

**KENTUCKY BOARD OF LICENSURE FOR
LONG-TERM CARE ADMINISTRATORS
MINUTES
February 3, 2016**

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 February 3, 2016.

BOARD MEMBERS PRESENT

Joseph Flatt
Kim Nall, NHA
Dr. Karen Skaff
Barbara Lester, Citizen-at-Large
Sherry Culp – State Long-Term Care Ombudsman
Patrick Donahue
Dr. Muhammad Babar

Occupations and Professions Staff

Jennifer Hutcherson, Board Administrator

Others

Marcus Jones – Office of the Attorney General

BOARD MEMBERS ABSENT

Greg Wells, Board Chair
Christopher Minnich, NHA, Vice Chair
Craig Jennings, NHA

CALL TO ORDER

Ms. Nall, acting board chair, called the meeting to order at 10:54 a.m.

MINUTES

Mr. Donahue made a motion to approve the minutes from the October 22, 2015 meeting as presented. The motion was seconded by Ms. Lester, and carried unanimously.

FINANCIAL REPORT

The Board reviewed the financial report for October, November and December 2015, and the legal fees report for September, October and November 2015.

OCCUPATIONS AND PROFESSIONS REPORT

No report was provided.

BOARD COUNSEL REPORT

Mr. Jones reported that the board has no duty to notify a licensee that they are being reported to the National Practitioners Data Bank, however, the board should report to any other professional boards that the licensee is licensed or registered with.

OLD BUSINESS

Dr. Skaff provided a report on the NAB meeting that she attended, as the delegate from Kentucky. The main topic of discussion was the Health Services Executive credential. Mr. Lindner and Mr. Knapp from NAB will be attending the April board meeting to provide more information.

NEW BUSINESS

Dr. Skaff made a motion to attend the annual NAB meeting, June 8-10, 2016, in Cleveland, Ohio, as the delegate from Kentucky with travel expenses being paid by NAB, and with Mr. Flatt also attending to represent the Board, with travel expenses being reimbursed by the Board. The motion, seconded by Dr. Babar, carried.

Mr. Flatt made a motion to move forward with an RFP for investigative services, based on the information provided by Ms. Ellis in the fiscal section. The motion, seconded by Ms. Lester, carried.

COMPLAINTS COMMITTEE

The committee recommended dismissal of the following complaints:

- 15-018
- 15-028
- 15-032
- 15-037
- 15-038
- 15-042
- 15-043
- 15-045

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

Mr. Flatt made a motion to adopt the final order from complaint 13-009. The motion, seconded by Ms. Lester, carried.

Mr. Flatt made a motion to reimburse Mr. Jones for court documents that he obtained in person, from another county, for a formal complaint brought forth by the Board. The motion, seconded by Dr. Skaff, carried.

APPLICATIONS COMMITTEE

The application committee reviewed applications and made the following recommendations:

Initial Applications Approved:

- Christopher Peterson
- Amanda Rosengam
- Fred Rowe
- Adam Rucker
- Christina Starcher
- Cynthia Clifford
- Hughes Ash
- Karen Henderson
- William Osting
- Trina Manuel-Jagoe

Initial Applications Deferred:

- Debra Hunt

Endorsement Applications Approved:

- Leah Killian-Smith
- Jaclynn Olden
- Sara Wallace
- Chirag Patel
- Renee Bogard

Audited Renewals Approved:

- Frances Thomas
- James Rife
- Linda Ross
- Sonya Wasserman
- Stephen Estes

- Lisa Romans

Reinstatement Applications Approved:

- Bill D. Taylor

Mr. Flatt made a motion to approve the application committee's recommendations. The motion, seconded by Dr. Skaff, carried.

CONTINUING EDUCATION COMMITTEE

The continuing education committee made the following recommendations:

Name of Sponsor/Submitted By	Program Title	Number of Hours Requested	Course Date	Status
Catholic Conference of Kentucky	Healthy Mind, Healthy Bodies, Healthy Church	3	10/21/2015	Deferred
Kentucky Assisted Living Facilities Association	Resident Service Director Workshop	4	10/13/2015	Deferred
Kentucky Assisted Living Facilities Association	Marketing Workshop	4	11/12/2015	Deferred
University of Central Florida	Healthcare Risk Management	12	December 2015	Approved
Council on Aging of Southwestern Ohio	Forum on Aging	12	March 8-9, 2016	Approved
Sr. Mary Faustina	National Association Activity Professional – Fall Summit	8	11/17/2015	Approved
Sr. Mary Faustina	The Psychology of Staff Retention	1	12/3/2015	Approved
Sr. Mary Faustina	Human Resources – Fred Pryor Seminars	6	12/4/2015	Deferred

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

NEXT MEETING

The next regularly scheduled board meeting of the Kentucky Board of Licensure for Long-Term Care Administrators will be held on Wednesday, April 20, 2016.

TRAVEL AND PER DIEM

Mr. Flatt made a motion to approve the Board's travel and per diem expenses for the February 3, 2016 meeting. Dr. Skaff seconded the motion, and the motion carried unanimously.

ADJOURNMENT

Before adjournment, Mr. Flatt stated that he wished to share his concerns about the KARES program background checks. Mr. Flatt stated that he no longer receives the full results of a background check, only if the applicant is "hirable" or "non-hirable". In addition, the scanners are only in certain counties, which causes delays and hiring issues.

With no further business to discuss, Dr. Skaff made a motion to adjourn the meeting. The meeting was adjourned by Ms. Nall at 11:42 a.m.