

**KENTUCKY BOARD OF LICENSURE FOR LONG-TERM CARE ADMINISTRATORS**  
**MEETING MINUTES**  
**June 18, 2024**

An Applications Committee meeting of the Kentucky Board of Licensure for Long-Term Care Administrators held via Teams meeting hosted by the Department of Professional Licensing located at 500 Mero Street Frankfort, KY 40601.

MEMBERS PRESENT

Dr. Keith Knapp  
Jacqueline Woodward  
Jason Shelton

DEPARTMENT OF PROFESSIONAL LICENSING

Ivy Davis, Boards and Commissions Support Specialist

MEMBERS NOT PRESENT

David Thomas  
Trevor Davis  
Eric Hagan  
Charlotte Whittaker  
Dr. Tuyen Tran

OTHER

Daniel Leffel, Board Counsel and General Counsel  
Sarah Baker, CHFS Intern

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**CALL TO ORDER**

Dr. Keith Knapp called the meeting to order at 8:39 a.m.

**APPROVAL OF MINUTES**

Dr. Keith Knapp made a motion to accept and approve the April 9, 2024, meeting minutes. Jason Shelton second the motion, and it carried.

**APPLICATIONS COMMITTEE**

The Applications Committee reviewed 19 applications and provided the following recommendations:

- 12 Initial Applications
  - 12 Approved per receipt of passing NHA & Core Exam
  - 3 Approved per receipt of missing documentation.
- 4 Endorsement Applications
  - 3 Approved
  - 1 Approved per receipt of missing documentation.
- 3 Reinstatement Applications
  - 3 Approved

**All recommendations will be presented to the board during the scheduled board meeting.**

**Adjourn**

Dr. Keith Knapp made a motion to adjourn, Jacqueline Woodward second, and the motion carried at 9:47 a.m.