

**KENTUCKY BOARD OF LICENSURE FOR LONG-TERM CARE ADMINISTRATORS
BOARD MEETING MINUTES
September 12, 2023**

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 September 12, 2023.

MEMBERS PRESENT

David McKenzie, Chair
Jacqueline Woodward
Jason Shelton
Trevor Davis
Thomas Davis
Charlotte Whittaker
Adam Mather, CHFS-Designee for Dr. Keith Knapp

MEMBERS NOT PRESENT

Dr. Keith Knapp
Eric Hagan
Dr. Tuyen Tran

DEPARTMENT OF PROFESSIONAL LICENSING

Daniel Leffel, Board Counsel
Kristen Lawson, Commissioner
Ivy Davis, Board Administrator
Jamar Carter, Admin. Section Supervisor
Vickie Logan, Fiscal Support Specialist

OTHER

Daniel Leffel, Board Counsel

CALL TO ORDER

Board Chair, David McKenzie called the meeting to order at 9:58 a.m.

MINUTES

A motion was made by Jaqueline Woodward to approve the July 11, 2023 board meeting minutes. Motion was seconded by Charlotte Whittaker, and it carried.

FINANCIAL REPORT

The board reviewed the financial reports from July and August.

DEPARTMENT OF PROFESSIONAL LICENSING

Commissioner Kristen Lawson reported that Jamar Carter has been promoted to Executive Staff Advisor, Lyndsay Sipple as Section Supervisor and the process to fill the 2nd supervisor position is currently ongoing.

BOARD COUNSEL

Board Counsel Daniel Laffel discussed a regulation amendment to include the integration of potential time requirements for administrators in facilities to be 20 hours. Thomas Davis made a motion for Board Counsel to draft the proposed regulation. The motion was seconded by Trevor Davis, and it carried.

OLD BUSINESS

The board discussed the NAB Mid-Year meeting scheduled for October 25th-27th in New Orleans, LA. Thomas Davis made a motion for the board to cover travel expenses to for the following Board Members, David B. McKenzie, Trevor D. Davis, and Keith Knapp along with Boards and Commissions Support Specialist Ivy Davis attend the conference. Trevor Davis seconded the motion carried.

COMPLAINT/STANDARDS OF PRACTICE COMMITTEE

The standards committee reported a decision to dismiss complaint 2021LTCA00021. Adam Mather made a motion to accept the recommendation, Jason Shelton seconded the motion, and it carried.

APPLICATIONS/CONTINUING EDUCATION COMMITTEE

Application/Continuing Education Committee reviewed 19 applications presented recommendations for the following applications below:

- 10 Initial Applications
 - 9 Approved per receipt of passing NHA & Core Exam
 - 1 Deferred per transcripts and passing NHA & Core Exam
- 3 Endorsement Applications
 - 2 Approved
 - 1 Deferred per receipt of a letter of good standing from state licensure board & state seal.
- 1 Temporary License Applications
 - Approved
- 1 Reactivation Application
 - Approved
- 4 Reinstatement Applications
 - Approved

Thomas Davis made a motion to accept the committee's recommendation. Trevor Davis seconded the motion & it carried.

APPROVAL OF TRAVEL AND PER DIEM

Board Chair Mr. McKenzie made a motion to approve travel and per diem for all members present for today's meeting by Trevor Davis seconded the motion & it carried.

ADJOURN

Jason Shelton made a motion to adjourn at 10:16 with no further business to discuss, Trevor Davis seconded the motion and it carried.