

**KENTUCKY BOARD OF LICENSURE FOR LONG-TERM CARE ADMINISTRATORS
MEETING MINUTES
May 6th, 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

Kenneth Urlage, Chair
Thomas Davis
David McKenzie, Vice Chair
Charlotte Whittaker
Jason Shelton
Eric Hagan
Dr. Keith Knapp

DEPARTMENT OF PROFESSIONAL LICENSING

Kevin Winstead, Acting Commissioner
Chessica Newman, Administrative Section Supervisor
Robin Vick, Fiscal Section Supervisor
Christie Kline, Board Administrator

MEMBERS NOT PRESENT

Melanie Eaton
Dr. Tuyen Tran
Mother Christina Murray

OTHER

Leah Boggs, Board Counsel and Acting General Counsel

CALL TO ORDER

Kenneth Urlage called the meeting to order at 10:02am.

MINUTES

A motion was made by Thomas Davis to approve the meeting minutes of 3-4-2021. Jason Shelton seconded the motion, and the motion carried.

MONTHLY FINANCIAL REPORT

The board reviewed March 2021 report.

DPL UPDATE

Acting Commissioner Kevin Winstead brought to the board that there was no definitive date on when the building would open back up to the public, but advised the board that when the building opened back up to the public, they will also have the option to continue to meet virtually, or a hybrid option of virtual and in-person.

Kevin Winstead brought to the board the MOA between DPL and LTCA for FY22 for discussion. Thomas Davis motioned to approve the MOA between DPL and LTCA for FY22. David McKenzie seconded the motion, and the motion carried.

LEGAL COUNSEL

Leah Boggs brought to the board the MOA between OLS and LTCA for FY22 for discussion. Thomas Davis motioned to approve the MOA between OLS and LTCA for FY22. David McKenzie seconded the motion, and the motion carried.

OLD BUSINESS

Leah Boggs brought to the board the fees charged by state boards in other states.

Leah Boggs brought to the board that the complaint regulations draft is still in progress.

Leah Boggs brought to the board the Application Form draft for discussion. The board requested that several clarifications be made to the Application Form draft, and that the Application form draft be presented to the board at the next board meeting.

NEW BUSINESS

Leah Boggs brought to the board the issue of long-term care administrator leave of absence requiring the appointment of a temporary long-term care administrator. The board requested that Leah Boggs clarify this with OIG. The board requested that Leah Boggs draft the board regulation for board review at the next board meeting.

Christie Kline brought to the board an applicant request to take the NAB exam. Thomas Davis motioned to approve the applicant to take the NAB exam by September 6th, 2021. Dr. Keith Knapp seconded the motion, and the motion carried.

Christie Kline brought to the board licensure issuance and complaint trends to the board for discussion.

Christie Kline brought to the board the board delegate selection for the national conference. Eric Hagan motioned to select David McKenzie as delegate and Dr. Keith Knapp as alternate delegate. Thomas Davis seconded the motion, and the motion carried.

COMPLAINTS/STANDARDS OF PRACTICE COMMITTEE

The Committee motioned that the following recommendation of the Complaints/Standards of Practice Committee. Jason Shelton seconded the motion, and the motion passed with Eric Hagan opposing and Kenneth Urlage recusing:

2020LTCA00008 – fine, probation with conditions

Leah Boggs brought to the board the Agreed Orders for 2020LTCA00014 and 2020LTCA00015. Thomas Davis motioned to approve the Agreed Orders for 2020LTCA00014 and 2020LTCA00015. Eric Hagan seconded the motion, and the motion carried.

Leah Boggs brought to the board the Agreed Orders for 2019LTCA00010 and 2019LTCA00011. Thomas Davis motioned to approve the Agreed Orders for 2019LTCA00010 and 2019LTCA00011. Eric Hagan seconded the motion, and the motion carried.

APPLICATIONS COMMITTEE

The Applications Committee motioned to approve the following committee recommendations:

- 5 Emergency Temporary Permit application, ratification of prior approval
- 9 Initial Licensure applications, approval
- 2 Deferred Initial Licensure applications re-reviewed after deferral period, approval
- 2 Licensure by Endorsement application, approval
- 1 Reactivation Application, approval

Charlotte Whittaker seconded the motion, and the motion carried.

CONTINUING EDUCATION COMMITTEE

The Applications Committee motioned to approve the following committee recommendations:

- 1 Sponsor submitted CEU Application, approval of 7 courses totaling 13 hours
- 1 Licensee submitted CEU Application, approval of 19 hours

Charlotte Whittaker seconded the motion, and the motion carried.

PER DIEM AND TRAVEL

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

Thomas Davis motioned to approve Per Diem for renewals review by Jason Shelton on April 16th, 2021, and application reviews by Charlotte Whittaker on March 3rd, 2021 and May 2nd 2021. Charlotte Whittaker seconded the motion and the motion carried.

ADJOURN

Motion made by Charlotte Whitaker to adjourn the meeting at 11:25 a.m. Kenneth Urlage seconded the motion, and the motion carried.



Kenneth Urlage, Chair