



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

**STATE BOARD OF LONG-TERM CARE ADMINISTRATORS
467TH BOARD MEETING
Wednesday, March 13, 2024
9:30 a.m.**

**(AMENDED)
OPEN SESSION MEETING MINUTES**

Call to Order and Establishment of a Quorum

The Maryland State Board of Long-Term Care Administrators 467th Board Meeting, held in person, was called to order and convened at 9:30 a.m. on Wednesday, March 13, 2024 by Board Chair Kelly Friedman who established that a quorum was present.

Members Present (12)

John Beyer, LCSW-C; *Seat: Geriatric Social Worker*
Debra Buckalew, LNHA; *Seat: Nursing Home Administrator*
Patricia Cash, Pharm. D.; *Seat: Related Health Professional*
Stevanne Ellis, LBSW; *Seat: State Long-Term Care Ombudsman*
Kelly Friedman, LNHA; *Seat: Nursing Home Administrator; Board Chair*
Denise Hayman, PhD; *Seat: Consumer*
Kimberly Malin, RN, MSN; *Seat: Related Health Professional*
Kadin Mitchell, LNHA; *Seat: Assisted Living Manager*
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*~~ *(amended to remove board member's name)*

Members Absent (3)

Crystal DeBerry, ALM, CM/DM; *Seat: Assisted Living Manager*
Andre Moshenberg, LNHA; *Seat: Nursing Home Administrator*
Michael Willis, LNHA; *Seat: Nursing Home Administrator, Vice Chair* *(amended to add board member's name)*

Board Staff Present

Linda Burrell-Warr, Executive Director
David Wagner, Esq., Board Counsel; Assistant Attorney General
Daneshia Dunmore, Licensing Assistant

Order Of Business

Approval of the Agenda

The agenda was accepted as submitted.

Recognition of Visitors

No visitors.

Board Chair's Report - Ms. Friedman

Board Chair Friedman stated that the next meeting will be held on **April 10, 2024, at 9:30 a.m. in Room 110.**

Licensing Assistant's Report - Ms. Danesha Dunmore

Monthly Licensing Data as of March 13, 2024:

- 492 Active LNHAs
- 30 Inactive LNHAs:
- 451 Non-renewed (lapsed)
- 30 candidates are currently in active AIT programs

Credentials Committee Update:

The committee met on March 5, 2024 and approved the following:

- Two (2) 12-month AIT Programs

Expense Report Reminder:

To ensure the timely processing of expense reports, Ms. Dunmore reminded board members to submit any unsigned FY 2024 expense reports by mail to our Board Office by the 30th of each month or it can be completed and submitted to Board staff after the respective Board Meeting meeting has been adjourned.

Executive Director's Board Office Report - Ms. Burrell-Warr

The Board Office Report included the following information:

- A notice has been posted on the homepage of the Board's website under "Board News", announcing the Board's new email address: mdh.BLTCA@maryland.gov. The change now reflects the Board's current name that changed in 2022 from the Board of Examiners of Nursing Home Administrators (BENHA) to the Board of Long-Term Care Administrators.
- Effective as of May 1, 2024, the Board Office will transition from accepting checks and money orders to pay all board/licensing fees. Currently, online payment is only available for license renewals via the online license renewal portal. The option to pay by check or money order is still available for license renewals; however, that option will end as of the effective date. The Board staff have a meeting scheduled with IT staff to start preparing for the transition.
- The Board Office will proceed to move forward with IT to request the release of the online licensing portal to begin testing its functionality after implementing online payments.
- To improve user friendliness and the efficiency of Board operations, the following forms were revised and converted to fillable pdf. forms and are now posted on the Board's website:
 - The BLTCA Complaint Form Administrator-in-Training (AIT) Application
 - Endorsement Application
 - Change of Address Form, which was already fillable, but revised
 - Verification of Out of State Licensure
- The AIT Guidelines document is currently being revised and will be posted in the near future.

- The Complaint Form will be revised to enable complainants to submit the form electronically via a submit button or as an uploaded document to our Board email.
- The Affidavit of Attendance form will be removed from the website as it is already incorporated into the online license renewal portal.
- The Board Office is currently working with the IT staff to address broken links with the section menus on the board's website when using mobile devices. The section menu on the index/homepage has been fixed; however, it is still an issue when trying to navigate other links on the website.
- The Board Office will continue to review content on the website on an ongoing basis to identify inconsistent and/or obsolete information and welcomes any feedback from board members. The office recently made the following changes to the website:
 - Updated the picture on the homepage to reflect both an administrator and medical staff.
 - Moved the COVID links to make room for additional space to post Board News and Announcements.
 - Moved and revised access to information on Board Fees under Licensing Information and Requirements that can be initially accessed by clicking Apply for a License on the board's homepage.
- Updates on planning phase in preparation for implementing the Assisted Living Manager (ALM) Licensure Requirement:
 - While we still need to wait to start the hiring process for the three positions (Administrator I, Health Investigator Supervisor, and Office Secretary) that have been approved in the FY25 budget; the board will have a new Health Occupations Investigator II starting on April 3, 2024. The new investigator will be shared by six other boards as well and will put us in a better position when the ALM licensure requirement becomes effective.
 - The Governor's Appointment Office Placement Manager stated that their office will begin working on our board seats, which includes vacancies resulting from appointment terms that are expiring in April and the ALM seats that need to be filled as required by Board statutes.
- The audit conducted by the Office of Legislative Audits (OLA) is still in progress. The Board Office provided the OLA auditor with complaint data and status information for the period of time from July 1, 2020 (FY21) through February 2024.
- The start of AIT virtual visits have been moved back to April or May. Additional information will be provided in the near future.
- Ms. Crystal Dewberry has volunteered to participate on the legislative subcommittee and Ms. Kadine Mitchell will be joining the Credentials Committee in April or May.
- Update on HB 874: State Board of Long-Term Care Administrators - Requirements for Assisted Living Managers and the crossfile bill, SB 613: At the present time, the process is proceeding smoothly. The Board's Executive Director (ED) provided oral testimony in favor of the respective bills at the Health and Government Operations (HGO) Committee as part of the sponsor panel for Del. Pena-Melnyk and for the Senate's Finance Committee as part of Senator Beidle's sponsor panel. Written testimony, on behalf of the Board, was submitted to both the HGO and Senate Finance Committees. The ED also attended the virtually held HGO subcommittee workgroup on Feb. 29th, where proposed amendments to the bill from witnesses who expressed a favorable

position with amendments were reviewed and subsequently approved by the subcommittee. The HGO Committee adopted the amendments to HB 874 and the second reading with amendments passed unanimously on March 5, 2024. The following are the amendments that were adopted and approved:

Amendment #1 - Change in the bill sponsor line.

Amendment #2 - States that:

(1) On or before October 1, 2024, a report that includes:

- (i) dates by which the Board intends to begin receiving applications for assisted living managers and begin issuing licenses;
- (ii) The status of the appointment of assisted living managers to the Board;
- (iii) 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;
- (iv) 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;
- (v) 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; and
- (vi) 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.

Meeting Adjournment

Motion introduced by Board Chair Friedman to adjourn the meeting; motion seconded and carried. The meeting was adjourned at 9:58 a.m.


Executive Director


Board Chair