

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

April 17, 2019

A regular meeting of the Kentucky Board of Licensure for Long-Term Care Administrators was held at the Department of Professional Licensing, 911 Leawood Drive, Frankfort, KY on April 17, 2019.

BOARD MEMBERS PRESENT

Greg Wells, Board Chair
Kim Nall
Kenneth Urlage
Mother Christina Murray
Suzanne Shaffar
Melanie Eaton
Dr. Tuyen Tran
Sherry Culp
Eric Hagan
David McKenzie

Department of Professional Licensing

Isaac VanHoose, Commissioner
Elizabeth Busby, Board Administrator
Robin Vick, Administrative Section Supervisor
Vicki Logan, Fiscal

Others

Marc Manley, Board Attorney

Swearing in of new members Eric Hagan and David McKenzie

CALL TO ORDER

Greg Wells, board chair, called the meeting to order at 10:20 a.m.

MINUTES

Ms. Nall made a motion to approve the minutes from the January 10, 2019 meeting as presented. The motion seconded by Mr. Urlage, motion carried.

FINANCIAL REPORT

The Board reviewed the financial reports for January, February, and March of 2019. Mrs. Logan was available for questions if needed.

DPL REPORT

Commissioner VanHoose updated the Board on the Department of Professional Licensing reorganization bill, which did not pass. The Commissioner also informed the Board that DPL will be moving to a new building on Mero Street around the fall.

Mrs. Vick asked for the Board's consideration in paying up to \$20,000 for temporary employee's help with scanning historical documents, due to the move. Mr. Urlage made a motion for the Board to pay for temporary help in scanning documentation. The motion was seconded by Dr. Tran, motion carried.

BOARD COUNSEL REPORT

Mr. Manley informed the Board of the general assembly's decision on old regulations to now expire January 2020.

Mr. Manley briefed the Board on the discussion and proposed changes from the April 16, 2019 Regulation Sub-Committee meeting. After full Board discussion, the following motions were made:

Mr. Urlage made a motion to accept the committee's amendments to 201 KAR 6:040 Section 7 (2). Motion seconded by Dr. Tran, motion carried

Dr. Tran made a motion to accept the committee's amendments to 201 KAR 6:020 and 201 KAR 6:030. Motion seconded by Mr. Urlage, motion carried.

Ms. Nall made a motion to accept the committee's recommendation in changing the statute for the temporary permit from six months to nine months. Motion seconded by Mr. Urlage, motion carried.

Mr. Urlage made the motion for a public hearing meeting regarding the statute and regulation changes to be held at 911 Leawood Drive, Frankfort KY 40601 on June 26, 2019 at 10:00am. Motion seconded by Mr. McKenzie, motion carried.

NEW BUSINESS

Mrs. Wells asked the Board to make a motion to send service plaques to Patrick Donahue and Robert Flatt thanking them for their service on the board. Dr. Tran made the motion to send service plaques to both previous board members. Motion seconded by Mrs. Shaffar, motion carried.

Ms. Nall made a motion for Greg Wells to stay Board-Chair. Motion seconded by Mrs. Shaffar, motion carried.

Dr. Tran made the motion for Ken Urlage to service has the Vice-Board Chair. Motion seconded by Mrs. Eaton, motion carried.

COMPLAINTS COMMITTEE

The committee recommended dismissal of the following complaints:

- 2018LTCA00003
- 2018LTCA00015
- 2018LTCA00018
- 2019LTCA00001
- 2019LTCA00002
- 2019LTCA00003
- 2019LTCA00004
- 2019LTCA00005
- 2019LTCA00006
- 2019LTCA00007
- 2019LTCA00008
- 2019LTCA00009
- 2019LTCA00014

Ongoing Complaint Files:

- 18-006- On-going
- 2018LTCA00017- On-going
- 2019LTCA00010- On-going
- 2019LTCA00011- On-going
- 2019LTCA00012- Send letter requesting response to allegations
- 2019LTCA00013- Send letter requesting response to allegations

Mr. Urlage made a motion to accept the complaint committee's recommendation. Motion seconded by Dr. Tran, motion carried.

APPLICATIONS COMMITTEE

The application committee reviewed applications and made the following recommendations:

Initial Applications Approved: (11)

- Rachael Burchett
- Stephanie D'Amico
- Preston Harness
- Michelle Mercer
- Sarah Mills
- Haley Moore
- Michael Peel
- Johnny Plunkett
- Kimberly Royce
- Taylor Shaw
- Christina Whitney

Initial Applications Deferred: (1)

- Kevin Bandur

Endorsement Applications Approved: (1)

- Heather Bailey
- Linda Dearduff
- Scott Edens
- Victoria Shepherd
- Jeffrey White
- Stephanie Wise

Temporary Permits Approved Between January 10, 2019 – April 17, 2019: (6)

- Preston Harness
- Mark Holbook
- Bobbie Mills
- Victoria Shepherd
- Leslie Smith
- John Stare

Mr. Urlage made a motion to approve the application committee's recommendations. Motion seconded by Mr. Flatt, motion carried.

CONTINUING EDUCATION COMMITTEE

The continuing education committee made the following recommendations:

Approved Continuing Education Courses/Programs (1)

- Crystal Barger, EKU- Operation Immersion- 5/7/2019-5/10/2019- 11hrs.

Mrs. Shaffar made a motion to approve the CEU committee's recommendations. Motion seconded by Mr. Urlage, motion carried.

NEXT MEETING

The next scheduled board meeting of the Kentucky Board of Licensure for Long-Term Care Administrators will be held on July 11, 2018.

TRAVEL AND PER DIEM

Dr. Tran made a motion to approve the Board's travel and per diem expenses for the board, applications and committee meetings. Mrs. Shaffar seconded the motion, and the motion carried.

ADJOURNMENT

With no further business to discuss, Ms. Nall made a motion to adjourn the meeting. Dr. Tran seconded the motion, meeting adjourned by Greg Wells at 12:00 p.m.