



The Tennessee Open Meetings Act passed by the General Assembly in 1974 requires that meetings of state, city and county government bodies be open to the public and that any such governmental body give adequate public notice of such meeting.

**TENNESSEE DEPARTMENT OF HEALTH  
MEMORANDUM**

**AMENDED**

**Date:** June 30, 2016  
**To:** Woody McMillin, Director of Communication and Media Relations  
**From:** Wanda E. Hines, Board Administrator

**Name of Board or Committee:** Board for Licensing Health Care Facilities- Assisted Care Living Facilities and Facilities Construction Standing Committee Meeting  
**(Call-in Number: 1-888-757-2790 passcode: 457462#)**

**Date of Meeting:** July 12, 2016  
**Time:** 9:00 a.m. – 12:00 noon, CDT  
**Place:** Poplar Conference Room  
665 Mainstream Drive, First Floor  
Nashville, TN 37243

**Major Item(s) on Agenda:** See attachment.

This memo shall be forwarded from individual programs to the Public Information Office on the 15th day of the preceding month. The Public Information Office will prepare the monthly list of meetings within the Department and have ready for distribution to state media by the 28th day of the preceding month.



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**JOHN J. DREYZEHNER, MD, MPH**  
COMMISSIONER

**BILL HASLAM**  
GOVERNOR

*THE MISSION OF THE TENNESSEE DEPARTMENT OF HEALTH IS TO PROTECT, PROMOTE AND IMPROVE THE  
HEALTH AND PROSPERITY OF PEOPLE IN TENNESSEE*

**AGENDA**

**BOARD FOR LICENSING HEALTH CARE FACILITIES  
ASSISTED CARE LIVING FACILITIES AND  
FACILITIES CONSTRUCTION STANDING COMMITTEE MEETING**

**JULY 12, 2016  
POPLAR CONFERENCE ROOM, FIRST FLOOR  
9:00 a.m. to 12:00 noon**

**PLEASE REMEMBER TO SILENCE YOUR ELECTRONIC DEVICES WHEN  
THE BOARD IS IN SESSION**

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**A. ASSISTED CARE LIVING FACILITY STANDING COMMITTEE**

1. Call the Meeting to Order and Establish a Quorum.
2. Revisit- Assisted Care Living Facilities (ACLF) Requirements for Administrators: Test and Process.
3. Other Discussion(s).
4. Public Comments.
5. Adjourn.

**B. ASSISTED CARE LIVING FACILITY AND FACILITIES CONSTRUCTION STANDING COMMITTEE**

1. Call the Meeting to Order and Establish a Quorum.
2. Revisit-Approval for Rule language for ACLF Rule 1200-08-25-.08(8) and RHA Rule 1200-08-11-.05(8) regarding the thirteen (13) minutes evacuate to be consistent for both regulations.
3. Revisit-Interpretative Guidelines regarding Cooking Appliances – ACLF Rule 1200-08-25-.10(2)(i).
4. Other Discussion(s).
5. Public Comments.
6. Adjourn.

**C. FACILITIES CONSTRUCTION STANDING COMMITTEE**

1. Call the Meeting to Order and Establish a Quorum.
2. Approval of Minutes:
  - (a) Facilities Construction Standing Committee Meeting-April 29, 2016
3. Other Discussion(s).
4. Public Comments.
5. Adjourn.

**MINUTES  
BOARD FOR LICENSING HEALTH CARE FACILITIES  
ASSISTED CARE LIVING FACILITY (ACLF)  
STANDING COMMITTEE MEETING**

**JULY 12, 2016**

The Board for Licensing Health Care Facilities' Assisted Care Living Facility (ACLF) Standing Committee meeting began July 12, 2016. Joshua Crisp, Chairman, called the meeting to order.

A quorum roll call vote was taken:

Mr. Joshua Crisp – here  
Dr. Sherry Robbins – not here  
Ms. Carissa Lynch – here  
Ms. Annette Marlar – not here  
Mr. Roger Mynatt – here  
Dr. René Saunders - here

A quorum was established.

The first and only agenda item for discussion was the ACLF requirements for administrators. Joshua Crisp gave background on how this item of discussion got to this point. Ann Reed, Director of Licensure, concurred with Mr. Crisp's background information and further indicated there was no specific directive by the full Board except to illicit provider and association input on the subject. The standing committee did not have any further input at this time. Martha Gentry with TN Argentum sought clarity on fees for the exam. This was provided via the background discussion – an increase of \$20 for initial licensure. Ms. Gentry further stated that TN Argentum believes in continuing education of administrators of ACLFS and is complimentary of this effort by the standing committee. Linda Estes, Tennessee Health Care Association (THCA), was also complimentary of these efforts. Mr. Crisp praised the work of administrative staff on the information provided to the standing committee and the full Board. He stated the full Board is on board with the testing of ACLF administrators, but wanted the item vetted and reviewed a bit further. Mr. Crisp then sought legal guidance from the Office of General Counsel (OGC) and the next steps. Kyontzé Hughes-Toombs stated a rule change would be needed to move this forward. She also stated further consultation would need to occur with others in OGC regarding the preparation of the administrator tests by Department of Health administrative staff. Questions on timing of the tests and number of times someone could take the test were put forth by Carissa Lynch and discussed during this meeting. It was determined these would be addressed during OGC's further review of the rule language and would be brought to the full Board in September. **Dr. René Saunders made motion to accept the information for testing of ACLF administrators and to move this information to the full Board; seconded by Ms. Lynch. The motion was approved.**

There was no more business of the ACLF Standing Committee conducted. **A motion was made and approved to adjourn the meeting.**