

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

February 21, 2025

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 February 21, 2025.

MEMBERS PRESENT

David McKenzie, Chair

Trevor Davis

Jacqueline Woodward

Jason Shelton

Dr. Tuyen Tran

MEMBERS NOT PRESENT

Charlotte Whittaker

Thomas Davis

Dr. Keith Knapp

DEPARTMENT OF PROFESSIONAL LICENSING

Ivy Davis, Boards and Commissions Support Specialist

Kristen Lawson, Commissioner

OTHER

Daniel Leffel, Board Counsel

Lilly Coiner, Executive Advisor

CALL TO ORDER

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

APPROVAL OF MINUTES

Jason Shelton made a motion to approve the December 13, 2024, special meeting minutes. Trevor Davis second the motion, and it carried.

FINANCIAL REPORT

The board reviewed the December 2024 and January financial reports.

DEPARTMENT OF PROFESSIONAL LICENSING

Commissioner Lawson reported that there will be two Board Member Training Session in March, and she encourages all board member to register and attend. Commissioner Lawson also notified the board that there will be another session in the fall for board members that can't attend.

BOARD COUNSEL

Daniel Leffel introduced the new attorney, Lilly Coiner to the board.

Daniel reported that Complaints Committee did not meet because there were no new complaints or updates.

OLD BUSINESS

Trevor Davis reported that the NAB Mid-Year Meeting will be held in Seattle Washington, June 11th-13th, 2025.

NEW BUSINESS

The board discussed the conflict between 201 KAR 6:030 Section 3(2)(a) and KRS 216A.070. Emergency Temporary Permits good for 6 months or 9 months. The board decided to go with 9 months.

APPLICATIONS/CONTINUING EDUCATION COMMITTEE

Application/Continuing Education Committee reviewed 14 applications.

- 2 Emergency Temporary Permit Applications
- 6 Initial Applications
- 4 Reinstatement Applications
- 2 Renewal Applications

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

APPROVAL OF TRAVEL AND PER DIEM

Dr. Tran made a motion to approve travel and per diem. Jacqueline Woodward second the motion and it carried.

ADJOURN

Jason Shelton made a motion to adjourn at 10:23 a.m. with no further business to discuss. Jacqueline Woodward second the motion and it carried.

