

**KENTUCKY BOARD OF LICENSURE FOR  
LONG-TERM CARE ADMINISTRATORS  
MINUTES  
July 30, 2015**

A special meeting of the Kentucky Board of Licensure for Long-Term Care Administrators was held at the Office of Occupations and Professions, 911 Leawood Drive, Frankfort, KY on July 30, 2015.

**BOARD MEMBERS PRESENT**

Greg Wells, Board Chair  
Christopher Minnich, NHA, Vice Chair  
Kim Nall, NHA  
Dr. Karen Skaff, RDH, Ph.D.  
Barbara Lester, Citizen-at-Large  
Craig Jennings, NHA  
Sherry Culp – State Long-Term Care Ombudsman

**Occupations and Professions Staff**

Jennifer Hutcherson, Board Administrator  
Gordon Slone, Executive Director

**Others**

Marcus Jones – Office of the Attorney General

**BOARD MEMBERS ABSENT**

Patrick Donahue  
Joseph Flatt

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**CALL TO ORDER**

Mr. Wells called the meeting to order at 10:49 a.m.

**MINUTES**

Ms. Nall made a motion to approve the minutes from the April 29, 2015 meeting as presented. The motion was seconded by Mr. Minnich, and carried unanimously.

**FINANCIAL REPORT**

The Board reviewed the financial report for April, May and June 2015, and the legal fees report for March, April and May 2015.

**OCCUPATIONS AND PROFESSIONS REPORT**

Mr. Slone spoke to the board about the improvements in the online renewal system. Mr. Slone reported that Janet Cox in the Operations section has retired, as of today. Mr. Slone reported that OAG has a new attorney, Nicole Biddle.

**BOARD COUNSEL REPORT**

Mr. Jones reported that he has a draft of the revised continuing education application for the board to review. Upon approval and Mr. Wells signature, Mr. Jones will file the regulation and form. A public comment hearing will be scheduled for the end of September. Mr. Jones also informed the board about the Medicare Telehealth meeting that he attended in June and offered to send the information to any board members who are interested in learning more about it.

**OLD BUSINESS**

Dr. Skaff reported that she attended the NAB annual meeting and has been appointed to two standing committees. The mid-year meeting will be held in Naples, Florida November 11-13. Dr. Skaff made a motion to approve travel expenses for two board members to attend the NAB mid-year meeting. Mr. Minnich seconded the motion, and it carried. At this time, Dr. Skaff is planning to attend as the Kentucky delegate, with travel expenses being covered by NAB. Mr. Jennings is interested in attending. Mr. Wells will check with Mr. Flatt to see if he is interested in attending as well.

## **NEW BUSINESS**

The board discussed a recommendation from Ms. Nall to inform licensees how to verify that their license renewal has been processed. Ms. Hutcherson provided a sample renewal notice that includes this information. The board agreed to move forward with the new and improved renewal reminder.

## **COMPLAINTS COMMITTEE**

The committee recommended dismissal of the following complaints:

- 15-004
- 15-006
- 15-007
- 15-009
- 15-010
- 15-011
- 15-012
- 15-013
- 15-014
- 15-015
- 15-016
- 15-019
- 15-022

Mr. Minnich made a motion to accept the complaint committee's recommendation. Ms. Nall seconded the motion and it carried unanimously.

The board discussed complaint #13-009. The respondent accepted the terms of the settlement agreement with the exception of the \$2,000 fine. The respondent's attorney requested that the fine be decreased to \$1,000. Ms. Nall made a motion to accept the revision to the settlement agreement. Mr. Minnich seconded the motion, and it carried. Mr. Jones will send the revised settlement agreement to the respondent's attorney.

The complaint committee rejected a complaint that was received for a facility that was not a long-term care facility. Mr. Jones will send a letter to the complainant and forward the complaint to the Department of Aging.

## **APPLICATIONS COMMITTEE**

The application committee reviewed applications and made the following recommendations:

Initial Applications Approved:

- Elizabeth Bennett
- Trevor Davis
- Tamika Gidron
- Danielle Johnson
- Stacey Johnson
- Kaycee Loucka
- Kathleen Mitchell
- Megan Roach

Endorsement Applications Approved:

- Gary Cooke
- Kathy Dearing
- Terri Mack
- Christopher McBee

Deferred:

- Rachel Wirth – Endorsement
- Susan Ellis – Initial
- Jeffrey Thompson – Initial
- Robert Woodie – Initial

The application committee reviewed and made recommendations to approve the following reinstatement applications:

- Cathy Allen
- Deborah Fitzpatrick
- Jimmy Kennedy
- Elaine Wilson

Ms. Nall made a motion to approve the application committee's recommendations. The motion, seconded by Mr. Minnich, carried.

**CONTINUING EDUCATION COMMITTEE**

The continuing education committee recommended approval for the following courses:

<b>Application Submitted By</b>	<b>Program Title</b>	<b>Number of Hours Requested</b>	<b>Course Date</b>
Proactive Medical Review	Part B Therapy in LTC: Impacting LTC Residents and the CMS Quality Measures Through Advanced Rehab Programming	1.25	Ongoing
Proactive Medical Review	Incorporating the Allen Cognitive Levels into SNF Dementia Care Programs	1.0	Ongoing
Proactive Medical Review	Common Medicare Denials and How to Avoid Them	2.0	Ongoing
Proactive Medical Review	Practical Considerations for Rehab Dementia Care	5.0 <b>Approved for 4</b>	Ongoing
Proactive Medical Review	Lessons Learned from Skilled Nursing Facility ZPIC Audits	2.0	Ongoing
WKU – South Central KY AHEC	Barren River Mental Health and Aging Coalition 2015 Conference	5.0	October 22, 2015
KALFA	2015 KALFA Conference and Exhibition	8.0	May 20-21, 2015

Ms. Nall made a motion to accept the recommendation of the continuing education committee. The motion, seconded by Mr. Jennings carried.

**NEXT MEETING**

The next regularly scheduled board meeting of the Kentucky Board of Licensure for Long-Term Care Administrators will be held on Thursday, October 22, 2015.

**TRAVEL AND PER DIEM**

Mr. Minnich made a motion to approve the Board's travel and per diem expenses for the July 30, 2015 meeting. Mr. Jennings seconded the motion, and the motion carried unanimously.

**ADJOURNMENT**

With no further business to discuss, Mr. Minnich made a motion to adjourn the meeting. The meeting was adjourned by Mr. Wells at 12:03 p.m.