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

**October 15, 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, Hearing Room 133CE and via Microsoft Teams on October 15, 2024.

**MEMBERS PRESENT** **DEPARTMENT OF PROFESSIONAL LICENSING**

David McKenzie, Chair Ivy Davis, Boards and Commissions Support Specialist

Trevor Davis Lyndsay Sipple, Admin. Section Supervisor

Jacqueline Woodward Courtney Cook, Fiscal Section Supervisor

Dr. Keith Knapp Kristen Lawson, Commissioner

Thomas Davis

**MEMBERS NOT PRESENT** **OTHER**

Jason Shelton Daniel Leffel, Board Counsel and General Counsel

Dr. Tuyen Tran

Charlotte Whittaker

Eric Hagan

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**CALL TO ORDER**

David McKenzie called the meeting to order at 10:03 a.m.

**APPROVAL OF MINUTES**

Dr. Knapp made a motion to approve the August 2024 meeting minutes. Thomas Davis second the motion and it carried.

# FINANCIAL REPORT

The board reviewed the August and September financial reports.

# DEPARTMENT OF PROFESSIONAL LICENSING

# Commissioner Lawson updated the board that all Board Specialists were promoted to Administrative Specialist Senior.

# BOARD COUNSEL

Daniel Leffel had nothing new to report.

# OLD BUSINESS

# The board decided to meet on the second Friday of every other month in 2025 beginning in February 2025.

# The board discussed the recommended changes to the work verification form. Daniel Leffel will contact LRC about the form updates.

# NEW BUSINESS

# The board discussed the NAB testing dormant period December 15, 2024 – January 2, 2025. The board recommended that the board specialist notify all new applicants of the dormant period.

# COMPLAINT/STANDARDS OF PRACTICE COMMITTEE

# The complaints committee reviewed complaint 2024LTCA00002 and recommended that a notification letter is sent to the respondent requesting documentation. David McKenzie made a 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.

* 5 Emergency Temporary Permit Applications
* 7 Initial Applications
* 3 Endorsement Application
* 3 Reinstatement Applications
* 1 Renewal Application

David McKenzie made a motion to accept and approve the applications committee recommendations. Trevor Davis second the motion and it carried.

# APPROVAL OF TRAVEL AND PER DIEM

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

# ADJOURN

Dr. Knapp made a motion to adjourn at 10:26 a.m. with no further business to discuss. Jacqueline Woodward second the motion and it carried.