

**KENTUCKY BOARD OF LICENSURE FOR LONG-TERM CARE ADMINISTRATORS
SPECIAL MEETING MINUTES
December 13, 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 239CW and via Microsoft Teams on December 13, 2024.

MEMBERS PRESENT

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

DEPARTMENT OF PROFESSIONAL LICENSING

Ivy Davis, Boards and Commissions Support Specialist
Kristen Lawson, Commissioner

MEMBERS NOT PRESENT

Charlotte Whittaker
Eric Hagan

OTHER

Clayton Patrick, Board Counsel and General Counsel

CALL TO ORDER

David McKenzie called the meeting to order at 10:08 a.m.

APPROVAL OF MINUTES

Dr. Knapp made a motion to approve the October 15, 2024, meeting minutes. Trevor Davis second the motion and it carried.

FINANCIAL REPORT

The board reviewed the November financial reports.

DEPARTMENT OF PROFESSIONAL LICENSING

Commissioner Lawson had nothing to report.

BOARD COUNSEL

Clayton Patrick filled in for Daniel Leffel and had nothing to report.

OLD BUSINESS

The board discussed the expired regulation 201 KAR 6:070- Continuing Education. Clay will follow -up with Daniel to speed up the process.

The board reviewed the meeting dates for 2025 the dates are: February 14th, April 11th, June 6th, August 8th, October 10th, and December 12th. Trevor Davis made a motion to accept and approve the 2025 meeting dates, Jason Shelton second the motion, and the motion carried.

NEW BUSINESS

David McKenzie reported that the NAB meeting in Savannah, GA was a success. The meetings were great. There was a lot of networking opportunities, there was people there from the academic and governmental side of Long-Term Care Administrators. Dr. Knapp announced the NAB meetings for 2025. The Mid-Year Meeting will be June 11, 2025- June 13, 2025, in Seattle, WA. The NAB Annual Meeting will be October 29, 2025- October 31, 2025, in Santa Fe, New Mexico. Dr. Knapp made a motion to approve the Board Administrator, Ivy Davis to attend the NAB Meeting in Seattle, WA. Thomas Davis second the motion, and it carried.

COMPLAINT/STANDARDS OF PRACTICE COMMITTEE

The complaints committee reviewed complaint 2024LTCA00002 and decided to dismiss. David McKenzie made a motion to accept the complaint committee's recommendation. Thomas Davis second the motion, and it carried.

APPLICATIONS/CONTINUING EDUCATION COMMITTEE

Application/Continuing Education Committee reviewed 19 applications.

- 2 Emergency Temporary Permit Applications
- 10 Initial Applications
- 1 Endorsement Application
- 5 Reinstatement Applications
- 1 Reactivation Application

Dr. Tran made a motion to accept and approve the applications committee recommendations. Jason Shelton second the motion, and it carried.

APPROVAL OF TRAVEL AND PER DIEM

Dr. Knapp made a motion to approve travel and per diem. Trevor second the motion and it carried.

ADJOURN

Dr. Tran made a motion to adjourn at 10:36 a.m. with no further business to discuss. Jacqueline Woodward second the motion and it carried.