

**KENTUCKY BOARD OF LICENSURE FOR LONG-TERM CARE ADMINISTRATORS  
MEETING MINUTES  
November 10, 2022**

A 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 November 10, 2022.

**MEMBERS PRESENT**

Kenneth Urlage, Chair  
Charlotte Whittaker  
Jason Shelton  
David McKenzie, Vice Chair  
Mother Mary Christina Murray  
Dr. Keith Knapp  
Eric Hagan

**MEMBERS NOT PRESENT**

Dr. Tuyen Tran  
Thomas Davis

**DEPARTMENT OF PROFESSIONAL LICENSING**

Kristen Lawson, Commissioner  
Tiler Hahn, Board Administrator  
Jamar Carter, Admin Supervisor  
Melissa Tullis, Board Administrator

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**CALL TO ORDER**

Chair Urlage called the meeting to order at 10:04 a.m.

**MINUTES**

A motion was made by Mother Christina to approve the July 14, 2022, minutes. Motion, seconded by Dr. Keith Knapp, carried.

A motion was made by Eric Hagan to approve the September 22, 2022, minutes. Motion, seconded by Mother Christina, carried.

**FINANCIAL REPORT**

The board reviewed the financial reports from September and October 2022. No further action required.

**DEPARTMENT OF PROFESSIONAL LICENSING**

Commissioner Kristen Lawson stated that the new ky.gov email addresses given to all board members will become active on November 15. Any concerns or help needed may be found by contacting the department or the Commonwealth Office of Technology.

## **BOARD COUNSEL**

Board Counsel informed the board that the fees regulation will go before the legislative subcommittee and he would like a board member to attend with him. Mr. Urlage and Dr. Keith Knapp could attend depending on the date.

## **NEW BUSINESS**

A motion was made by Mother Christina to approve the 2023 board meeting dates of 1/12, 3/9, 5/11, 7/13, 9/14, 11/9. Motion, seconded by Dr. Keith Knapp, carried.

The Board discussed 2023 officer nominations. A motion was made by Dr. Keith Knapp to keep the current officers for the 2023 year. Motion, seconded by Mother Christina, carried.

The Board discussed and reviewed KRS 216 A.070 and 201 KAR 6:030 pertaining to the time limit on emergency temporary permits. A motion was made by Dr. Keith Knapp to amend 201 KAR 6:030 Section 3 (2) (A) to allow a limit of nine months. Motion, seconded by Jason Shelton, carried.

David McKenzie brought up a new loophole regarding the number of hours a long-term care administrator can be in a facility. A motion by David McKenzie was made to have Board Counsel research this and draft regulation to close the loophole. Motion, seconded by Mother Christina, carried.

Mr. Urlage introduced Administrative Supervisor Jamar Carter to the Board. Jamar Carter gave some background information about himself.

## **COMPLAINTS/STANDARDS of PRACTICE COMMITTEE**

The Committee did not meet.

## **APPLICATIONS/CONTINUING EDUCATION COMMITTEE**

A motion was made by Jason Shelton to accept the Application/Continuing Education Committee recommendations of the following:

All continuing education applications approved pending additional documents.

All initial licensures were approved.

All reinstatement licenses were approved.

Additionally ratify all reviews completed since last Board meeting.

Motion, seconded by Eric Hagan, carried.

## **PER DIEM**

A motion made by Mother Christina to approve the Per diem and Travel for the following:

10/6:, Charlotte Whittaker, Jason Shelton, Eric Hagan, Dr. Keith Knapp- Applications Committee

10/20: Charlotte Whittaker, Jason Shelton, Eric Hagan, Dr. Keith Knapp- Applications Committee

11/3: Charlotte Whittaker, Jason Shelton, Dr. Keith Knapp- Applications Committee

11/10: Charlotte Whittaker, Jason Shelton, Eric Hagan, Dr. Keith Knapp, Keith Urlage, David McKenzie, Mother Christina – Board Meeting


Dr. Tuyen Tran, even though not present, requested he be excluded from being paid for per diem.

\*Some members were in-person and filled out appropriate forms\*

Motion, seconded by Jason Shelton, carried.

**ADJOURN**

A motion made by David McKenzie to adjourn the meeting at 10:55 A.M. Motion, seconded by Jason Shelton, carried.

A handwritten signature in cursive script, appearing to read "Kenneth Urlage", is positioned above a horizontal line.

Kenneth Urlage, Chair