

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

**Tuesday, February 18, 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 February 18, 2025.

**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

Kristen Lawson, Commissioner

**MEMBERS ABSENT**

Cindy Gueltzow

**OTHERS**

Lilly Coiner, Executive Advisor

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**CALL TO ORDER**

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

**APPROVAL OF MINUTES**

David Chesnut made a motion to update the typo of names and approve the November 19, 2024, meeting minutes. Carolyn Basford second the motion, and it carried.

**FINANCIAL REPORT**

The board reviewed the financial reports from November 2024, December 2024, and January 2024. Carolyn Basford asked if the application fees were new providers requesting a license and if the renewal fees were simply renewals of the current licenses. Jenna Wells confirmed that Mrs. Basford was correct.

**DPL REPORT**

Commissioner Lawson reported that there are two scheduled Board Member Trainings in March. The training will be in person with the option for virtual. She encouraged everyone to register for the training.

Commissioner Lawson informed the board that Clayton Patrick will no longer be the General Counsel and is taking a new position with DPL. Commissioner Lawson introduced Attorney Lilly Coiner to the board.

## **LICENSURE STATUS REPORT**

The board reviewed the November 2024- February 2025 licensure status report. There were 721 total active licensees, 294 Kentucky licensees, and 427 active out-of-state licensees.

## **LEGAL REPORT**

The board reviewed complaint 2024DME00002. The board made the decision to move forward with an investigation. Carolyn Basford made a motion to move forward with an investigation. David Chesnut second the motion, and it carried.

Lilly Coiner informed the board that she would give an update on the complaint status.

## **NEW BUSINESS**

The board discussed warehouse licensures FAQ for the website. Carolyn Basford made a motion to add the warehouse licensure FAQ on the website under the “How Do I” category. Cynthia Howard second the motion, and it carried.

## **OLD BUSINESS**

The Board discussed the application revision question regarding a conviction or guilty plea, amended to say, “since last renewal”. This would require a regulation change. Lilly Coiner will follow up with Clayton Patrick to see if there’s any updates.

## **NEXT MEETING**

May 20, 2025, at 9:30 a.m. EST

## **ADJOURNMENT**

David Chesnut made a motion to adjourn the meeting. Cynthia Howard second motion and it carried at 10:02 a.m. EST