

**KENTUCKY LICENSING BOARD OF DURABLE MEDICAL EQUIPMENT  
SUPPLIERS REGULAR BOARD MEETING MINUTES**

**Tuesday, November 19, 2024 at 9:30 AM EST**

A regular board meeting of the Kentucky Licensing Board for Durable Medical Equipment Suppliers was held via Teams on November 19, 2024.

**BOARD MEMBERS PRESENT**

Carolyn Basford, Chair

David Chesnut

Cynthia Howard

Cherri Lolley

**DPL STAFF**

Ivy Davis, Board Administrator

Lyndsay Sipple, Administrative Section Supervisor

Jenna Wells, Fiscal Support Specialist

**MEMBERS ABSENT**

Cindy Gueltzow

**OTHERS**

Clayton Patrick, Board Counsel

---

**CALL TO ORDER**

Board Chair Carolyn Basford called the meeting to order at 9:37 a.m.

**APPROVAL OF MINUTES**

Cynthia Howard made a motion to approve the August 20, 2024, meeting minutes, Carolyn Basford second the motion, and it carried.

**FINANCIAL REPORT**

The board reviewed the financial reports from August 2024, September 2024, and October 2024 with no questions or concerns.

**DPL REPORT**

There was nothing to report.

**LICENSURE STATUS REPORT**

The board reviewed the August 2024- November 2024 licensure status report.

## **LEGAL REPORT**

The board reviewed complaint 2023DME00002. The board made the decision that the business requires a license. The requested Board Counsel to send the business a cease-and-desist letter. Carolyn Basford made a motion to send the business a cease-and-desist letter, David Chesnut second the motion, and the motion carried.

The board reviewed complaint 2023DME00004. The board made the decision that the business requires a license. The requested Board Counsel to send the business a cease-and-desist letter. Carolyn Basford made a motion to send the business a cease-and-desist letter, David Chesnut second the motion, and the motion carried.

The board reviewed complaint 2024DME00001. The board made a decision to that the business was in compliance. Carolyn Basford made a motion to dismiss the complaint, Cindy Howard second the motion, and it carried.

The board reviewed complaint 2024DME00002. The board decided to send the business a notice of 13B Formal Hearing. David Chesnut made a motion to send the business a notice of 13B Hearing, Cindy Howard second the motion, and the motion carried.

The board reviewed complaint 2024DME00003. The board decided to dismiss the complaint. David Chesnut made a motion to dismiss the complaint, Cindy Howard second the motion, and the motion carried.

The board reviewed complaint 2024DME00004. The board decided to send the respondent a second chance 10 day to respond letter. Cindy Howard made a motion to send a second chance letter, Carolyn Basford second the motion, and the motion carried.

## **NEW BUSINESS**

The board discussed the application revision of the question regarding a conviction or guilty plea, amended to say, "since last renewal". Board Counsel informed the board that a change to the application requires a regulatory change.

The board discussed warehouse licensures. The board decided that warehouses do not require a license. Carolyn Basford will send a statement for the website.

## **OLD BUSINESS**

The board reviewed Sleepsafe Drivers inspection submitted. The board decided that they will either need an inspection from our investigator or an up-to-date inspection from KS State Board.

The board reviewed the 2025 meeting dates. The dates are February 18, 2025, May 20, 2025, August 19, 2025, and November 18, 2025.

## **NEXT MEETING**

February 18, 2025 at 9:30 a.m. EST

## **ADJOURNMENT**

Cynthia Howard made a motion to adjourn the meeting. Carolyn Basford second motion and it carried at 10:12 a.m.