

**KENTUCKY BOARD OF LICENSURE FOR LONG-TERM CARE ADMINISTRATORS
SPECIAL MEETING MINUTES
September 22, 2022**

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 September 22, 2022.

MEMBERS PRESENT

Kenneth Urlage, Chair
Charlotte Whittaker
Jason Shelton
Dr. Tuyen Tran
Thomas Davis
David McKenzie, Vice Chair
Eric Hagan

DEPARTMENT OF PROFESSIONAL LICENSING

Kristen Lawson, Commissioner
Tiler Hahn, Board Administrator

OTHER

Daniel Leffel, Board Counsel

MEMBERS NOT PRESENT

Mother Mary Christina Murray
Dr. Keith Knapp

CALL TO ORDER

Chair Urlage called the meeting to order at 10:18 a.m.

MINUTES

The Board reviewed an incomplete minute from July 14, 2022, meeting. Board Chair Kenneth Urlage asked board members to send any notes they may have from this meeting to the current Board Administrator.

A motion made by Thomas Davis to table the July 14, 2022, meeting to next meeting. Motion, seconded by David McKenzie, carried.

FINANCIAL REPORT

The board reviewed the financial reports from July and August 2022. No further action required

DEPARTMENT OF PROFESSIONAL LICENSING

Board Chair Kenneth Urlage welcomed the new commissioner. Commissioner Kristen Lawson introduced herself and gave some information on her background. Commissioner Lawson also informed the board that board emails are ready, and they should have received an email from her with this information.

BOARD COUNSEL

Board Counsel presented recommended amendments to the regulation 201 KAR 6:060. A motion made by Jason Shelton to accept the recommended amendments. Motion, seconded by Thomas Davis, carried.

NEW BUSINESS

A motion made by Dr. Tuyen Tran to approve David McKenzie & Dr. Keith Knapp to attend and represent the Board at the NAB conference/meeting in California. Motion, seconded by Thomas Davis, carried.

The Board discussed their concerns about the number of expired licenses due to non-renewal after the state of emergency ended.

The Board discussed what could be done temporarily so to expedite the reinstatement and temporary permit process for those effected.

A motion made by David McKenzie to permit the Applications Committee to review and approve reinstatement and emergency temporary permit applications every two weeks until January 1, 2023. Motion, seconded by Dr. Tuyen Tran, carried.

A motion made by David McKenzie to temporarily add Eric Hagan to the Applications committee. Motion, seconded by Jason Shelton, carried.

A motion made by Dr. Tuyen Tran to send a letter via email and mail to all licensees letting them know if they expired during the state of emergency up to Jun 20, 2022, about the reinstatement applications being reviewed every 2 weeks up until January 1, 2023. This so to expedite their reinstatement and if in the meantime they could apply for emergency temporary permit. Motion, seconded by Charlotte Whittaker, carried.

COMPLAINTA/STANDARDS of PRACTICE COMMITTEE

The Committee did not meet.

APPLICATIONS/CONTINUING EDUCATION COMMITTEE

A motion made by Dr. Tuyen Tran to accept the Application/continuing education committee recommendations of the following:

All Continuing education applications approved.

All initial licensures were approved except one that needs official transcript.

All licensures by endorsement were approved.

All emergency temporary licensures were approved.

All reinstatement licenses were approved except one that does not meet the requirements for reinstatement and needs to apply for initial licensure.

Motion, seconded by Thomas Davis, carried

Committee requested Board Administrator to add expiration dates of license on the reinstatement applications for future reviews.

PER DIEM

A motion made by Dr. Tuyen Tran to approve the Per diem and Travel for the following:

9/21: Charlotte Whittaker- Application's pre-review

9/22: Kenneth Urlage, Charlotte Whittaker, Jason Shelton, Thomas Davis, David McKenzie, Eric Hagan- Board Meeting

-Dr. Tuyen Tran 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 11:02 A.M. Motion, seconded by Dr. Tuyen Tran, carried.

A handwritten signature in cursive script, appearing to read "Kenneth Urlage", is written over a light gray dotted rectangular background.

Kenneth Urlage, Chair