

**Maryland Department of Health**  
**STATE BOARD OF LONG-TERM CARE ADMINISTRATORS**

**DECEMBER 14, 2022**  
**BOARD MEETING MINUTES**

The 456<sup>th</sup> Board Meeting was convened at 9:30 a.m. at 4201 Patterson Avenue, Baltimore, MD 21215 in Room 110 on Wednesday, December 14, 2022.

**Members Present**

1. John Beyer
2. Debra Buckalew
3. Patricia Cash
4. Stevanne Ellis
5. Kelly Freidman, Board Chair
6. Kimberly Malin
7. Heather Reed
8. Michelle Rosenheim
9. Earl Runde
10. Nader Tavakoli-Jalili
11. Michael Willis, Vice Chair

**Representatives of the State**

1. Ciara J. Lee  
Executive Director
2. Kellie C. Smith  
Deputy Director/Licensing Coordinator
3. David Wagner, Esq., Board Counsel  
Assistant Attorney General
4. Troy Pumphrey, Lead Health  
Occupations Investigator
5. Clarine Henderson, Health Occupations  
Investigator
6. Lillian Reese, Legislative & Regulations  
Coordinator

**Visitors**

1. Andrea Dwyer, LNHA

**ORDER OF BUSINESS**

**Approval of the Agenda**

The agenda was accepted as submitted.

**Recognition of Visitors**

Board Chair Friedman welcomed visitors to the Board Meeting and allowed them to introduce themselves. Ms. Andrea Dwyer attended as a visitor.

**Approval of Minutes**

The minutes of the 455<sup>th</sup> Board Meeting, held on Wednesday November 9, 2022 were approved as submitted.

**Chair's Report**

Board Chair Friedman stated that the next meeting will be held on Wednesday, February 8, 2023 at 9:30 a.m. in Room 110.

**Office Report**

Ms. Lee gave the following report:

**For the month of November:**

- 3 Original licenses were issued
- 16 licenses were renewed
- 4 AIT applications were processed
- 2 Inactive Status applications were processed
- 2 Endorsement applications were processed

**As of December 14, 2022, there are currently:**

- 493 active LNHA's
- 21 inactive LNHA's
- 419 non-renewed (lapsed) LNHA's
- 25 candidates are currently in active AIT programs

**Credentials Committee Update**

During the December 6, 2022 Credentials Committee Meeting, the Committee voted to approve the following:

- 1 12-month AIT program with a new preceptor
- 1 resumption of a 3-month AIT program at a new facility with a new preceptor
- 2 endorsement applications
- 5 12-month AIT candidates that were ready for licensure
- 1 6-month AIT candidate that was ready for licensure

**Oversight Committee on Quality of Care in Nursing Homes and Assisted Living Facilities 11/30/2022 - Assisted Living Manager Licensure Progress Update Presentation**

Ms. Lee attended the referenced virtual meeting and provided a brief synopsis on the current status of the Board's progress with implementing Assisted Living Manager licensure in Maryland. The Board is currently in the initial stages of the implementation and have held a few strategic planning meetings with integral personnel to understand the framework required for licensure. Ms. Lee will continue to reach out to Board personnel, the MDH Office of Health Care Quality, and external leadership of Long-Term Care Administrator Boards from other states with similar configuration to obtain further information.

**Office of Legislative Audits & MDH IAC/S - Regulatory Services Audit Update**

The MDH Office of Internal Controls Audit Compliance (IAC/S) Unit submitted an outcome report to the Board on December 5, 2022, which indicated that the Board was still "incomplete" in majority of the Office of Legislative Audits January 2021 audit findings (according to the IAC/S review). Ms. Lee has been in consistent communication with the auditors from July to November to answer their questions regarding the review, in addition to providing quarterly status reports and additional supporting documentation of Board operating procedures upon the auditors' requests. Ms. Lee also met with the IAC/S auditors virtually on December 9, 2022 to obtain clarity on noticeable discrepancies in their report and to request for documentation indicating revised outcomes of findings that are now considered "complete". IAC/S will be providing that documentation to the Board as soon as possible.

**Commission to Study the Health Care Workforce Crisis Update**

The State Efficiencies Advisory Council, under Maryland's Commission to Study the Health Care Workforce Crisis, held a committee meeting on November 30, 2022. Even though Ms. Lee was not able to attend the full committee meeting, she did provide a brief summary of what was discussed. Some time prior to the committee meeting held on November 30, 2022, the State Efficiencies Advisory Council requested that all Health

Occupations Boards provide responses to two survey questions related to the Secretary of Health's authority over the Boards. Collectively, the Boards devised and sent a letter to the State Efficiencies Advisory Council's attention, to notify the advisory council that, while the Boards support their efforts and agree with establishing such authority, the Boards would like to present strategies to the State Efficiencies Advisory Council on how to resolve possible concerns with such action. Additionally, data acquired from each of the Health Occupations Boards that discuss individual Board statistics (i.e. number of staff vacancies, number of licensees/certificate holders do the Boards oversee, number of Board staff, etc) are now posted on the Commission to Study the Health Care Workforce Crisis website.

#### **Meeting w/ Virginia State Board of Long-Term Care Administrators Executive Director - Assisted Living Administrators Licensure**

On December 8, 2022, Ms. Lee and Ms. Kellie Smith virtually met with Ms. Corie Tillman-Wolf, the Executive Director at the Virginia Board of Long-Term Care Administrators, to discuss their oversight of Assisted Living Managers (known as Assisted Living Administrators) in Virginia and to obtain insight on their acquisition and onboarding process to license those administrators.

#### **NAB and PSI Examination Application Database Technical Difficulties**

NAB and PSI transitioned to a new exam application database system in November 2022. During the transition, a few technical issues occurred during NAB's process with transferring all applicant exam scores from NAB Clarus to NABVerify. Not too long after the transition, the Board Office Staff noticed that exam scores for applicants who registered and took exams between November 6th to approximately November 14, 2022 had not been received nor recorded in the new exam application database. Additionally, NAB and PSI had not uploaded both A and B versions of the Maryland State Standard Exam to the new exam application database system. This issue prohibits the Board Office from approving exam applicants for the correct exam. Ms. Lee is staying in consistent communication with NAB, PSI, and exam applicants to provide updates regarding the stated issues. NAB and PSI are diligently working on troubleshooting the database to resolve the issues. In the meantime to alleviate any further delay, Ms. Lee is asking for those who have passed their exams (taken between November 6th and 14th, 2022) and completed all AIT/Endorsement licensure requirements to submit their preliminary exam score reports to the Board Office so that the Board has documentation showing that the applicant passed their exam and can proceed with a final review by the Credentials Committee for licensure approval.

#### **Move to Closed Session**

A motion was made to move to Closed Session. It was seconded and carried.

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 December 14, 2022 at 9:54 a.m. at 4201 Patterson Avenue Room 110, Baltimore, MD 21215, for the purpose of complying with Section 3-305(b) (1) (13) 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."

#### **Return to Open Session**

The Board Meeting was reconvened at 10:25 a.m. on Wednesday, December 14, 2022. In closed session, the Board reviewed renewal licensure applications related to granting or denial of licensure. The Board voted to allow renewal applicant #1 to apply for reinstatement, and send renewal applicant #2's application to the Disciplinary Committee.

**Visitor Inquiries**

Ms. Andrea Dwyer attended the Board Meeting and asked during the meeting to have the opportunity to speak to the Board. Ms. Dwyer was not originally scheduled on the agenda. Ms. Dwyer wanted an update regarding the status of the Board's response to her inquiries posed to the Board during the Open Session Board Meeting held on November 9, 2022, then later emailed to the Board by Ms. Dwyer on November 15, 2022 as directed. Mr. David Wagner, Board Counsel, replied to Ms. Dwyer by acknowledging that the Board is in the process of drafting a response to her inquiries and that she would be receiving them as soon as possible.

**Meeting Adjournment**

A motion to adjourn was made and seconded. The meeting was adjourned at 10:31 a.m.

  
\_\_\_\_\_  
Executive Director

  
\_\_\_\_\_  
Board Chair