

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

**NOVEMBER 18, 2020**  
**BOARD MEETING MINUTES**

The 439<sup>th</sup> Board Meeting was convened at 9:38 a.m. via video conference on Wednesday, November 18, 2020.

**Members Present**

1. Felicia Anthony, Chair
2. Debra Buckalew
3. Patricia Cash
4. Thomas Edmondson, Vice Chair
5. Stevanne Ellis
6. Kelly Smith Friedman
7. Joyce Fritsch
8. Kimberly Malin
9. Phillip Pawlukovich
10. Michelle Rosenheim
11. Earl Runde
12. Roy Savoie
13. Calvin Vain

**Representatives of the State**

1. Ronda Butler Bell  
Executive Director
2. Andrea Hill  
Licensing Coordinator
3. David Wagner, Esq., Board Counsel  
Assistant Attorney General
4. Lillian Reese  
Legislative and Regulations Coordinator

**Visitors**

1. Kimberly Link, MDH Liaison to Health  
Occupations Boards and Commissions

**ORDER OF BUSINESS**

**Approval of the Agenda**

The agenda was accepted as submitted.

**Recognition of Visistors**

Board Chair Anthony recognized Kim Link, MDH, as being present for the meeting.

**Approval of Minutes**

The minutes of the 438<sup>th</sup> Board Meeting held on October 14, 2020 were approved with adding Thomas Edmondson as being present and changing the verbiage to say "Board members introduced themselves to the new Board member".

**Chair's Report**

Board Chair Anthony stated that the next Board meeting would be held on Wednesday, December 16, 2020 at 9:30 am.

## Office Report

Ms. Bell provided the following office report:

### For the month of October:

- 4 Original License were issued
- 25 Licenses were renewed
- 2 Licenses were reinstated
- 4 Endorsement applications were processed
- 2 AIT applications were processed

### As of November 18, 2020 there are currently:

- 551 active LNHA's
- 26 inactive LNHA's
- 130 non-renewed (lapsed) LNHA's
- 21 candidates are currently in active AIT programs

### Credentials Committee Update

During the November 4, 2020 Credentials Committee Meeting, the Committee voted to approve the following:

- 2 new 12-month AIT programs
- 1 new 10-month AIT program
- 1 completed AIT program that was ready for licensure
- 2 reinstatement applications
- 1 endorsement application

### Online Applications

The Board is on track to have online applications up and running by the end of February 2021, or possibly sooner, depending upon how quickly our IT staff is able to complete the configurations. We will soon be able to have applications for endorsement, reactivation, reinstatement, and AITs completed online. This will streamline a major piece of the licensure process that is handled by the Board Office, by eliminating a great deal of paper and the added time associated with awaiting mail delivery. Additionally, this new change will allow for credit card payments instead of checks or money orders, which will also eliminate additional work relative to deposit reconciliations. Paper applications and payments with check or money order will then be available by request only.

### COVID-19 Updates

#### *Board Office Update*

Due to the recent uptick Maryland's COVID-19 cases, effective November 10<sup>th</sup>, Governor Hogan directed all State agencies to resume mandatory telework for all eligible employees. Board Office staff will continue to telework indefinitely. We will still be going into the office periodically to continue to perform work that cannot be done from home.

#### *Provisional Licenses Issued Under Governor Hogan's Executive Order of March 16, 2020*

To date, the Board has issued 12 provisional licenses to out-of-state LNHAs, per the provisions set forth in the Governor's Order. These provisions will remain in effect until the Governor lifts the State of Emergency.

**Retirement of MDH Secretary Neall**

During his November 12<sup>th</sup> press conference, Governor Hogan confirmed that MDH Secretary Robert Neall will be retiring. At this time, there are no additional details to report. The Executive Director will ensure that the Board is apprised of all updates.

**Report on NAB's Virtual Annual meeting: October 26 – 30, 2020**

Ms. Bell stated that it was an informative meeting. She noted that NAB will be increasing the fee for the NAB exam. NAB is currently working to update the exam as well to ensure that it matches with the current practices of LNHA's. NAB is also trying to make the necessary changes so that the CE registry will work with the systems for all of the Boards. Ms. Bell stated that if they can get it to work with our internal system it will help the LNHA's and will be a great help when they are renewing their licenses.

Board Chair Anthony wanted to mention to the Board that a copy of the 2020 newsletter has been placed in everyone's packet and for everyone to look over it when they had a chance.

**Meeting Adjournment**

A motion was made to adjourn the meeting. It was seconded and unanimously carried. The meeting was adjourned at 9:58 a.m.

  
Executive Director

  
Board Chair