



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

**STATE BOARD OF LONG-TERM CARE ADMINISTRATORS
479th BOARD MEETING (Virtual)
WEDNESDAY, SEPTEMBER 10, 2025
9:30 a.m.**

OPEN SESSION MEETING MINUTES

Call to Order and Roll Call

The Maryland State Board of Long-Term Care Administrators 479th Board meeting, held virtually, was called to order and convened at 9:30 a.m. on Wednesday, September 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 (15)

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. Lisa Hugh, Seat: Related Health Professional*
Dr. Taylor Lanham, 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, Board Chair
Earl Runde, Seat: Consumer
Nicole Scherr, Seat: Nursing Home Administrator
Dr. Nader Tavakoli-Jalili, Seat: Geriatric Physician
Edward Walter, Seat: Nursing Home Administrator

**Introduced as a new Board member*

Members Absent (1)

Erica Sanchez, Seat: Assisted Living Manager

Board Staff Present

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

Order of Business

Approval of the Agenda

The agenda was approved with amendments.

Recognition of Visitors

Zakiyya Holmes, Administrator, MDH Boards and Commissions
Shmuel Gabai, public visitor
Anna Walker, public visitor

Approval of Minutes

The Open Session Minutes for the 478th Board Meeting held virtually on Wednesday, September 10, 2025, were approved with amendments.

Board Chair's Report

Ms. Michelle Rosenheim stated that the next board meeting will be held in-person on **Wednesday, October 8, 2025, at 9:30 a.m.**

Board Operations Report

The licensing manager, Mr. Thomas, reported the following licensing data as of September 8, 2025:

- 486 Active Licensed Nursing Home Administrators (LNHAs)
- 28 Inactive LNHA's
- 499 Non-renewed LNHA's
- 36 Candidates currently in active Administrator-In-Training (AIT) programs

Since the Implementation of the Online Application Portal as of September 8, 2025, sixty-six applications have been submitted online with the following breakdown:

- 39 AIT
- 25 Endorsement
- 1 Reinstatement
- 1 Reactivation

To date, a total of 20 Endorsement applicants have received a Maryland NHA License.

Executive Director's Report

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

- There have been several Board member departures and appointments in the last several months. Kimberly Malin's 4-year term ended in April 2024, and Dr. Lisa Hugh was appointed to the Related Health Professional board seat, previously held by Ms. Malin. Our former Board Chair, Kelly Smith Friedman, served on the Board for more than 1 year beyond her term, which was supposed to end in April 2024. Ms. Friedman's NHA seat, with Eden Alternative experience, was replaced by Raeann Butler; and the 4-year term for Vice Chair, Michael Willis, ended in August and Ed Walter was appointed to his NHA board seat. A candidate is currently being considered for Board's Vice Chair, which was left vacant with Mr. Willis's departure.

The Board will be holding a special recognition, in the near future, for those Board members who previously served on the Board.

- Our Board statute requires that 5 of the 18 Board members who serve on the Board must be an Assisted Living Manager. In the past 18 months, four of the 4 ALMs seats have been filled. A meeting was held in August with the Placement Assistant at the Governor's Appointment Office to discuss the vacancy. As a result of the meeting, the GAO is currently considering an ALM candidate to fill the vacant seat.
- With Kelly Friedman's departure from the Board, the Disciplinary Committee has been left with a vacancy. The Committee meets virtually on the 4th Thursday of every month from 11:00 a.m. - 12:30 p.m.; however, on occasion, there is some flexibility with the day and time based on Committee member and Board staff availability. If anyone is interested in serving on this Committee, an email should be sent to the Executive Director's attention for consideration by Michelle Rosenhem, who also serves as the Committee Chair.
- On April 24, 2024, the Federal Register published the Department of Justice's (Department) final rule updating its regulations for Title II of the Americans with Disabilities Act (ADA).
 - Title II of the ADA requires state and local governments to make sure that their services, programs, and activities are accessible to people with disabilities. Title II applies to all services, programs, or activities of state and local governments, from adoption services to zoning regulations. This includes the services, programs, and activities that state and local governments offer online and through mobile apps.
 - The final rule has specific requirements about how to ensure that web content and mobile applications (apps) are accessible to people with disabilities, which takes effect in April 2026.
 - Editors and Content Approvers must view their respective websites through an accessibility lens. To ensure that each role is equipped to do this in order to be in compliance with the regulations, the Office of Enterprise Technology will be hosting a 3-part mandatory training series in September and October. As the Board's website editor and content approver, the Executive Director will be participating in these training sessions.
- The Board is required under "2024 HB 874 and SB 613: Requirements for Assisted Living Manager Licensing" to submit a report to the House Health and Government Operations and the Senate Finance Committees on its preparedness in six areas to license and regulate ALMs by July 1, 2026. The report is due October 1, 2025, and in 2026. The initial report was submitted on October 1, 2024. The six areas of preparedness are:
 1. Dates by which the Board intends to begin receiving applications for assisted living managers and begin issuing licenses. The initial response in 2024 will be updated.
 2. The status of the appointment of assisted living managers to the Board. The initial response will be updated.

3. The number of personnel employed by the Board and the status of filling any vacant Board positions necessary to implement the assisted living manager licensure.
4. The ability of the Board's software platform to accept applications for licensure as assisted living managers and issue the licenses, including a timeline and update on implementation of any necessary information technology system updates.
5. The time frame for informing and steps that have been and will be taken to inform assisted living programs and assisted living managers of the licensure requirement.
6. Any other policies that the Board anticipates adopting to implement the licensure requirements for assisted living managers; and on or before October 1, 2025, and October 1, 2026, a report that updates the information reported under item (1) of this section, as necessary, including an explanation for any change in dates or timeframes.

Several of the six areas listed above will be updated in the October 2025 report.

- The National Association of Boards of Long Term Care Administrators (NAB) 2025 Mid-Year Meeting will be held October 29 - 31. The Executive Director will be attending as the Board's State delegate.

Update on Draft Proposal Regulations 10.33.01 - 10.33.08

The Legislative & Regulations Coordinator, Lillian Reese, provided the following update on the draft proposal regulations:

The regulations have been approved by the Secretary of the Maryland Department of Health and the Governor's office. They are now with the Administrative, Executive and Legislative Review (AELR) Committee to be reviewed by a group of (10) Senate and (10) House legislators, who have the regulations for 15 days to review before they go into *The Maryland Register*, tentatively October 17th, for a 30-day public comment period ending November 17, 2025.

Meeting Adjournment

Motion introduced by Ms. Rosenheim, board chair, to adjourn the meeting; motion seconded and carried. The meeting was adjourned at 9:57 a.m.

Minutes Approved by the Board on October 8, 2025

Board Chair: Michelle Rosenheim

Executive Director: Linda Burrell-Warr