

**KENTUCKY BOARD OF LICENSURE FOR LONG-TERM CARE ADMINISTRATORS**  
**BOARD MEETING MINUTES**  
**May 9, 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 May 9, 2023.

**MEMBERS PRESENT**

David McKenzie, Vice Chair  
Jacqueline Woodward  
Dr. Keith Knapp  
Trevor Davis

**MEMBERS NOT PRESENT**

Thomas Davis  
Eric Hagan  
Charlotte Whittaker  
Jason Shelton  
Dr. Tuyen Tran

**DEPARTMENT OF PROFESSIONAL LICENSING**

Kristen Lawson, Commissioner  
Tiler Deaton, Board Administrator  
Jamar Carter, Admin. Section Supervisor

**OTHER**

Daniel Leffel, Board Counsel

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**CALL TO ORDER**

David McKenzie called the meeting to order at 10:05 p.m.

**MINUTES**

A motion made by Keith Knapp to approve the March 21, 2023, special meeting minutes. Motion, seconded by Trevor Davis, carried.

**FINANCIAL REPORT**

The board reviewed the financial reports from April 2023. No further action required

**DEPARTMENT OF PROFESSIONAL LICENSING**

No report

**BOARD COUNSEL**

Board Counsel informed the Board about the upcoming appeal hearing. A settlement option was discussed but a decision not to go that route was chosen by the Board chair during a discussion with counsel. The committee made the previous decision, and the Board stands by that.

Keith Knapp informed the Board that other states have a cap for how many facilities an administrator can cover. Ohio has a good example for regulating this.

A motion made by Trevor Davis to give Keith Knapp the authority to reach out to the Secretary for the Department of Public Health and see if they want to handle the number of hours an Administrator can be in facilities & possibly mirror Ohio. Motion, seconded by David McKenzie, carried.

### **NEW BUSINESS**

The Board was informed that the new Board Administrator will be starting May 16th, 2023, and will begin training immediately.

The Board discussed the state delegates to send to NAB conference. A motion made by Keith Knapp to have David McKenzie & Jacqueline Woodward as our state delegates & cover any costs for the trip that NAB does not cover. Motion, seconded by Trevor Davis, carried.

### **COMPLAINTS/STANDARDS of PRACTICE COMMITTEE**

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

### **APPLICATIONS/CONTINUING EDUCATION COMMITTEE**

A motion made by David McKenzie to enter closed session at 10:13a.m. EST, pursuant to KRS 61.810(1)(j) for deliberations of quasi-judicial bodies regarding applications at which information protected by KRS 61.810(1)(k) may be discussed. Motion, seconded by Trevor Davis, carried.

A motion made by David McKenzie to enter open session at 10:35a.m. EST. Motion, seconded by Trevor Davis, carried. No final action was taken in closed session.

A motion made by Trevor Davis 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.

Motion, seconded by Keith Knapp, carried

### **PER DIEM**

A motion made by Trevor Davis to approve the Per diem and Travel for the following:

5/9/2023: Trevor Davis, David McKenzie, Keith Knapp, & Jacqueline Woodward- Board Meeting

Motion, seconded by David McKenzie, carried.

### **ADJOURN**

A motion made by Trevor Davis to adjourn the meeting at 10:39 A.M. Motion, seconded by David McKenzie, carried.



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David McKenzie, Chair