

**KENTUCKY BOARD OF LICENSURE FOR LONG-TERM CARE ADMINISTRATORS
MEETING MINUTES
August 13, 2024**

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, Conference Room 127CW and via Microsoft Teams on August 13, 2024.

MEMBERS PRESENT

Dr. Keith Knapp
Jacqueline Woodward
David McKenzie, Chair
Trevor Davis

DEPARTMENT OF PROFESSIONAL LICENSING

Ivy Davis, Boards and Commissions Support Specialist
Courtney Cook, Fiscal Section Supervisor
Lyndsay Sipple, Admin Section Supervisor
Kristen Lawson, Commissioner

MEMBERS NOT PRESENT

Thomas Davis
Eric Hagan
Charlotte Whittaker
Dr. Tuyen Tran
Jason Shelton

OTHER

Daniel Leffel, Board Counsel and General Counsel
Brian Muller, AIT Coordinator Signature Health
Jordan Dempsey, Public

CALL TO ORDER

David McKenzie called the meeting to order at 10:04 a.m.

APPROVAL OF MINUTES

Daniel Leffel made a motion to amend the June 18, 2024, minutes to remove his name from the motion to enter a closed session. David McKenzie second the motion and it carried. Trevor Davis made a motion to accept and approve the June 18, 2024, meeting minutes. Dr. Knapp second the motion, and it carried.

FINANCIAL REPORT

The board reviewed the financial reports from June 2024 and July 2024.

DEPARTMENT OF PROFESSIONAL LICENSING

Commissioner Lawson reported that DPL has a full administrative staff.

BOARD COUNSEL

Daniel Leffel had nothing new to report.

OLD BUSINESS

The board decided to cancel the October 8, 2024, meeting, and the December 10, 2024, meeting due to scheduling conflicts. The board suggested to possibly have a special meeting on October 15, 2024, and December 13, 2024. The Board Administrator will confirm with the board members not present at today's meeting to confirm their availability.

The board presented recommendations to revise the work verification form and instructions. Trevor Davis made a motion to accept the recommendations. Jacqueline Woodward second the motion, and it carried.

The board discussed the NAB Mid-Year Meeting in Savannah, GA. November 13-15, 2024. Dr. Knapp made a motion to send David McKenzie as a voting delegate and the Board Administrator to attend the NAB Mid-Year Meeting. Trevor Davis second the motion and it carried.

NEW BUSINESS

The board suggested changing the meeting dates for 2025, from the second Tuesday to the second Friday. The board administrator will reach out to the member not present at today's meeting to confirm their availability.

COMPLAINT/STANDARDS OF PRACTICE COMMITTEE

The complaints committee recommended a dismissal of complaint 2021LTCA00018. David McKenzie made a motion to accept the complaint committee's recommendation. Dr. Knapp second the motion and it carried.

APPLICATIONS/CONTINUING EDUCATION COMMITTEE

Application/Continuing Education Committee reviewed 23 applications.

- 4 Emergency Temporary Permit Applications
- 14 Initial Applications
- 1 Endorsement Application
- 3 Reinstatement Applications
- 1 Reactivation 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

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

ADJOURN

Dr. Knapp made a motion to adjourn at 10:40 a.m. with no further business to discuss. Jacqueline Woodward second the motion and it carried.

