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 February 3, 2016.

**BOARD MEMBERS PRESENT**
Joseph Flatt  
Kim Nall, NHA  
Dr. Karen Skaff  
Barbara Lester, Citizen-at-Large  
Sherry Culp – State Long-Term Care Ombudsman  
Patrick Donahue  
Dr. Muhammad Babar

**BOARD MEMBERS ABSENT**
Greg Wells, Board Chair  
Christopher Minnich, NHA, Vice Chair  
Craig Jennings, NHA

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**CALL TO ORDER**
Ms. Nall, acting board chair, called the meeting to order at 10:54 a.m.

**MINUTES**
Mr. Donahue made a motion to approve the minutes from the October 22, 2015 meeting as presented. The motion was seconded by Ms. Lester, and carried unanimously.

**FINANCIAL REPORT**
The Board reviewed the financial report for October, November and December 2015, and the legal fees report for September, October and November 2015.

**OCCUPATIONS AND PROFESSIONS REPORT**
No report was provided.

**BOARD COUNSEL REPORT**
Mr. Jones reported that the board has no duty to notify a licensee that they are being reported to the National Practitioners Data Bank, however, the board should report to any other professional boards that the licensee is licensed or registered with.

**OLD BUSINESS**
Dr. Skaff provided a report on the NAB meeting that she attended, as the delegate from Kentucky. The main topic of discussion was the Health Services Executive credential. Mr. Lindner and Mr. Knapp from NAB will be attending the April board meeting to provide more information.

**NEW BUSINESS**
Dr. Skaff made a motion to attend the annual NAB meeting, June 8-10, 2016, in Cleveland, Ohio, as the delegate from Kentucky with travel expenses being paid by NAB, and with Mr. Flatt also attending to represent the Board, with travel expenses being reimbursed by the Board. The motion, seconded by Dr. Babar, carried.
Mr. Flatt made a motion to move forward with an RFP for investigative services, based on the information provided by Ms. Ellis in the fiscal section. The motion, seconded by Ms. Lester, carried.

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

- 15-018
- 15-028
- 15-032
- 15-037
- 15-038
- 15-042
- 15-043
- 15-045

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

Mr. Flatt made a motion to adopt the final order from complaint 13-009. The motion, seconded by Ms. Lester, carried.

Mr. Flatt made a motion to reimburse Mr. Jones for court documents that he obtained in person, from another county, for a formal complaint brought forth by the Board. The motion, seconded by Dr. Skaff, carried.

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

**Initial Applications Approved:**
- Christopher Peterson
- Amanda Rosengam
- Fred Rowe
- Adam Rucker
- Christina Starcher
- Cynthia Clifford
- Hughes Ash
- Karen Henderson
- William Osting
- Trina Manuel-Jagoe

**Initial Applications Deferred:**
- Debra Hunt

**Endorsement Applications Approved:**
- Leah Killian-Smith
- Jaclynn Olden
- Sara Wallace
- Chirag Patel
- Renee Bogard

**Audited Renewals Approved:**
- Frances Thomas
- James Rife
- Linda Ross
- Sonya Wasserman
- Stephen Estes

- Lisa Romans

**Reinstatement Applications Approved:**
- Bill D. Taylor

Mr. Flatt made a motion to approve the application committee's recommendations. The motion, seconded by Dr. Skaff, 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>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Catholic Conference of Kentucky</td>
<td>Healthy Mind, Healthy Bodies, Healthy Church</td>
<td>3</td>
<td>10/21/2015</td>
<td>Deferred</td>
</tr>
<tr>
<td>Kentucky Assisted Living Facilities Association</td>
<td>Resident Service Director Workshop</td>
<td>4</td>
<td>10/13/2015</td>
<td>Deferred</td>
</tr>
<tr>
<td>Kentucky Assisted Living Facilities Association</td>
<td>Marketing Workshop</td>
<td>4</td>
<td>11/12/2015</td>
<td>Deferred</td>
</tr>
<tr>
<td>University of Central Florida</td>
<td>Healthcare Risk Management</td>
<td>12</td>
<td>December 2015</td>
<td>Approved</td>
</tr>
<tr>
<td>Council on Aging of Southwestern Ohio</td>
<td>Forum on Aging</td>
<td>12</td>
<td>March 8-9, 2016</td>
<td>Approved</td>
</tr>
<tr>
<td>Sr. Mary Faustina</td>
<td>National Association Activity Professional – Fall Summit</td>
<td>8</td>
<td>11/17/2015</td>
<td>Approved</td>
</tr>
<tr>
<td>Sr. Mary Faustina</td>
<td>The Psychology of Staff Retention</td>
<td>1</td>
<td>12/3/2015</td>
<td>Approved</td>
</tr>
<tr>
<td>Sr. Mary Faustina</td>
<td>Human Resources – Fred Pryor Seminars</td>
<td>6</td>
<td>12/4/2015</td>
<td>Deferred</td>
</tr>
</tbody>
</table>

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

**NEXT MEETING**
The next regularly scheduled board meeting of the Kentucky Board of Licensure for Long-Term Care Administrators will be held on Wednesday, April 20, 2016.

**TRAVEL AND PER DIEM**
Mr. Flatt made a motion to approve the Board’s travel and per diem expenses for the February 3, 2016 meeting. Dr. Skaff seconded the motion, and the motion carried unanimously.

**ADJOURNMENT**
Before adjournment, Mr. Flatt stated that he wished to share his concerns about the KARES program background checks. Mr. Flatt stated that he no longer receives the full results of a background check, only if the applicant is “hireable” or “non-hireable”. In addition, the scanners are only in certain counties, which causes delays and hiring issues.
With no further business to discuss, Dr. Skaff made a motion to adjourn the meeting. The meeting was adjourned by Ms. Nall at 11:42 a.m.