



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

**STATE BOARD OF LONG-TERM CARE ADMINISTRATORS
472nd BOARD MEETING (In Person)
WEDNESDAY, OCTOBER 9, 2024
9:30 a.m.**

OPEN SESSION MEETING MINUTES

Call to Order and Roll Call

The Maryland State Board of Long-Term Care Administrators 472nd Board Meeting was called to order and convened at 9:30 a.m. on Wednesday, October 9, 2024 by Ms. Kelly Friedman, Board Chair, who took roll call and confirmed a quorum was present for the in-person meeting.

Members Present (14)

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
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 Coordinator
David Wagner, Esq., Board Counsel

Order Of Business

Approval of the Agenda

The agenda was accepted as submitted.

Recognition of Visitors

No visitors were present.

Approval of Minutes

- Approval of the Open Session Minutes for the 471st Board Meeting held virtually on Wednesday, September 11, 2024
- Approval of the Closed Session Minutes from the 471st Board Meeting held virtually on Wednesday, September 11, 2024

Board Chair's Report

Board Chair, Ms. Kelly Friedman, stated that the next meeting will be held virtually on **Wednesday, November 13, 2024 at 9:30 a.m.**

Licensing Coordinator's Report

The licensing assistant, Ms. Dunmore, reported the following licensing data as of October 8, 2024:

- 491 Active LNHAs
- 36 Inactive LNHAs
- 461 Non-renewed (lapsed) LNHAs
- 20 Candidates are currently in active AIT programs

Additionally, Ms. Dunmore informed the board members that blank expense report forms and their pink carbon/receipt copies were included in their respective folders to take with them at the conclusion of the board meeting.

Executive Director's Board Office Report

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

- The Board's FY25 budget reports for July and August were distributed to the board and the following budget and expenditure information was shared during the meeting:

July 2024

FY25 Budget: \$590,096.00
CM Expenditures: \$15,136.26
Available Balance: \$574,959.74

August 2024

FY25 Budget: \$590,096.00
CM Expenditures: \$19,721.31
Total Expenditures: \$34,857.57
Available Balance: \$555,238.43

- The BLTCA Report to House Health Occupations and Government and Senate Finance Committees on its readiness to license assisted living managers (ALMs) was distributed to the full board. The preliminary cover letter and report were submitted to the Government Affairs Office on September 3, 2024 and the finalized cover letter and report were submitted to the committees on October 2, 2024.

- The new online application portal was launched on September 16, 2024 and as of October 8, 2024, the following NHA applications were successfully submitted through the portal:

- Five (5) Administrative-In-Training (AIT) Applications
- Two (2) Reinstatement Applications
- One (1) Endorsement Application

The Board office intends to utilize the new online application portal to process applications from ALMs when the licensure requirement for ALMs becomes effective as of July 1, 2026.

- NAB will be transitioning away from the third-party testing company, PSI, effective January 3, 2025, and will be launching the national NHA Exam and state examinations they offer through the testing network, Pearson VUE.

Due to this transition to Pearson VUE, the ability to apply for, schedule, and approve applications, in addition to being able to take both the NAB and state examinations will be temporarily unavailable from December 15, 2024 to January 2, 2025. The last day for candidates to take any of the national NHA exam and other exam types through the PSI test network will be on or before 5:00 pm ET on December 14, 2024. All examination services will resume on January 3, 2025.

This is a change in vendors and locations of testing centers; however, the examination content will not be changing. Also, the process of applying for and approving NAB examination applications and the method for receiving score reports will remain the same.

- Effective as of September 3, 2024, the Health Professionals Boards and Commissions transitioned from an analog phone system to a Voice Over Internet Protocol (VoIP) system. The new phone system provides the following features:
 - Auto receptionist and ability to track the disposition of inbound/outbound calls
 - Transcription of voicemail messages
 - Receiving or making calls using only a desktop or laptop computer
 - The option to assign additional phone extensions for new staff without the necessity of purchasing a physical desk phone
- The Health Occupation Boards' IT Help Desk has an official help desk telephone number that both office staff and board members can call for assistance if they do not have access to email. If you have access to email, you may still choose to submit an email to the help desk at help.bdcomm@maryland.gov.

Meeting Adjournment

Motion introduced by Board Chair, Ms. Kelly Friedman, to adjourn the meeting; motion seconded and carried. The meeting was adjourned at 9:44 a.m.

Minutes Approved November 13, 2024.