

**KENTUCKY BOARD OF LICENSURE FOR LONG-TERM CARE ADMINISTRATORS
SPECIAL MEETING MINUTES**

April 18, 2025

A special 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, Hearing Room 133CE and via Microsoft Teams on April 18, 2025.

MEMBERS PRESENT

David McKenzie, Chair

Dr. Keith Knapp

Jacqueline Woodward

Jason Shelton

Thomas Davis

DEPARTMENT OF PROFESSIONAL LICENSING

Ivy Davis, Boards and Commissions Support Specialist

Lyndsay Sipple, Administrative Section Supervisor

MEMBERS NOT PRESENT

Charlotte Whittaker

Trevor Davis

Dr. Tuyen Tran

OTHER

Lilly Coiner, Executive Advisor

CALL TO ORDER

David McKenzie called the meeting to order at 9:35 a.m.

APPROVAL OF MINUTES

Dr. Knapp made a motion to approve the February 21, 2025, special meeting minutes. Jason Shelton second the motion, and it carried.

FINANCIAL REPORT

The board reviewed the February 2025 and March 2025 financial reports.

DEPARTMENT OF PROFESSIONAL LICENSING

Lyndsay Sipple had nothing to report but was open to answer any questions from the board.

BOARD COUNSEL

The Complaints Committee did not meet because there were no new complaints or updates.

Lilly Coiner presented the new administrative regulation KRS 216A.090, 201 KAR 06:071, Continuing Education Requirements.

Lilly Coiner also presented to the board the amended regulation 201KAR 6:030. Temporary permits which relate to KRS 12.357, 216A.070(4) to include that a temporary permit be effective for nine months and not six months.

Lilly notified the board that the updates will be posted on the website under, "Latest News".

Jacqueline Woodward made a motion to accept the updated regulations, Jason Shelton seconded the motion, and it carried.

OLD BUSINESS

Ivy Davis reported that the paperwork for the NAB Mid-Year Meeting has been submitted. As soon as she hears back from leadership, she will update the board.

APPLICATIONS/CONTINUING EDUCATION COMMITTEE

Application/Continuing Education Committee reviewed 9 applications.

- 3 Emergency Temporary Permit Applications
- 4 Initial Applications, 1 Deferred
- 1 Reinstatement Application
- 1 Reactivation Application

Dr. Knapp made a motion to accept and approve the applications committee recommendations. Thomas Davis second the motion, and it carried.

APPROVAL OF TRAVEL AND PER DIEM

Jason Shelton made a motion to approve travel and per diem. Thomas Davis second the motion, and it carried.

ADJOURN

Jacqueline Woodward made a motion to adjourn at 9:49 a.m. with no further business to discuss. Dr. Knapp second the motion, and it carried.

