

# BOARD OF LONG-TERM CARE ADMINISTRATION

December 1, 2023

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:*

### **This meeting was available by Web**

Meeting number: 172 290 0979

Password: wJPwhgEp326

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

### **This meeting was available 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**  
**December 1, 2023**

	<p><b>CALL TO ORDER AND ROLL CALL</b></p> <p><b><u>Board Member:</u></b> B. Michelle Harris, Interim Board Chair</p> <p><b><u>Staff:</u></b> LaTrice Herndon, Executive Director Fatima Abby, Health Licensing Specialist Ajay Gohil, Board Attorney Gregory Scurlock, Compliance Officer</p>	
<p><b>OS-1201-01</b></p>	<p><b><u>OPEN SESSION AGENDA</u></b></p> <p><b><u>Board Action:</u></b> Acceptance of Agenda for December 1, 2023, Open Session Agenda.</p> <p><b><u>Motion:</u></b> Motion made and seconded by Dr. Harris to accept the December 1, 2023 Open Session Agenda.</p> <p><b><u>Vote:</u></b> Dr. Harris voted in favor of the motion. The motion passed unanimously.</p>	
<p><b>OS-1201-02</b></p>	<p><b><u>OPEN SESSION MINUTES</u></b></p> <p><b><u>Board Action:</u></b> Consideration of the Open Session Minutes from the November 1, 2023, meeting.</p> <p><i><u>Note:</u> The Board lost quorum after voting on two items.</i> Approved</p> <p><b><u>Motion:</u></b> Motion made and seconded by Dr. Harris to accept the November 1, 2023 Open Session Minutes.</p> <p><b><u>Vote:</u></b> Dr. Harris voted in favor of the motion. The motion passed unanimously.</p>	

<p><b>OS-1201-02B</b></p>	<p><b><u>OPEN SESSION MINUTES</u></b></p> <p><b><u>Board Action:</u></b> Consideration of the Open Session Minutes from the July 12, 2023, meeting.</p> <p><b><u>Motion:</u></b> Motion made and seconded by Dr. Harris to accept the July 12, 2023 Open Session Minutes.</p> <p><b><u>Vote:</u></b> Dr. Harris voted in favor of the motion. The motion passed unanimously.</p>	
<p><b>OS-1201-03</b></p>	<p><b><u>EXECUTIVE DIRECTOR'S REPORT</u></b></p> <ul style="list-style-type: none"> <li>○ Operational Status Update <ul style="list-style-type: none"> <li>▪ DC Council has confirmed Dr. Ayanna Bennett as the Director for DC Health.</li> <li>▪ DC Health worked on a significant revision of the Health Occupation Revision Act (HORA). The hearing is scheduled on December 7, 2023.</li> <li>▪ Census- NHA 57</li> </ul> </li> <li>○ Legislative Updates <ul style="list-style-type: none"> <li>▪ There was no update.</li> </ul> </li> </ul> <p><b><u>BOARD ATTORNEY'S REPORT</u></b></p> <ul style="list-style-type: none"> <li>• As part of the HORA, some of the boards will be consolidated. The DC Board of LTCA will be joining another Board.</li> </ul> <p><b><u>CHAIRPERSON'S REPORT</u></b></p> <ul style="list-style-type: none"> <li>• Dr. Harris appreciates being part of this board and thanked the staff for administratively supporting the Board. Dr. Harris indicated that she is in support of moving/consolidating the LTCA Board to bigger board.</li> </ul>	
<p><b>OS-1201-04</b></p>	<p><b><u>Determination of the In-Person Board Meetings for FY24</u></b></p> <p><b><u>Board Action:</u></b> The Board is to determine which meetings are in person and which are virtual for FY2024.</p>	

	<p><b><u>Background:</u></b> In FY24, the Board is scheduled to meet on the following dates:</p> <ul style="list-style-type: none"> <li>• January 10, 2024 (<b>In-person</b>)</li> <li>• April 10, 2024 (<b>Virtual</b>)</li> <li>• July 10, 2024 (<b>Virtual</b>)</li> </ul> <p><b><u>Motion:</u></b> No motion was made. The Board agreed the January 2024 will be in person and the other April and July 2024 will be virtual.</p>	
<p><b>OS-1201-05</b></p>	<p><b><u>Assisted Living Administrator Regulation Extension</u></b></p> <p><b><u>Board Action:</u></b> The Board is to vote to extend the period of time for applicants to apply for the waiver of requirement to one (1) year from the date the assisted living administrator application period begins.</p> <p><b><u>Background:</u></b> Board rule 11305.1(c) states that an ALA applicant submit the application for licensure no later than twelve (12) months from the effective date of this chapter for the waiver of educational and national exam requirements. The chapter became effective February 18, 2022.</p> <p><b><u>Motion:</u></b> Motion made and seconded by Dr. Harris to extend the period of time for the applicants to apply for waiver of requirement to one (1) year which is December 31, 2024.</p> <p><b><u>Vote:</u></b> Dr. Harris voted in favor of the motion. The motion passed unanimously.</p>	
<p><b>OS-1201-06</b></p>	<p><b><u>Delegation of Authority</u></b></p> <p><b><u>Board Action:</u></b> The Board is to review and update the delegated authorities.</p> <p><b><u>Background:</u></b> The Board has delegated various authorities to Board staff to help accomplish the goal of public safety. These delegated authorities are limited in nature and are intended to facilitate the business of</p>	

	<p>the Board in an efficient and expedient manner, while at the same time ensuring patient safety is always maintained.</p> <p><b><u>Motion:</u></b> Motion made and seconded by Dr. Harris to accept the delegated authority as it is.</p> <p><b><u>Vote:</u></b> Dr. Harris voted in favor of the motion. The motion passed unanimously.</p>	
<p><b>Addendum #1</b></p>	<p><b><u>ALA Examination:</u></b></p> <p>The Board attorney Mr. Gohil shared the regulation section:</p> <ul style="list-style-type: none"> <li>• <i>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.</i></li> </ul> <p>Ms. Herndon reported that she met with National Association of Long Term Care Administrator Boards (NAB) representative.</p> <p><b><u>Motion:</u></b> Motion made and seconded by Dr. Harris to authority the Board staff to communicate with NAB to assist with the jurisprudence exam.</p> <p><b><u>Vote:</u></b> Dr. Harris voted in favor of the motion. The motion passed unanimously.</p>	
<p><b>OS-1201-07</b></p>	<p><b><u>MOTION TO CLOSE</u></b></p> <p><b><u>Board Action:</u></b> To go into closed session to discuss confidential matters as permitted in DC Official Code § 2-575(b).</p> <p><b><u>Background:</u></b></p>	

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).”

**Motion:**

Motion made and seconded by Dr. Harris to close the Open Session meeting.

**Vote:**

Dr. Harris voted in favor of the motion. The motion passed unanimously.

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