

**September 17, 2024**

The Virginia Board of Long-Term Care Administrators convened for a full board meeting on Tuesday, September 17, 2024, at the Department of Health Professions, Perimeter Center, 9960 Mayland Drive, 2<sup>nd</sup> Floor, Board Room #4, Henrico, Virginia.

**BOARD MEMBERS PRESENT:**

Jenny Inker, PhD, ALFA, Chair  
Lisa Kirby, NHA, Vice-Chair  
Kimberly Brathwaite, ALFA  
Lynn Campbell, Citizen Member  
Jasmine Montgomery, NHA

**BOARD MEMBERS NOT PRESENT:**

Pamela Dukes, MBA, Citizen Member  
Latonya Hughes, PhD, RN, NHA

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

Erin Barrett, JD, Director of Legislative and Regulatory Affairs  
Sarah Georgen, Licensing and Operations Supervisor  
Barbara Hodgdon, PhD, Deputy Director, Healthcare Workforce Data Center  
Annette Kelley, MS, CSAC, Deputy Executive Director  
Arne W. Owens, Agency Director  
Matt Novak, Policy and Economic Analyst  
M. Brent Saunders, Senior Assistant Attorney General, Board Counsel  
Yetty Shobo, PhD, Executive Director, Healthcare Workforce Data Center  
Corie E. Tillman Wolf, JD, Executive Director  
Heather Wright, Senior Licensing Program Coordinator

**OTHER GUESTS PRESENT**

Jennifer Yanez Pryor, ALFA, Virginia Commonwealth University  
Julia Cook  
Judy Hackler, Virginia Assisted Living Association  
Dana Parsons, LeadingAge Virginia  
Allyson Flinn, Virginia Department of Health  
Val Hornsby, Virginia Department of Health

**CALL TO ORDER**

Dr. Inker called the meeting to order at 10:01 a.m. and asked the Board members and staff to introduce themselves.

With five board members present at the meeting, a quorum was established.

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

Dr. Inker reminded the Board members and audience about microphones, computer agenda materials, and breaks.

Ms. Tillman Wolf then read the emergency egress instructions.

### **APPROVAL OF MINUTES**

Dr. Inker opened the floor to any edits or corrections regarding the draft minutes for a Board meeting and Formal Hearing held on June 18, 2024, and two Telephonic Conference Calls held on August 14, 2024, and August 21, 2024, respectively. The minutes were approved as presented.

### **ORDERING OF THE AGENDA**

Upon a *MOTION* by Ms. Campbell, properly seconded by Ms. Kirby, the Board voted to accept the agenda as presented. The motion passed unanimously (5-0).

### **PUBLIC COMMENT**

Ms. Hackler with the Virginia Assisted Living Association (VALA) provided public comment. She stated that VALA recognizes the workforce challenges in the long-term care community in the Commonwealth and the statistical data from the Department of Health Professions Healthcare Workforce Data Center was helpful. She stated that VALA provides information on Assisted Living Facility Administrator (ALFA) resources on their website.

### **AGENCY REPORT – Arne W. Owens, Agency Director**

Mr. Owens welcomed Ms. Montgomery as a new Board Member. He thanked the Board Members for their service and contribution to the profession.

Mr. Owens reported on the new protocols for enhanced security in the Perimeter Center known as “Expect the Check,” which is standard security precaution for many government agencies in the Commonwealth of Virginia.

Mr. Owens spoke about the successful 2024 General Assembly Session and legislative efforts and approval of the budget, which included the addition of full-time DHP positions due to the increase of licensees and investigative cases. He stated that legislative proposals for the upcoming 2025 General Assembly have been submitted for consideration.

Mr. Owens reported on staff leadership transitions and employee retention efforts through the study of agency salaries.

With no questions, Mr. Owens concluded his report.

## PRESENTATION

*2024 Report – Virginia’s Nursing Home Administrator and Assisted Living Facility Administrator Workforce – Yetty Shobo, PhD, Director, and Barbara Hodgdon, PhD, Deputy Director, Healthcare Workforce Data Center*

Dr. Hodgdon provided a summary of the findings from the 2024 Workforce Reports for the Nursing Home Administrators and Assisted Living Facility Administrators.

Dr. Shobo and Dr. Hodgdon answered questions from the Board related to “burnout” and the definition of “burnout” for future workforce survey reports, and to teasing out additional statistics from the survey related to burnout and the retirement plans of licensees – the connection to age, role type or job title, facility size/type, and hours worked. Dr. Shobo and Dr. Hodgdon discussed further means of developing data in this area, including the possible use of an additional survey tool to obtain additional qualitative information to align with or supplement the quantitative data.

Upon a **MOTION** by Ms. Kirby, properly seconded by Ms. Brathwaite, the Board voted to accept the 2024 Reports for Nursing Home Administrator and Assisted Living Facility Administrator Workforce as presented. The motion carried unanimously (5-0).

## STAFF REPORTS

*Executive Director’s Report – Corie E. Tillman Wolf, JD, Executive Director*

*Welcome and Congratulations*

Ms. Tillman Wolf welcomed Ms. Montgomery to the Board as a Nursing Home Administrator member.

*Board Updates*

Ms. Tillman Wolf provided updates since the last meeting and reported on continuing collaboration with professional organizations through the Assisted Living Administrator-in-Training (AIT) Resources and Supports Workgroup meeting held on September 16, 2024. She also reported on continued efforts to streamline and update applications and public-facing information and develop resources for AITs and Preceptors.

Ms. Tillman Wolf provided data related to use of a temporary authorization to practice for out-of-state licensees in both nursing home and assisted living facility settings. She provided data on the current number of licensed nursing home and assisted living facilities in the Commonwealth, as well as data based on complaints received from Fiscal Year 2020 to Fiscal Year 2024 as it relates to years of practice experience since an individual was licensed.

She reported that between FY 2020 to FY 2024, on average, just under 42% of total complaints received by the Board were for NHAs in their first five years of practice, and just over 20% (or 1 in 5) of total complaints were for NHAs in their first two years of practice. For ALFA licensees during that same time period, on

average, a little more than 44% of total complaints received were for ALFAs in their first five years of practice; just over 22% of total complaints were for licensees in their first two years of practice.

### *NAB Updates*

Ms. Tillman Wolf reported that the National Association of Long Term Care Administrator Boards (NAB) Mid-Year Meeting was scheduled for November 13-15, 2024, in Savannah, Georgia.

Ms. Tillman Wolf reported on the NAB announcement to transition examination administration to a new vendor, PearsonVUE, as of January 3, 2025. She reported that there would be an exam black-out period for scheduling and taking exams from December 15, 2024, to January 2, 2025, to allow for the transition. She reiterated that there are no changes to the exam content or to the application and registration processes for exam candidates. She stated that information related to the announcement would be added to the Board's website and sent to pending examination applicants.

### *2024 and 2025 Board Meeting Schedule*

Ms. Tillman Wolf announced the remaining 2024 Board meeting schedule and the proposed 2025 Board meeting schedule.

- December 3, 2024
- March 11, 2025
- June 24, 2025
- September 24, 2025
- December 2 or 9, 2025

### *Notes and Reminders*

Ms. Tillman Wolf provided reminders to the Board Members regarding quorum requirements and changes to contact information. She thanked members for their service to the Board.

With no questions, Ms. Tillman Wolf concluded her report.

### ***Discipline Report – Annette Kelley, MS, CSAC, Deputy Executive Director***

As of August 31, 2024, Ms. Kelley reported the following disciplinary statistics:

- 78 Patient Care Cases
  - 1 at Informal
  - 3 at Formal
  - 12 at Enforcement
  - 58 at Probable Cause
  - 4 at Administrative Proceedings Division
- 30 Non-Patient Care Cases
  - 0 at Informal
  - 0 at Formal

- 4 at Enforcement
- 23 at Probable Cause
- 2 at Administrative Proceedings Division
  
- 4 at Compliance

Ms. Kelley reported the following Total Cases Received and Closed:

- |                   |                   |
|-------------------|-------------------|
| ● Q1 2022 – 20/19 | ● Q3 2023 – 18/23 |
| ● Q2 2022 – 26/39 | ● Q4 2023 – 23/18 |
| ● Q3 2022 – 19/20 | ● Q1 2024 – 24/14 |
| ● Q4 2022 – 19/17 | ● Q2 2024 – 26/22 |
| ● Q1 2023 – 23/39 | ● Q3 2024 – 26/36 |
| ● Q2 2023 – 14/22 | ● Q4 2024 – 27/30 |

Ms. Kelley thanked the Board Members for their support and assistance with reviewing disciplinary cases last quarter.

Ms. Kelley noted in response to a previous inquiry that complaints are received from a number of different sources, including families, facility staff, and other entities.

With no questions, Ms. Kelley concluded her report.

***Licensure Report – Sarah Georgen, Licensing and Operations Supervisor***

Ms. Georgen presented licensure statistics that included the following information:

Current License Count – ALFA and NHA

ALFA	Q4 – 2024	NHA	Q4 – 2024
ALFA	626	NHA	930
ALF AIT	105	NHA AIT	92
Preceptor	209	Preceptor	210
Total ALFA	940	Total NHA	1,232

Ms. Georgen reviewed the trends of licensure counts since Q4 – 2018. She provided information related to the natural attrition rate following a renewal period at approximately 9% for both ALFA and NHA in 2024, which coincides with previous annual renewal percentages.

With no questions, Ms. Georgen concluded her report.

**BOARD COUNSEL REPORT – M. Brent Saunders, Senior Assistant Attorney General**

Mr. Saunders did not have a report to provide.

## COMMITTEE AND BOARD MEMBER REPORTS

### *Assisted Living Facility Administrator-in-Training Resources and Supports Workgroup – Jenny Inker, PhD, ALFA, Chair*

Dr. Inker provided a report on the Assisted Living Facility Administrator-in-Training Resources and Supports Workgroup held on September 16, 2024. She stated that the Workgroup discussed the size of training facilities for ALF AITs, examination concerns, preceptor requirements, available resources, career support opportunities, and stakeholder collaboration.

Dr. Inker stated that the Workgroup recommended that the Board convene a Regulatory Advisory Panel (RAP) to further discuss and provide regulatory recommendations to the full Board related to the size of AIT training facilities and the preceptor registration process, and to further discuss national data and provider concerns surrounding the examination requirements.

Dr. Inker additionally stated that collaboration with stakeholders was ongoing to address any outstanding issues.

With no questions, Dr. Inker concluded her report.

## LEGISLATION AND REGULATORY ACTIONS

### *Report on Status of Regulations – Matt Novak, Policy and Economic Analyst*

Mr. Novak provided an update on pending regulatory actions.

With no questions, Mr. Novak concluded his report.

## ELECTIONS

Dr. Inker stated that in accordance with the Bylaws, during the first meeting of the organizational year, the Board shall elect from its members a Chair and Vice-Chair.

Dr. Inker provided remarks regarding the process for making additional floor nominations.

Dr. Inker opened the floor for nominations for Chair of the Board of Long-Term Care Administrators.

Ms. Kirby was nominated for the position of Chair. There were no other nominations. The nominations were closed.

Upon a **MOTION** by Ms. Brathwaite, properly seconded by Ms. Campbell, the Board voted to elect Ms. Kirby as Chair of the Board of Long-Term Care Administrators. The motion passed unanimously (5-0).

Dr. Inker opened the floor for nominations for Vice-Chair of the Board of Long-Term Care Administrators.

Ms. Brathwaite was nominated for the position of Vice-Chair. There were no other nominations. The nominations were closed.

Upon a **MOTION** by Ms. Kirby, properly seconded by Ms. Campbell, the Board voted to elect Ms. Brathwaite as Vice-President of the Board of Long-Term Care Administrators. The motion passed unanimously (5-0).

### **BOARD MEMBER RECOGNITION**

Ms. Kirby recognized Dr. Inker for her service and dedication to the Board from 2019 to 2024. Ms. Kirby announced that Dr. Inker's second term expired on June 30, 2024, due to her appointment into a "short-term" seat that expired on June 30, 2020, and provided brief remarks on Dr. Inker's incumbency. Dr. Inker will continue to serve until her seat is filled. Ms. Kirby and Ms. Tillman Wolf presented Dr. Inker with a plaque to recognize her service.

### **NEXT MEETING**

The next scheduled meeting date is December 3, 2024.

### **ADDITIONAL COMMENTS**

Dr. Inker stated that the Board would convene one formal hearing beginning at 1:00 p.m. She requested the participation of all Board Members.

### **ADJOURNMENT**

With all business concluded, the meeting adjourned at 11:30 a.m.

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Corie Tillman Wolf, J.D., Executive Director

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Date