

**KENTUCKY BOARD OF LICENSURE FOR LONG-TERM CARE ADMINISTRATORS  
BOARD MEETING MINUTES**

**April 9, 2024**

A special meeting of the Kentucky Board of Licensure for Long-Term Care Administrators was held at the Department of Professional Licensing located at 500 Mero Street Frankfort, KY 40601, Conference Room 127CW and via Teams on April 9, 2024.

**MEMBERS PRESENT**

David McKenzie, Chair  
Jacqueline Woodward  
Trevor Davis  
Dr. Keith Knapp  
Dr. Tuyen Tran  
Thomas Davis

**MEMBERS NOT PRESENT**

Eric Hagan  
Charlotte Whittaker

**DEPARTMENT OF PROFESSIONAL LICENSING OTHER**

Daniel Leffel, Board Counsel  
Ivy Davis, Board Administrator  
Jamar Carter, Admin. Section Supervisor  
Courtney Cook, Fiscal Section Supervisor

**CALL TO ORDER**

Board Chair, David McKenzie called the meeting to order at 10:04 a.m.

**MINUTES**

A motion was made by Thomas Davis to approve the February 13, 2024, and February 28, 2024, board meeting minutes. Motion was second by Trevor Davis and it carried.

**FINANCIAL REPORT**

The board reviewed the financial reports from February 2024 and March 2024.

**DEPARTMENT OF PROFESSIONAL LICENSING**

Jamar Carter gives the DPL update because Commissioner Lawson is out. Jamar updated the board that there are currently 3 positions posted for DPL and we have 1 employee leaving at the end of the month.

**BOARD COUNSEL**

Board Counsel had nothing to report but asked the board for clarification on the CEU hour daily requirements. Daniel asks if the 15 CEU's in a day is for online or in person trainings. Dr. Knapp suggested that the 15 daily hours is for all trainings. Dr. Tran approved.

## **OLD BUSINESS**

Ivy Davis updated the board that the NAB Annual Meeting memo and forms have been submitted to the Governor's office for approval. Ivy also informed the board that the early registration for the annual meeting ends on May 15, 2024, and that the 3 board members attending are responsible for reserving their own hotel room per NAB.

Dr. Knapp made a motion to approve David McKenzie as the voting delegate for the NAB Annual meeting. Dr. Tran second the motion and it carried.

## **NEW BUSINESS**

Dr. Tran updated the board that some of the Emergency Temporary Permit licensees have taken the NAB exam. He recommended the language "You are not eligible to sit for the exam" to be included in their approval letter. Board Counsel stated that would require a regulation change. Dr. Knapp made a motion to approve. Dr. Tran second the motion and it carried.

## **COMPLAINT/STANDARDS OF PRACTICE COMMITTEE**

Board Counsel is checking with the Attorney General's office to see if any complaint updates have been sent to them regarding complaint 2021LTCA00018. Daniel will follow up and we will put it on the agenda for the next meeting.

## **APPLICATIONS/CONTINUING EDUCATION COMMITTEE**

Application/Continuing Education Committee reviewed 18 applications.

- 12 Initial Applications
- 2 Endorsement Applications
- 4 Reinstatement Applications
- 2 Renewals (eServices)

Dr. Tran requested that the Board Administrator send text reminders for eServices.

Dr. Tran suggested that if there are any renewals pending in eServices before the meeting to include them in the Applications Committee meeting.

Dr. Knapp made a motion to accept the 2 renewals in eServices. Trevor Davis second the motion and it carried.

Trevor Davis made a motion to accept the applications committee report and Thomas Davis second the motion and it carried.

## **APPROVAL OF TRAVEL AND PER DIEM**

Dr. Tran requested non-payment of per diem. Thomas Davis made a motion to approve travel and per diem for all members present for the meeting. Dr. Tran second the motion and it carried.

## **ADJOURN**

Trevor Davis made a motion to adjourn at 10:38 am with no further business to discuss. Thomas Davis second the motion and it carried.