



DEPARTMENT OF HEALTH

Wes Moore, Governor · Aruna Miller, Lt. Governor · Laura Herrera Scott, M.D., M.P.H., Secretary

**STATE BOARD OF LONG-TERM CARE ADMINISTRATORS
470TH BOARD MEETING
WEDNESDAY, JUNE 12, 2024
9:30 a.m.**

OPEN SESSION MEETING MINUTES

Call to Order and Establishment of a Quorum

The Maryland State Board of Long-Term Care Administrators 470th Board Meeting, held in person, was called to order and convened at 9:32 a.m. on Wednesday, June 12, 2024 by Ms. Kelly Friedman, Board Chair, who established that a quorum was present.

Members Present (15)

John Beyer, LCSW-C; *Seat: Geriatric Social Worker*
Debra Buckalew, LNHA; *Seat: Nursing Home Administrator*
Patricia Cash, Pharm. D.; *Seat: Related Health Professional*
Crystal DeBerry, ALM, CM/DM; *Seat: Assisted Living Manager*
Stevanne Ellis, LBSW; *Seat: State Long-Term Care Ombudsman*
Kelly Smith Friedman; *Seat: Nursing Home Administrator; Chair*
Denise Hayman, PhD; *Seat: Consumer*
Kimberly Malin, RN, MSN; *Seat: Related Health Professional*
Kadine Mitchell, LNHA; *Seat: Assisted Living Manager*
Andre Moshenberg, LNHA; *Seat: Nursing Home Administrator*
Heather Reed, Deputy Director, LTC OHCQ; *Seat: Ex Officio*
Michelle Rosenheim, LNHA; *Seat: Nursing Home Administrator*
Earl Runde, M.A., M.P.A.; *Seat: Consumer*
Dr. Nader Tavakoli-Jalili, M.D.; *Seat: Geriatric Physician*
Michael Willis, LNHA; *Seat: Nursing Home Administrator; Vice Chair*

Members Absent (0)

All board members were present.

Board Staff Present

Linda Burrell-Warr, *Executive Director*
Danesha Dunmore, *Licensing Assistant*
David Wagner, *Esq., Board Counsel*

Order Of Business

Approval of the Agenda

The agenda was accepted with amendments.

Recognition of Visitors

No visitors

Approval of Minutes

- Approval of Minutes for the 469th Board Meeting held on Wednesday, May 8, 2024
- Approval of Closed Session Minutes for the 469th Board Meeting held on Wednesday, May 8, 2024

Board Chair's Report

Board Chair, Ms. Kelly Friedman, stated that the next meeting will be held virtually on **Wednesday, September 11, 2024, at 9:30 a.m.**

Licensing Assistant's Report

The licensing assistant, Ms. Dunmore, reported the following licensing data as of June 12, 2024:

- 495 Active LNHAs
- 34 Inactive LNHAs
- 451 Non-renewed (lapsed) LNHAs
- 24 Candidates are currently in active AIT programs

Executive Director's Board Office Report

The Executive Director, Ms. Burrell-Warr, reported the following information:

- The reclass of the vacant Administrator I position, which was the former deputy director's position, was approved as an Administrative Specialist II/Licensing Coordinator as of May 14, 2024 and the three (3) new full-time state merit positions for an Administrator I, Health Occupations Supervisor, and Office Secretary were approved in the FY25 budget. According to our HR Liaison, it can take some time from the date of the approval notice to creating and finalizing the Position Identification Numbers (PINs). Part of the process involves a review of the respective job descriptions (MS-22s). The Board has been instructed to have the MS-22s ready when the Compensation and Classification unit reaches out to request the information. The MS22s are in the process of being completed as instructed.
- MD State Government implemented a New Telework Policy (Post Pandemic) effective as of May 15, 2024 for telework- eligible state employees. According to the policy, telework-eligible state employees are expected to work, at a minimum, two days per week in the office and two days at a remote work site. The location of the fifth workday at a remote work site or on-site will be determined by the employee's agency head or manager. The following information from DBM's website was shared with the board:
"The State views telework as a valuable tool in recruiting and retaining a high caliber workforce, increasing productivity, and enhancing the work/life balance of employees. Allowing state agencies to employ a hybrid work model has proven to be effective – allowing employees the flexibility to work outside of a State Work Site while maintaining or increasing work productivity. Teleworking is a privilege extended to eligible employees. The State is committed to ensuring that teleworking opportunities are provided fairly and equitably across classifications."

- o The Board will begin holding board meetings virtually and in-person according to the following schedule for monthly board meetings, except in January, July, and August:

January - No meeting	July - No meeting
February - In-person	August - No meeting
March - Virtual	September - Virtual
April - Virtual	October - In-person
May - Virtual	November - Virtual
June - In-person	December - Virtual

- o The Board's Online Payment System, supported by the payment processing system, Authorize.net, became effective on May 29, 2024. The Board no longer accepts checks or money orders and all board fees should be paid by credit or debit card using this payment system. The license renewal fee is the exception and can only be paid through the license renewal portal. The renewal fee cannot be paid through the Online Payment Center.
- o As of June 4, 2024, the board office started testing the functionality of the new online application portal that will be used for the following application types: AIT, Endorsement, Reinstatement, and Reactivation. Additionally, we are working with the IT team on options that will enable applicants to upload required documents by way of accessing the portal as opposed to submitting documents via email or mail.
- o The Board's regulations' subtitle is due for its 8 year review under the Regulatory Review and Evaluation Act. The purpose of the review and evaluation is to determine whether existing regulations continue to accomplish the purposes for which they were adopted, clarify ambiguous or unclear language, and repeal any obsolete or duplicative provisions. A work plan is due by October 1, 2024 and the evaluation reports themselves are due October 1, 2025. The board office will be providing a response to the Regulations and Legislative Coordinator, Ms. Lillian Reese, by July 1, 2024 regarding the Board's regulations review process and procedure for inviting public comment and participation of stakeholders.

Update on State Ombudsman Program

Ms. Stevanne Ellis, announced that she would be leaving her current position as the State Long-Term Care Ombudsman at the Maryland Department of Aging in July. She also said that an acting State Long-Term Care Ombudsman will attend future board meetings as a non-board member until the position can be filled.

Meeting Adjournment

Motion introduced by Board Chair , Kelly Friedman, to adjourn the meeting; motion seconded and carried. The meeting was adjourned at 10:07 a.m.


Executive Director


Board Chair