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 January 25, 2017.

**BOARD MEMBERS PRESENT**
- Greg Wells, Board Chair
- Christopher Minnich, LTCA, Vice Chair
- Kim Nall, LTCA
- Dr. Karen Skaff
- Patrick Donahue
- Craig Jennings, LTCA
- Joseph Flatt
- Sherry Culp – State Long-Term Care Ombudsman

**BOARD MEMBERS ABSENT**
- Dr. Muhammad Babar
- Barbara Lester, Citizen-at-Large

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**CALL TO ORDER**
Mr. Wells, board chair, called the meeting to order at 10:00 a.m.

**MINUTES**
Ms. Nall made a motion to approve the minutes from the July 20, 2016 meeting as presented. The motion was seconded by Mr. Minnich, and the motion carried.

October Meeting Cancelled no quorum.

**FINANCIAL REPORT**
The Board reviewed the financial report for July thru December 2016, and the legal fees report for July thru December 2016.

**Department of Professional Licensing**
Sandy Deaton, Board Administrator

**Office of Attorney General**
Marcus Jones – Office of the Attorney General

**Others**

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**NEW BUSINESS**
Dr. Skaff reported on the NAB meeting that she attended in November and passed out three different handouts for the Board to look over. Dr. Skaff informed the board that NAB encourages the boards to modify their regulations and that Keith from NAB would draft changes for the Board. Dr. Skaff informed the Board that NAB is stating they are trying to be able to do background checks for each state. Dr. Skaff stated that there are eleven NAB accredited programs.
A motion was made by Ms. Nall for Robert Flatt to be the Kentucky delegate and to approve travel for Mr. Flatt to attend and represent Kentucky at the NAB semi-annual meeting in June. The motion was seconded Mr. Minnich, and the motion carried.

The Board discussed Long Term Care Administrators and supervising multiple facilities. The Board interprets per KRS 216A.010 that there should be one Administrator over one facility.

**COMPLAINTS COMMITTEE**
The committee recommended dismissal of the following complaints:

- 16-007-10/26/16
- 16-016-10/26/16
- 16-017-10/26/16
- 16-018-10/26/16
- 16-019-10/26/16
- 16-020-10/26/16
- 16-021-10/26/16
- 16-023-10/26/16
- 16-010-A
- 16-026
- 16-027
- 16-028
- 17-002

Mr. Flatt made a motion to accept the complaint committee’s recommendation. Mr. Minnich seconded the motion and the motion carried.

A motion was made by Mr. Flatt to revoke the License for complaint number 16-024, the motion was seconded by Mr. Minnich, and the motion carried.

A motion was made by Dr. Skaff to accept the agreed order for complaint number 15-009, the motion was seconded by Ms. Nall, and the motion carried.

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

Initial Applications Approved:
- Delisa Arnold- 10/26/16
- Rebecca Bell-10/26/16
- Frank Bibbee Jr.- 10/26/16
- Michael Bowlden- 10/26/16
- Mary Coleman- 10/26/16
- Thomas Dean- 10/26/16
- Lauren Dixon- 10/26/16
- Ryan Freeman- 10/26/16
- Brandi Jo Kessler- 10/26/16
- Linda McConnell- 10/26/16
- Lindse Murphy- 10/26/16
- Robert Ramey- 10/26/16
- Melissa Robbins- 10/26/16
- Natalie Taylor- 10/26/16
- Loren Ward- 10/26/16
- Sherrie Wathen- 10/26/16
- Suellen White- 10/26/16
- Melinda Bugard
- Dillion Carver
- Diora Colepaugh
- Cynthia Cox
- Mark Edwards
- Matthew Eldridge
- Danielle Geoghegan
- Teirane Henry
• Samantha Lawson
• Matthew McGreevy
• Amanda Osborne
• Valerie Pate
• Rebecca Porter
• Lanna Roberts
• Hilary Stone
• Christina Wideman
• Rachel Whobrey (Temp Permit)

Initial Applications Deferred:
• Rebecca Porter - 10/26/16
• Robert Rivera - 10/26/16
• Devin Dame

Initial Applications Denied:
• Nicholas Creekmore

Endorsement Applications Approved:
• Alicia Barnes - 10/26/16
• Rita Crabtree - 10/26/2016
• Robert Anderson Jr
• Teena Dailey
• Jodi Johnson
• Gary Parker
• Bruce Roberson

Audited Renewals Approved:

Reinstatement Applications Approved:
• John Keaton - 10/26/16
• Nicole Meade - 10/26/16
• Janis Perry - 10/26/16

Reinstatement Applications Deferred:
• Mark Henderson

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

CONTINUING EDUCATION COMMITTEE
The continuing education committee made the following recommendations:

<table>
<thead>
<tr>
<th>Name of Sponsor/Submitted By</th>
<th>Program Title</th>
<th>Number of Hours Requested</th>
<th>Course Date</th>
<th>Approved</th>
<th>Deferred</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alan Wade (Individual Request)</td>
<td>CPI-Non-Violent Crisis Intervention</td>
<td>16</td>
<td>08/30/16-08/31/16</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>KALFA</td>
<td>2016 KALFA Conference and Exhibition</td>
<td>7</td>
<td>May 25-26, 2016</td>
<td>X</td>
<td></td>
</tr>
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<td>--------------------------------------</td>
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</tr>
<tr>
<td>Southeast KY Area Health Education Center</td>
<td>2016 Domestic Violence &amp; Elder Abuse</td>
<td>5.30</td>
<td>10/14/16</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Proactive Medical Review &amp; Consulting and Healthcare Therapy Services Inc</td>
<td>SNF ICD 10 Integrating Interdepartmental Coding Systems</td>
<td>3.5</td>
<td>Ongoing</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Proactive Medical Review &amp; Consulting and Healthcare Therapy Services Inc</td>
<td>Practical Considerations for Rehab Dementia Care</td>
<td>5.0</td>
<td>Ongoing</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Proactive Medical Review &amp; Consulting and Healthcare Therapy Services Inc</td>
<td>Part B Therapy in LTC</td>
<td>1.25</td>
<td>Ongoing</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Proactive Medical Review &amp; Consulting and Healthcare Therapy Services Inc</td>
<td>Incorporating the Allen Cognitive Levels to SNG Dementia Care Programs</td>
<td>1.00</td>
<td>Ongoing</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Proactive Medical Review &amp; Consulting and Healthcare Therapy Services Inc</td>
<td>Common Medicare Denials and How to Avoid Them</td>
<td>2.00</td>
<td>Ongoing</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Proactive Medical Review &amp; Consulting and Healthcare Therapy Services Inc</td>
<td>Lessons Learned from skilled nursing facility ZPIC Audits</td>
<td>2.00</td>
<td>Ongoing</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Proactive Medical Review &amp; Consulting and Healthcare Therapy Services Inc</td>
<td>SNF Compliance Essentials for Board Members</td>
<td>1.5</td>
<td>Live and Webinar</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Healthcare Therapy Services, Inc.</td>
<td>HTS Medicare Update 2016</td>
<td>5.00</td>
<td>09/12/16 &amp; 09/15/16</td>
<td>X</td>
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<tr>
<td>Proactive Medical Review &amp; Consulting and Healthcare Therapy Services Inc</td>
<td>Documentation to support skilled rehab services</td>
<td>6.00</td>
<td>Ongoing</td>
<td>X</td>
<td></td>
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<tr>
<td>Proactive Medical Review &amp; Consulting and Healthcare Therapy Services Inc</td>
<td>SNF Quality reporting program section GG</td>
<td>2.00</td>
<td>Ongoing</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Proactive Medical Review &amp; Consulting and Healthcare Therapy Services Inc</td>
<td>Innovative Falls Prevention Strategies and interventions in Long Term Facility</td>
<td>6.00</td>
<td>09/16/16</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Alzheimer's Association – Greater Cincinnati Chapter</td>
<td>Alzheimer's Association 2016 Professional Symposium</td>
<td>6.5</td>
<td>11/04/16</td>
<td>X</td>
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<tr>
<td>Sysco Louisville</td>
<td>Adventures in Food and Healthcare Seminars</td>
<td>3.00</td>
<td>09/21/16</td>
<td>X</td>
<td></td>
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<tr>
<td>2016 KALFA Conference &amp; Exhibition</td>
<td>KALFA Conference &amp; Exhibition</td>
<td>6.00</td>
<td>05/25/16 &amp; 05/26/16</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Amy Leonhardt Council on Aging of Southwestern Ohio</td>
<td>Forum on Aging</td>
<td>12.00</td>
<td>03/14/-03/15/2017</td>
<td>X</td>
<td></td>
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</tbody>
</table>

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

**NEXT MEETING**
The next scheduled board meeting of the Kentucky Board of Licensure for Long-Term Care Administrators will be held on Thursday, April 20, 2017.

**TRAVEL AND PER DIEM**
Mr. Minnich made a motion to approve the Board’s travel and per diem expenses for the October 26, 2016 applications and committee meeting and January 25, 2017 meeting. Ms. Nall seconded the motion, and the motion carried.
ADJOURNMENT
With no further business to discuss, Mr. Flatt made a motion to adjourn the meeting. The motion was seconded by Ms. Nall. The meeting was adjourned by Mr. Wells at 11:35 a.m.