

**KENTUCKY BOARD OF LICENSURE FOR LONG-TERM CARE ADMINISTRATORS  
APPLICATIONS COMMITTEE SPECIAL MEETING MINUTES  
December 13, 2024**

A Special Applications Committee meeting of the Kentucky Board of Licensure for Long-Term Care Administrators held via Teams meeting hosted by the Department of Professional Licensing located at 500 Mero Street Frankfort, KY 40601.

**MEMBERS PRESENT**

Dr. Keith Knapp  
Jacqueline Woodward  
David McKenzie, Chair  
Jason Shelton  
Dr. Tuyen Tran

**DEPARTMENT OF PROFESSIONAL LICENSING**

Ivy Davis, Boards and Commissions Support Specialist

**MEMBERS NOT PRESENT**

David Thomas  
Trevor Davis  
Charlotte Whittaker

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**CALL TO ORDER**

David McKenzie called the meeting to order at 8:40 a.m.

**APPROVAL OF MINUTES**

Jacqueline Woodward made a motion to accept and approve the October 15, 2024, meeting minutes. Jason Shelton second the motion, and it carried.

**APPLICATIONS COMMITTEE**

The Applications Committee reviewed 19 applications and provided the following recommendations:

- 10 Initial Applications
- 1 Endorsement Application
- 5 Reinstatement Applications
- 1 Reactivation Application
- 2 Emergency Temp Permits

**All recommendations will be presented to the board during the scheduled board meeting.**

**Adjourn**

Dr. Tran made a motion to adjourn the meeting at 9:43 a.m. Dr. Knapp second the motion and it carried.