

**KENTUCKY BOARD OF LICENSURE FOR LONG-TERM CARE ADMINISTRATORS  
BOARD MEETING MINUTES  
February 13, 2024**

A special meeting of the Kentucky Board of Licensure for Long-Term Care Administrators was held at the Department of Professional Licensing located at 500 Mero Street Frankfort, KY 40601, Conference Room 127CW and via Teams on February 13, 2024.

**MEMBERS PRESENT**

David McKenzie, Chair  
Jacqueline Woodward  
Jason Shelton  
Trevor Davis  
Dr. Keith Knapp  
Dr. Tuyen Tran  
Thomas Davis

**MEMBERS NOT PRESENT**

Eric Hagan  
Charlotte Whittaker

**DEPARTMENT OF PROFESSIONAL LICENSING OTHER**

Daniel Leffel, Board Counsel  
Kristen Lawson, Commissioner  
Ivy Davis, Board Administrator  
Jamar Carter, Admin. Section Supervisor  
Courtney Cook, Fiscal Section Supervisor

**CALL TO ORDER**

Board Chair, David McKenzie called the meeting to order at 10:03 a.m.

**MINUTES**

A motion was made by Dr. Tuyen Tran to approve the December 5, 2023, board meeting minutes. Motion was second by Dr. Keith Knapp and it carried.

**FINANCIAL REPORT**

The board reviewed the financial reports from December 2023 and January 2024.

**DEPARTMENT OF PROFESSIONAL LICENSING**

Commissioner Lawson reported that our meetings will be switched from Zoom to Microsoft Teams starting March 1, 2024, for better security.

**BOARD COUNSEL**

Board Counsel proposed a regulation change to 201 KAR 6:080 Section 5. Dr. Tran made a motion to move forward with the implementation plan. The motion was second by Mr. McKenzie and it carried.

## **NEW BUSINESS**

The board discussed the NAB Annual Meeting scheduled for June 5th-7th, 2024 in Oklahoma City. Once NAB releases more details the Board Administrator will begin the paperwork process. The board expects to know more by April.

Daniel Leffel notified the board that the OLS and DPL contracts are due in April. Mr. Leffel made a proposal for the board to schedule a special meeting in March to discuss the contracts. Dr. Knapp made a request that a mailing list is submitted to CHFS Office of the Secretary quarterly, to reflect any change of addresses.

The board decided to have a special meeting on March 19, 2024, at 11:00 a.m. EST to discuss contracts. Thomas Davis made a motion to have the Special Meeting on March 19, 2023, at 11:00 a.m. EST. Dr. Knapp second the motion, and it carried.

Dr. Tran made a request that the Board Counsel researched other state's CEU requirements hours for online and in person and follow-up with the board.

## **COMPLAINT/STANDARDS OF PRACTICE COMMITTEE**

The Complaints Committee decided to dismiss complaints 2023LTCA00004 and 2023LTCA00005 due to the evidence submitted to CHFS finding both facilities in compliance. Thomas Davis made a motion to accept the complaint committee's decision. Dr. Tran second the motion and it carried.

## **APPLICATIONS/CONTINUING EDUCATION COMMITTEE**

Application/Continuing Education Committee reviewed 14 applications.

- 9 Initial Applications
- 1 Endorsement Applications
- 2 Temporary License Applications
- 2 Reinstatement Applications

Jacqueline Woodward made a motion to accept the applications committee report and Trevor Davis second the motion and it carried.

## **APPROVAL OF TRAVEL AND PER DIEM**

Dr. Tran requested non-payment of per diem. Thomas Davis made a motion to approve travel and per diem for all members present for the meeting. Dr. Knapp second the motion and it carried.

## **ADJOURN**

Thomas Davis made a motion to adjourn at 10:51am with no further business to discuss. Mrs. Woodward second the motion and it carried.