

**KENTUCKY BOARD OF LICENSURE FOR LONG-TERM CARE ADMINISTRATORS
SPECIAL MEETING MINUTES
March 10, 2022**

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 and via Zoom on March 10, 2022.

MEMBERS PRESENT

Dr. Keith Knapp
Jason Shelton
Dr. Tuyen Tran
Mother Christina Murray
Kenneth Urlage, Chair
Eric Hagan
David McKenzie, Vice Chair
Thomas Davis

DEPARTMENT OF PROFESSIONAL LICENSING

Kevin Winstead, Commissioner
Chessica Nation, Administrative Section Supervisor
Tiler Hahn, Board Administrator
Lori Seay, Board Administrator

OTHER

August Pozgay, Board Counsel
Daniel Leffel, Board Counsel

MEMBERS NOT PRESENT

Charlotte Whittaker

CALL TO ORDER

Chair Urlage called the meeting to order at 10:04 a.m.

MINUTES

A motion made by David McKenzie to approve the meeting minutes of January 18, 2022. Thomas Davis seconded the motion, and the motion carried.

FINANCIAL

The board reviewed the financial reports from January and February 2022. No further action required.

DEPARTMENT OF PROFESSIONAL LICENSING

Commissioner Winstead let the board know about Senate Joint Resolution 150 that, if passed, it would end the State of Emergency immediately. Commissioner Winstead informed the board that they will be receiving state email addresses to be used for board businesses. Commissioner Winstead informed the board that they can still meet hybrid and that masks are not required for in person. Commissioner Winstead informed the board of IT is working on a system for licensees to enter hours for continuing education when they receive them. Dr Keith Knapp mentioned letting IT know of NAB which already has this in place.

BOARD COUNSEL REPORTS

August Pozgay introduced Daniel Leffel as the new Board Counsel.

The Board reviewed the Memorandum of Agreement with Office of Legal Services. A motion made by David McKenzie to accept the Memorandum of the Agreement and Thomas Davis seconded the motion and the motion carried.

A motion made by David McKenzie to accept the Memorandum of Agreement with Department of Professional Licensing and Jason Shelton seconded the motion and it carried.

OLD BUSINESS

Commissioner Kevin Winstead presented the LRC Administrative staff changes to the regulations to the Board. The Board discussed these changes. A motion made by Eric Hagan to accept the LRC administrative staff changes and David McKenzie seconded the motion and it carried.

NEW BUSINESS

The Board discussed non-renewals for 2020 and 2021. The Board would like a memo sent out to licensees on the possibility of doubling the fees if not renewed previously if it is time to renew again. Board counsel and the department will work on drafting this memo.

A motion was made by David McKenzie for Keith Knapp to look into possible funding for renewal assistance for licensees and Mother Christina seconded the motion and it carried.

A motion was made by Keith Knapp to send Board Administrator to the NAB meeting in Chicago in June 2022 and Dr Tran seconded the motion and it carried.

A motion was made by Keith Knapp to send David McKenzie to the NAB meeting in June as well and Thomas Davis seconded the motion and it carried.

COMPLAINTS/STANDARDS OF PRACTICE COMMITTEE

The Complaints Standards Committee presented their report as followed:

2021LTCA00001 – Dismissed

2021LTCA00005 – More information needed

2020LTCA00008 – Dismissed

2021LTCA000010 – Dismissed

2021LTCA000011 – Reach out to licensee – needs to respond to prevent revocation of license

202LTCA000012- Dismissed

2021LTCA000013- Dismissed

2021LTCA000014 – Follow up for more information

2020LTCA000017-Check status of license before next meeting

2021LTCA000018 – Contact licensee for more information

2021LTCA000019 – More information needed

2021LTCA000020- Dismissed

2021LTCA000021 – Follow up letter to initial notice of case

2021LTCA000022- Follow up letter to initial notice of case

2021LTCA000023 – Dismissed

A motion was made by Dr Tran to accept the committee's report and Keith Knapp seconded the motion and it carried.

APPLICATIONS/CONTINUING EDUCATION COMMITTEE

David McKenzie motioned to approve the following committee's recommendations:

- 4 emergency temporary applications, ratification of prior approval.
- 6 Initial Licensure applications, approval
- 1 Endorsement application, approved
- 1 Reactivation application, approved upon CE verification

Thomas Davis seconded the motion and it carried

APPROVAL OF TRAVEL and PER DIEM

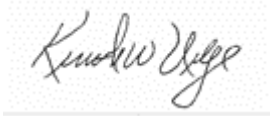
Dr Tran would like to be exempt from payment of travel and per diem.

A motion was made by David McKenzie to approve the travel and per diem and Thomas Davis seconded the motion and it carried

ADJOURN

A motion was made by Thomas Davis to adjourn the meeting at 11:29 a.m. and Keith Knapp seconded the motion. It carried

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A handwritten signature in cursive script, appearing to read "Kenneth Urlage", is written on a light-colored, textured background. The signature is positioned above a horizontal line.

Kenneth Urlage, Chair