A regular meeting of the Kentucky Board of Licensure for Long-Term Care Administrators was held at the Department of Professional Licensing, 911 Leawood Drive, Frankfort, KY on January 10, 2019.

**BOARD MEMBERS PRESENT**
Greg Wells, Board Chair
Kim Nall
Robert Flatt
Kenneth Urlage
Mother Christina Murray
Suzanne Shaffar
Melanie Eaton

**BOARD MEMBERS ABSENT**
Patrick Donahue
Dr. Tuyen Tran
Sherry Culp

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**CALL TO ORDER**

Greg Wells, board chair, called the meeting to order at 9:48 a.m.

**MINUTES**

Mr. Urlage made a motion to approve the minutes from the October 24, 2018 meeting as presented. The motion seconded by Mrs. Shaffar, motion carried.

**FINANCIAL REPORT**

The Board reviewed the financial reports for October, November, December of 2018. Mrs. Logan was available for questions if needed.

**DPL REPORT**

Mrs. Logan gave update on the investigation services contract and will provide the contact information to the board, once it is received.

**BOARD COUNSEL REPORT**

Mr. Manley briefly discussed disciplinary actions on licenses.

Mr. Manley also discussed the need to update the Board's regulations to meet the federal requirement regarding active military and their spouses as applicants.
The Board discussed and appointed a Regulation Sub-Committee consisting of Mr. Manley, Mr. Urlage, Mrs. Eaton and Mrs. Shaffar. They are tasked with review and edits to the Board’s regulations. The first Regulation Sub-Committee meeting will be held April 16, 2019 at 2:00 p.m.

NEW BUSINESS

Mr. Wells discussed the process of the annual elections of chair and vice-chair. The Board will vote on both at the April 17, 2019 meeting.

Ms. Busby asked the Board to make a motion to change the previously approved date of July 18th, to July 11th, due to scheduling conflict. Mr. Urlage made a motion to approve the July 11th meeting date. Motion seconded by Mrs. Shaffar, motion carried.

OLD BUSINESS

Mrs. Eaton and Mr. Flatt discussed the information received from attendance to the NAB Mid-Year Meeting.

The Board briefly discussed attendance for NAB’s Annual meeting June 12-14th. Mr. Flatt made a motion to approve Mr. Urlage’s attendance to NAB’s Annual meeting. Motion seconded by Ms. Shaffar, motion carried.

COMPLAINTS COMMITTEE

The committee recommended dismissal of the following complaints:

- 2018LTCA00007
- 2018LTCA00008
- 2018LTCA00016
- 2018LTCA00019
- 2018LTCA00020
- 2018LTCA00021
- 2018LTCA00022

Ongoing Complaint Files:

- 15-026, Complaints Committee made a recommendation to add Memo to licensure file permanently to review in the event of re-applying.
  
  Mr. Urlage made a motion to add Memo to file for future review, if needed. Motion seconded by Mrs. Shaffar, motion carried

- 18-006- On-going, need additional documentation

Mr. Urlage made a motion to accept the complaint committee’s recommendation. Motion seconded by Mrs. Shaffar, motion carried.
APPLICATIONS COMMITTEE

The application committee reviewed applications and made the following recommendations:

Initial Applications Approved: (2)
- Haley Moore
- Jennifer Rodgers

Endorsement Applications Approved: (1)
- Angel Alvarez

Mr. Urlage made a motion to approve the application committee's recommendations. Motion seconded by Mr. Flatt, motion carried.

The applications committee made the request to send a letter to Kerri Legg regarding error in previously application review. Mr. Urlage made a motion to approve the application committee’s request to send letter. Motion seconded by Mr. Flatt, motion carried

The Board briefly discussed updates needing to be made along with the upcoming regulation changes.

CONTINUING EDUCATION COMMITTEE

The continuing education committee made the following recommendations:

Approved Continuing Education Courses/Programs (1)

Deferred Continuing Education Courses/Programs (1)
- Robert White, KY Sr. Living Assoc.- Functional Needs Assessment Workshop- 10/30/18 – 3 hrs.

Mr. Urlage made a motion to approve the CEU committee’s recommendations. Motion seconded by Mrs. Shaffar, motion carried.

NEXT MEETING

The next scheduled board meeting of the Kentucky Board of Licensure for Long-Term Care Administrators will be held on April 17, 2018.

TRAVEL AND PER DIEM

Mrs. Nall made a motion to approve the Board’s travel and per diem expenses for the board, applications and committee meetings. Mr. Urlage seconded the motion, and the motion carried.

ADJOURNMENT

With no further business to discuss, Mr. Urlage made a motion to adjourn the meeting. Mrs. Shaffar seconded the motion, meeting adjourned by Greg Wells at 12:00 p.m.

GW/eb