

**KENTUCKY BOARD OF LICENSURE FOR
LONG-TERM CARE ADMINISTRATORS
MINUTES
January 28, 2015**

A special 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 28, 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
Craig Jennings, NHA
Patrick Donahue

Occupations and Professions Staff

Jennifer Hutcherson, Board Administrator

Others

Ryan Halloran – Office of the Attorney General
Sherry Culp – State Long-Term Care Ombudsman

CALL TO ORDER

Mr. Wells called the meeting to order at 10:03 a.m.

MINUTES

Ms. Nall made a motion to approve the minutes from the October 27, 2014 meeting as presented. The motion was seconded by Mr. Donahue, and carried unanimously.

FINANCIAL REPORT

The Board reviewed the financial report for October, November and December 2014, and the legal fees report for September, October and November 2014.

OCCUPATIONS AND PROFESSIONS REPORT

Ms. Hutcherson reviewed the O&P Report provided by Mr. Slone. Robin Vick has been promoted to Administrative Section Supervisor and will begin her duties as the supervisor upon her return from maternity leave on February 4. The online renewal system is still a work in progress. Jeremy Reed and Angela Evans are both leaving the Office of the Attorney General. Please stay in contact with Mr. Slone about board appointments and upcoming expirations. He will continue to be in contact with the Governor's Office of Boards and Commissions regarding board positions.

BOARD COUNSEL REPORT

Mr. Halloran attended the board meeting and advised the board that his office provides counsel to forty boards and at this time only has three attorneys. Mr. Halloran asked for the board's patience as they work to serve the boards and fill the vacant positions.

NEW BUSINESS

Mr. Flatt reported that the NAB mid-year meeting was wonderful. The annual meeting will be held in Philadelphia on June 3-5. The focus of the annual meeting will be the exam.

The board discussed Randall Stump's request for a refund for the application fee because his application was denied. Ms. Nall made a motion to deny the request for a refund of the application fee. The motion, seconded by Mr. Donahue, carried unanimously.

The board discussed a request from Dinah Jarvis to receive a temporary permit until she completes her bachelor's degree. A motion was made by Ms. Nall to deny the temporary permit request because Ms.

Jarvis does not meet the requirements according to 201 KAR 6:030. The motion, seconded by Mr. Donahue, carried unanimously.

COMPLAINTS COMMITTEE

Mr. Flatt made a motion to defer all complaints until the next meeting. Ms. Nall seconded the motion and it carried unanimously.

The board discussed complaint #13-009. The board received a settlement offer of one year probation. A motion was made by Ms. Nall to reject the settlement offer. Dr. Skaff seconded the motion and it carried unanimously. Ms. Nall made a motion to authorize the board's investigator to determine if the administrator named in complaint #13-009 is working as a Long-Term Care Administrator. The motion was seconded by Mr. Minnich and carried unanimously. Dr. Skaff made a motion to authorize the board attorney to initiate an emergency hearing and notify KBN (because the administrator is actively licensed as a LPN) if the licensee is working as a Long-Term Care Administrator. The motion seconded by Mr. Minnich carried unanimously. Mr. Halloran advised the board that they have no legal obligation to report to KBN. Mr. Halloran will also look at the regulations to determine if the board can flag a license as under investigation or pending litigation. Mr. Wells recused himself from all votes regarding this complaint.

APPLICATIONS COMMITTEE

The application committee reviewed applications and made the following recommendations:

Approved:

- Kristy Briggs
- Joshua Calhoun
- Laura Cole
- Austin Gibson
- Mark Hancock – Endorsement
- Rachel Hettinger
- Tracy Imhoff – Endorsement
- Nita Kern
- Julie Lehmann – Endorsement
- Yolanda Loveless
- Amanda Matheny
- Sharon Newton
- Chamika Poole
- Angela Portman
- Eric Ross
- James Scott
- Mark Wilson – Endorsement
- Tiffany Winchel
- Renee Moore
- Tiffany Hinton

Deferred:

- Denise Billingsley

Approved Pending:

- Jamie Slone – Pending Signature
- Lauren Sword – Pending Additional Information

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

Inactive Requests – Approved:

- Mariann Dunn
- Kenneth Palmer

Audited Renewals – Approved:

- Helen Sims

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

- Thomas T. Tackett – Approved

Mr. Minnich made a motion to approve the application committee's recommendations. The motion, seconded by Mr. Donahue, carried.

CONTINUING EDUCATION COMMITTEE

The continuing education committee recommended approval for the following courses:

- Forum on Aging (Council on Aging of SW Ohio) – 31.0 Hours
- Mid Central Regional Annual Conference (Health Care Compliance Association) – 7.0 Hours
- ICD.10 Training for LTC and SNF Providers (Proactive Medical Review) – 14.0 Hours
- Essentials of Dementia Care: Becoming an Effective Trainer (OVAR/GEC) – 6.8 Hours
- Person Centered Thinking Training (Wendell Foster's Campus for Developmental Disabilities)

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

NEXT MEETING

The next board meeting of the Kentucky Board of Licensure for Long-Term Care Administrators is scheduled for Wednesday, April 29, 2015.

TRAVEL AND PER DIEM

Mr. Minnich made a motion to approve the Board's travel and per diem expenses for the January 28, 2015 meeting. Mr. Jennings seconded the motion and the motion carried unanimously.

ADJOURNMENT

With no further business to discuss the meeting was adjourned by Mr. Wells at 11:20 a.m.