**KENTUCKY BOARD OF LICENSURE FOR LONG-TERM CARE ADMINISTRATOR’S COMPLAINTS COMMITTEE 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 and via Microsoft Teams on October 15, 2024.

**MEMBERS PRESENT**

Trevor Davis

Thomas Davis

**DEPARTMENT OF PROFESSIONAL LICENSING OTHER**

Daniel Leffel, Board Counsel

**CALL TO ORDER**

Trevor Davis called the meeting to order at 9:41 a.m.

**COMPLAINT COMMITTEE REVIEW**

The Complaints Committee reviewed complaint 2024LTCA00002 and decided to re-send the notification letter to the administrator and request relevant documents from CHFS.

**ADJOURN**

Trevor Davis made a motion to adjourn at 9:54 a.m. Tom Davis second the motion and the motion carried.