

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

October 24, 2018

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 October 24, 2018.

BOARD MEMBERS PRESENT

Greg Wells, Board Chair
Kim Nall
Patrick Donahue
Kenneth Urlage
Mother Christina Murray
Suzanne Shaffar
Dr. Tuyen Tran
Melanie Eaton

BOARD MEMBERS ABSENT

Joseph Robert Flatt
Sherry Culp

Department of Professional Licensing

Isaac VanHoose, Commissioner
Elizabeth Busby, Board Administrator
Vicki Logan, Fiscal
Susan Ellis, Fiscal- Admin. Section Supervisor

Others

Marc Manley, Board Attorney

CALL TO ORDER

Greg Wells, board chair, called the meeting to order at 10:15 a.m.

MINUTES

Kim Nall made a motion to approve the minutes from the July 12, 2018 meeting as presented. The motion seconded by Mother Christina, motion carried.

FINANCIAL REPORT

The Board reviewed the financial reports for July, August and September of 2018. Mrs. Ellis and Mrs. Logan was available for questions if needed.

DPL REPORT

Mrs. Ellis presented update on the investigation services bid received. Mrs. Nall made a motion to accept the bid. Motion seconded by Mother Christina Murray, motion carried.

BOARD COUNSEL REPORT

Mr. Manley requested authorization from the Board to send a Final Order to the petitioner in Administrative Action No. 18-KBLTCA-001. Mrs. Shaffar made a motion to send the Final Order. Motion seconded by Dr. Tran, motion carried.

Mr. Manley discussed the application review process regarding the approval of NAB testing. In efforts to streamline the process for licensees, Mr. Manley recommended the Board Administrator be able to approve testing through NAB upon receipt of application. The Board Administrator will then notify the applicant of the testing approval, along with missing documents needed before the completed application

is reviewed. Mr. Urlage made a motion to accept Mr. Manley's recommendation. Motion seconded by Mr. Donahue, motion carried.

NEW BUSINESS

The new Board members gave brief introductions.

Mrs. Eaton briefly discussed NAB's proposed bylaws and policy changes and NAB's 2019 proposed budget.

The Board discussed and the set meeting dates for 2019, which will be as followed: January 10, April 17, July 18 and October 10. Motion was made by Mr. Donahue to accept proposed dates. Motion seconded by Mrs. Eaton, motion carried.

Mr. Manley presented inquiry letter from the Board of Social Work. A motion was made by Mr. Urlage to decline response due to lack of information. Motion seconded by Mr. Donahue, motion carried.

Ms. Busby asked for the Board's consideration to order service plaques for members whose terms have expired. Members are Barbara Lester, Dr. Karen Skaff, Christopher Minnich, Dr. Muhammad Babar and Craig Jennings. Dr. Tran made a motion to order members service plaques. Motion seconded by Mrs. Shaffar, motion carried.

COMPLAINTS COMMITTEE

The committee recommended dismissal of the following complaints:

- 2018-005
- 2018-010
- 2018LTCA00002
- 2018LTCA00004
- 2018LTCA00005
- 2018LTCA00006
- 2018LTCA00009
- 2018LTCA00010
- 2018LTCA00011
- 2018LTCA00013
- 2018LTCA00014

Ongoing Complaint Files:

- 15-026, Complaints Committee made a recommendation to initiate a formal complaint
- 18-006
- 2018LTCA00001, Complaints Committee made a recommendation for the complaint to be sent to investigator.
- 2018LTCA00003
- 2018LTCA00007
- 2018LTCA00008
- 2018LTCA00012
- 2018LTCA00015
- 2018LTCA00016

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

APPLICATIONS COMMITTEE

The application committee reviewed applications and made the following recommendations:

Initial Applications Approved: (16)

- Kenyetta Alexander
- Sharon Baird
- Cody Lee Brooks
- Julie Dale
- Ashlee Gaunce
- Eric Gresham
- Michelle Johnson
- Matthew Jones
- Keri Legg
- Judith Parsons
- April Raddish
- Leslie Smith
- Rhonda Smith
- Latishia Stewart
- Chasity Teague
- Lolita York

Initial Applications Deferred: (3)

- Haley Moore
- Jennifer Rodgers
- Sammy Suiter

Endorsement Applications Approved: (9)

- Ronald Adams
- Jeffrey Amonett
- Camille Beeson
- Phil Ford
- Anastasia Noffsinger
- Daniel Romanello
- Lisa Veteto
- Teresa Wall
- Nathan Wilson

Endorsement Applications Deferred (1)

- Angel Alvarez

Reinstatement/Reactivation Applications Approved: (3)

- Derek Holbrook
- Craig Jennings
- Jennifer Thomas

Reinstatement/Reactivation Applications Deferred: (1)

- Russell Barker

Temporary Permits Approved Between July 19, 2018-October 24, 2018: (4)

- Phil Ford
- Christy Jordan
- Michael Peel
- Michelle Johnson

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

CONTINUING EDUCATION COMMITTEE

The continuing education committee made the following recommendations:

Approved Continuing Education Courses/Programs (5)

- Proactive Medical Review- Effective Care Planning 8/14/2018- 3 hrs.
- Southeast KY Area Health Ed. Center- 2018 Domestic Violence & Elder Abuse 9/7/2018- 6 hrs.
- Alzheimer's Assoc. Greater Cincinnati Chapter- 2018 Pro. Symposium 11/2/2018- 6 hrs.
- Nursing Home O,budsman Agency of the Bluegrass- The Validation Breakthrough 11/8/18- 4 hrs.
- Robert W. White- KY Sr. Living Assoc. - Marketing Workshop 9/18/2018- 3 hrs.

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

NEXT MEETING

The next scheduled board meeting of the Kentucky Board of Licensure for Long-Term Care Administrators will be held on January 10, 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. Dr. Tran seconded the motion, and the motion carried.

ADJOURNMENT

With no further business to discuss, Mr. Donahue made a motion to adjourn the meeting. Mr. Urlage seconded the motion, meeting adjourned by Greg Wells at 12:10 p.m.