

**KENTUCKY BOARD OF LICENSURE FOR LONG-TERM CARE ADMINISTRATORS
BOARD MEETING MINUTES
December 5, 2023**

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 and via Zoom on December 5, 2023.

MEMBERS PRESENT

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

MEMBERS NOT PRESENT

Dr. Tuyen Tran
Eric Hagan
Charlotte Whittaker

DEPARTMENT OF PROFESSIONAL LICENSING OTHER

Daniel Leffel, Board Counsel
Kristen Lawson, Commissioner
Ivy Davis, Board Administrator
Jamar Carter, Admin. Section Supervisor

CALL TO ORDER

Board Chair, David McKenzie called the meeting to order at 10:05 a.m.

MINUTES

A motion was made by Trevor Davis to approve the September 12, 2023, board meeting minutes. Motion was second by Thomas Davis, and it carried.

FINANCIAL REPORT

The board reviewed the financial reports from September-November 2023.

DEPARTMENT OF PROFESSIONAL LICENSING

Commissioner Kristen Lawson had nothing to report but was open to answer any questions from the board.

BOARD COUNSEL

Board Counsel provided an update regarding 201 KAR 6:080 Section 5.

NEW BUSINESS

The board discussed the NAB Annual Meeting scheduled for June 5th-7th, 2024 in Oklahoma City. The board suggested that the board administrator start working early on the paperwork to submit for approval for the NAB Annual Meeting. Dr. Knapp made a motion for the Board to cover all travel expenses for Boards and Commissions Support Specialist, Ivy Davis to attend the meeting. Trevor Davis second the motion & the motion carried. The board clarified the members NAB will be funding for the Annual Meeting. The members covered by NAB are Trevor Davis, David McKenzie, and Dr. Keith Knapp.

A decision was made by the board, that all Emergency Temporary Permit Applications should be sent to the Board Chair, David McKenzie for review. If Mr. McKenzie is unavailable, then the applications should be sent to Jason Shelton for review. The board decided that the Applications Committee will review all Renewals in eServices.

The board made a decision to meet on the second Tuesday of every other month besides June. The meeting dates for 2024 are February 13th, April 9th, June 18th, August 13th, October 8th, and December 10th. Jason Shelton made a motion to approve the meeting dates for 2024. Thomas Davis second the motion and it carried.

COMPLAINT/STANDARDS OF PRACTICE COMMITTEE

The Complaints Committee presented a motion for Board Counsel to follow-up with CHFS and request additional documentation regarding 2023LTCA0004, Ms. Whitaker second the motion & the motion carried.

APPLICATIONS/CONTINUING EDUCATION COMMITTEE

Application/Continuing Education Committee reviewed 19 applications.

- 6 Initial Applications
- 3 Endorsement Applications
- 4 Temporary License Applications
- 3 Reinstatement Applications
 - 1 Renewal
 - 2 Application for Continuing Education

David McKenzie made a motion to approve applications, Thomas Davis second the motion, and it carried.

APPROVAL OF TRAVEL AND PER DIEM

Jason Shelton made a motion to approve travel and per diem for all members present for the meeting. Thomas Davis second the motion & it carried.

ADJOURN

Thomas Davis made a motion to adjourn at 10:44am with no further business to discuss, Jason Shelton second the motion and it carried.