

KENTUCKY LICENSING BOARD OF DURABLE MEDICAL EQUIPMENT SUPPLIERS  
BOARD MEETING MINUTES

November 10, 2020  
9:30 AM

A board meeting of the Kentucky Licensing Board for Durable Medical Equipment Suppliers was held via Zoom.

**BOARD MEMBERS PRESENT**

Carolyn Basford  
Cherri Lolley  
David Chesnut  
Cynthia Howard  
Cindy Gueltzow

**DPL STAFF**

Tiler Hahn, Board Administrator  
Michael Newman, Commissioner  
Chessica Nation, Administrative Section  
Supervisor; Notary

**BOARD MEMBERS ABSENT**

N/A

**PPC STAFF**

Leah Boggs, Legal Counsel

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The new Board members were sworn in by Chessica Nation at 9:09am. They are as follows: Carolyn Basford, Cherri Lolley, David Chesnut, Cynthia Howard, and Cindy Gueltzow. Cherri Lolley nominated David Chesnut for President and Carolyn Basford nominated herself for President. The Board held a vote and voted in Carolyn Basford as the Board President. David Chesnut nominated Cherri Lolley for Secretary. The Board voted in Cherri Lolley as Board Secretary.

**CALL TO ORDER**

Carolyn Basford called the meeting to order at 9:32 AM.

**APPROVAL OF MINUTES**

The minutes from the August 18, 2020 board meeting were reviewed. A motion made by David Chesnut to approve the August minutes. Motion seconded by Cindy Gueltzow. Motion carried.

**FINANCIAL REPORT**

The financial report for October 2020 was reviewed. No further action.

**DPL REPORT**

The Board reviewed a licensure status report. No further action.

Michael Newman, Commissioner, introduced himself and his goals of being here for every meeting through all the new and old business. He also touched base on how renewals, that have not renewed this year, may go once the state of emergency is over but is not finalized.

**COMMITTEE BUSINESS**

The Board counsel stated that the Board does not have a complaints process and would like the Board to possibly consider and think on a complaints process. Board Counsel is to send some examples of other Boards complaint procedures. This discussion is to be placed in old business on next meeting.

The Board counsel also informed the Board that she has done some technical amendments where it states the Boards old address and has placed the new address in.

Motion made by Cherri Lolley to go into closed session. Motion seconded by David Chesnut. Motion carried.

Motion made by Carolyn Basford to come out of closed session. Motion seconded by David Chesnut. Motion carried. No action was taken in closed session.

**2018DME00001**- A motion made by David Chesnut for the Board counsel to seek additional information from provider. Motion Seconded by Cherri Lolley. Motion carried.

### **NEW BUSINESS**

The Board reviewed the proposed 2021 dates. This discussion is to be place on the next meeting.

The Board reviewed and discussed an email about Project CARAT. Motion made by David Chesnut to direct the email owner to fill out a mailing list. Motion seconded by Cindy Gueltzow. Motion carried.

The Board reviewed an email from S. Steputis again. The Board stated they must have a physical presence in the state. Motion made by David Chesnut to discuss the regulation on out of state licensees at the next meeting. Motion seconded by Cherri Lolley. Motion carried.

A motion made by Cindy Gueltzow to hold a special meeting via Zoom or in person, if applicable, on December 2, 2020 at 1pm to discuss inspector and 2021 meeting dates. Motion seconded by David Chesnut. Motion carried.

### **NEXT MEETING**

The next meeting is scheduled for December 2, 2020 at 1:00pm

### **ADJOURNMENT**

Having no further business before the Board, motion was made by Carolyn Basford to adjourn at 10:44am. Motion seconded by David Chesnut. Motion Carried.