KENTUCKY BOARD OF LICENSURE FOR LONG-TERM CARE ADMINISTRATORS
MINUTES
April 29, 2015

A regular meeting of the Kentucky Board of Licensure for Long-Term Care Administrators was held at the Office of Occupations and Professions, 911 Leawood Drive, Frankfort, KY on April 29, 2015.

BOARD MEMBERS PRESENT
Greg Wells, Board Chair
Christopher Minnich, NHA, Vice Chair
Joseph Flatt
Kim Nall, NHA
Dr. Karen Skaff, RDH, Ph.D.
Barbara Lester, Citizen-at-Large

OCCUPATIONS AND PROFESSIONS STAFF
Jennifer Hutcherson, Board Administrator
Gordon Slone, Executive Director

BOARD MEMBERS ABSENT
Patrick Donahue
Craig Jennings, NHA
Sherry Culp – State Long-Term Care Ombudsman

CALL TO ORDER
Mr. Wells called the meeting to order at 10:41 a.m. Mr. Wells welcomed Mr. Maxwell and Representative Horlander to the meeting. Representative Horlander stated that he was visiting multiple boards at their meetings and was only a call away if he was ever needed.

MINUTES
Mr. Flatt made a motion to approve the minutes from the January 28, 2015 meeting as presented. The motion was seconded by Ms. Nall, and carried unanimously.

FINANCIAL REPORT

OCCUPATIONS AND PROFESSIONS REPORT
Mr. Slone reported that O&P has a new phone system in place utilizing voice over internet protocol. Each employee now has their own phone number. The main phone line is still in place as well. Mr. Slone also reported that there are several vacancies and he is working to fill them as quickly as possible.

BOARD COUNSEL REPORT
Mr. Halloran attended the board meeting and introduced Marcus Jones, who will be the board’s legal counsel going forward. Mr. Halloran also reported that in order to flag licensees as “under investigation”, the board would have to add a statute giving them the authority to do so. The board agreed that they were not interested in doing so at this time.

OLD BUSINESS
Dr. Skaff volunteered to attend the annual NAB meeting in Philadelphia as the Kentucky board’s delegate. Ms. Nall made a motion to have Dr. Skaff represent the Kentucky board at the annual NAB meeting on June 3-5, 2015. The motion, seconded by Mr. Minnich, carried. Mr. Flatt is also interested in attending the annual NAB meeting. Ms. Nall made a motion for the board to cover Mr. Flatt’s travel expenses, should he attend the meeting. The motion, seconded by Mr. Minnich, carried.
NEW BUSINESS
The board heard from Mr. Maxwell, who requested that the board allow him to reinstate his license, even though he was past the two year window for reinstatement allowed by the Kentucky Administrative Regulations. Mr. Wells explained to Mr. Maxwell that the board needed to abide by the law, but that his application to retake the NAB and be licensed in Kentucky was approved during the application committee meeting preceding the board meeting.

Mr. Slone presented the Memorandum of Agreement with O&P to the board. No changes were made from the last fiscal year. Dr. Skaff made a motion to accept the agreement. The motion, seconded by Mr. Flatt, carried.

The board discussed renewing the investigative services contract with the Physical Therapy Board. Mr. Minnich made a motion to renew the contract. The motion, seconded by Ms. Nall, carried.

COMPLAINTS COMMITTEE
The committee recommended dismissal of the following complaints:

- 14-013
- 14-019
- 14-030
- 14-031
- 14-032
- 14-034
- 14-036
- 14-037
- 14-038
- 14-039
- 14-040
- 14-041
- 14-042
- 14-043
- 14-044
- 14-045
- 14-046
- 14-047
- 14-048
- 14-049
- 15-001
- 15-002
- 15-003
- 15-005

Dr. Skaff made a motion to accept the complaint committee’s recommendation. Mr. Flatt seconded the motion and it carried unanimously.

Mr. Flatt made a motion to open complaints against the administrators who were actually responsible at the time of the survey from complaints 14-049 and 15-002. The motion, seconded by Ms. Nall, carried.

The board discussed complaint #13-009. The complaint committee presented a settlement offer to the board, which consisted of five conditions: 1) Two year probationary period; 2) $2,000 fine; 3) Proof of continuing education within 90 days; 4) Report any position as an administrator to the board; 5) Submit every survey to the board within 30 days. If the offer is rejected, the complaint committee would like to proceed to a hearing. If the offer is accepted and the terms are violated, the complaint committee would revoke the license. Ms. Lester made a motion to accept the terms of the settlement. The motion, seconded by Mr. Minnich, carried.

APPLICATIONS COMMITTEE
The application committee reviewed applications and made the following recommendations:

Initial Applications Approved:
- Denise Billingsley
- Felix Brown
- Vicki Butler
- Jeremy Call
- Tonya Cox
- Meredith Crawford
- John Godfrey
- Melissa Knight
- Mike Maxwell
- Crystal Mitchell
- Dannita Morgan
- Jennifer Patrick
- Truly Pennington
- Nancy Phillips
- Andri Skrypka
- Christopher Thorne
- Casey Ward
- Darla Waymon
- Suellen White
- Brandon Williams
• Brandies Windsor
• John Ralph
• Rachel Sargent
• James Snyder
• Deborah Stoffel

Endorsement Applications Approved:
• James Daugherty
• Diana Fisher
• Lynn Kilpatrick
• Franklin Nathan
• James Snyder
• John Ralphy
• Rachel Sargent
• James Snyder
• Deborah Stoffel

Deferred:
• Mark Millet – Endorsement

The application committee reviewed and made recommendations for the following inactive and audited renewals:

Inactive Requests – Approved:
• Kathy Crowley

Other Renewals – Approved:
• Lee Ann Parsons
• Kenneth Palmer

The application committee reviewed and made recommendations for the following reactivation and reinstatement applications:

• Lindsey Kidd – Approved
• Roger Westfall – Approved

Mr. Minnich made a motion to approve the application committee’s recommendations. The motion, seconded by Ms. Nall, carried.

CONTINUING EDUCATION COMMITTEE
The continuing education committee recommended approval for the following courses:

<table>
<thead>
<tr>
<th>Application Submitted By</th>
<th>Program Title</th>
<th>Number of Hours Requested</th>
<th>Course Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proactive Medical Review</td>
<td>Hand in Hand Dementia Care and Abuse Prevention</td>
<td>8.0</td>
<td>Ongoing</td>
</tr>
<tr>
<td>Proactive Medical Review</td>
<td>Supporting Rehab RUGS and Preparing for Medical Review</td>
<td>2.0</td>
<td>Ongoing</td>
</tr>
<tr>
<td>Proactive Medical Review</td>
<td>SNF Physician Documentation</td>
<td>1.0</td>
<td>Not listed</td>
</tr>
<tr>
<td>William Wideman</td>
<td>Preventing Abuse in LTC</td>
<td>5.75</td>
<td>Not listed</td>
</tr>
<tr>
<td>Dewayne Reneer PCA Pharmacy</td>
<td>Education Symposium</td>
<td>5.4</td>
<td>March 12, 2015</td>
</tr>
<tr>
<td>Region 7 HPC</td>
<td>Disaster Preparedness Planning</td>
<td>3.0</td>
<td>April 28, 2015</td>
</tr>
<tr>
<td>Southeast KY Area</td>
<td>2015 KY Association for Gerontology</td>
<td>16.25</td>
<td>April 12-14, 2015</td>
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<tr>
<td>Health Education Center</td>
<td>Conference</td>
<td></td>
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<tr>
<td>Blue Sky Institute</td>
<td>Dementia Capable Care: Foundation</td>
<td>7.0</td>
<td>Not listed</td>
</tr>
<tr>
<td>KALFA</td>
<td>Functional Needs Assessment Workshop</td>
<td>2.5</td>
<td>February 24, 2015</td>
</tr>
<tr>
<td>Raymond Bell</td>
<td>Preventing Abuse in LTC</td>
<td>6.25</td>
<td>March 31, 2015</td>
</tr>
</tbody>
</table>

Mr. Flatt made a motion to accept the recommendation of the continuing education committee. The motion, seconded by Mr. Minnich carried.

Mr. Flatt made a motion to modify the continuing education application to include that applicants must submit a sample certificate of completion. The motion, seconded by Mr. Minnich carried. Ms. Hutcherson will revise the form and submit it to Mr. Jones for submission to LRC.

**NEXT MEETING**
The next regularly scheduled board meeting of the Kentucky Board of Licensure for Long-Term Care Administrators for Thursday, July 23 is cancelled. A special meeting will be held on Thursday, July 30, 2015.

**TRAVEL AND PER DIEM**
Mr. Minnich made a motion to approve the Board’s travel and per diem expenses for the April 29, 2015 meeting. Ms. Lester seconded the motion and the motion carried unanimously.

**ADJOURNMENT**
With no further business to discuss the meeting was adjourned by Mr. Wells at 12:17 p.m.