

**KENTUCKY BOARD OF LICENSURE FOR LONG-TERM CARE  
ADMINISTRATORS  
MINUTES  
November 27, 2013**

The Board of Licensure for Long Term Care Administrators was held at the Office of Occupations and Professions, 911 Leawood Drive, Frankfort, KY on November 27, 2013.

**BOARD MEMBERS PRESENT**

Greg Wells, Board Chair  
Joseph Flatt  
Patrick Murphy, Ph.D.  
Dr. Keith Knapp, PhD., CNHA, CNA  
Barbara Lester, Citizen-at-Large  
Deborah Anderson, Secretary of the Cabinet for Health and Family Services Designee

**OTHERS PRESENT**

Michael West, Assistant Attorney General  
Jennifer Hutcherson – Board Administrator

**ABSENT**

Christopher Minnich, NHA, Vice Chair  
Patrick Donahue  
Dr. Karen Skaff, RDH, Ph.D.  
Kim Nall, NHA

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**CALL TO ORDER**

Mr. Wells called the meeting to order at 10:54 a.m.

**MINUTES**

Dr. Knapp made a motion to approve the minutes from the October 2, 2013 meeting as presented. The motion was seconded by Mr. Flatt and carried unanimously.

**FINANCIAL REPORT**

The Board reviewed the financial report for October 2013 and the legal fees report for September 2013.

**OCCUPATIONS AND PROFESSIONS REPORT**

The Board reviewed the O&P **November** report. Ms. Hutcherson reported that Gordon Slone assumed the role of Executive Director on October 16, 2013. The database project is still underway. Wireless internet is now available for use by board members on their personal devices. Board meetings are now being added to the O&P Master Calendar for 2014.

**BOARD COUNSEL REPORT**

Mr. West reported that the changes to the regulations and fees are effective as of November 20, 2013. Ms. Hutcherson will update the fees on the current forms that are on the website. There will need to be a second round of minor changes at a later date. The new forms are not yet final.

**OLD BUSINESS**

The board discussed the informal comments and questions that were received.

**NEW BUSINESS**

The board viewed one of several videos in a new series of videos from the NAB. The goal is to watch one at each meeting.

Dr. Knapp reported that the National NAB Meeting will be held in Louisville on June 6-7, 2014.

Dr. Knapp reviewed the new forms that he created for board use. Dr. Murphy made a motion to approve the forms for use by the board and file them for approval. Ms. Anderson seconded the motion and it carried unanimously.

The board set the meeting dates for 2014. They are January 15, April 16, July 16, and October 15.

### **COMPLAINTS COMMITTEE**

The complaint committee recommended dismissal of the following complaints:

- 12-009
- 12-121
- 12-134
- 12-135
- 12-136
- 13-013
- 13-018
- 13-022
- 13-023
- 13-024
- 13-026
- 13-028
- 13-029
- 13-030
- 13-031
- 13-032

The following complaints are still pending:

- 12-124
- 12-126
- 12-137
- 12-138
- 12-139
- 13-009
- 13-011
- 13-020
- 13-025
- 13-027

### **APPLICATIONS COMMITTEE**

The application committee reviewed ten applications. Nine were approved and one was denied.

Approved:

- Shaula Collier
- Laura Hebbard
- Regina Hornback
- Melissa McIntosh
- Thomas Nick
- Michael Rabuka
- Linda Ross
- Tina Whitt
- Sarah Phillips

Denied:

- Brian O'Connell

The application committee reviewed three inactive requests. All three were approved.

- Donald Dalger
- Julia Grove
- Mildred Yvonne Maddux

The application committee reviewed six reinstatement requests. Four were approved. One was approved pending two CEU's. One was deferred pending clarification of CEU hours.

Approved:

- Mark Bowman
- Linda Damron
- Tina Hendricks
- George Meyer

Approved – Pending

- George Meyer

Deferred

- Violet Sylvia

#### **CONTINUING EDUCATION COMMITTEE**

The continuing education committee approved the following courses:

- Norton Sport Health & Kort Sports Medicine Symposium
- Interdisciplinary Management of Patients with Spasticity or Movement

The continuing education committee denied the following course because it is not relevant to Long-Term Care Administrators:

- The Stephen Series Leader's Training Course

The continuing education committee deferred the following course because it did not include a description or list of instructors:

- Tuberculosis

#### **NEXT MEETING**

The next meeting board meeting of the Kentucky Board of Licensure for Long-Term Care Administrators is scheduled for Wednesday, January 15, 2014.

#### **TRAVEL AND PER DIEM**

Dr. Knapp made a motion to approve the Board's travel and per diem expenses for the November 27, 2013 meeting. Dr. Murphy seconded the motion and the motion carried unanimously.

#### **ADJOURNMENT**

Before adjourning Mr. Wells took a moment to thank Dr. Knapp for his service on the Board and presented him with a plaque. With no further business to discuss the meeting was adjourned at 11:35 a.m.