

**KENTUCKY BOARD OF LICENSED
DIABETES EDUCATORS (KBLDE)
Meeting Minutes – October 15, 2013**

A regular meeting of the Kentucky Board of Licensed Diabetes Educators was held at the Office of Occupations and Professions on October 15, 2013.

MEMBERS PRESENT

Kim Coy DeCoste, Board Chair
Dr. Carrie L. Isaacs, Secretary
Dr. Mehdi Poorkay
Carolyn L. Dennis
Larry Smith

Occupations and Professions Staff

Jennifer Hutcherson, Board Administrator
Lucie Duvall
Debra Day

Others

Matt James – Office of the Attorney General

MEMBERS ABSENT

CALL TO ORDER

A meeting of the Kentucky Board of Licensed Diabetes Educators was called to order by Board Chair, Kim DeCoste at 10:11 a.m. on Tuesday, October 15, 2013 at The Office of Occupations and Professions. A quorum was present.

APPROVAL OF THE MINUTES

Mr. Smith made a motion to accept the minutes dated June 10, 2013. The motion, seconded by Dr. Isaacs, carried. Mr. Smith made a motion to accept the minutes dated July 30, 2013. The motion, seconded by Ms. Dennis, carried.

OCCUPATIONS AND PROFESSIONS REPORT

Ms. Hutcherson reported that O&P Executive Director Matt Osborne's last day was September 30th. Gordon Slone, attorney with the Public Protection Cabinet, will begin as the Executive Director of O&P on October 16, 2013. Ms. Hutcherson reported that the database project is still underway. Also, internet access and laptops are available for use during board meetings as requested.

BOARD CHAIRMAN'S REPORT

Ms. DeCoste thanked Lucie Duvall for her work as interim board administrator and welcomed Ms. Hutcherson as the new board administrator. Ms. DeCoste also thanked Mr. Smith and Mr. James for their attendance at the administrative regulations review subcommittee meeting. Ms.

DeCoste stated that the goals for today's meeting were to identify the groups who need to be sent an announcement regarding the acceptance of applications for Licensed Diabetes Educators, decide the best way to get the word out, and to define the application process so that everything is in place and will be ready to go on November 1st.

BOARD COUNSEL REPORT

Mr. James reported that the regulations will unofficially take effect November 1st. Mr. James advised against updating the website or making any announcements until everything is finalized on November 1st.

NEW BUSINESS

A discussion was held regarding the appropriate groups to contact for announcing that applications will be accepted as of November 1st. The best way to make the announcement was also discussed. Various options include TV, public service announcements, Kentucky Press Association and distribution through various associations and groups. Ms. Hutcherson will begin looking for the appropriate contact people at each of the associations and groups that were named. Dr. Isaacs will provide a distribution list of pharmacists. Ms. DeCoste and Mr. James will begin working on drafting the announcement that Ms. Hutcherson will distribute. Ms. DeCoste, Mr. Smith and Dr. Poorkay will look into making TV announcements with news stations. Mr. Smith will also look into making a public service announcement. Ms. Hutcherson will make sure all applications and other forms are on the website effective November 1st and will keep track of all questions received through email and phone calls so that the board can update their frequently asked questions as needed. Ms. Hutcherson will work on a checklist to be included in the application to help applicants know what to include with their application and what to expect from the application process. Ms. Hutcherson will also work on a checklist for the board to use to know what to look for when approving applications.

A discussion was held regarding the application and approval process. It was decided by the board that all applications received will be reviewed at the board meeting by the entire board. Ms. Hutcherson will provide copies of each application for each board member to review.

Ms. DeCoste reported that Dr. Poorkay's term on the board expires at the end of November. Dr. Poorkay will continue to serve on the board until such time as the Governor appoints a replacement or reappoints Dr. Poorkay.

Meetings were scheduled for the third Tuesday of each month for the calendar year 2014.

TRAVEL AND PER DIEM

Mr. Smith 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 November 19, 2013 at 10:00 a.m. at the Office of Occupations and Professions, 911 Leawood Drive, Frankfort, KY.

ADJOURNMENT

Ms. Dennis made a motion to adjourn the meeting. The motion was seconded by Dr. Isaacs. The motion carried unanimously.

The meeting was adjourned by Board Chair, Ms. DeCoste at 11:48 a.m.

Respectfully Submitted:

Jennifer Hutcherson, Board Administrator