

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

June 18, 2024

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, Conference Room 127CW and via Microsoft Teams on June 18, 2024.

MEMBERS PRESENT

David McKenzie, Chair
Jacqueline Woodward
Trevor Davis
Dr. Keith Knapp
Thomas Davis
Jason Shelton

MEMBERS NOT PRESENT

Eric Hagan
Charlotte Whittaker
Dr. Tuyen Tran

DEPARTMENT OF PROFESSIONAL LICENSING OTHER

Daniel Leffel, Board Counsel
Ivy Davis, Board Administrator
Lyndsay Sipple, Admin. Section Supervisor
Kristen Lawson, Commissioner
Sarah Baker, CHFS Intern

CALL TO ORDER

Dr. Keith Knapp called the meeting to order at 10:07 a.m.

MINUTES

A motion was made by Trevor Davis to approve and accept the April 9, 2024, board meeting minutes. Motion was second by Jacqueline Woodward, and it carried.

FINANCIAL REPORT

The board reviewed the financial reports from April 2024 and May 2024.

DEPARTMENT OF PROFESSIONAL LICENSING

Commissioner Lawson reported that DPL has been restructured and a third supervisor has been hired to help reduce the number of boards each supervisor oversees. Lyndsay Sipple, Administrative Section Supervisor introduced herself to the board and let the board know that she is open to answer any questions from the board.

BOARD COUNSEL

Daniel Leffel reported an update to KAR 6:030 to include the sentence that Emergency Temporary Permits do not qualify to sit for the exams. Jacqueline Woodward made a motion to authorize the board counsel to move forward with the update. Jason Shelton second the motion and it carried.

OLD BUSINESS

David McKenzie reported that the NAB Mid-Year Meeting was a success and the AIT conversation was a major push. Trevor Davis reported on the speaker on Artificial Intelligence for item writing and that AI would be good item writers.

Dr. Knapp reported that other states have work verification forms with instructions. Trevor Davis reported that candidates submit a log that will help ensure that all hours and requirements are met. Board Counsel informed the board that the specificity we make requirements may result in a regulation change.

NEW BUSINESS

Board Counsel reported that he has started working with LRC to update the expired reg 201 KAR 6:070.

Dr. Knapp reported that the NAB Annual Meeting will be held in Savannah, GA on November 11th. David McKenzie reported that he would like to set a proposal for a set price range for the Board Administrator to travel. David McKenzie made a motion to approve the Board Administrator, Ivy Davis to attend the NAB Mid-Year Meeting in Savannah, GA November 11th. Jason Shelton second the motion and it carried. Lyndsay Sipple, David McKenzie, and Dr. Keith Knapp will be working together to get the memo submitted to the Governor's Office early.

COMPLAINT/STANDARDS OF PRACTICE COMMITTEE

The complaints and standards committee did not meet.

APPLICATIONS/CONTINUING EDUCATION COMMITTEE

Application/Continuing Education Committee reviewed 19 applications.

- 12 Initial Applications
- 4 Endorsement Applications
- 3 Reinstatement Applications
- 4 Applications are pending approval upon the receipt of missing documentation.

David McKenzie made a motion to accept and approve the applications committee recommendations. Thomas Davis second the motion and it carried.

APPROVAL OF TRAVEL AND PER DIEM

Dr. Knapp made a motion to enter closed session. David McKenzie second the motion and it carried. Jason Shelton made a motion to enter back into regular session. Thomas Davis second the motion and it carried. Thomas Davis made a motion to approve travel and per diem. David McKenzie second the motion and it carried.

ADJOURN

Dr. Knapp made a motion to adjourn at 11:08 am with no further business to discuss. Jason Shelton second the motion and it carried.