KENTUCKY BOARD OF LICENSURE FOR LONG-TERM CARE ADMINISTRATORS
MEETING MINUTES
August 14, 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, Hearing Room 133CE and via Microsoft Teams on Friday, August 14, 2026, at 10:30 a.m. EST.

MEMBERS PRESENT
Jason Shelton
Trevor Davis
Dr. Tuyen Tran
Dr. Keith Knapp
Thomas Davis

DEPARTMENT OF PROFESSIONAL LICENSING
Ivy Davis, Administrative Specialist Senior
Gabe Dent, Admin Section Supervisor
Kristen Lawson, DPL Commissioner
Chasity Wray, Administrative Specialist Senior

MEMBERS NOT PRESENT
Charolette Whittaker

Eric Hagan

David McKenzie, Chair

Jacqueline Woodward

OTHER
Michael Barnett, Staff Attorney III

CALL TO ORDER
Jason Shelton called the meeting to order at 10:33 a.m. EST

APPROVAL OF MINUTES
Dr. Knapp made a motion to approve July 17, 2026, meeting minutes. Trevor Davis seconded the motion, and it carried.

FINANCIAL REPORT
The board reviewed the financial report of July 2026.

DEPARTMENT OF PROFESSIONAL LICENSING
Commissioner Lawson introduced Gabe Dent to the board.

BOARD COUNSEL
Michael Barnett had nothing to report.

NEW BUSINESS

The board discussed the regulations on the website. Dr. Knapp mentioned the watermark still being on 201 KAR 6:070. Gabriel Dent notified the board that he would update the website to reflect the updated version.

The board discussed the NAB Mid-Year meeting in San Antiono, TX on November 11-13, 2026. Trevor Davis made a motion to designate David McKenzie as the NAB voting delegate, Dr. Knapp seconded the motion, and it carried. Dr. Tran made a motion for David McKenzie, Trevor Davis, Dr. Keith Knapp, and Ivy Davis to attend the NAB Mid-Year Meeting in San Antonio, TX November 11-13, 2026. Thomas Davis seconded the motion, and it carried.

OLD BUSINESS

Dr. Knapp made an inquiry on when the work verification implementations that was approved during the august 2024 meeting would be available on the website. Gabe Dent informed the board that he would need to meet with the board chair to edit the form.

Dr. Knapp reported that he and Jacqueline Woodward would be presenting at the KCARE and Leading Age Conference on September 8th and 9th, 2026 and requested funding for their lodging. Trevor Davis made a motion for the board to cover the lodging expenses for Dr. Knapp and Jacqueline Woodward at the KCARE and Leading Age Conference on September 8th and 9th, 2026. Dr. Tran seconded the motion, and it carried.

COMPLAINTS COMMITTEE

The Complaints Committee reviewed 9 complaints, and the recommendations were presented to the board.

- Dismiss cases 2026LTCA00001, 2026LTCA00002, 2026LTCA00003, 2026LTCA00004, 2026LTCA00007 (Trevor Davis recused himself), and 2026LTCA00009 because the facilities are in compliance.
- Cases 2026LTCA00005, 2026LTCA00006, 2026LTCA00008 resend the letter to home address and email address of the administrator.

Trevor Davis made a motion to dismiss cases 2026LTCA0001, 2026LTCA00002, 2026LTCA00003, 2026LTCA00004, 2026LTCA00007, and 2026LTCA00009. Dr. Tran seconded the motion, and it carried. Dr. Tran made a motion to resend the initial complaint letter to administrator's home address and email address from cases 2026LTCA00005, 2026LTCA00006, and 2026LTCA0000. Trevor seconded the motion and it carried.

APPLICATIONS/CONTINUING EDUCATION COMMITTEE

The Application/Continuing Education Committee reviewed 3 applications, and the following recommendations were presented to the board.

- 1 Emergency Temporary Permit Application
- 1 Initial Application
- 1 Reinstatement Application

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

APPROVAL OF TRAVEL AND PER DIEM

Dr. Tran made a motion to approve the travel and per diem. Dr. Knapp seconded the motion, and it carried.

ADJOURN

Thomas Davis made a motion to adjourn at 10:58 a.m. with no further business to discuss. Dr. Tran seconded the motion, and it carried.