

**KENTUCKY BOARD OF LICENSED
DIABETES EDUCATORS (KBLDE)
Meeting Minutes – December 17, 2013**

A regular meeting of the Kentucky Board of Licensed Diabetes Educators was held at the Office of Occupations and Professions on December 17, 2013.

MEMBERS PRESENT

Dr. Carrie L. Isaacs, Secretary
Dr. Mehdi Poorkay
Carolyn L. Dennis

Occupations and Professions Staff

Jennifer Hutcherson, Board Administrator

Others

Matt James – Office of the Attorney General

MEMBERS ABSENT

Kim Coy DeCoste, Board Chair
Larry Smith

CALL TO ORDER

A meeting of the Kentucky Board of Licensed Diabetes Educators was called to order by Dr. Carrie L. Isaacs, Secretary, at 10:21 a.m. on Tuesday, December 17, 2013 at The Office of Occupations and Professions. A quorum was present.

APPROVAL OF THE MINUTES

Dr. Poorkay made a motion to accept the minutes dated November 19, 2013 with the changes discussed. The motion, seconded by Ms. Dennis, carried.

OCCUPATIONS AND PROFESSIONS REPORT

Ms. Hutcherson reported that she currently has an interim board assignment due to another board administrator leaving O&P. Ms. Hutcherson also stated that if evening meetings are ever requested, plenty of advance notice is needed to the board administrator and Debra Day to accommodate the changes to the board administrator's schedule. Also, Ms. Hutcherson reported that Gordon Slone, Executive Director of O&P requested that if there are ever complaints that they be reported to him with specific details so that the complaint can be resolved quickly.

BOARD CHAIRMAN'S REPORT

Dr. Isaacs did not have a report from Ms. DeCoste but mentioned that she had added FAQ updates to the agenda and board packet, to be discussed later in the meeting.

BOARD COUNSEL REPORT

Mr. James gave a brief update on the changes that are needed to the forms. AADE needs to be omitted on the top of the application for licensure. The apprentice renewal form was not filed with the regulations.

NEW BUSINESS

A board discussion was held to answer the questions that were sent in by email. Ms. Hutcherson will respond to these emails following the meeting.

Dr. Poorkay stated that he did not think that any applications should be reviewed by email. The board reviewed all applications that were received, 17 total. Ms. Dennis made a motion to accept and approve twelve applications as presented: Elizabeth Ackerman, Tanya Beauchamp, Cheryl Bentley, Jennifer Dixon, Ann Freyberger, Patricia Harris, Laura Hieronymus, Kimberly Jackson, Tawnia Jones, Beverly Kastan, Mavis Lowe, and Daniel Stinnett. The motion, seconded by Dr. Poorkay, carried. Ms. Dennis made a motion to approve four applications upon receipt of additional information (either payment, supervisor letter rewritten or signed applicant affidavit): Nancy Garth, Marie Jewell, Stacy Koch, and Carolyn Dennis. The motion, seconded by Dr. Poorkay, carried. Ms. Dennis made a motion to deny one application submitted by Michael Muscarella because the hours submitted are insufficient for licensure. The motion, seconded by Dr. Poorkay, carried.

Dr. Isaacs led a discussion to revise the FAQ's. Once they are complete and have board approval, Ms. Hutcherson will work with the O&P IT person to get the website updated.

TRAVEL AND PER DIEM

Dr. Poorkay made a motion to approve travel and per diem for today's meeting. The motion was seconded by Ms. Dennis. The motion carried unanimously.

FUTURE MEETINGS

The next Board Meeting will be held January 21, 2014 at 10:00 a.m. at the Office of Occupations and Professions, 911 Leawood Drive, Frankfort, KY.

ADJOURNMENT

With no further business to discuss the meeting was adjourned at 12:50 p.m.

Respectfully Submitted:

Jennifer Hutcherson, Board Administrator