

**KENTUCKY BOARD OF LICENSURE FOR NURSING HOME ADMINISTRATORS**  
**MINUTES – May 4, 2010**

A regular meeting of the Board of Licensure for Nursing Home Administrators was held at the Office of Occupations and Professions, 911 Leawood Drive, Frankfort, KY on May 4, 2010.

**BOARD MEMBERS PRESENT**

Keith Knapp, Ph.D., CNHA, Acting Chair  
Patrick S. Donahue  
Lori Gonzalez, Ph.D.  
Sandra King, NHA  
Barbara Lester, Citizen-at-Large  
Christopher Minnich, NHA  
Patrick J. Murphy, Jr., M.D.  
Helen Sims, NHA

**OFFICE OF OCCUPATIONS & PROFESSIONS STAFF**

Frances Short, Executive Director  
David Garr, Deputy Executive Director  
Carla Claypool, Board Administrator

**OTHERS PRESENT**

Michael West, Assistant Attorney General  
Ms. Angela Robertson, Public Protection Cabinet

**OTHERS ABSENT**

Kimberly Nall, NHA, Chair  
Suzanne M. Hornstein, Deputy Inspector General, Ex Officio

**CALL TO ORDER**

Dr. Knapp, called the meeting to order at 11:10 a.m.

**SWEAR IN NEW BOARD MEMBERS**

Ms. Angela Robertson, Public Protection Cabinet, administered the Oath of Office to new Board members: Patrick S. Donahue, Patrick J. Murphy and Christopher B. Minnich.

Mr. Donahue was appointed to replace Doris Ecton whose term expired and will serve a term expiring January 12, 2014; Dr. Patrick J. Murphy was appointed to replace Manuel Lee Brown, M.D. whose term expired and will serve a term expiring January 12, 2014; Mr. Christopher Minnich was appointed to replace Deborah Finneran whose term expired and will serve a term expiring January 12, 2014.

**MINUTES**

Ms. Sims made a motion to approve the minutes from the February 2, 2010 meeting as presented. The motion, seconded by Dr. Gonzalez, carried.

**FINANCIAL REPORTS**

Executive Director Short gave an overview of the financial statements and Attorney West gave an overview of the attorney general billing report for the benefit of the new Board members.

Dr. Gonzalez made a motion to approve the 2010 financial statements for February, March and April as presented. The motion, seconded by Ms. King, carried.

## EXECUTIVE DIRECTOR'S REPORT

*Posting of Agreed Orders* – Executive Director Short recommended posting a link on the Board website to make available to the public all settlement agreement and agreed orders, retroactive to January 2010. Director Short explained that settlement agreement and agreed orders are public record and the public has a right to know. Ms. Short also explained that making the information accessible from the website will reduce staff workload with regard to the number of phone and email requests for copies of disciplinary action against licensees. After some discussion, the Board agreed to discuss the issue again at the August meeting giving Dr. Knapp the opportunity to inquire at the upcoming NAB conference about how other states handle this issue.

Director Short referenced the Kentucky Board of Examiners of Psychology (<http://mft.ky.gov>) and the Kentucky Board of Licensure for Marriage and Family Therapists (<http://bmt.ky.gov>) websites as two examples of boards with a link to settlement agreement and agreed orders.

## LICENSURE STATUS REPORT

Currently, there are 816 Active Licensed, 37 Inactive Licensed, and 6 Temporary Permits

## COMPLAINTS/OTHER LEGAL MATTERS

*Consideration of March 3, 2010 News Article* – Board agreed to refer the article to the Standards of Practice Committee for consideration.

*Consideration of April 16, 2010 News Article* – Board agreed to refer the article to the Standards of Practice Committee for consideration.

*Consideration of April 28, 2010 News Article* – Board agreed to refer the article to the Standards of Practice Committee for consideration.

*Complaint#06-023* – Dr. Gonzalez made a motion to approve the Settlement Agreement and Agreed Order as presented. The motion, seconded by Mr. Donahue, carried. Attorney West advised that with the acceptance of the settlement agreement, the administrative hearing scheduled for May 12 and 13, 2010 was cancelled.

The Standards of Practice Committee recommended the following:

| DISMISSED: | PENDING:  |
|------------|-----------|
| #10-004*   | #09-010** |

\*10-004 – Dr. Gonzalez made a motion for Attorney West to send a response letter of dismissal. The motion, seconded by Dr. Murphy, carried.

\*\*09-010 – Dr. Gonzalez made a motion for Attorney West to issue a Notice of Administrative Hearing and Order. The motion, seconded by Ms. Sims, carried.

## APPROVAL OF APPLICATIONS

- New Applicants Initial Licensure: 10 reviewed; 10 approved  
Endorsement Licensure: 9 reviewed; 6 approved, 2 approved pending information, 1 denied
- Reinstatements 2 reviewed; 1 approved, 1 approved pending information
- Continuing Education 11 reviewed; 8 approved, 3 approved pending receipt of certificate of completion

## **APPROVAL OF AUDITED RENEWALS**

- Audited Renewals 2 reviewed; 2 approved

## **APPROVAL OF INACTIVE/ACTIVE STATUS REQUESTS**

- Inactive Requests 3 reviewed; 3 approved
- Active Requests 1 reviewed; 1 approved

In addition, the Continuing Education Review Committee considered two non-audited renewal applications where licensees reported conviction/discipline since last renewal and one non-audited renewal application where the board administrator needed advice about CEU hours submitted. The Committee recommended the board approve the conviction/discipline documentation submitted by the licensees as adequate and approve the CE hours submitted by licensee.

Dr. Knapp called for a vote to approve all recommendations made by the Application Review and Continuing Education Review Committees. All were in favor and the recommendations approved.

## **OLD BUSINESS**

*Laws and Regulation Changes – Task Force Update* – Dr. Knapp requested this item be put on the August meeting agenda and advised the board to plan on a working lunch and to stay closer to 1:00. Dr. Knapp will send an electronic draft of the changes made to-date to all Board members in advance of the August meeting.

## **NEW BUSINESS**

*NAB 2010 Annual Meeting* – Dr. Knapp recommended sending the board administrator and board counsel to the NAB 2010 Annual Meeting in June. Dr. Knapp advised they could both greatly benefit from participating at the Meeting. Dr. Knapp reported that he would also be attending the Meeting in his capacity as chair of the education committee for NAB. Dr. Gonzalez made a motion to approve Dr. Knapp's recommendation to send Carla Claypool and Attorney West to the NAB 2010 Annual Meeting. The motion, seconded by Ms. King, carried. All were in favor and the recommendation approved.

*NAB Board of Governors Authorization to Vote* – Ms. King made a motion to authorize Dr. Knapp to vote and conduct business on behalf of the Board at NAB's Board of Governors Meeting during the NAB 2010 Annual Meeting. The motion, seconded by Mr. Donahue, carried.

## **ELECTION OF OFFICERS**

Dr. Knapp requested this item be put on the August meeting agenda when the Board chair is in attendance.

## **COMMITTEE ASSIGNMENTS**

Dr. Knapp requested this item be put on the August meeting agenda and recommended that the newly-appointed members of the Board take time to become acquainted with the work of the different committees before being assigned.

## **TRAVEL AND PER DIEM**

Dr. Gonzalez made a motion to approve the travel and per diem for all members attending today's Board meeting. The motion, seconded by Ms. King, carried.

**NEXT MEETING**

The Board agreed to change the date for the next meeting from August 3<sup>rd</sup> to August 4<sup>th</sup> to accommodate some Board members' schedules.

**ADJOURN**

Having no further business to bring before the Board, Dr. Knapp adjourned the meeting at 12:08 p.m.

**(Signature on File)**

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Kim Nall, Chair

Approved July 7, 2010