KENTUCKY BOARD OF LICENSURE FOR LONG-TERM CARE ADMINISTRATORS
MEETING MINUTES
April 10, 2026

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 Friday, April 10, 2026.

MEMBERS PRESENT
David McKenzie, Chair
Thomas Davis
Dr. Tuyen Tran
Dr. Keith Knapp
Jacqueline Woodward
Thomas Davis

DEPARTMENT OF PROFESSIONAL LICENSING
Ivy Davis, Administrative Specialist Senior
Gabe Dent, Admin Section Supervisor

MEMBERS NOT PRESENT
Charolette Whittaker

Eric Hagan

Jason Shelton

Trevor Davis

OTHER
Lilly Coiner, Executive Advisor

Terence Brennan

CALL TO ORDER
David McKenzie called the meeting to order at 10:00 a.m.

APPROVAL OF MINUTES
Dr. Knapp made a motion to approve the February 13, 2026, meeting minutes. Dr. Tran seconded the motion, and it carried.

FINANCIAL REPORT
The board reviewed the financial report from February 2026.

DEPARTMENT OF PROFESSIONAL LICENSING
Gabe Dent had nothing to report.

BOARD COUNSEL
Lilly Coiner reported to the board that the regulations passed the subcommittee and are waiting to go to the senate committee.

COMPLAINTS COMMITTEE REVIEW

The Complaints Committee recommended sending a revised complaint letter to the administrators.
Dr. Tran made a motion to revise the initial complaint letter to the administrator. Dr. Knapp seconded the motion, and it carried.

NEW BUSINESS

The board reviewed the DPL and OLS contracts. Dr. Knapp made a motion to approve both contracts. Dr. Tran second the motion and it carried.

OLD BUSINESS

The board discussed the revision of the work verification form. The board will review the revisions at the June meeting.

APPLICATIONS/CONTINUING EDUCATION COMMITTEE

The Application/Continuing Education Committee reviewed 12 applications, and the following recommendations were presented to the board.

- 3 Emergency Temporary Permit Applications
- 5 Initial Applications
- 2 Endorsement Applications
- 2 Reinstatement Applications

Dr. Knapp made a motion to accept and approve the application committee's recommendations. Thomas Davis second the motion and it carried.

APPROVAL OF TRAVEL AND PER DIEM

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

ADJOURN

Dr. Knapp made a motion to adjourn at 10:29 a.m. with no further business to discuss. Jacqueline Woodward second the motion and it carried.