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

July 17, 2026

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, via Microsoft Teams on July 17, 2026.

MEMBERS PRESENT	**DEPARTMENT OF PROFESSIONAL LICENSING**
David McKenzie, Chair	Ivy Davis, Administrative Specialist Senior
Trevor Davis	Jeff Bardroff, Administrative Supervisor
Thomas Davis	
Jacqueline Woodward	
MEMBERS NOT PRESENT	**OTHER**
Charlotte Woodward	Michael Barnett, Staff Attorney III
Jason Shelton	
Dr. Tuyen Tran	
Dr. Keith Knapp	

CALL TO ORDER

David McKenzie called the meeting to order at 10:04 a.m. EST

MINUTES

Thomas Davis made a motion to approve the April 10, 2026, meeting minutes. Trevor seconded the motion and it carried.

FINANCIAL REPORT

The board reviewed the financial reports for April 2026, May 2026, and June 2026.

DEPARTMENT OF PROFESSIONAL LICENSING UPDATE

Jeff Bardroff stepped in for Commissioner Lawson and reported that the department is interested in receiving good news stories or updates from the board.

BOARD COUNSEL REPORT

Michael Barnett introduced himself to the board and had nothing to report.

NEW BUSINESS

The board reviewed the investigative services contract. Thomas Davis made a motion to accept the and approve the investigative service contract with Clinton Workplace Solutions. Jacqueline Woodward seconded the motion, and it carried.

APPLICATIONS/CONTINUNING EDUCATION COMMITTEE

The Applications Committee reviewed 23 applications, and the following recommendations were reported to the board:

- 4 Applications for Emergency Temporary Permit
- 12 Initial Applications, 3 deferred pending receipt of missing items (resume, signature on application, and answer question 7 on the application).
- 3 Endorsement Applications
- 1 Reactivation Application
- 1 Reinstatement Application
- 2 Previously Deferred Applications

Trevor Davis made a motion to accept the applications committee's recommendations. Thomas Davis seconded the motion, and it carried.

APPROVAL OF TRAVEL AND PER DIEM

Jacqueline Woodward made a motion to accept and approve the travel and per diem. Trevor Davis second the motion, and it carried.

ADJOUN

Trevor Davis made a motion to adjourn the meeting at 10:13 a.m. EST. Thomas Davis seconded the motion, and it carried.