

**KENTUCKY BOARD OF LICENSED
DIABETES EDUCATORS (KBLDE)
Meeting Minutes – January 23, 2018**

A meeting of the Kentucky Board of Licensed Diabetes Educators was held at the Department of Professional Licensing on January 23, 2018.

Members Present

Kim Coy DeCoste, Board Chair
Tami Ross
Larry Smith

Dept. of Professional Licensing Staff

Kelly Walls, Board Administrator

Others

Matt James - Office of the Attorney General (fill-in)
Carson Kerr, Public Protection Cabinet, Legal Services

Members Absent

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

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 10:08 a.m. on January 23, 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 October 17, 2017. The motion, seconded by Ms. Ross, carried.

FINANCIAL REPORT

Mr. Smith made a motion to pay the Attorney General's office the full amount of the invoice through November, for \$23,081.25 within this payment cycle and as soon as possible. Ms. Ross seconded the motion and it was carried.

D.P.L. Report (Department of Professional Licensing)

Dr. Poorkay's term expires November 3rd, 2017. Since this is only a 5 member board it is important to find a successor and to spread the word for those to apply for the opening board member position. It is permissible for Dr. Poorkay to service until his successor is appointed. Ms. Walls will request for the Department to send out communication on how to apply for the open board member position and that this particular position must be filled by someone that is nominated by the Board of Medical Licensure. Either Commissioner Brown or Ms. Vick, Administrative Section Supervisor, will send a blast email with a link for those to submit their applications to Boards and Commissions and instructions regarding being nominated by the Board of Medical Licensure.

BOARD CHAIR REPORT

Ms. DeCoste discussed continuing education requirements and the questions the Board received during last year's audit of continuing education. It would be helpful to add to the Frequently Asked Questions that licensee should ensure their CE courses have been approved by one of the providers listed in 201 KAR 45:130 but that it might not be reflected on their course completion certificates. If this is the case, then the licensee may need to obtain additional proof the course was approved by one of the appropriate providers. For example, the course may be approved by an entity listed in in 201 KAR 45:130, but that course completion certificate might not state such or might state a different or smaller provider. If there is another "level" of course provider approvals so to speak, then the licensee would need to ensure that information is made available to the Board upon request - showing approval by one of the providers listed in 201 KAR 45:130. Another example would be if the course does not specifically say "diabetes" in the title. However, if the course description or course objectives show the course related to diabetes education, then it could still be appropriate.

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. Mr. Smith discussed what other states may have in place for this, along with what other states do for advocacy leadership and promoting interest in licensure around the state and country.

BOARD COUNSEL REPORT

Mr. James reported the submitted regulations 201 KAR 45:110, 45:120, and 45:170 have a couple more committees to pass through but should go through just fine. 201 KAR 45:070 has been repealed.

Mr. James, Mr. Ward, and the Board discussed legal services at length. Mr. James is happy to continue on as the Attorney General counsel for the Board. The Board has a 30 day cancellation clause with the Attorney General's office and is the same rate as it has always been. The proper MOA form to be signed was provided. Mr. Ward on the other hand, discussed rates for legal services through the Public Protection Cabinet and upon an Executive Order to reorganize all of the Boards, the legal fees from the Public Protection Cabinet would be built in like the administrative fees are - as a flat rate.

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.

The Board discussed updating the Frequently Asked Questions so that all the CEUs required for Reinstatement could be completed within 1 year from the application for Reinstatement. This may possibly need to be clarified in the Board's regulations.

The Board reviewed and approved a new addition for the Frequently Asked Questions regarding whether Apprentices' practice hours of work experience can count towards their CDE.

The Board discussed updating the Frequently Asked Questions to clarify that one large conference/course cannot be carried over, but rather separate courses could be. For example, one 35 hour course could not be carried over as to meet the continuing education requirement for the following year.

NEW BUSINESS

The Board reviewed the licensure status report.

The Board discussed better defining and clarifying what “practice experience” means for apprentices. This may lead to both regulation changes as well as additions to the FAQ document. Some items discussed included whether or not core concepts counts towards the practice experience hours. Do continuing education courses count towards practice experience? The Board discussed clarifying how many of the experience hours can be performing services and patient care practice versus continuing education and core concepts (perhaps no more than 5%).

The Board reviewed a draft notice that will be sent to those selected for this year’s audit. The Board made a few edits and the audit notices will be sent to a random selection of 3% of licensees and permit holders by January 31, 2018. They will have forty-five days to submit documentation of completion of continuing education units from the proceeding renewal period to the Board. There are two licensees that will also be audited pursuant to 201 KAR 45:130 Section 5(3)(a).

APPLICATION COMMITTEE REPORT

The Applications Committee made a motion to approve the following MLDE applications. The motion, seconded by Mr. Smith, carried. Those approved are: *Nicole Olenik, Christine County, Cherry King, Tamara Goff, Jessica McMaine, Laura Shelton, and Bethany Borders.*

The Applications Committee made a motion to approve the following LDE applications. The motion, seconded by Mr. Smith, carried. Those approved are: *Melissa Begley and Bridget Turner.*

The Applications Committee made a motion to approve the following Apprentice applications. The motion, seconded by Mr. Smith, carried. Those approved are: *Sheila Bostick, Amy Williams, and Stacy Crase.*

The Applications Committee made a motion to approve the following Reinstatement applications. The motion, seconded by Mr. Smith, carried. Those approved are: *Lynnett Renner*

Mr. Smith motioned for the Board to go into closed session pursuant to KRS 61.878 (1)(c). Motion, seconded by Dr. Isaacs, carried. Mr. Smith motioned for the Board to come out of closed session. Motion, seconded by Dr. Isaacs, carried.

TRAVEL

Dr. Isaacs made a motion to approve travel for today’s meeting. The motion was seconded by Ms. Ross. The motion carried unanimously.

FUTURE MEETINGS

Mr. Smith made a motion accept the 2018 meeting dates as follows: January 23rd, April 17th, July 17th, and October 16th, 2018. Dr. Isaacs seconded the motion and it was carried.

The next Board Meeting will be held January 23, 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. The motion was seconded by Dr. Isaacs. The motion carried unanimously.