



*Wes Moore, Governor · Aruna Miller, Lt. Governor · Ryan Moran, DrPH, MHSA, Acting Secretary*

**STATE BOARD OF LONG-TERM CARE ADMINISTRATORS  
476<sup>th</sup> BOARD MEETING (In-Person)  
WEDNESDAY, MARCH 12, 2025  
9:30 a.m.**

**OPEN SESSION MEETING MINUTES**

**Call to Order and Roll Call**

The Maryland State Board of Long-Term Care Administrators 476<sup>th</sup> Board meeting, held virtually, was called to order and convened at 9:39 a.m. on Wednesday, March 12, 2025 by Ms. Kelly Friedman, Board Chair, who took the board member roll call and confirmed a quorum was present for the meeting.

**Members Present (11)**

Karyna Balbuena; Seat: Assisted Living Manager  
John Beyer; Seat: Geriatric Social Worker  
Kelly Smith Friedman; Seat: Nursing Home Administrator - Eden Alternative, Board Chair  
Kimberly Malin; Seat: Related Health Professional  
Kadine Mitchell; Seat: Assisted Living Manager  
Andre Moshenberg; Seat: Nursing Home Administrator  
Heather Reed; Seat: OHCQ Representative - Ex Officio  
Michelle Rosenheim; Seat: Nursing Home Administrator  
Nicole Scherr; Seat: Nursing Home Administrator  
Ed Walter; Seat: Nursing Home Administrator\*  
Michael Willis; Seat: Nursing Home Administrator, Vice Chair

**Members Absent (6)**

Crystal DeBerry; Seat: Assisted Living Manager  
Denise Hayman; Seat: Consumer  
Dr. Taylor Lanham; Seat: Related Health Professional  
Earl Runde; Seat: Consumer  
Erica Sanchez; Seat: Assisted Living Manager  
Dr. Nader Tavakoli-Jalili, M.D.; Seat: Geriatric Physician

**Board Staff Present**

Linda Burrell-Warr, Executive Director  
Philip Thomas, Deputy Director of Licensing and Compliance  
Danessa Dunmore, Licensing Specialist  
David Wagner, Esq., Board Counsel

## Order of Business

### Approval of the Agenda

The agenda was amended. A motion was made to approve the amendment; it seconded and carried.

### Approval of Minutes

- The Open Session Minutes for the 475<sup>th</sup> Board Meeting held virtually on Wednesday, February 19, 2025 were approved.

### Board Chair's Report

Ms. Kelly Friedman stated that the next board meeting will be held virtually on **Wednesday, April 9, 2025 at 9:30 a.m.**

### Deputy Director's Report

The deputy director, Mr. Thomas, reported the following licensing data as of March 11, 2025:

- 481 Active LNHAs
- 31 Inactive LNHAs
- 484 Non-renewed LNHAs
- 28 Candidates are currently in active AIT program

### Executive Director's Report

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

- The Board's budget for January 2025 was included in board member packets for review.
- A copy of the letter of comment to MDH to suggest an edit to the proposed regulations that an individual must complete the 80-hour ALM course within 6 months in order to be an assisted living manager was provided to board members.
- In response to the announcement at last month's board meeting that there was a vacancy on the Credentials Committee for a fourth member, Ed Walter has volunteered to serve on the Committee starting in April. The committee meets the first Tuesday of every month at 9:30 a.m.
- As a reminder, financial disclosures are due to the MD State Ethics Commission by April 30, 2025.
- The Board office had a single location set-up, via a dedicated email address, to receive CMS 2567 Surveys and Plans of Corrections from the Office of Health Care Quality (OHCQ) so that other board staff have access to monitor and review reports as part of our complaint review process.
- Board members were reminded to respond to Google Meet invitations for Board meetings so that the Board office can ensure a quorum for the scheduled board meeting

### Closed Session and Meeting Adjournment

Board Chair Friedman provided the following Closed Session Statement: "Pursuant to Section, 3-305 of the Maryland General Provisions Article, by majority vote to close its meeting on March 12, 2025 at 9:48 a.m.,

for the purpose of complying with Section 3-305(b) (b) (4) of the General Provisions Article, Section 1-401 of the Health Occupations Article, and COMAR 10.33.01.16C(1) which prevent the public disclosure of particular proceedings and discussions the Board goes into Closed Session. A motion was made to move to closed session. It was seconded and carried.

Purpose of closed session: To discuss course approval process.

Action taken: The matter is being sent to the Credentials Committee for review and recommendations to the Board.

**Minutes Approved on April 9, 2025**

**Board Chair:** Michelle Rosenheim

**Executive Director:** Linda Burrell-Warr