

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

Tuesday, August 19, 2025, at 9:30 AM EST

A regular board meeting of the Kentucky Licensing Board for Durable Medical Equipment Suppliers was held via Teams on August 19, 2025.

BOARD MEMBERS PRESENT

Carolyn Basford, Chair

Cynthia Howard

David Chesnut

DPL STAFF

Ivy Davis, Administrative Specialist Senior

Lyndsay Sipple, Administrative Section Supervisor

Jenna Wells, Fiscal Support Specialist

Kristen Lawson, DPL Commissioner

MEMBERS ABSENT

Cherri Lolley

OTHERS

Lilly Coiner, Executive Advisor

Catherine Falconer, General Counsel

CALL TO ORDER

Board Chair, Carolyn Basford called the meeting to order at 9:31 a.m.

APPROVAL OF MINUTES

Cynthia Howard made a motion to approve the May 20, 2025, meeting minutes. David Chesnut second the motion, and it carried.

Carolyn Basford made a motion to approve the June 4, 2025, meeting minutes. Cynthia Howard second the motion, and it carried.

FINANCIAL REPORT

The board reviewed the financial reports from May 2025-July 2025, with no questions or concerns.

DPL REPORT

Commissioner Lawson had nothing to report but was open to answer any questions.

Carolyn Basford asked if there will be any new board members soon. Commissioner Lawson is working on getting the board vacancies filled.

LICENSURE STATUS REPORT

The board reviewed the May 2025-August 2025 licensure status report. There are 301 active Kentucky licensees, 432 active out-of-state licensees, and 733 total active licensees.

Carolyn Basford asked about the warehouse no licensure when renewals are due. Catherine Falconer suggested that something should be posted on the website informing businesses that no license/ renewal is required for warehouse only businesses.

David Basford suggested adding “Warehouse Only” on the application/renewal. Lilly Coiner notified the board that any changes to the application would require a reg change. Lilly suggested that the board establish a regs committee and plan for the next meeting.

LEGAL REPORT

Lilly Coiner had nothing to report but notified the board that a Complaints Committee meeting needs to be scheduled soon.

NEW BUSINESS

The board reviewed the Investigative Services Contract. Cynthia Howard made a motion to accept and approved the Investigative Services Contract. Carolyn Basford second the motion and it carried.

NEXT MEETING

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

ADJOURNMENT

Cynthia Howard made a motion to adjourn the meeting. David Chesnut second motion and it carried at 9:53 a.m. EST.