

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

**SEPTEMBER 9, 2020  
BOARD MEETING MINUTES**

The 437<sup>th</sup> Board Meeting was convened at 9:38 a.m. via video conference on Wednesday, September 9, 2020.

**Members Present**

1. Felicia Anthony, Chair
2. Debra Buckalew
3. Patricia Cash
4. David Cherry
5. Stevanne Ellis
6. Kelly Smith Friedman
7. Joyce Fritsch
8. Kimberly Malin
9. Michelle Rosenheim
10. Roy Savoie
11. Belinda Strayhorn
12. 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 with the following changes: Board Chair Anthony added "Open Meetings Act Back-up" as item #7, and moved "Move to Adjourn" to item #8.

**Recognition of Visitors**

Board Chair Anthony acknowledged Kimberly Link of MDH was in attendance.

**Approval of Minutes**

The minutes of the 436<sup>th</sup> Board Meeting held on June 17, 2020 were approved with changing "Ms. Washington" to "Ms. Bell."

**Chair's Report**

Board Chair Anthony stated that the next Board meeting would be held on Wednesday, October 14, 2020 at 9:30 am.

## Office Report

Ms. Bell provided the following office report:

### For Fiscal Year 2020 (7/1/2019 – 6/30/2020):

23 Original licenses were issued  
222 Licenses were renewed  
7 Licenses went into inactive status  
2 Licenses were reactivated  
6 Licenses were reinstated  
23 AIT applications were processed  
14 Endorsement applications were processed

### For the month of June

3 Original licenses were issued  
20 Licenses were renewed  
2 Endorsement applications were processed

### For the month of July

4 Original licenses were issued  
16 Licenses were renewed  
1 License was reinstated  
5 Endorsement applications were processed

### For the month of August

3 Original licenses were issued  
8 Licenses were renewed  
1 License went into inactive status  
6 AIT applications were processed  
2 Endorsement applications were processed.

### As of September 9, 2020 there are currently:

542 active LNHA's  
25 inactive LNHA's  
138 non-renewed (lapsed) LNHA's  
21 candidates are currently in active AIT programs

### Credentials Committee Update

During the September 1, 2020 Credentials Committee Meeting, the Committee voted to approve the following:

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

### COVID-19 Updates

#### *AIT Site Monitoring Visits*

Due to COVID-19, AIT site monitoring visits will be conducted via conference call until further notice. Board Liaisons will be holding scheduled conference calls with their assigned AITs. Additionally, the Executive Director will be holding scheduled conference calls with AITs and their preceptors.

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

To date, the Board has issued 10 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.

***Board Office Staff • Teleworking • Building Status***

The Board Office's building at 4201 Patterson Ave. is still closed to the public and teleworking is still the preferred mode of working for all State employees, and Secretary Neall has reported, as of September 2, 2020, that this will be for the foreseeable future. Since March, Board Staff has periodically been in the office to take care of work that cannot be accomplished via teleworking. Very special thanks and appreciation go to the Board's Licensing Coordinator, Andrea Hill, who increased her onsite work over the past couple months to 3 days per week in order to keep all of her hands-on responsibilities under control. Additionally, congratulations to Andrea for reaching her 5-year anniversary with the Board in July!

**FY '20 Budget Report**

Ms. Bell reviewed the expenditures for FY '20 and allocations for FY '21. She also discussed the fact that the Board is classified as a General Fund Board, and reviewed the difference between a General Fund Board and a Special Fund Board. She further discussed the line items that primarily affect Board Members, such as per diem and in-state travel (mileage reimbursement).

**Open Meetings Act Back-up**

Board Chair Anthony thanked Kelly Friedman for volunteering to serve as the Board's back-up Open Meetings Act representative.

**Meeting Adjournment**

A motion was made to adjourn the meeting. It was seconded and unanimously carried. The meeting was adjourned at 9:52 a.m.

  
Executive Director

  
Board Chair