

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

**OCTOBER 11, 2023  
BOARD MEETING MINUTES**

The 463<sup>rd</sup> Board Meeting was convened at 9:30 a.m. in person on Wednesday, October 11, 2023.

**Members Present**

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

**Representatives of the State**

1. Kellie C. Smith  
Deputy Director/Licensing Coordinator
2. David Wagner, Esq., Board Counsel  
Assistant Attorney General
3. Danesha Dunmore  
Licensing Assistant

**ORDER OF BUSINESS**

**Approval of the Agenda**

The agenda was accepted as submitted.

**Recognition of Visitors**

No visitors

**Approval of Minutes**

The minutes of the 462<sup>nd</sup> Board Meeting, held on Wednesday September 13, 2023 were approved with amendments to the errors that were made.

**Chair's Report**

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

**Office Report**

Ms. Smith gave the following report:

**As of October 11<sup>th</sup>, 2023 there are currently:**

- 485 active LNHAs
- 29 inactive LNHAs
- 444 non-renewed (lapsed) LNHAs
- 29 candidates are currently in active AIT programs

**Credentials Committee Update**

During the October 3<sup>rd</sup>, 2023, Credentials Committee Meeting, the Committee voted to approve the following:

- 1 resumption of a 12-month AIT program with a new preceptor and new facility
- 1 resumption of a 12-month AIT program with the same preceptor at a different facility
- 2 new 12-month AIT program
- 2 endorsement applications
- 1 reinstatement application

### **HR Updates - Status on BLTCA Staff Positions**

BLTCA is currently recruiting for 2 positions – Executive Director and Health Occupations Investigator II. Both are full-time permanent PIN positions. The Executive Director position has been posted onto the State of Maryland JobAps website and has closed. The Board is currently in the recruitment process for the Executive Director position. The Board will be notified once the new Executive Director has been chosen. The Health Occupations Investigator II position has been posted as of September 26<sup>th</sup>, 2023, and will close on October 30<sup>th</sup>, 2023.

### **New Board Member Orientation – September 22 & 29, 2023**

This year, there were two virtual sessions for New Board Member Orientation for the Health Occupations Boards and Commissions – scheduled for September 22 & 29, 2023 from 12pm-1:30pm respectively. Both sessions were recorded so those who were unable to attend may view it at their convenience. The Board Office will distribute the recordings and agenda by email to Board Members as soon as possible.

**\*During Ms. Smith’s Office Report the following OLA Audit Update was added\***

### **OLA Audit Update**

At this time, auditors have only requested Merchant Settlement Reports from Truist Bank. I have been in communication with representatives of that Office to gain access to the Truist Bank Statements requested. All operational Board Staff hands are on deck and working to make sure correct processes are put in place. The Board Staff will continue to keep the Board updated as the audit continues.

### **AIT Site Visits**

Currently, the Board Office has 6 AIT candidates in need of site visits who are at least 3 months from completing their program.

### **Expense Reports**

This is a friendly reminder to please submit any unsigned FY 2024 expense reports by mail to our Board Office by the 30<sup>th</sup> of each month or at your earliest convenience. You may also provide them to our Board Staff after Board Meeting. This will ensure timely processing. If you have a change of address, please notify Ms. Kellie Smith as soon as possible.

### **Fiscal Year 2023 - Budget Report**

Ms. Smith reviewed the revenue for Fiscal Year 2023.

### **Move to Closed Session**

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

### **Closed Session Statement**

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 October 11, 2023 at 9:43 a.m, for the purpose of complying with Section 3-305(b) (1) (13)(15) 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 10:34 a.m. in person on October 11, 2023. The Board returned to Open Session from Closed Session, where the Board ruled on approving a 100-hr course waiver request for an AIT candidate and discussed status updates of personnel appointments for ALM licensure.

**Meeting Adjournment**

A motion was made to adjourn the meeting. It was seconded and carried. The meeting was adjourned at 10:35 a.m.

  
Executive Director

  
Board Chair