

**KENTUCKY BOARD OF LICENSURE FOR LONG-TERM CARE ADMINISTRATORS
MEETING MINUTES
September 10th, 2020**

A meeting of the Kentucky Board of Licensure for Long-Term Care Administrators held via Zoom meeting hosted by the Department of Professional Licensing located at 500 Mero Street Frankfort, KY 40601.

MEMBERS PRESENT

Kenneth Urlage, chair
Thomas Davis
David McKenzie
Charlotte Whittaker
Jason Shelton
Dr. Keith Knapp, designee of Secretary Eric Friedlander
Melanie Eaton

DEPARTMENT OF PROFESSIONAL LICENSING

Christie Kline, Board Administrator
Robin Vick, Fiscal Section Supervisor
Dr. Michael Newman, Commissioner

MEMBERS NOT PRESENT

Mother Christina Murray
Dr. Tuyen Tran
Eric Hagan

OTHER

Leah Boggs, Legal Counsel

CALL TO ORDER

Kenneth Urlage called the meeting to order at 10:02am.

MINUTES

A motion was made by Charlotte Whittaker to approve the meeting minutes of 7-9-2020. Jason Shelton seconded the motion, and the motion carried.

MONTHLY FINANCIAL REPORT

The board reviewed July 2020 and August 2020 reports.

DPL UPDATE

Dr. Michael Newman brought to the board the MOA with DPL contract for consideration. A motion was made by David McKenzie to approve the MOA with DPL contract. Charlotte Whittaker seconded the motion and the motion carried.

LEGAL COUNSEL

Leah Boggs brought forward to the board that she would be presenting both old and new business.

OLD BUSINESS

Leah Boggs brought to the board new wording within 201 KAR 6:020 for consideration. A motion was made by Tom Davis to approve the new wording within 201 KAR 6:020. David McKenzie seconded the motion and the motion carried.

NEW BUSINESS

Leah Boggs brought forward to the board the request process for documentation from CHFS for discussion. The Board requested Leah Boggs compose communication to Dr. Keith Knapp to request clarification of the process.

Leah Boggs brought forward to the board complaints processing for discussion. Leah Boggs presented the Complaints/Standards of Practice Committee recommendations for complaints processing. The Board voted to accept these recommendations, and the vote was unanimous.

Kenneth Urlage brought forward to the board plaques/certificates for previous board members for discussion. David McKenzie motioned to approve the purchase of plaques and certificates for previous board members that most recently left the board. Thomas Davis seconded the motion, and the motion carried.

Christie Kline brought forward to the board delayed access to NAB testing sites due to COVID-19 protocols for discussion. Thomas Davis motioned to increase the time that applications remain on file to 18 months from one year during the State of Emergency to allow applicants more time to complete their applications. Charlotte Whittaker seconded the motion, and the motion carried. The board requested Leah Boggs draft a memorandum regarding this action.

Christie Kline brought forward to the board the outstanding audited renewals in eServices for discussion. Kenneth Urlage and Jason Shelton to follow-up.

COMPLAINTS/STANDARDS OF PRACTICE COMMITTEE

Motion made by the Complaints/Standards Committee for the following recommendation. Motion, seconded by David McKenzie, carried.

- 2020LTCA00004 – recommend dismissal

APPLICATIONS COMMITTEE

Dr. Keith Knapp brought forward to the board that the Applications Committee recommended approval for all temporary permits, initial licensure applications, licensure by endorsement applications, and reinstatement applications reviewed as follows:

Temporary Permit Final Approved: 1

The Applications Committee recommended final approval. Jason Shelton motioned to approve 1 Temporary Permit application. David McKenzie seconded the motion, and the motion carried.

- Tanner Tippetts

Initial Licensure Applications Approved: 11

The Applications Committee recommended approval. Tom Davis motioned to approve 11 Initial Licensure applications. Charlotte Whittaker seconded the motion, and the motion carried.

- Andrea Berry-Poynter
- Charles Bevins
- Angela Chinn
- Julie Dale
- Kristy Felitsky
- Michelle Goodwin
- Melissa Highley
- Melissa LaFollette

- Tyia Osborne
- Amanda Scott
- Lindsey Sila

Licensure by Endorsement Applications Approved: 2

The Applications Committee recommended approval. Thomas Davis moved to approve 2 Licensure by Endorsement Applications. Charlotte Whittaker seconded the motion, and the motion carried.

- Jeffery Beaty
- Justin Holman

Reinstatement Application Approved: 1

The Applications Committee recommended approval. David McKenzie motioned to approved 1 reinstatement application. Jason Shelton seconded the motion, and the motion carried.

- Jeremy Call

CONTINUING EDUCATION COMMITTEE

The Applications Committee brought to the board that there were no Continuing Education applications for review.

PER DIEM

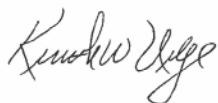
A motion made by Thomas Davis to approve per diem. Melanie Eaton seconded the motion, and the motion carried.

A motion was made by Thomas Davis to approve the following additional days of per diem. The motion was seconded by David McKenzie, and the motion carried:

- Jason Shelton 7/30/20 .25 Reviewing audited renewals in eServices
- Jason Shelton 7/09/20 .50 Reviewing audited renewals in eServices
- Charlotte Whittaker 5/13/20 1.0 Reviewed applications
- Charlotte Whittaker 7/08/20 1.0 Reviewed applications

ADJOURN

Motion made by David McKenzie to adjourn the meeting at 11:00 a.m. Thomas Davis seconded the motion, and the motion carried.



Kenneth Urlage, Chair