



**Alzheimer-Dementia Disclosure Act Advisory Council
Special Meeting
October 19, 2022**

Location: Oklahoma State Department of Health
123 Robert S Kerr Ave, 28th Floor, Room 1
Oklahoma City, OK 73102

Meeting Minutes

The Alzheimer-Dementia Disclosure Act Advisory Council meeting notice for the October 19, 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 Friday, October 14, 2022.

1. Call to Order

Denise Hawkins, Chair of the Alzheimer-Dementia Disclosure Act Advisory Council, called the meeting to order at 1:41 pm.

2. Roll Call

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

3. Approval of Minutes from Previous Meeting

- i. Mike Charboneau made the motion to approve the meeting minutes. Annette Mays seconded the motion.

Ayes	Nays
Mary Brinkley	
Mike Charboneau	
Denise Hawkins	
Annette Mays	
Dr. Germaine Odenheimer	

- ii. Sheree Martin and Melissa Holland arrived at 1:43 pm.
- iii. Lisa Molinsky arrived at 1:44 pm.



4. Review of final draft of amendments made to Ch. 673 Alzheimer’s Disease Special Care Disclosure Rules

- i. Oklahoma State Department of Health Deputy Commissioner Dr. LaTrina Frazier discussed the updated rule draft with the council.
- ii. Dr. Germaine Odenheimer inquired why the suggested change for 'Alzheimer's disease' language was changed to 'Alzheimer's dementia.' Dr. Frazier explained the language in the rule matched the statutory language.
- iii. Dr. Germaine Odenheimer stated in 310:673-3-1 under B it needs to read “any change” instead of “a change”.
- iv. Dr. Germaine Odenheimer requested 'change' under section 310:673-3-1 be listed as 'any change' as the council had recommended.
- v. Melissa Holland stated “disease” also needed to be corrected with “dementia” in the sixth line of 310:673-1-1.
- vi. Further discussion on the need to align with statutory language related to 'resident' throughout rule despite the lack of accuracy related to Adult Day Cares.
- vii. Discussion on authority of and differences between licensure, surveys, enforcement, and disclosure forms.

5. Melissa Holland made the motion to accept their changes to the rules. Dr. Germaine Odenheimer seconded the motion.

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

6. Review of amendments made to final draft of the Alzheimer’s Disease or Related Disorders Special Care Disclosure Form

- i. Discussion on final draft of disclosure form with Joy Fugett, Director of Policy and Administrative Rules.
- ii. Denise Hawkins suggested capitalizing the C and the F in “Special care facility” in section one under Facility Instructions. Mary Brinkley stated it is not capitalized in the rules, so it may need to stay the same to be consistent with the rules.
- iii. Sheree Martin suggested the word “any” be added to the second bullet under number one under Facility Instructions.



- iv. Denise Hawkins requested adding “any representative of a person with Alzheimer’s dementia or other form of dementia who is considering placement in a special care unit” as a fourth bullet under number two under Facility Instructions.
- v. Sheree Martin recommended removing the word “making” from G. under II. Admission/Discharge.
- vi. Mary Brinkley recommended adding “for the specialized care unit” to B. under IV. Staffing Ratios/Staff Training and to change the word “patients” to “residents”.
- vii. Dr. Germaine Odenheimer mentioned that Alzheimer’s disease was also listed under the first type of training at C. under IV. Staffing Ratios/Staff Training.
- viii. Mary Brinkley recommended the forward slash be removed in the table where it reads per/year on C. under IV. Staffing Ratios/Staff Training.
- ix. Joy Fugett reminded the council the Department will have to check all statutory authority/requirements after the council meeting to ensure all changes align with statute.
- x. Denise Hawkins recommended adding an S to “camera” on A. under V. Physical Environment.
- xi. Mary Brinkley recommended adding “specific to the specialized care facility” on H. under VII. Family Involvement.
- xii. Dr. Germaine Odenheimer requested to add the question: “Do you have a family council?” under VII. Family Involvement.
- xiii. Melissa Holland recommended moving “I. Do families have input into discharge decisions?” under VII. Family Involvement to H. under II. Admission/Discharge.
- xiv. Mike Charboneau left at 2:53 pm.

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

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

8. 2023 Future Meeting Dates

- i. Sheree Martin asked when the request for public comments is made. Joy Fugett stated the period begins January 16, 2023, through February 17, 2023, and the public hearing date will be February 17, 2023, with an inclement weather date of February 21, 2023.



- ii. The council made the decision to cancel the November 16, 2022 meeting. They scheduled 2023 meeting dates for March 29, June 21, September 20, and November 15 at 1:30 each meeting. They agreed meetings would be cancelled if there was nothing to put on the agenda.

9. Sheree Martin made the motion to set the council’s meeting dates for 2023. Dr. Germaine Odenheimer seconded the motion.

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

10. Public Comment

No public comments were made.

11. Adjourn

Sheree Martin made the motion to adjourn. Melissa Holland seconded the motion.

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

Meeting adjourned at 3:06 pm.