

BOARD OF LONG-TERM CARE ADMINISTRATION

April 10, 2024

10:00 am to 12:30 pm

OPEN SESSION MEETING MINUTES

Virtual Meeting Notice

Due to the COVID-19 pandemic, all board meetings were held virtually during the declared public health emergency.

Information on how to access the public portion of the meeting is listed below:

By Web:

Meeting number: 172 290 0979

Password: wJPwhgEp326

<https://dcnet.webex.com/dcnet/j.php?MTID=m2b72fb8b3db90f64385c42b549813954>

By Phone:

Call in Number: 1-650-479-3208 Call-in toll number (US/Canada)

Access Code: 160 019 7343

**BOARD OF LONG-TERM CARE ADMINISTRATION
OPEN SESSION MINUTES
April 10, 2024**

	<p><u>CALL TO ORDER AND ROLL CALL</u></p> <p><u>Board Member:</u> B. Michelle Harris, Interim Board Chair Judith Brinckerhoff, Board Member</p> <p><u>Staff:</u> LaTrice Herndon, Executive Director Fatima Abby, Health Licensing Specialist Ajay Gohil, Board Attorney Deb Moss, Investigator</p>	
<p>OS-0410-01</p>	<p><u>OPEN SESSION AGENDA</u></p> <p><u>Board Action:</u> Acceptance of Agenda for April 10, 2024, Open Session Agenda.</p> <p><u>Motion:</u> Motion made by Ms. Brinckerhoff to accept the April 10, 2024 Open Session Agenda. Seconded by Dr. Harris.</p> <p><u>Vote:</u> Dr. Harris and Ms. Brinckerhoff voted in favor of the motion. The motion passed unanimously.</p>	
<p>OS-0410-02</p>	<p><u>OPEN SESSION MINUTES</u></p> <p><u>Board Action:</u> Consideration of the Open Session Minutes from the January 26, 2024, meeting.</p> <p><u>Motion:</u> Motion made by Dr. Harris to accept the January 26 Open Session Minutes. Abstained by Ms. Brinckerhoff.</p> <p><u>Vote:</u> Dr. Harris voted in favor of the motion. Ms. Brinckerhoff abstained from this matter.</p>	

<p>OS-0410-03</p>	<p><u>EXECUTIVE DIRECTOR’S REPORT</u></p> <ul style="list-style-type: none"> ▪ Operational Status Update <ul style="list-style-type: none"> ▪ Carl Filler is now the DC Health Chief of Staff. ▪ Starting June 15, 2024, DC Health will be moving to change the renewal system to align with each licensee’s month of birth. ▪ The Board needs to discuss assisted living administrator license today. ▪ DC Health moved to a new building/location so the next July meeting will be in-person. ▪ Census: <ul style="list-style-type: none"> ▪ 62 nursing home administrators. ▪ Legislative Updates <ul style="list-style-type: none"> ▪ No legislative update. <p><u>BOARD ATTORNEY’S REPORT</u></p> <ul style="list-style-type: none"> ▪ July 10th and October 9th are the next board meetings. ▪ Board Members: 2 NHAs licensed in DC, 1 ALA licensed in DC, 1 educator, 1 allied health professional, 1 consumer member, 1 allied professional. <p><u>CHAIRPERSON’S REPORT</u></p> <ul style="list-style-type: none"> ▪ Welcomed Ms. Judith Brinckerhoff to the Board. 	
<p>OS-0410-04</p>	<p><u>Standard Fine and Assessments</u></p> <p><u>Board Action:</u> The Board is to review and discuss the fine and assessments and determine whether to keep it as it is.</p> <p>Tabled for the next Board meeting.</p>	
<p>OS-0410-05</p>	<p><u>Discussions on Assisted Living Administrator Examination</u></p> <p><u>Board Action:</u> The Board is to discuss this matter and determine how to proceed with the examination process.</p> <p><u>Background:</u> The Board would need to discuss the implementation of the national and jurisprudence examinations for the Assisted Living Administrator licensure. In addition, discussion on development of a board approved assisted living regulation jurisprudence course.</p>	

In July 2023, the board requested to create a subcommittee to address this matter.

Ms. LaTrice Herndon, Executive Director, and Mr. Ajay Gohil, Board Attorney, have reviewed candidate resumes submitted by members of the board and found that none of the submissions would be suitable for the assisted living administrator examination subcommittee. As a result, Ms. Herndon reached out to the National Association of Long-Term Care Administrator Boards (NAB) and had a discussion meeting in regard to putting together a jurisprudence exam for DC Health. NAB is willing to assist with drafting the ALA examination. Follow-up meetings between the executive director and NAB are forthcoming.

The Board attorney Mr. Gohil shared the regulation section:

- *11304.1 An applicant for an assisted living administrator license shall demonstrate to the Board's satisfaction that he or she possesses competent knowledge and understanding of the laws and rules pertaining to assisted living administration in the District. The Board may adopt or implement a District of Columbia Assisted Living Administration Jurisprudence Examination or other methods such as mandatory educational sessions to ensure that an applicant meets the requirement of this section.*

In December 2023, the board voted to authorize the Board staff to communicate with NAB to assist with the jurisprudence exam.

Motion:

Motion made by Ms. Brinckerhoff to the assisted living administrator will need to complete all five areas and must sign an attestation as to Knowledge of the District of Columbia Assisted Living Administration Jurisprudence:

- Dementia
- Falls
- Fire and Emergency Evacuation
- Nutrition
- Family Roles in Assistive Living
- Transitioning from Assistive Living to Higher Level Care (Optional)
- Daily Life Management (Optional)

	<p>Seconded by Dr. Harris.</p> <p><u>Vote:</u> Dr. Harris and Ms. Brinckerhoff voted in favor of the motion. The motion passed unanimously.</p>	
<p>OS-0410-06</p>	<p><u>MOTION TO CLOSE</u></p> <p><u>Board Action:</u> To go into closed session to discuss confidential matters as permitted in DC Official Code § 2-575(b).</p> <p><u>Background:</u> Chairperson, I move that the Board close the Open Public session portion of the meeting and move into the Closed Executive Session portion of the meeting pursuant to D.C. Official Code § 2-575(b) for the following purposes: to discuss disciplinary matters pursuant to § 2-575(b)(9); to seek the advice of counsel to the board, to preserve the attorney-client privilege, or to approve settlement agreements pursuant to § 2-575(b)(4); and to plan, discuss, or hear reports concerning ongoing or planned investigations pursuant to § 2-575(b)(14).”</p> <p><u>Motion:</u> Motion made by Ms. Brinckerhoff to close the Open Session Meeting. Seconded by Dr. Harris.</p> <p><u>Vote:</u> Dr. Harris and Ms. Brinckerhoff voted in favor of the motion. The motion passed unanimously.</p>	

The next meeting of the Board is scheduled for **July 10, 2024 at 10:00 am**

This meeting is governed by the Open Meetings Act. Please address any questions or complaints arising under this meeting to the Office of Open Government at opengovoffice@dc.gov.