



Virginia Department of  
**Health Professions**  
Board of Long-Term Care Administrators

**Final Minutes**  
Legislative/Regulatory Committee  
and AIT Advisory Panel Meeting

September 9, 2021

The Virginia Board of Long-Term Care Administrators' Legislative/Regulatory Committee and AIT Advisory Panel convened at the Department of Health Professions, Perimeter Center, 9960 Mayland Drive, 2<sup>nd</sup> Floor, Board Room #4, Henrico, Virginia.

**COMMITTEE MEMBERS PRESENT**

Jenny Inker, ALFA  
Martha H. Hunt, ALFA

**COMMITTEE MEMBERS ABSENT**

Ali Faruk, MPA, Citizen Member

**DHP STAFF PRESENT FOR ALL OR PART OF THE MEETING**

Erin Barrett, Assistant Attorney General, Board Counsel  
Trasean Boatwright, Program Manager  
Sarah Georgen, Licensing and Operations Manager  
Corie Tillman Wolf, Executive Director  
Elaine Yeatts, DHP Sr. Policy Analyst

**AIT ADVISORY PANEL MEMBERS PRESENT**

Dana Parsons, LeadingAge Virginia  
Judy Hackler, Virginia Assisted Living Association (VALA)  
Jennie Haden, Virginia Assisted Living Association (VALA)

**CALL TO ORDER**

Dr. Inker called the meeting to order at 10:04 a.m.

With two Committee members present at the meeting, a quorum was established.

Ms. Tillman Wolf then read the emergency egress instructions.

Dr. Inker read the mission of the Board, which is also the mission of the Department of Health Professions.

**ORDERING OF THE AGENDA**

Hearing no changes to the agenda, Dr. Inker accepted the agenda as written.

**PUBLIC COMMENT**

Written public comment (Attachment A) was provided by Heather Holland, The Harmony Collection at Roanoke.

There was no verbal public comment.

## **DISCUSSION AND RECOMMENDATIONS**

Ms. Tillman Wolf provided a recap of past Legislative/Regulatory Committee and Regulatory Advisory Panel meetings regarding the AIT program and provided an overview of the discussion from the last Legislative/Regulatory Committee meeting.

The Committee and AIT Advisory Panel members discussed regulations 18VAC95-30-100 and 18VAC95-30-170.

## **BREAK**

Meeting participants took a break at 11:25 a.m. and returned at 11:32 a.m.

The Committee and AIT Advisory Panel members discussed the following recommendations for the proposed amendments to the Administrator-in-Training Regulations for consideration by the Full Board (18VAC 95-30-10 et seq.):

### **Regulations Governing the Practice of Assisted Living Facility Administrators**

- 18VAC95-30-100, Educational and training requirements for initial licensure
  - (A)(1)(g): “Have at least three years of health care experience to include at least one consecutive year in a managerial or supervisory role in a health care setting within the five years prior to application and 640 hours in an ALF AIT program.”
  - (A)(1)(h): “For purposes of this section, the following definitions apply:
    - i. “Health care experience” means full-time equivalency experience in providing care to residents or patients in a health care setting.
    - ii. “Health care setting” means a licensed home health organization, licensed hospice program, licensed hospital or nursing home, licensed assisted living facility, licensed adult day program, or licensed mental health or developmental services facility.
    - iii. “Managerial or supervisory role” means an employment role that includes management responsibility and supervision of two or more staff.”
- 18VAC95-30-170, Training facilities
  - (B)(4): “An assisted living facility with a licensed resident capacity of less than 20 residents.

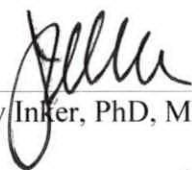
Upon a **MOTION** by Ms. Hunt, and properly seconded by Dr. Inker, the Committee voted to adopt the proposed recommendations for the educational and training requirements for initial licensure, and the training facilities as it relates to the AIT program as discussed and amended by the Committee. The motion passed unanimously (2-0).

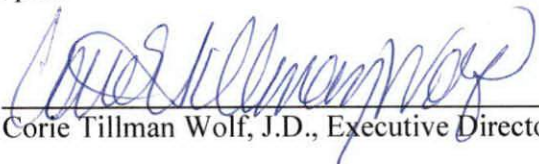
**NEXT STEPS**

Dr. Inker stated that the recommendations of the Committee will be presented to the full Board for consideration in its adoption of proposed regulations for the AIT program.

**ADJOURNMENT**

With all business concluded, the meeting adjourned at 12:10 p.m.

  
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Jenny Inker, PhD, MBA, ALFA, Committee Chair

  
\_\_\_\_\_  
Corie Tillman Wolf, J.D., Executive Director

10/27/21  
\_\_\_\_\_  
Date

October 27, 2021  
\_\_\_\_\_  
Date

Virginia Board of Long-Term Care Administrators Legislative/Regulatory Committee

RE: 18VAC95-30-100, Educational and training requirements for initial licensure

I am writing this letter in the hope that your committee would sincerely consider making an amendment to the educational and training requirements for initial licensure in an ALF facility.

In most Assisted Living facilities, you will find an assistant to the administrator. This person is working side by side with the administrator in directing the daily operations for their communities. The vast experience of these duties include, though not limited to: payroll, human resources, financial and budget management, direction of staff within the facility, all while following DSS regulations and guidelines. A person can work in such a position for many years and not be qualified, unless they are an LPN, RN or have completed 30 semester hours in an accredited college. These 30 semester hours do not need to pertain to the subject at hand. Yet, they are considered more qualified than having someone already working in this field with skills and experience.

As you are aware, the past 18 months has taken a toll on all Healthcare administration staffing and indirect staffing. It would be an understatement to say that we are exhausted both physically and emotionally. Many Administrators are retiring, some early or they are choosing a different occupation entirely. Some are leaving for a "just a break", not knowing where their career paths will fall. COVID, as well as the staffing shortage of nursing personnel, etc. has been harsh. However, I'm still here. I know that I'm not alone in falling short of the current qualifications. Though I can promise you, I don't fall short in experience, leadership and my sincere desire to care for our residents with their various needs.

Personally, I have worked in the senior living industry for 11 consecutive years. Prior to this, 20 years in various forms of management and customer service.

I implore the Board to consider adding "experience-based criteria" to its current qualifications. I appreciate your time in this matter. If you have any questions or concerns, please don't hesitate to contact me.

Respectfully yours:

**Heather Holland**

*General Manager*

**The Harmony Collection at Roanoke**

Independent Living | Assisted Living