



DEPARTMENT OF HEALTH

Wes Moore, Governor · Aruna Miller, Lt. Governor · Meena Seshamani, M.D., Ph.D., Secretary

**OPEN SESSION MEETING MINUTES
STATE BOARD OF LONG-TERM CARE ADMINISTRATORS
482nd BOARD MEETING (Virtual)
WEDNESDAY, DECEMBER 10, 2025
9:30 a.m.**

CALL TO ORDER AND ROLL CALL

The Maryland State Board of Long-Term Care Administrators 482nd Board meeting, held virtually, was called to order and convened at 9:30 a.m. on Wednesday, December 10, 2025, by Michelle Rosenheim, Board Chair, who took the board member roll call and confirmed a quorum was present for the meeting.

Members Present (13)

- Karyna Balbuena, Seat: Assisted Living Manager
- John Beyer, Seat: Geriatric Social Worker
- Raeann Butler, LNHA; Seat: Nursing Home Administrator - Eden Alternative
- Crystal DeBerry, Seat: Assisted Living Manager
- Denise Hayman, Seat: Consumer
- Dr. Taylor Lanham, Seat: Related Health Professional
- Heather Reed, Seat: Ex-officio Member - OHCQ
- Michelle Rosenheim, Seat: Nursing Home Administrator, Board Chair
- Earl Runde, Seat: Consumer
- Nicole Scherr, Seat: Nursing Home Administrator
- Angela Soul, Seat: Assisted Living Manager
- Dr. Nader Tavakoli-Jalili, Seat: Geriatric Physician
- Ed Walter, Seat: Nursing Home Administrator

Members Absent (4)

- Dr. Lisa Hugh, Seat: Related Health Professional
- Kadine Mitchell, Seat: Assisted Living Manager
- Andre Moshenberg, Seat: Nursing Home Administrator
- Erica Sanchez, Seat: Assisted Living Manager

Board Staff Present

- Linda Burrell-Warr, Executive Director
- Danasha Dunmore, Licensing Specialist
- Lillian Reese, Legislative & Regulatory Coordinator
- Philip Thomas, Licensing Manager
- David Wagner, Esq., Board Counsel

ORDER OF BUSINESS

Approval of the Agenda

The agenda for the Open Session of the 481st Board Meeting was approved as submitted.

Recognition of Visitors

Zakiyyah Holmes, Administrator, MDH Boards and Commissions

Approval of Minutes

The Open Session Minutes for the 481st Board Meeting, held virtually on Wednesday, November 10, 2025, was approved as submitted.

Board Chair's Report

Ms. Michelle Rosenheim stated that the next board meeting will be held virtually on **Wednesday, February 11, 2026, at 9:30 a.m.**

Executive Director's Report

The Executive Director, Ms. Burrell-Warr, provided the following updates on Board operations:

- The Board's current licensing data as of December 8, 2025:
 - Active Licensed Nursing Home Administrators - 485
 - Inactive Licensed Nursing Home Administrators - 28
 - Non-renewed Licensed Nursing Home Administrators - 507
 - Candidates currently in active Administrator-In-Training (AIT) programs - 36
- House Bill 783, implicit bias and structural racism training requirements became effective on October 1, 2025. Under this law, renewal applicants must now attest to the completion of implicit bias training that includes a structural racism component. This requirement applies to individuals obtaining their first license renewal as of April 1, 2026. Our renewal system will include a specific checkbox for applicants to attest to the completion of the structural racism component.

For nursing home administrators whose renewals fall between October 1, 2025, and April 1, 2026, only the implicit bias training is required for the current renewal cycle. These individuals will be required to complete the structural racism training component during their subsequent renewal cycle.

Structural racism training will be hosted on the Office of Minority Health and Health Disparities (MHHD) website, like the prior implicit bias training. The MHHD website will have more information in early 2026. We are currently evaluating potential training courses identified by colleagues for inclusion on our website or recommendation to MHHD. Updates will follow.

- The National Association of Long-Term Care Administrator Boards (NAB) has recently resumed its State Governing Update calls. These meetings, which were held regularly until 2020, provide updates on midyear and annual meetings, as well as information regarding special projects and initiatives. Participation is open to state executives, administrators, board chairs, and officers. Meeting details for the next session, scheduled for July 2026, will be shared with the Chair and Vice Chair once they become available.

Key topics from the meeting included:

- NAB will be conducting a 2025 Professional Practice Analysis, which occurs every five to seven years to ensure exam specifications reflect the current scope of practice and support fair, accurate assessments of licensure candidates. NAB will provide states with a flyer to distribute to licensees inviting participation in the survey. The information will be either distributed via GovDelivery or posted on the board's website.
 - The Combo Exam option (Core and NHA), which allows candidates to purchase both exams at a discounted rate, will be phased out after December 31, 2026. Candidates will continue to have the option to purchase the combo exam through 2026 to allow for a gradual transition.
 - A reminder regarding exam attempt limits. Candidates are limited to four exam attempts per exam cycle. The exam cycle runs from July 1 through June 30 each year.
- The Board reviewed the 2026 meeting schedule and noted that meetings are generally held on the second Wednesday of each month. Certain meetings will be conducted in person, specifically those scheduled for March, June, and October, while all other meetings will be held virtually.

Virtual meeting details will be posted on the Board's website, and invitations will be sent to members in advance. For virtual meetings, members will receive two invitations: one for the open session and one for the administrative/quasi-judicial session. It was agreed that two meeting dates required correction. The revised schedule will be shared with the Board and posted on the Board's website.

Additionally, it was stated that regular Board meetings are not scheduled in January, July, or August. However, emergency meetings may be called during these months if necessary, such as to review provisional license requests or address other urgent matters. In such cases, notice will be provided, and a quorum will be required.

- The State Ethics meeting was held virtually on December 4, 2025, with several board members in attendance. The PowerPoint presentation provided by the State Ethics Commission ("Commission") was included in the meeting handouts.

Board members were encouraged to review the presentation if they have not done so previously. The key takeaway from this training is that if you have any questions or uncertainties regarding ethics matters, you should contact the Commission. The Commission emphasizes that no question is too small or insignificant, and they are available to provide guidance.

- Two or three expense report forms will be mailed to each board member to facilitate per diem compensation for participation in board meetings and committee meetings. Board members should complete the forms and return them by mail. Additional expense report forms will also be distributed at the in-person meeting in March.
- Our Board Counsel is on the agenda to discuss the amendments to the proposed regulations. As a reminder, these were published in the Maryland Register on October 17, 2025, for a 30-day comment period, which closed on November 17, 2025. We received the following comments:
 - The Alzheimer's Association recommended a minimum of two hours of training, as a continuing education requirement for renewal, to address dementia care. We informed them that no substantive changes were made to the nursing home section of the regulations at this time, but we will consider their recommendation in 2027.

- An Assisted Living Manager (ALM), representing a small facility, expressed concern regarding the financial burden of initial license and renewal fees. The ALM was informed that the board is unable to change licensing requirements or the fee structure, as these are established by state statute. While the board has not increased fees in approximately 12 years, it will consider the specific impact on smaller facilities should there be any future proposals to increase application or licensing fees.

Board Discussion On Proposed Regulations 10.33.01 - 10.33.08 with Amendments

Mr. David Wagner, Board Counsel, presented to the Board the amendments to the proposed regulations (COMAR 10.33.01 - 10.33.08) for discussion. These amendments were made following the public comment period and consist of minor, non-substantive revisions aimed at improving clarity, correcting grammatical issues, and ensuring consistency with statutory authority. The key amendments include the following:

- COMAR 10.33.01.02B(19) and (20): Corrects a grammatical error.
- COMAR 10.33.03.07C(2)(c): Clarifies that the assisted living manager training course is approved by the Department rather than the Board.
- COMAR 10.33.07: Adds a statutory authority (Health Occupations Article Section 1-212) that was previously omitted.
- COMAR 10.33.07.02B(4)(b) and (b)(ii): Clarifies the definition of a complaint.
- COMAR 10.33.07.02B(5): Clarifies the definition of a preliminary investigation.
- COMAR 10.33.07.03A(2)(b): Removes ambiguity regarding complaint investigations of applicants.
- COMAR 10.33.07.03D(3): Updates Board procedures for the complaint process.
- COMAR 10.33.07.03D(6): Clarifies the qualifications for a witness.
- COMAR 10.33.07.06A: Removes redundant authority already provided under the chapter authority.

Following Mr. Wagner's presentation, a motion was made by Board Member Nader Tavakoli-Jalili to adopt the proposed regulations (COMAR 10.33.01 to 10.33.08) with the specified amendments. The motion was seconded by Board Member Ed Walter and was unanimously carried.

Legislative Session Update

The Board received an overview from Lillian Reese, Legislative & Regulations Coordinator, of the 2026 Maryland legislative session, which runs from January 14 through April 13, 2026. Information was provided regarding the legislative process, relevant committees, testimony options, and the role of the legislative coordinator in monitoring bills, coordinating with the Maryland Department of Health, and managing board position papers.

Boards may take various positions on legislation, including support, opposition, or no position. Due to the fast pace of the legislative session, bills may require action from the board within a short timeframe.

To ensure meeting the short timeframe for taking action on a bill, a motion was made by Board Member Crystal DeBerry to approve delegating authority to the Legislative Committee to determine and submit legislative positions to the General Assembly on behalf of the Board, subject to later ratification by the full Board. The motion was seconded by Board Member John Beyer and was unanimously carried.

Meeting Adjournment

A motion was introduced by Ms. Rosenheim to adjourn the Open board meeting. The motion was seconded and unanimously carried. The meeting was adjourned at 10:10 a.m.

MINUTES APPROVED BY THE BOARD ON FEBRUARY 11, 2026

Board Chair: Michelle Rosenheim

Executive Director: Linda Burrell-Warr