

**KENTUCKY BOARD OF LICENSED  
DIABETES EDUCATORS (KBLDE)  
Special Meeting Minutes – April 27, 2018**

A meeting of the Kentucky Board of Licensed Diabetes Educators was held at the Department of Professional Licensing on April 27, 2018.

Members Present

Kim Coy DeCoste, Board Chair

Tami Ross

Larry Smith

Dr. Carrie L. Isaacs, Secretary

Dept. of Professional Licensing Staff

Jolene Shearer, Board Administrator

Others

Matt James - Office of the Attorney General

Members Absent

Dr. Mehdi Poorkay

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**CALL TO ORDER**

A regular board meeting of the Kentucky Board of Licensed Diabetes Educators was called to order by Kim Coy DeCoste, Board Chair, at 10:31 a.m. on April 27, 2018 at the Department of Professional Licensing. A quorum was present.

**APPROVAL OF THE MINUTES**

Mr. Smith made a motion to accept the minutes of the regular meeting dated January 23, 2018. The motion, seconded by Dr. Isaacs, carried.

**FINANCIAL REPORT**

The financial statement for the months ending January 30, 2018, and February 28, 2018 (there was no report for March 30, 2018) was presented to the Board for review. No further action as required.

**BOARD CHAIR REPORT**

Ms. DeCoste discussed the Board posting a checklist on the website for Apprentices' training plans. She will look into the checklist from the AADE KY Coordinating Body when it is available.

**OLD BUSINESS**

The Board reviewed information regarding a licensee that did not pass last year's audit and did not pay the required penalty. The Board requests that the Administrator send a final notice advising the licensee that the fine is still required (as it is separate from the standard renewal fee) and if it is not submitted, the license can be terminated.

## **NEW BUSINESS**

The board discussed to make changes to the form(s) for apprentice and possibly others. Realized that this requires a regulation change as well.

The board discussed updating the FAQ on the website.

The board discussed that 15 hours of CEU training may be accepted for the supervision/work experience.

The Board reviewed the licensure status report.

## **APPLICATION COMMITTEE REPORT**

The Applications Committee made a motion to approve the following:

Michelle Caudill – Licensed (Deferred)  
Deborah Adkins – Licensed (Deferred)  
Heidi Wentworth – Licensed (Deferred)  
Andrea Francis – Licensed (Approved)  
Carisa Castleberry – Licensed (Approved)  
Rachael Clipson – Master (Approved)  
Jennifer Walker – Apprentice (Approved)  
Erin Freeman – Apprentice (Approved)  
Mary Murphy – Reinstatement (Approved)  
Cynthia Absher – Reinstatement (Approved)

## **TRAVEL**

Mr. Smith made a motion to approve travel for today's meeting. The motion was seconded by Dr. Isaacs. The motion carried unanimously.

## **FUTURE MEETINGS**

The next Board Meeting will be held July 17, 2018 at 10:00 a.m. at the Department of Professional Licensing.

## **ADJOURNMENT**

With no further business to discuss, Mr. Smith made a motion to adjourn the meeting at 1:05 p.m. The motion was seconded by Ms. Ross. The motion carried unanimously.