

**KENTUCKY BOARD OF LICENSURE FOR LONG-TERM CARE ADMINISTRATORS
MINUTES
November 28, 2012**

A special meeting of the Board of Licensure for Nursing Home Administrators was held at the Office of Occupations and Professions, 911 Leawood Drive, Frankfort, KY on November 28, 2012.

BOARD MEMBERS PRESENT

Greg Wells, Chair
Kimberly Nall
Christopher Minnich, NHA
Keith Knapp, Ph.D., CNHA
Barbara Lester, Citizen-at-Large
Patrick Murphy, M.D.
Joseph Flatt

OTHERS PRESENT

Michael West, Assistant Attorney General
Julie Jackson, Board Administrator

CALL TO ORDER

Mr. Wells called the meeting to order at 10:15 a.m.

MINUTES

Dr. Murphy made a motion to approve the minutes from the August 29, 2012 meeting as presented. The motion was seconded by Ms. Nall and carried unanimously.

FINANCIAL REPORT

The Board reviewed the financial reports for the months of May of 2012 through July 2012. Ms. Nall made a motion to approve the reports. The motion was seconded by Mr. Minnich and carried unanimously.

OCCUPATIONS AND PROFESSIONS REPORT

Ms. Jackson advised that Vickie Logan and Courtney Cook have joined the fiscal office at the Office of Occupations and Professions.

The Board requested that the website address be changed to LTCA.ky.gov.

BOARD COUNSEL REPORT

No report. Dr. Knapp inquired about the process of handling administrators that do not respond to a complaint in a timely manner. Mr. West advised that language in the notification letter can be revised. Ms. Jackson will forward the notification letter to Mr. West for revision.

COMPLAINTS COMMITTEE

The Standards of Practice Committee recommended dismissal of the following complaints:

12-003,12-005,12-006,12-010,12-011,12-016,12-127,12-128,12-129,12-130,12-131,12-132 and 12-133

The following complaints remain pending: 12-009, 12-013, 12-121, 12-123, 12-124, 12-125, 12-126, 12-134, 12-135, and 12-136

APPLICATIONS COMMITTEE

The Application Committee reviewed the following applications:

- New Applicants – (Initial Licensure) 15 reviewed, 15 approved. (Reinstatements) 4 reviewed, 2 approved, 2 approved pending payment. (Endorsements) 7 reviewed, 5 approved, 2 deferred.

EDUCATION COMMITTEE

- Continuing Education – 4 reviewed – 4 approved.

OLD BUSINESS

Review of regulations. Review was completed at this meeting.

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NEW BUSINESS

NAB Professional Practice Analysis – Dr. Knapp discussed the analysis with the Board. Ms. Nall nominated Robert Flatt for each task force group and will submit the nomination letter to NAB. The first (2-day) meeting will be held on March 15 – 16, 2013 in Las Vegas. In addition to attending the face-to-face meetings, Task Force members will participate in e-mail reviews and webinars after the first two meetings.

TRAVEL AND PER DIEM

Mr. Minnich made a motion to approve the Board's travel and per diem expenses for the August 29, 2012 meeting. Ms. Nall seconded the motion and carried unanimously.

ADJOURNMENT

The Board voted unanimously to approve adjournment at 12:15 for the August 29, 2012 meeting.