beds they could have.
- xi. Under I. Admission Process part B. and C. were removed.
- xii. Check boxes were requested to be added under II. Discharge/Transfer part C.
- xiii. Check box options were added for significant change in medical condition and drug stabilization was removed under II. Discharge/Transfer E.
- xiv. The question "is service affiliated with your facility" was added under IV. Accommodations for changes in condition.
- xv. Mike Charboneau asked if they needed to add a line about accommodations for aging in place. The council decided adding this was not necessary.
- xvi. Melissa Holland stated they would need to add a word such as "authorized" before sitters under accommodations. The council decided on using the word "approved".



- xvii. Lisa Molinsky presented a table of training types and hours of training for staff that is used by Indiana. The council agreed to include a table like this on the form.
- xviii. Joy Fugett provided an overview of the internal timeline for the rule promulgation process.
- xix. Options for cameras, monitoring/security systems, and family/visitor access to secured access were added under safety features.
- xx. A question regarding secured outdoor areas and the facility's policy on outdoor space was added with the options of supervised access, free daytime access (weather permitting), and other.
- xxi. The council agreed to replace the staffing ratio questions with a table showing day/morning, afternoon/evening, and night ratios for LPN, RN, CNA, activity director/staff, CMA, and other.
- xxii. The council agreed to include a training table underneath staff training.
- xxiii. The Memory Care Related Services table would remain with the following services removed: meals per day, transportation, and barber/beauty shop.
- xxiv. A request for the facility to attach their fee schedule was added under Memory Care Related Services.
- xxv. Joy Fugett was asked if a vote was required. She informed the group that if they wanted to take a vote, it would need to be done by the conclusion of the meeting.

5. Dr. Germaine Odenheimer made the motion to accept their form changes. Annette Mays seconded the motion.

Ayes	Nays
Mary Brinkley	
Mike Charboneau	
Denise Hawkins	
Melissa Holland	
Sheree Martin	
Annette Mays	
Lisa Molinsky	
Dr. Germaine Odenheimer	

6. Public Comment

No public comments were made.

7. Adjourn

Melissa Holland made the motion to adjourn. Dr. Germain Odenheimer seconded the motion.

Ayes	Nays
------	------



Mary Brinkley	
Mike Charboneau	
Denise Hawkins	
Melissa Holland	
Sheree Martin	
Annette Mays	
Lisa Molinsky	
Dr. Germaine Odenheimer	

Meeting adjourned at 5:00 pm.