

**Maryland Department of Health
STATE BOARD OF EXAMINERS OF NURSING HOME ADMINISTRATORS**

**SEPTEMBER 11, 2019
BOARD MEETING MINUTES**

The 430th Board Meeting was convened at 9:32 a.m. at 4201 Patterson Avenue, Baltimore, MD on Wednesday, June 26, 2019.

Members Present

1. Felicia Anthony, Chair
2. Debra Buckalew
3. Patricia Cash
4. Thomas Edmondson, Vice-Chair
5. Kelly Smith Friedman
6. Jennifer Goldsborough
7. Margie Heald
8. Phillip Pawlukovich
9. Michelle Rosenheim
10. Roy Savoie
11. Belinda Strayhorn
12. Calvin Vain

Representatives of the State

1. Ronda Butler Washington
Executive Director
2. Andrea Hill
Licensing Coordinator
3. David Wagner, Esq., Board Counsel
Assistant Attorney General
4. Lillian Reese
Legislative & Regulations Coordinator
5. David Bruce
Health Occupations Investigator

ORDER OF BUSINESS

Approval of the Agenda

The agenda was accepted with the following addition: Board Chair Anthony, added e. Life Span Meeting.

Approval of Minutes

The minutes of the 429th Board Meeting held on June 26, 2019 were approved as submitted.

Chair's Report

Board Chair Anthony stated that the next Board meeting would be held on Thursday, October 10, 2019 at 9:30 am in Room 545.

AIT/Preceptor website posts: Board Chair Anthony wanted to have a discussion regarding posting AIT's and Preceptors on the website. Ms. Washington stated that the Board office already posts openings when notified. Board Chair Anthony asked what the Board thought about sending out an email blast to those preceptors that may be looking for an AIT and that there should be a time limit on the posting. She suggested that once the time has expired, the preceptor would contact the office to have it reposted. It was decided that the Board Office will send out an email blast letting current certified preceptors know that they may opt to have their names and e-mail addresses posted on a preceptor list on the website. The email blast will also mention that they can receive up to 12 CEU's for being a preceptor.

NHA Meet & Greet: Ms. Friedman stated that she really liked the idea but wanted to know if the NHA's could receive CEU's. Ms. Washington reviewed the statutes and regulations and stated that NAB must approve the CEU's. After a discussion of working out the details the Board decided to prepare for an event in the spring. Ms. Cash volunteered to reach out to NAB to gather information on CEU accreditation.

Board office use of NAB's HSE Database: Ms. Washington stated that the portion that could work for the office would be the ability to view the transcripts and out of state licenses that have already been obtained and verified by NAB.

Life Span meeting: Board Chair Anthony reviewed with the Board details about the letter that was sent last year to the different associations requesting that she and Ms. Washington attend one of their board meetings to discuss common goals. They recently had a follow up meeting with Kevin Heffner and Dana Kauffman. At their meeting there was a discussion of what our Board does and the mission of the Board. Life Span wanted to talk about how our licensees obtain their CEU's. They asked if the Board would be willing to consider making it mandatory that a certain amount of the CEU's be earned in person. After input from Ms. Friedman, Ms. Rosenheim, Ms. Buckalew, Ms. Strayhorn and Vice Chair Edmondson it was decided that the response to Life Span would be that the Board is not in favor of changing its CEU process.

Office Report

Ms. Washington provided the following office report:

For Fiscal Year 2019 (7/1/2018 – 6/30/2019):

- 32 Original licenses were issued
- 226 Licenses were renewed
- 11 Licenses went into inactive status
- 5 Licenses were reactivated
- 6 Licenses were reinstated
- 20 AIT applications were processed
- 20 Endorsement applications were processed

For the month of June

August

2 Original licenses were issued
issued
17 Licenses were renewed
renewed
1 License was reinstated
inactive status
1 Endorsement application was processed
applications were processed

For the month of July

4 Original licenses were issued
15 Licenses were renewed
1 License went into inactive status

For the month of

1 Original license was
9 Licenses were
1 License went into
2 AIT

As of September 11, 2019 there are currently:

520 active LNHA's
17 inactive LNHA's
304 non-renewed (lapsed) LNHA's
21 candidates are currently in active AIT programs

Credentials Committee Update

During the September 3, 2019 Credentials Committee Meeting, the Committee voted to approve the following:

1 9-month AIT program
3 12-month AIT programs
1 reinstatement application
1 endorsement application

AIT Site Monitoring Visits

The Executive Director conducted the following recent AIT Site Monitoring Visits:

July 9, 2019 with Board Member Phillip Pawlukovich
July 25, 2019 with Board Chair Felicia Anthony
July 29, 2019 with Board Member Kelly Friedman
August 6, 2019 with Board Member Debra Buckalew
September 5, 2019 with Board Member Phillip Pawlukovich

Contractual Health Occupations Investigator Positions

The Board's part time contractual investigator resigned as of August 26, 2019. Due to the volume and complexity of cases, the Executive Director requested and was granted approval to hire a full time contractual investigator. The position has been posted and the application closing date is September 12, 2019.

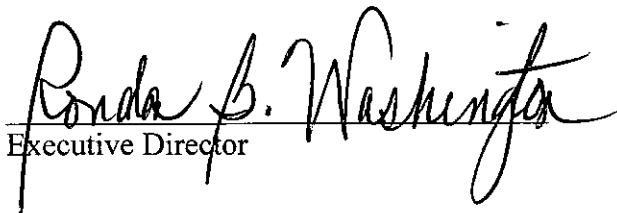
Fiscal Year 2019 Budget Report

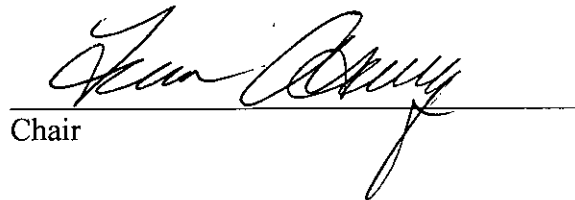
Ms. Washington went over the handout of the allocations and expenditures for the previous fiscal year.

Move to Closed Session

Pursuant to Section 3-305 of the Maryland General Provisions Article, by a majority vote to close its meeting on September 11, 2019 at 10:18 am in Room 106, for the purpose of complying with Section 3-305(b) (13) of the General Provisions Article and Section 1-401 of the Health Occupations Article, which prevent the public disclosure of particular proceedings and discussions, the Board goes into closed session.

Board went back into Open Session at 11:05 a.m. During the Closed Session the Board received advice from the Office of the Attorney General. The Open Session was adjourned, and the Board went into Administrative & Quasi-Judicial Session 11:06 a.m.


Executive Director


Chair