

March 11, 2025

The Virginia Board of Long-Term Care Administrators convened for a full board meeting on Tuesday, March 11, 2025, at the Department of Health Professions, Perimeter Center, 9960 Mayland Drive, 2nd Floor, Board Room #4, Henrico, Virginia.

BOARD MEMBERS PRESENT:

Lisa Kirby, NHA, Chair
Kimberly Brathwaite, ALFA, Vice-Chair
Lynn Campbell, LPN, Citizen Member
Felita Creekmore, ALFA
Pamela Dukes, MBA, Citizen Member
Jasmine Montgomery, NHA
Dennis Pregent, ALFA, NHA

BOARD MEMBERS NOT PRESENT:

Latonya Hughes, PhD, RN, NHA

DHP STAFF PRESENT FOR ALL OR PART OF THE MEETING:

Erin Barrett, 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, Director, Healthcare Workforce Data Center
Corie E. Tillman Wolf, JD, Executive Director

OTHER GUESTS PRESENT

None

CALL TO ORDER

Ms. Kirby called the meeting to order at 1:04 p.m. and asked the Board members and staff to introduce themselves.

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

Ms. Kirby read the mission of the Board, which is also the mission of the Department of Health Professions.

Ms. Kirby 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

Ms. Kirby opened the floor to any edits or corrections regarding the draft minutes for a Board meeting and Formal Hearing held on December 3, 2024, a formal hearing held on December 4, 2025, and a Regulatory Advisory Panel Meeting held on December 9, 2024.

Ms. Tillman Wolf requested an amendment to the agenda to correct the approval of the minutes date for the formal hearing held on December 4, 2024.

The minutes were approved as presented.

ORDERING OF THE AGENDA

Ms. Tillman Wolf requested that the agenda be amended, noting the absence of Ms. Payne and the report on the Nursing Home Administrators Prelicensure Course.

Upon a **MOTION** by Brathwaite, properly seconded by Dukes, the Board voted to accept the agenda as amended. The motion passed unanimously (6-0).

Mr. Pregent arrived at 1:08 p.m.

PUBLIC COMMENT

There was no public comment.

AGENCY REPORT – Arne W. Owens, Agency Director

Mr. Owens recognized Long Term Care Administrator's Week and thanked the administrators in the profession for their commitment and perseverance in the support of residents, families, and staff in long-term care facilities.

Mr. Owens reported on the conclusion of the 2025 General Assembly. He announced the passing of Senate Bill 1363 (2025) regarding the elimination of the Board of Health Professions.

Mr. Owens provided a brief report about agency operations and employee retention efforts, including the recent conclusion of an agency salary study.

With no questions, Mr. Owens concluded his report.

STAFF REPORTS

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

In recognition of Long Term Care Administrator's Week, Ms. Tillman Wolf thanked all licensees for their commitment to the profession.

Board Updates

Ms. Tillman Wolf provided updates on the 2024 accomplishments of the Board, including updates to the board website format, frequently asked questions, applications, correspondence bots, and continued stakeholder discussions regarding Administrators-in-Training (AIT) and Preceptors.

Ms. Tillman Wolf provided an overview of planned 2025 activities, including the presentation of Assisted Living Facility AIT recommendations, the completion of regulatory reduction efforts, updates to the case review process and policy documents, a deeper analysis of discipline case data, and leveraging technology for administrative processes.

NAB Updates

Ms. Tillman Wolf reported that the National Association of Long Term Care Administrator Boards (NAB) Annual Meeting would be held on June 11-13, 2025, in Seattle, Washington. She announced the successful transition of NAB's examination vendor to PearsonVue as of January 3, 2025. She reported that the Board application and eligibility process was not impacted during the transition.

Ms. Tillman Wolf provided an update on the Health Services Executive (HSE) credential offered through NAB. She reported that 15 college/university programs are HSE accredited, and 13 HSEs in Virginia have been credentialed, with additional applications pending.

2025 Board Meeting Schedule

Ms. Tillman Wolf reminded Board members of the 2025 Board meeting schedule.

- 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 dedication and service to the Board.

Ms. Kirby requested clarification on the Board of Health Professions dissolution. Mr. Owens responded that the Department of Health Professions as an agency was not changing, but rather the Board of Health Professions only.

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

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

As of January 31, 2025, Ms. Kelley reported the following disciplinary statistics:

- 83 Patient Care Cases
 - 2 at Informal
 - 0 at Formal
 - 22 at Enforcement
 - 58 at Probable Cause
 - 1 at Administrative Proceedings Division
- 32 Non-Patient Care Cases
 - 0 at Informal
 - 0 at Formal
 - 13 at Enforcement
 - 18 at Probable Cause
 - 1 at Administrative Proceedings Division
- 4 at Compliance

Ms. Kelley spoke about the importance of the probable cause review process and the necessity of Board Member participation.

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

- Q2 2022 – 26/39
- Q3 2022 – 19/20
- Q4 2022 – 19/17
- Q1 2023 – 23/39
- Q2 2023 – 14/22
- Q3 2023 – 18/23
- Q4 2023 – 23/18
- Q1 2024 – 24/14
- Q2 2024 – 26/22
- Q3 2024 – 26/36
- Q4 2024 – 27/30
- Q1 2025 – 21/16
- Q2 2025 – 26/16

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	Q2 – 2025	NHA	Q2 – 2025
ALFA	667	NHA	982
ALF AIT	103	NHA AIT	86

Preceptor	218	Preceptor	221
Total ALFA	988	Total NHA	1,289

Ms. Georgen reviewed the trends of licensure counts since Q1 – 2019.

License Renewal Notifications

Ms. Georgen provided information regarding the upcoming 2025 licensure renewal notifications.

Email Addresses on File

Ms. Georgen provided an update on the email addresses on file with the Board to ensure accurate communication with licensees during the renewal process.

Customer Satisfaction

Ms. Georgen provided information on the 2024 fiscal year customer satisfaction survey results.

Call Trends

Ms. Georgen provided updated data on calls to the Board line since 2019.

Licensure Updates - On the Horizon

Ms. Georgen announced the creation of a continuing education audit bot to assist in providing notifications and correspondence to licensees.

Updates for Expense Reimbursement Vouchers

Ms. Georgen provided information regarding recent updates to the Internal Revenue Service standard mileage rate increase and the Federal General Services Administration per diem increase. She also provided a reminder regarding the Virginia Department of Accounts remittance electronic data interchange.

With no questions, Ms. Georgen concluded her report.

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

Mr. Saunders provided an update on a court case involving the Board.

COMMITTEE AND BOARD MEMBER REPORTS

Regulatory Advisory Panel – Assisted Living Facility Administrators-in-Training

Ms. Kirby provided a report on the Regulatory Advisory Panel meeting related to Assisted Living Facility Administrators-in-Training, which was held that morning. Recommendations from the RAP meeting will be presented to the full Board at its meeting in June.

With no questions, Ms. Kirby concluded her report.

LEGISLATIVE AND REGULATORY REPORT

2025 General Assembly Report

Mr. Novak provided an update on the 2025 General Assembly.

Report on Status of Regulations

Mr. Novak provided an update on pending regulatory actions.

With no questions, Mr. Novak concluded his report.

BOARD ACTION

Consideration of Petition for Rulemaking and Public Comments (Pressman)

Mr. Novak provided information on the Petition for Rulemaking and public comments.

Upon a **MOTION** by Ms. Brathwaite, properly seconded by Ms. Campbell, the Board voted to take no action on the petition, stating that the Regulatory Advisory Panel on Administrators-in-Training was proposing changes for Board consideration that were in line with the petition. The motion passed unanimously (7-0).

Adoption of Revisions to Board Policy on Guidelines for Processing Applications for Licensure

Ms. Tillman Wolf and Mr. Novak provided information on the considerations of revisions to the policy document for Guidelines for Processing Applications for Licensure.

Upon a **MOTION** by Ms. Dukes, properly seconded by Ms. Campbell, the Board voted to adopt the proposed amendments to the Board's Policy document for the processing of licensure applications. The motion passed unanimously (7-0).

BREAK

The Board took a break at 1:55 p.m. and reconvened at 2:06 p.m.

PRESENTATIONS

Licensee Burnout Data – Preliminary Findings - Yetty Shobo, PhD, Director, and Barabara Hodgdon, PhD, Deputy Director, Healthcare Workforce Data Center

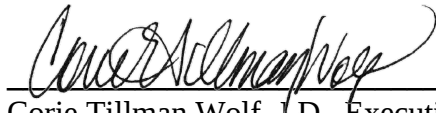
Dr. Shobo and Dr. Hodgdon presented licensee burnout data collected during the annual workforce survey process and the preliminary findings.

NEXT MEETING

The next scheduled meeting date is June 24, 2025.

ADJOURNMENT

With all business concluded, the meeting adjourned at 2:19 p.m.



Corie Tillman Wolf, J.D., Executive Director

June 25, 2025

Date