

**KENTUCKY BOARD OF LICENSURE FOR LONG-TERM CARE ADMINISTRATORS  
MEETING MINUTES  
May 12, 2022**

The Long-Term Care Administrators 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 and via Zoom on May 12, 2022.

**MEMBERS PRESENT**

Kenneth Urlage Chair

Dr. Keith Knapp

Charlotte Whittaker

Jason Shelton

Dr. Tuyen Tran

Thomas Davis

David McKenzie Vice Chair

Eric Hagan

Mother Mary Christina Murray

**DEPARTMENT OF PROFESSIONAL LICENSING**

Kevin Winstead, Commissioner

Lori Seay, Board Administrator

**OTHER**

Daniel Leffel, Board Counsel

**MEMBERS NOT PRESENT**

---

**CALL TO ORDER**

Chair Urlage called the meeting to order at 10:13 a.m.

**MINUTES**

March 10, 2022 Approved: 1<sup>st</sup> motion made by David McKenzie and 2<sup>nd</sup> motion made by Jason Shelton

April 27, 2022 Approved: 1<sup>st</sup> motion made by Keith Knapp and 2<sup>nd</sup> motion made by Dr. Tran

This was carried by the board

**FINANCIAL REPORT**

The board reviewed the financial reports from March and April 2022. No further action required

**DEPARTMENT OF PROFESSIONAL LICENSING**

Commissioner Winstead discussed renewal and expiration dates following the end of the SOE. Commissioner Winstead proposed the renewal of the MOA/OLS contract from the current 1-year agreement to a 2-year agreement. Approved: 1<sup>st</sup> motion made by Jason Shelton and 2<sup>nd</sup> motion made by Keith Knapp.

**BOARD COUNSEL**

Counsel discussed CEU renewals for 2022. For license renewal applications submitted in 2022, CEU requirements are zero, as stated in the Board's January 27, 2022 order.

**OLD BUSINESS**

Regulations

**NEW BUSINESS**

CEU requirements following the ending of the State of Emergency were approved.

**COMPLAINTA/STANDARDS of PRACTICE COMMITTEE**

#2021LTCA00021 – Letter to be sent in request for explanation/2967 from CHFS

#2018LTCA00023 – 10 CEU hours requirement

#2021LTCA00024 – Dismissed

#2019LTCA00010 and #2019LTCA00011 – Granted license’s request for a time extension on CEU requirement.

**APPLICATIONS/CONTINUING EDUCATION COMMITTEE**

All initial licensures were approved

All licensures by endorsement were approved

All temporary licensures were approved

1<sup>st</sup> motion by Tom Davis. 2<sup>nd</sup> motion by Mother Teresa

**PER DIEM**

Approved – 1<sup>st</sup> motion by Dr Tran and 2<sup>nd</sup> motion by Mother Christina The motion carried

**ADJOURN**

The meeting adjourned at 12:09. 1<sup>st</sup> motion by Dr Tran and 2<sup>nd</sup> motion by Tom Davis.

The motion carried



---

Kenneth Urlage, Chair