



DEPARTMENT OF HEALTH

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

**STATE BOARD OF LONG-TERM CARE ADMINISTRATORS
471st BOARD MEETING
(VIRTUAL)
WEDNESDAY, SEPTEMBER 11, 2024
9:30 a.m.**

OPEN SESSION MEETING MINUTES

Call to Order and Roll Call

The Maryland State Board of Long-Term Care Administrators 471st Board Meeting, held virtually, was called to order and convened at 9:31 a.m. on Wednesday, September 11, 2024 by Ms. Kelly Friedman, Board Chair, who took roll call and confirmed a quorum was present.

Members Present (14)

- John Beyer, LCSW-C; Seat: Geriatric Social Worker
- Debra Buckalew, LNHA; Seat: Nursing Home Administrator
- Patricia Cash, Pharm. D.; Seat: Related Health Professional
- Crystal DeBerry, ALM, CM/DM; Seat: Assisted Living Manager
- Kelly Smith Friedman; Seat: Nursing Home Administrator; Chair
- Denise Hayman, PhD; Seat: Consumer
- Kimberly Malin, RN, MSN; Seat: Related Health Professional
- Kadine Mitchell, LNHA; Seat: Assisted Living Manager
- Andre Moshenberg, LNHA; Seat: Nursing Home Administrator
- Heather Reed, Deputy Director, LTC OHCQ; Seat: Ex Officio
- Michelle Rosenheim, LNHA; Seat: Nursing Home Administrator
- Earl Runde, M.A., M.P.A.; Seat: Consumer
- Dr. Nader Tavakoli-Jalili, M.D.; Seat: Geriatric Physician
- Michael Willis, LNHA; Seat: Nursing Home Administrator; Vice Chair

Members Absent (0)

All board members were present.

Board Staff Present

- Linda Burrell-Warr, Executive Director
- Danesha Dunmore, Licensing Assistant
- David Wagner, Esq., Board Counsel

Order Of Business

Approval of the Agenda

The agenda was accepted as submitted.

Recognition of Visitors

Lillian Reese, Legislation and Regulations Coordinator, MDH Boards and Commissions
Zakiyya Holmes, Administrator, MDH Boards and Commissions

Approval of Minutes

- Approval of Minutes for the 470th Board Meeting held on Wednesday, June 12, 2024
- Approval of Minutes for the Emergency Board Meeting held on Wednesday, July 31, 2024

Board Chair's Report

Board Chair, Ms. Kelly Friedman, stated that the next meeting will be held in person on **Wednesday, October 9, 2024 at 9:30 a.m.**

Licensing Assistant's Report

The licensing assistant, Ms. Dunmore, reported the following licensing data as of September 9, 2024:

- 492 Active LNHAs
- 35 Inactive LNHAs
- 461 Non-renewed (lapsed) LNHAs
- 17 Candidates are currently in active AIT programs

Additionally, Ms. Dunmore informed the board members that expense reports will be mailed for today's meeting and additional reports for the board meeting in October and Expense reports for the October meeting and for the rest of this year's meetings will be provided to you during October's Board meeting.

Executive Director's Board Office Report

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

- As the Board transitions to more virtually held board meetings, board members were asked to provide feedback on anything that could help to improve the facilitation of these meetings, including how materials are presented, to ensure effectiveness of online board meetings.
- Board members were reminded to routinely check their board email and to respond to Google calendar invitations for regularly scheduled or emergency board meetings to confirm a quorum in advance of any meeting being held.
- A New Member State Ethics Commission (Virtual) Training will be held on Friday, October 25, 2024 from 12:00 p.m. - 1:00 p.m. for new board members and anyone else who is interested in participating. The invitation for the training will be sent out to all board members this week.
- The Administrator I, Office Secretary II, and Health Occupations Investigator Supervisor positions were approved by the Maryland Department of Health to begin the recruitment and hiring process. The Board plans to fill the Administrator I and Office Secretary positions by the end of December 2024.

- On August 21, 2024, the Maryland Department of Health announced that Emily Berg, Deputy Chief of Staff, assumed oversight of liaison functions for the Health Regulatory Boards to replace the former board liaison, Kimberly Link.
- Effective on September 16, 2024, an Online Application Portal will be accessible via the Board's website for Administrator-in-Training (AIT), Endorsement, Reinstatement, and Reactivation applicants to complete and submit a new application, upload required documents, and pay Board fees through this system.

At this time, the Board is planning to use the online application portal for the submission of applications from assisted living managers (ALMs) when the requirement for ALM licensure becomes effective July 1, 2026. Board staff will continue to collaborate with the Board and Commissions' IT team, as it did so for NHA licensure applications, to develop the system requirements and specifications for the ALM application process.

- On July 8, 2024, the Boards and Commissions received notification from the Placement Manager at the Governor's Appointment Office (GAO) that the Placement Director would be sharing a plan, in the near future, to ensure appointments are made for 12 other Boards and Commissions. The Board will continue to work with the GAO to get the open ALM seats filled; additionally, the Board will continue to keep a notice posted on its website about the open ALM board seats.
- Effective July 1, 2024, House Bill 874/Senate Bill 613 (the "Bill") took effect for the purpose of extending the date from October 1, 2024 to July 1, 2026 by which individuals must be licensed by the State Board of Long-Term Care Administrators (the "Board") before practicing as an assisted living manager ("ALM") in the State. The Board is required to submit a report to the House Health and Government Operations Committee and the Senate Finance Committee by 10/1/2024, 10/1/2025 and 10/1/2026 on its preparedness to license and regulate ALMs.

The preliminary report was submitted to MDH's Office of Governmental Affairs (OGA) on September 3, 2024 and a copy of the final report will be distributed at the next board meeting in October.

The Bill lists the following six areas in which to report the Board's preparedness to license and regulate ALMs by July 1, 2026:

1. Dates by which the Board intends to begin receiving applications for assisted living managers and begin issuing licenses.
2. The status of the appointment of assisted living managers to the Board.
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 requirements.
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.

The following brief overview of the the six areas of preparedness to license and regulate ALMs was shared with the Board:

- Begin accepting online applications from ALMs beginning February 1, 2026 through April 30, 2026 and issue licenses through June 30, 2026.
- Continue to work with the GAO to fill the 3 remaining open ALM board seats.
- Hire two of the approved board staff positions by the end of December 2024.
- Implement a new online application portal for NHAs by September 16, 2024.
- Notify ALMs by August 2025 about the ALM licensure requirement.
- The Board is currently conducting its 8-year review of its regulations found under COMAR 10.33.01. The ALM licensure regulations will be incorporated as part of this review and submitted for amendment.

Meeting Adjournment

Motion introduced by Board Chair, Ms. Kelly Friedman, to adjourn the meeting; motion seconded and carried. The meeting was adjourned at 9:51 a.m.


Executive Director


Board Chair