



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

**STATE BOARD OF LONG-TERM CARE ADMINISTRATORS
468TH BOARD MEETING
Wednesday, April 10, 2024
9:30 a.m.**

OPEN SESSION MEETING MINUTES

Call to Order and Establishment of a Quorum

The Maryland State Board of Long-Term Care Administrators 468th Board Meeting, held in person, was called to order and convened at 10:05 a.m. on Wednesday, April 10, 2024 by Board Chair Kelly Friedman who established that a quorum was present.

The meeting was delayed due to an accident on the 695 beltway, which caused the late arrival of several board members needed to meet quorum.

Members Present (13)

Debra Buckalew, LNHA; *Seat: Nursing Home Administrator*
Patricia Cash, Pharm. D.; *Seat: Related Health Professional*
Crystal DeBerry, ALM, CM/DM; *Seat: Assisted Living Manager*
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*
Kadine Mitchell, LNHA; *Seat: Assisted Living Manager*
Andre Moshenberg, LNHA; *Seat: Nursing Home Administrator*
Heather Reed, Deputy Director, LTC OHCQ; *Seat: Ex Officio*
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 (2)

John Beyer, LCSW-C; *Seat: Geriatric Social Worker*
Michelle Rosenheim, LNHA; *Seat: Nursing Home Administrator*

Board Staff Present

Linda Burrell-Warr, *Executive Director*
Danasha Dunmore, *Licensing Assistant*
Troy J. Pumphrey, *Health Occupations Investigator*
Lillian Reese, *Legislative and Regulations Coordinator*
David Wagner, *Esq., Board Counsel*

Order Of Business

Approval of the Agenda

The agenda was accepted as submitted.

Recognition of Visitors

Kim Link, *MDH Board Liaison*

Anthony McCaffity, *Health Occupations Investigator*. Mr. McCaffity was acknowledged by Ms. Friedman as a new Board staff member. Mr. McCaffity introduced himself and gave a brief overview of his professional background and each Board member and staff, who were present, proceeded to introduce themselves and extend a warm welcome to the BLTCA.

Board Chair's Report - Ms. Friedman

Board Chair Friedman stated that the next meeting will be held on **May 8, 2024, at 9:30 a.m. in Room 110.**

Licensing Assistant's Report - Ms. Dunmore

Monthly Licensing Data as of April 10, 2024:

- 493 active LNHAs
- 30 inactive LNHAs
- 451 non-renewed (lapsed) LNHAs
- 28 candidates are currently in active AIT programs

Credentials Committee Update:

During the April 2nd, 2024 Credentials Committee Meeting, the Committee voted to approve the following:

- 2 new 12-month AIT Programs
- 1 endorsement application
- 1 reinstatement application

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 they could choose to complete the report and submit it to Board staff after a scheduled Board Meeting meeting has been adjourned.

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

The Board Office Report included the following information:

- HB 874/SB 613: State Board of Long-Term Care Administrators:Requirements for Assisted Living Managers Bill passed with amendments and will become effective as of July 1, 2024.

The bill extends, from October 1, 2024 to July 1, 2026, the date by which an individual must be licensed by the State Board of Long-Term Care Administrators before practicing as an assisted living manager in the State; altering the requirements for the manager training course that certain assisted living managers are required to complete; altering the requirements for serving as an interim assisted living manager; and requiring the Board to submit certain reports on assisted living managers to certain committees of the General Assembly.

- The BLTCA's FY 24 budget report was included as a handout for the meeting. Board members were advised that the fiscal unit had not yet received the 3rd quarter budget report;

therefore, the report only shows 66% of Board expenditures for the 3rd quarter.

FY 2024 Agency budget: \$321,737.00

Expenditures: \$18,251.88

Available Balance: \$110,773.55

- The Executive Metro Building will undergo renovations beginning April 22nd, which was pushed back from the initial start date of April 8th. The interior renovations include painting and carpet installation and should take approximately one month to complete. The impact to Board operations is minimal. Board staff cannot be in the building after 5:00 p.m. on weekdays and will not have access to the building on weekends. Board files have been stored away and temporarily moved to another secure location in the building.
- The Office of Legislative Audits (OLA) is still in progress. The Board Office received a request from the auditors to respond to several questions regarding the licensing system and the reconciliation process for checks, money orders, and credit card payments. Additionally, the Board was asked to provide the auditors with a recent example of the deposit verification process for checks and credit card collections.
- Due to the Board Office prioritizing several time-sensitive projects, the effective date for implementation of the online payments by debit or credit card for all board fees has been pushed back to June 2024.
- The Board Office would like to see more LNHA job postings advertised on the Board's website where a link is available for this purpose. The Board lists open LNHA positions as a free service and as a courtesy to our nursing home facilities. Jobs posted on the Board's website in no way constitute an official or unofficial Board endorsement of any company, corporation, owner, or facility.
- The Board Office followed up with the Governor's Appointment Office (GAO) Placement Manager, Aloaye Tisor, on the status of the Board's vacant seats; Ms. Tisor escalated the information to the attention of the GAO's Chief of Staff and Data Manager.
- Board members were reminded to check their Maryland State Board email at least 1 time per day, preferably in the evening, to ensure not miss important information or responding to Board and sub-committee meeting invitations.
- The 2024 Annual Meeting of the National Association of Long Term Care Administrators (NAB) is being held June 5 - 7, 2024 in Oklahoma City, OK. The 2024 Mid-Year NAB Meeting will be held November 13 - 15, 2024 in Savannah, GA. The Board was told that the FY2024 budget included a \$3000 line item for travel to meetings or conferences that still has 100% of the funds available this fiscal year. The Board Office will be working on travel arrangements and will follow up with NAB regarding registration and information on covered expenses for the designated voting board member.

Meeting Adjournment

Motion introduced by Board Chair Friedman to adjourn the meeting; motion seconded and carried. The meeting was adjourned at 10:24 a.m.


Executive Director


Board Chair