

**KENTUCKY BOARD OF LICENSED  
DIABETES EDUCATORS (KBLDE)  
Special Meeting Minutes – September 13, 2018**

A special meeting of the Kentucky Board of Licensed Diabetes Educators was held at the UK Barnstable Brown Diabetes Center 2195 Harrodsburg Road Lexington, KY 40504 Suite T2121

Members Present

Kim Coy DeCoste, Board Chair  
Tami Ross  
Larry Smith  
Dr. Carrie L. Isaacs, Secretary  
Kristen Stakelin

Dept. of Professional Licensing Staff

Others

Carson Kerr, Office of Legal Services

Members Absent

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**CALL TO ORDER**

A special board meeting of the Kentucky Board of Licensed Diabetes Educators was called to order by Kim Coy DeCoste, Board Chair, at 2:20 PM on September 13, 2018 at the UK Barnstable Brown Diabetes Center 2195 Harrodsburg Road Lexington, KY 40504 Suite T2121

**SPECIAL MEETING**

The group pulled up the KBLDE website to review the Frequently Asked Questions (FAQs) document posted. It was discovered that there is more than one version of the FAQs on the website (eg. bottom of the home page under News, Releases and with that dated 7/1/14 and has former BA, Jennifer Hutcherson, listed on that document; then under Applications and Forms there is a 2016 version but the link under Forms does not work. The group discussed that the FAQs document once updates approved in the October meeting either needs to be located at the tab at the top of the website or under the Quick Links tab to the right. The group also discussed that in the new version that gets approved at the October meeting that we will want to ensure that the current BA updates her relevant contact information.

The group proceeded to craft several new FAQs. There was also discussion that other questions and answers created by a former BA either late last Fall or earlier this year be added to the updated FAQs document. Carrie Isaacs agreed to work on this document after the September 13th meeting adjourned so to take up less time at the September 13th meeting.

The group discussed whether a regulation change would be needed related to clarification of someone who had failed an apprentice, LDE or MLDE audit. Currently the regulations do not state you have to show proof that you have done additional CE for that licensure year if you failed the initial audit or that you have a defined timeframe for completing additional continued education to “catch up” to the right amount of hours needed for that year.

The group discussed that questions and aligned answers in the FAQs document should be categorized by pertinent topics such as Apprentice, LDE, MLDE, Audits, Continuing Education, Renewals and

Supervisor Role, so that the document can have a smoother flow. Carrie Isaacs agreed to work on this as she was taking on the merging the various questions and answers discussed above.

The group discussed that we should consider adding the topic of better defining what inactive status is for a future agenda item at one of our upcoming Board meetings.

The group also discussed someone within our group to create or requesting of our BA to create a flow chart that more visually identifies the what steps needed to become a MLDE if you already have your CDE and/or BC-ADM or what steps to take for apprenticeship if you are currently working as a diabetes educator but you do not have your CDE or BC-ADM credential. These were a couple of examples entertained for flow chart ideas. No decision was made as to the assignment of these tasks.

A discussion ensued about whether our online renewal system is aligned with how our regulations read regarding reinstatements, late fees and failed audits.

### **ADJOURNMENT**

With no further business to discuss, Kim Coy DeCoste made a motion to adjourn the meeting at 4:50 p.m. The motion was seconded by Larry Smith. The motion carried unanimously.

DRAFT