



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

**STATE BOARD OF LONG-TERM CARE ADMINISTRATORS  
475<sup>th</sup> BOARD MEETING (Virtual)  
WEDNESDAY, FEBRUARY 19, 2025  
9:30 a.m.**

**OPEN SESSION MEETING MINUTES**

**Call to Order and Roll Call**

The Maryland State Board of Long-Term Care Administrators 475<sup>th</sup> Board meeting, held virtually, was called to order and convened at 9:34 a.m. on Wednesday, February 19, 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 (12)**

John Beyer; Seat: Geriatric Social Worker  
Crystal DeBerry; Seat: Assisted Living Manager  
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  
Earl Runde; Seat: Consumer  
Nicole Scherr; Seat: Nursing Home Administrator  
Ed Walter; Seat: Nursing Home Administrator\*  
Michael Willis; Seat: Nursing Home Administrator, Vice Chair

*\*Introduced as a new board member effective in January 2025.*

**Members Absent (5)**

Karyna Balbuena; Seat: Assisted Living Manager  
Denise Hayman; Seat: Consumer  
Dr. Taylor Lanham; Seat: Related Health Professional  
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  
Lillian Reese, Legislation & Regulations Coordinator

## Order of Business

### Approval of the Agenda

The agenda was accepted as submitted.

### Approval of Minutes

The Open Session Minutes for the 474<sup>th</sup> Board Meeting held virtually on Wednesday, December 11, 2024 were approved.

### Board Chair's Report

Ms. Kelly Friedman stated that the next board meeting will be held in-person on **Wednesday, March 12, 2025 at 9:30 a.m.**

### Licensing Specialist's Report

The licensing specialist, Ms. Dunmore, reported the following licensing data as of February 18, 2025:

- 482 Active LNHAs
- 32 Inactive LNHAs
- 481 Non-renewed LNHAs
- 25 Candidates are currently in active AIT program

### Executive Director's Report

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

- Our newest staff member, Philip Thomas, Deputy Director of Licensing and Compliance, brings 6 years of experience as a former licensure analyst for the Board of Physicians. His background in licensing will be extremely helpful as the Board prepares for the implementation of the Assisted Living Manager Licensure requirement, which will become effective as of July 1, 2026.
- The Maryland Department of Aging announced on February 5, 2025 that Karrie Craig is the new State Long-Term Care Ombudsman. Our Board's statute requires that the State Ombudsman has a seat on the Board; therefore, Ms. Craig will assume her designated board seat after she is officially sworn in.
- The licensing assistant/office secretary II position that we filled in December is now currently vacant as of February 7th. The board office will begin the process shortly to recruit and hire an individual to assist with board office operations.
- The board office has successfully completed the project of scanning and digitizing all applicant and licensee files.
- The Board's January 2025 budget report will be distributed at next month's board meeting and the following budget and expenditure totals for January were shared:
  - Total FY25 Budget: \$590,096.00
  - January 2025 Expenditures: \$24,172.00
  - YTD Expenditures: \$158,532.00
  - Available Budget for FY25: \$431,565.00

- The Credentials Committee currently has a vacancy for a fourth committee member to join. The vacancy is not just limited to LNHA's and is open to any seat held on the board. In response to the announcement made at last month's board meeting regarding the two vacancies on this committee, Nicole Scherr, who is a LNHA, volunteered to join and will begin participating at next month's committee meeting and going forward. Additionally, the Legislative Committee is looking for a fifth member to join. If anyone is interested in joining either committee, they should get in contact with me.
- In response to Kimberly Malin's announcement that she will be coming off of the Board in the near future, it was mentioned that the Governor's Appointment Office (GAO) has appointed a replacement for Ms. Malin's board seat as a related health professional; however, due to an extenuating circumstance, the person is temporarily unable to take their oath until the GAO resolves the matter.
- The Office of Health Care Quality's (OHCQ) Assisted Living Program Regulations 10.07.14, which are currently open for public comment on OHCQ's website, was added to the agenda for the Board's awareness and discussion. If any board member chooses to submit a public comment, they need to make it clear that they are doing so as a private citizen and not on behalf of the Board. As the executive director, if the Board decides to submit a comment, I will submit it on behalf of the Board.

The Legislative and Regulations Coordinator, Lillian Reese, added that the regulations proposal is in the Maryland Register and there is a 30-day comment period that ends at midnight on February 24, 2025. If the Board chooses to comment, it would be submitting comment(s) to the Regulations Office at the Maryland Department of Health (MDH).

A concern was raised about the assisted living program statute §19-807D(1)i and the proposed regulations regarding what was described as a loophole in the referenced statute and regulations under 10.07.14.17E(1), in which an individual will be exempt from completing the 80-hour Assisted Living Manager (ALM) Training Course before becoming an assisted living manager.

*10.07.14.17E(1) - The training requirements of §A of this regulation do not apply to an individual who: (1) Is employed by a program and has enrolled in a Department-approved manager training course that the individual expects to complete within 6 months.*

It was recommended that the Board should consider submitting a written comment to MDH to suggest a change to the proposed regulations to make clear that an individual needs to complete the 80-hour ALM course within 6 months in order to be an assisted living manager and not just be enrolled in the course. If they do not complete the course within 6-months then they cannot continue on as an assisted living manager.

A motion was introduced to have the Board submit written 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; the motion was seconded and carried.

- The Maryland Department of Health wanted to know if any board wanted to take a position on *HB 231 - Constitutional Amendment - Fee or Tax Rate Increases - Yea and Nay Vote of General Assembly Required (Taxpayer Disclosure and Protection Act)*.

HB 231 Synopsis: Prohibiting a certain increase of a State fee or the rate of a State tax from taking effect unless the General Assembly, by a yea and nay vote, explicitly approves the increased fee or tax rate; and requiring that the amendment to the Maryland Constitution be submitted to the qualified voters of the State at the next general election to be held in November 2026 for adoption or rejection.

Concern: Health Occupations Boards and Commission currently have the authority to set fees based on various health occupation statutes. It is unclear how HB 231 will impact that authority. Additionally, most Boards are special-funded and rely on licensure fees to fund their operations. Any potential delays to the already established process could have a significant negative impact on the Boards and Commission and their ability to function.

The Board's legislative committee agreed to participate in a joint letter of concern with other Health Occupations Boards and Commissions. The final position letter for HB 231 was submitted to the Ways and Means Committee and was shared with the Board.

A motion was introduced to ratify the Board's legislative committee's position for a joint letter of concern for HB 231; the motion was seconded and carried.

- The Board's current Inclement Weather Policy was presented as a topic of discussion for the Board to decide if it agreed with the policy as is or if it needed to be revised. The Board was in agreement with the current policy regarding the cancellation of a board meeting; however, it was suggested that the policy should note that the cancellation of a board meeting may require that an interim board meeting is held virtually before the next regularly scheduled board meeting and notice will be posted if the meeting will be rescheduled.

A motion was introduced to revise the current Inclement Weather Policy to include the suggested revision; the motion was seconded and carried.

### Meeting Adjournment

Motion introduced by Ms. Friedman, board chair, to adjourn the meeting; motion seconded and carried. The meeting was adjourned at 10:17 a.m.

  
Executive Director

  
Board Chair