

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

January 10, 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 January 10, 2019.

**BOARD MEMBERS PRESENT**

Greg Wells, Board Chair  
Kim Nall  
Robert Flatt  
Kenneth Urlage  
Mother Christina Murray  
Suzanne Shaffar  
Melanie Eaton

**Department of Professional Licensing**

Isaac VanHoose, Commissioner  
Elizabeth Busby, Board Administrator  
Vicki Logan, Fiscal

**Others**

Marc Manley, Board Attorney

**BOARD MEMBERS ABSENT**

Patrick Donahue  
Dr. Tuyen Tran  
Sherry Culp

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**CALL TO ORDER**

Greg Wells, board chair, called the meeting to order at 9:48 a.m.

**MINUTES**

Mr. Urlage made a motion to approve the minutes from the October 24, 2018 meeting as presented. The motion seconded by Mrs. Shaffar, motion carried.

**FINANCIAL REPORT**

The Board reviewed the financial reports for October, November, December of 2018. Mrs. Logan was available for questions if needed.

**DPL REPORT**

Mrs. Logan gave update on the investigation services contract and will provide the contact information to the board, once it is received.

**BOARD COUNSEL REPORT**

Mr. Manley briefly discussed disciplinary actions on licenses.

Mr. Manley also discussed the need to update the Board's regulations to meet the federal requirement regarding active military and their spouses as applicants.

The Board discussed and appointed a Regulation Sub-Committee consisting of Mr. Manley, Mr. Urlage, Mrs. Eaton and Mrs. Shaffar. They are tasked with review and edits to the Board's regulations. The first Regulation Sub-Committee meeting will be held April 16, 2019 at 2:00 p.m.

### **NEW BUSINESS**

Mr. Wells discussed the process of the annual elections of chair and vice-chair. The Board will vote on both at the April 17, 2019 meeting.

Ms. Busby asked the Board to make a motion to change the previously approved date of July 18<sup>th</sup>, to July 11<sup>th</sup>, due to scheduling conflict. Mr. Urlage made a motion to approve the July 11<sup>th</sup> meeting date. Motion seconded by Mrs. Shaffar, motion carried.

### **OLD BUSINESS**

Mrs. Eaton and Mr. Flatt discussed the information received from attendance to the NAB Mid-Year Meeting.

The Board briefly discussed attendance for NAB's Annual meeting June 12-14<sup>th</sup>. Mr. Flatt made a motion to approve Mr. Urlage's attendance to NAB's Annual meeting. Motion seconded by Ms. Shaffar, motion carried.

### **COMPLAINTS COMMITTEE**

The committee recommended dismissal of the following complaints:

- 2018LTCA00007
- 2018LTCA00008
- 2018LTCA00016
- 2018LTCA00019
- 2018LTCA00020
- 2018LTCA00021
- 2018LTCA00022

#### **Ongoing Complaint Files:**

- 15-026, Complaints Committee made a recommendation to add Memo to licensure file permanently to review in the event of re-applying.

Mr. Urlage made a motion to add Memo to file for future review, if needed. Motion seconded by Mrs. Shaffar, motion carried

- 18-006- On-going, need additional documentation

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

### **APPLICATIONS COMMITTEE**

The application committee reviewed applications and made the following recommendations:

#### **Initial Applications Approved: (2)**

- Haley Moore
- Jennifer Rodgers

#### **Endorsement Applications Approved: (1)**

- Angel Alvarez

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

The applications committee made the request to send a letter to Kerri Legg regarding error in previously application review. Mr. Urlage made a motion to approve the application committee's request to send letter. Motion seconded by Mr. Flatt, motion carried

The Board briefly discussed updates needing to be made along with the upcoming regulation changes.

### **CONTINUING EDUCATION COMMITTEE**

The continuing education committee made the following recommendations:

#### **Approved Continuing Education Courses/Programs (1)**

- Loren Ward- Emergency Preparedness for Long-Term Care- 9/25/18 & 9/26/18- 13hrs.

#### **Deferred Continuing Education Courses/Programs (1)**

- Robert White, KY Sr. Living Assoc.- Functional Needs Assessment Workshop- 10/30/18 – 3 hrs.

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

### **NEXT MEETING**

The next scheduled board meeting of the Kentucky Board of Licensure for Long-Term Care Administrators will be held on April 17, 2018.

### **TRAVEL AND PER DIEM**

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

### **ADJOURNMENT**

With no further business to discuss, Mr. Urlage made a motion to adjourn the meeting. Mrs. Shaffar seconded the motion, meeting adjourned by Greg Wells at 12:00 p.m.