

**STATE BOARD OF LONG-TERM CARE ADMINISTRATORS**  
**466<sup>TH</sup> BOARD MEETING**  
**Wednesday February 14, 2024**  
**9:30am.**

**OPEN SESSION MEETING MINUTES**

**Call to Order and Establishment of a Quorum**

The Maryland State Board of Long-Term Care Administrators 466<sup>th</sup> Board Meeting, held in person, was called to order and convened at 9:30 a.m. on Wednesday, February 14, 2024 by Board Chair Kelly Friedman, who established that a quorum was present.

**Members Present (15)**

**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 (via phone)**  
**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 Office of Health Care Quality; Seat: Ex Officio**  
**Michelle Rosenheim, LNHA; Seat: Nursing Home Administrator**  
**Earl Runde, 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  
David Wagner, Esq., Board Counsel; Assistant Attorney General  
Danesha Dunmore, Licensing Assistant

**Order Of Business**

**Approval of the Agenda**

The agenda was accepted as submitted.

**Recognition of Visitors**

Board Chair Friedman acknowledged the following visitors:

- Kimberly Link, Senior Advisor to Health and Occupations Boards;
- Lillian Reese, Legislative and Regulations Coordinator

**Board Chair's Report - Ms. Friedman**

- Board Chair Friedman announced the seat vacancy on the Legislative Committee
- Board Chair Friedman stated that the next meeting will be held on **March 13, 2024, at 9:30 a.m. in Room 110.**

**Licensing Assistant's Report - Ms. Danesha Dunmore**

Monthly Licensing Data as of February 14, 2024

- 491 Active LNHAs
- 29 Inactive LNHAs:
- 448 Non-renewed (lapsed)
- 32 candidates are currently in active AIT programs

Credentials Committee Update

*The committee met on January 2, 2024 and approved the following:*

- 1 AIT Program
- 1 Endorsement Application
- 1 Reinstatement Application

*The committee met on February 6, 2024 and approved the following:*

- 1 AIT Program
- 1 Facility and Preceptor change of an AIT Program
- 1 Endorsement Application
- 1 Reinstatement Application

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

Ms. Burrell-Warr's board office report included the following information:

- The Board needs an online licensing portal to process initial/new licenses. After meeting with the IT supervisor for the Board, Ms. Burrell-Warr was told that an online licensing portal was approximately 90% complete. The initial rollout date to test the functionality of the system was planned for this month; however, the IT unit is losing a staff person effective as of February 22nd, which will cause a slight delay with moving forward; however, we're tentatively planning to begin the functionality testing in March with the goal of getting the system operational by the beginning of the new fiscal year.
- Currently, the Board only accepts checks and money orders for new licenses and other board fees. The board office is planning to transition to an online payment system tentatively effective April 1, 2024.
- The Board has a new email address; however, the announcement has not been posted on the BLTCA website as of yet. The Board's forms are currently being revised to also include the new email address. The old email address is still enabled and the office will continue to receive emails from either email address.
- The Board has revised the board Meeting cancellation policy for inclement weather and MD State Government Closure or if Liberal Leave is declared for Baltimore City. The change is effective immediately and has been posted on the home page of the BLTCA website. Additionally, the Board office may consider having more virtual meetings in the future.

- The Implementation of ALM Licensure Requirement will require significant project planning that will include:
  - Initiating the hiring process to fill the three positions (Administrator I, Health Investigator Supervisor, and Secretary) that have been approved in the FY25 budget;
  - Filling the ALM Board Seat Vacancies (3) and working with the GAO to accomplish this task as soon as possible;
  - Developing an ALM Licensing Application;
  - Revising Board Regulations: COMAR 10.33.01;
  - Sending out Notifications to ALMs about the forthcoming changes and conducting other outreach activities;
  - Procuring an ALM Online Licensing Portal; and
  - Training Board Office Staff on the licensing requirements for ALMs and any new processes and procedures.
- The legislative hearings for HB 874: State Board of Long-Term Care Administrators - Requirements for Assisted Living Managers (ALMs) and the crossfile bill, SB 613 have been scheduled for February 22, 2024 at 1:00 p.m. and February 29, 2024 at 1:00 p.m. respectively. Ms. Burrell-Warr will be submitting a Letter of Support and will provide the oral testimony for both hearings. Additionally, in response to Ms. Burrell-Warr's update on HB 874/SB 613, Mr. Wagner informed the Board that a video conference was held with the trade association, Ms. Burrell-Warr, Ms. Reese, and himself, to discuss the revised proposal with the changes voted on favorably by the Board with one provision for ALMs who did not complete the 80-hour training course, but enrolled in one that they expected to finish in 6-months that the Board voted to remove. However, it was determined that removing this provision from the law would be premature and would affect Office of Health Care Quality (OHCQ) licensure of assisted living facilities because ALMs are not licensed. The meeting participants agreed that it should be deleted from the law in the future.

### **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 February 14, 2024 at 9:52 a.m., for the purpose of complying with Section 3-305(b) (7) (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 10:10 a.m. on February 14, 2024. The Board returned to Open Session from Closed Session, where the Board ruled on denying an AIT to continue their program after having a 90-day lapse in their program.

### **Meeting Adjournment**

Motion introduced by Board Chair Friedman to adjourn the meeting; motion seconded and carried. The meeting was adjourned at 10:11 a.m.

  
**Executive Director**

  
**Board Chair**