

KENTUCKY BOARD OF LICENSURE FOR LONG-TERM CARE ADMINISTRATORS
MEETING MINUTES
March 4th, 2021

A meeting of the Kentucky Board of Licensure for Long-Term Care Administrators held via Zoom meeting hosted by the Department of Professional Licensing located at 500 Mero Street Frankfort, KY 40601.

MEMBERS PRESENT

Thomas Davis
David McKenzie, Vice Chair
Mother Christina Murray
Charlotte Whittaker
Jason Shelton
Dr. Tuyen Tran
Eric Hagam

DEPARTMENT OF PROFESSIONAL LICENSING

Christie Kline, Board Administrator
Kevin Winstead, Acting Commissioner

MEMBERS NOT PRESENT

Melanie Eaton
Kenneth Urlage
Dr. Keith Knapp

OTHER

Leah Boggs, Legal Counsel

CALL TO ORDER

David McKenzie called the meeting to order at 10:05am.

MINUTES

A motion was made by David McKenzie to approve the meeting minutes of 1-7-2021. Jason Shelton seconded the motion, and the motion carried.

MONTHLY FINANCIAL REPORT

The board reviewed January 2021 and February 2021 reports. David McKenzie requested that Christie Kline obtain a report on the financial health of the board and email it to the board.

DPL UPDATE

Acting Commissioner Kevin Winstead brought to the board that he has been appointed acting commissioner since the departure of Michael Newman. Acting Commissioner Kevin Winstead brought to the board that he would circulate his new contact information to the board.

LEGAL COUNSEL

Leah Boggs brought to the board that she has been appointed Acting General Counsel, but she will still remain board counsel for the board.

Leah Boggs brought to the board a reminder of the ethics requirement of recusal.

OLD BUSINESS

Leah Boggs brought to the board that she would begin to research fees in other states and bring that information back to the board.

Leah Boggs brought to the board that she will begin work on drafting a new licensure application with Christie Kline to be ready for review by the board at the next board meeting in May 2021.

Christie Kline brought to the board that NAB does have a requirement for documentation when an applicant requests special accommodations for testing, and that NAB attaches that documentation to the exam request for board review.

NEW BUSINESS

Christie Kline brought to the board 2021 CEU requirements for discussion. Dr. Tuyen Tran motions that 15 hours CEU credit be given to licensees for any biennium of which 2021 is a part. Charlotte Whittaker seconded the motion and the motion carried. Christie Kline to send out memorandum to licensees.

The board requested Leah Boggs follow up on email voting.

COMPLAINTS/STANDARDS OF PRACTICE COMMITTEE

The Committee brought to the board the recommendations of the Complaints/Standards of Practice Committee for discussion.

Jason Shelton motioned to amend the CEU recommendation for 2019LTCA00010 and 2019LTCA00011 to must obtain the additional CEUs within 12 months instead of 2 years. Dr. Tuyen Tran seconded the motion and the motion carried. The Committee motioned that the recommendation of the committee be amended, and the motion carried.

Jason Shelton motioned to amend the CEU recommendation for 2020LTCA00014 to must obtain the additional CEUs within 6 months rather than 12 months. Dr. Tuyen seconded the motion and the motion carried. The Committee motioned that the recommendation of the committee be amended, and the motion carried.

Jason Shelton motioned to amend the CEU recommendation for 2020LTCA00015 to must obtain the additional CEUs within 6 months instead of 12 months. Dr. Tuyen Tran seconded the motion and the motion carried. The Committee motioned that the recommendation of the committee be amended, and the motion carried.

The Committee motioned that the following recommendations of the Complaints/Standards of Practice Committee, and the motion passed:

- 2019LTCA00010 – suspension, fine, probation w/conditions as amended
- 2019LTCA00011 – suspension, fine, probation w/conditions as amended
- 2019LTCA00031 – dismissal
- 2019LTCA00032 – dismissal
- 2019LTCA00037 – dismissal
- 2020LTCA00006 – dismissal
- 2020LTCA00008 – hold for response
- 2020LTCA00013 – dismissal
- 2020LTCA00014 – reprimand pending completion of additional CEUS as amended
- 2020LTCA00015 – suspension, fine, probation w/conditions as amended
- 2020LTCA00016 – dismissal

APPLICATIONS COMMITTEE

Dr. Tuyen Tran motioned to approve the following committee recommendations:

- 1 Emergency Temporary Permit application, ratification of prior approval
- 2 Emergency Temporary Permit applications, approval
- 4 Initial Licensure applications, approval
- 1 Initial Licensure application, deferral pending meeting work experience requirement
- 2 Licensure by Endorsement application, approval

Thomas Davis seconded the motion, and the motion carried.

CONTINUING EDUCATION COMMITTEE

Christie Kline brought to the board that there were no CEU Applications.

PER DIEM AND TRAVEL

Charlotte Whittaker motioned to approve Per Diem for this board meeting. Thomas Davis seconded the motion, and the motion carried.

Thomas Davis motioned to approve Per Diem for renewals review by Jason Shelton on January 12th, 2021. Charlotte Whittaker seconded the motion and the motion carried.

Dr. Tuyen Tran motioned to approve Travel and Per Diem for complaints review by the Complaints Committee members on March 1st, 2021. Thomas Davis seconded the motion, and the motion carried.

ADJOURN

Motion made by Dr. Tuyen Tran to adjourn the meeting at 11:48 a.m. David McKenzie seconded the motion, and the motion carried.

David McKenzie, Vice Chair