



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

**STATE BOARD OF LONG-TERM CARE ADMINISTRATORS
469TH BOARD MEETING
Wednesday, May 8, 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 469th Board Meeting, held in person, was called to order and convened at 9:32 a.m. on Wednesday, May 8, 2024 by Board Vice Chair, Michael Willis, who established that a quorum was present.

Members Present (13)

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*
Stevanne Ellis, LBSW; *Seat: State Long-Term Care Ombudsman*
Denise Hayman, PhD; *Seat: Consumer*
Kimberly Malin, RN, MSN; *Seat: Related Health Professional*
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 (2)

Kelly Friedman, LNHA; *Seat: Nursing Home Administrator; Board Chair*
Kadine Mitchell, LNHA; *Seat: Assisted Living Manager*

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 with amendments.

Recognition of Visitors

No visitors.

Board Vice Chair's Report - Mr. Willis

Board Vice Chair Willis stated that the next meeting will be held on **Wednesday, June 12, 2024, at 9:30 a.m. in Room 110.**

Licensing Assistant's Report - Ms. Dunmore

Monthly Licensing Data as of May 6, 2024:

- 494 Active LNHAs
- 31 Inactive LNHAs
- 452 Non-renewed (lapsed) LNHAs
- 25 Candidates are currently in active AIT programs

Executive Director's Report - Ms. Burrell-Warr

The Board Office Report included the following information:

- The BLTCA's 3rd Quarter Budget Report, which was not available for last month's board meeting, was distributed to the Board for their review. The budget summary included the following information:

FY 2024 Agency budget: \$321,737.00
Current Month (CM): \$38,602.68
YTD Expenditures: \$249,566.13
Available Balance: \$72,170.87
- The Governor's Appointment Office (GAO) is building a database with contact information for all 5,000+ board and commission members so that they can share important Moore-Miller Administration and Appointments Office updates with members on a regular basis. To ensure maximizing the accuracy of attendance data on their end, the GAO has revised and streamlined the process for reporting board member attendance. The 2024 Board Data Reporting timeline started on Friday, April 19, 2024 and will end Friday, May 17, 2024. The Appointment Office is requesting the following information to report each Board Member's Attendance in 2023:
 - The number of board meetings held in 2023
 - The number of 2023 board meetings for which the member was on the board.
 - The number of 2023 board meetings *the member attended*.
 - Indicate whether the member has *requested an attendance waiver*.
 - If applicable, indicate whether you would/would not support an attendance waiver for the member
 - Provide additional notes regarding the member's attendance, including context for why you would/would not support a waiver

Additionally, as part of the attendance reporting, the Appointment Office is asking that we:

- Review our board's latest roster for any needed corrections; and
 - Provide a current primary email address for each member on your board.
- Effective May 2, 2024, the Office of Health Care Quality (OHCQ) included our Board on the email distribution list to receive automated notifications that provide updated Nursing Home Administrator Information that was submitted to OHCQ.

The information that is shared with our Board via Smartsheet includes the following items:

1. Nursing Home
 2. Employee's Name
 3. License Number
 4. Job Title - Administrator
 5. Business Email
 6. Business Phone Number
 7. Emergency Business Phone Number
 8. Start Date
- Our IT Help Desk is currently working on the Board's online payment system, which is scheduled to be implemented effective June 1, 2024. A second request was submitted to notify IT that our office will be prepared, after June 1, 2024, to begin reviewing and testing the Online New Application Portal, which is tentatively scheduled for rollout in August or September. Additionally, the IT Help Desk is working on a list of other website updates that will be reported at the next board meeting.

Move to Closed Session

A motion was made to move to closed session. It was seconded and carried.

Closed Session Statement

Board Vice Chair Willis 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 May 8, 2024 at 9:45 a.m., for the purpose of complying with Section 3-305(b)(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 10:11 a.m. on May 8, 2024. The Board returned to Open Session from Closed Session, where the Board voted to issue notice of intent to deny application for licensure; revoke AIT program; cancel AIT program.

Meeting Adjournment

Motion introduced by Board Vice Chair Willis to adjourn the meeting; motion seconded and carried. The meeting was adjourned at 10:13 a.m.


Executive Director


Board Chair