

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

A Complaints Committee meeting of the Kentucky Board of Licensure for Long-Term Care Administrators held via Zoom meeting hosted by the Department of Professional Licensing located at 500 Mero Street Frankfort, KY 40601.

**MEMBERS PRESENT**

Thomas Davis  
David McKenzie, Chair  
Trevor Davis

**DEPARTMENT OF PROFESSIONAL LICENSING**

Ivy Davis, Boards and Commissions Support Specialist  
Jamar Carter, Admin. Section Supervisor

**MEMBERS NOT PRESENT**

Eric Hagan  
Dr. Keith Knapp  
Dr. Tuyen Tran  
Charlotte Whittaker  
Jacqueline Woodward  
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Jason Shelton

**OTHER**

Daniel Leffel, Board Counsel and General Counsel

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**CALL TO ORDER**

Board Chair David McKenzie called the meeting to order at 9:26 a.m.

**MINUTES**

A motion was made by Daniel Leffel to ratify the December 5, 2023, meeting minutes to reference complaints instead of applications in the meeting minutes title. David McKenzie second the motion to ratify and it carried.

**COMPLAINTS/STANDARDS OF PRACTICE COMMITTEE**

A decision was made by the committee to dismiss complaint 2023LTCA00004 and 2023LTCA0005 due to the evidence submitted to CHFS finding both facilities in compliance.

Daniel Leffel reported that the DPL and OLS contracts will be due soon and need to be reviewed at the next meeting.

**All recommendations will be presented to the board for review during the scheduled board meeting.**

**ADJOURN**

Thomas Davis made a motion to adjourn the meeting at 9:48 a.m., David McKenzie second the motion, and it carried.

