

**KENTUCKY BOARD OF LICENSURE FOR LONG-TERM CARE ADMINISTRATORS
SPECIAL MEETING MINUTES
March 21, 2023**

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 and via Zoom on March 21, 2023.

MEMBERS PRESENT

David McKenzie, Vice Chair
Charlotte Whittaker
Jason Shelton
Dr. Tuyen Tran
Dr. Keith Knapp
Trevor Davis

MEMBERS NOT PRESENT

Thomas Davis
Eric Hagan
Jacqueline Woodward

DEPARTMENT OF PROFESSIONAL LICENSING

Kristen Lawson, Commissioner
Tiler Deaton, Board Administrator

OTHER

Daniel Leffel, Board Counsel

CALL TO ORDER

David McKenzie called the meeting to order at 1:04 p.m.

MINUTES

A motion made by Dr. Tuyen Tran to approve the November 10, 2022, meeting. Motion, seconded by Keith Knapp, carried.

FINANCIAL REPORT

The board reviewed the financial reports from November 2022, December 2022, and January 2023. No further action required

DEPARTMENT OF PROFESSIONAL LICENSING

Commissioner Kristen Lawson informed the Board that the department is trying to standardize department used forms.

BOARD COUNSEL

Board Counsel discussed the time limits on emergency temporary permits. The regulation updates that were done and went into effect in December 2021 did not have changes in it that changed the 6 months to 9 months in the regulations. Board counsel did present drafted changes that have that change.

Board counsel also presented a drafted letter of Extension of Temporary Permits. This letter is on a case-by-case bases.

Board counsel brought up to the Board about Potential time requirements for Administrators in facilities. The Board discussed this item & Keith Knapp stated he will see how big of an issue this is and report back at the May meeting. Board counsel will also sketch out a draft of regulations to help with this.

NEW BUSINESS

The Applications Committee discussed reviewing applications between meetings. This to help streamline the reviews the morning prior to the meeting. Letters to Applicants will not be sent out until after the Board meets and ratifies the committee's review.

A motion made by Keith Knapp that policy going forward is applications that are complete and approved by the Board can then sit for the NAB exams after the Board ratifies the recommendations at the meeting. Once the exam is passed then the license can be issued by the Board Administrator. Motion, seconded by Charlotte Whittaker, carried.

The Board discussed changing the Board meetings to quarterly. A motion made by Keith Knapp to change the meeting dates to the second Tuesday in May, July, September, & December. Applications committee will meet at 8am EST & Board meeting at 10am EST. Motion, seconded by Charlotte Whittaker, carried. The Board will revisit quarterly dates at the end of the year.

The Board held re-elections for officers due to previous Board chair being replaced.

A motion by Keith Knapp to nominate David McKenzie as Board chair. Motion, seconded by Trevor Davis, carried.

A motion by Dr. Tuyen Tran to nominate Jason Shelton as Vice-Chair. Motion, seconded by Keith Knapp, carried.

COMPLAINTA/STANDARDS of PRACTICE COMMITTEE

The Committee did not meet. The Committee should plan to meet in May.

A motion made by David McKenzie to appoint Trevor Davis to the Complaints Committee. Motion, seconded by Keith Knapp, carried.

APPLICATIONS/CONTINUING EDUCATION COMMITTEE

A motion made by Keith Knapp to enter closed session at 2:30p.m. EST, pursuant to KRS 61.810(1)(j) for deliberations of quasi-judicial bodies regarding complaints at which information protected by KRS 61.810(1)(k) may be discussed. Motion, seconded by Dr. Tuyen Tran, carried.

A motion made by Dr. Tuyen Tran to enter open session at 2:59p.m. EST. Motion, seconded by Charlotte Whittaker, carried. No final action was taken in closed session.

A motion made by Applications committee to accept the Application/continuing education committee recommendations of the following:

All initial licensures were approved.

All licensures by endorsement were approved.

All emergency temporary licensures were approved.

All Reinstatements were approved.

3 Continuing education applications denied due to moot.

Motion, seconded by Trevor Davis, carried

PER DIEM

A motion made by Jason Shelton to approve the Per diem and Travel for the following:

3/21/2023: Trevor Davis, Charlotte Whittaker, Jason Shelton, David McKenzie- Board Meeting

-Dr. Tuyen Tran requested he be excluded from being paid for per diem.

Some members were in-person and filled out appropriate forms

Motion, seconded by Keith Knapp, carried.

ADJOURN

A motion made by Dr. Tuyen Tran to adjourn the meeting at 3:03 P.M. Motion, seconded by Jason Shelton, carried.



David McKenzie, Chair