

**June 23, 2026**

The Virginia Board of Long-Term Care Administrators convened for a full board meeting on Tuesday, June 23, 2026, at the Department of Health Professions, Perimeter Center, 9960 Mayland Drive, 2<sup>nd</sup> Floor, Board Room #4, Henrico, Virginia.

**BOARD MEMBERS PRESENT:**

Kimberly Brathwaite, ALFA, Chair  
Jasmine Montgomery, NHA, Vice-Chair  
Todd Barnes, NHA  
Pamela Dukes, MBA, Citizen Member  
Charles Gaskins, DDS, Citizen Member  
Latonya Hughes, PhD, RN, NHA  
Dennis Pregent, ALFA, NHA  
Felita Creekmore, ALFA

**BOARD MEMBERS NOT PRESENT:**

Lynn Campbell, LPN, Citizen Member

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

David E. Brown, DC, Director, Department of Health Professions  
Sarah Georgen, Board Administrator  
Annette Kelley, MS, CSAC, Deputy Executive Director  
Matt Novak, Agency Regulatory Coordinator  
Corie E. Tillman Wolf, JD, Executive Director

**BOARD COUNSEL**

Sara Blöse, Senior Assistant Attorney General

**OTHER GUESTS PRESENT**

Judy Hackler, Virginia Assisted Living Association  
Dana Parsons, LeadingAge Virginia  
Haig Darakjian, Virginia Assisted Living Association

**CALL TO ORDER**

Ms. Brathwaite called the meeting to order at 10:03 a.m. and asked the Board members and staff to introduce themselves.

With eight board members present at the meeting, a quorum was established in order for the Board to conduct business.

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

Ms. Brathwaite 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. Brathwaite opened the floor to any edits or corrections regarding the draft minutes for a board meeting held on September 25, 2025, and a Legislative/Regulatory Committee meeting held on March 13, 2026. The minutes were approved as presented.

### **ORDERING OF THE AGENDA**

Ms. Brathwaite opened the floor for any additional items to be added to the agenda.

Upon a *MOTION* by Ms. Dukes properly seconded by Ms. Montgomery, the Board voted to accept the agenda as presented. The motion passed unanimously (8-0).

### **PUBLIC COMMENT**

Judy Hackler, Virginia Assisted Living Association (VALA), addressed the Board. Ms. Hackler stated that the Board's Legislative/Regulatory Committee had reviewed the potential removal of restrictions applicable to conducting Administrator-in-Training (AIT) programs at smaller assisted living facilities and expressed agreement with the change. She expressed her eagerness that the Board would give thoughtful consideration to the proposed change. Ms. Hackler further commented the proposed Bylaws change concerning Board members' participation in an officer or committee capacity with stakeholder groups. She suggested that the proposed Bylaws change could create a conflict with stakeholder input into the appointments process.

### **AGENCY REPORT – David E. Brown, DC, Agency Director**

Dr. Brown provided an update on departmental activities, reporting that DHP is preparing to implement an upgraded licensing software system that has been positively received in other states. He noted that, having served through four gubernatorial administrations, each characterized by rapid movement, the current administration has placed a strong emphasis on healthcare affordability, access, and workforce support, and DHP continues to engage actively in these statewide discussions. Dr. Brown will report to the Board on the impact of these administrative initiatives over time.

Dr. Brown further reported an increase in cross-agency collaboration, highlighting efforts to identify areas of overlap and to engage multiple agencies in coordinated meetings. He also described ongoing work with the Department of Professional and Occupational Regulation (DPOR) on legislation designed to streamline the fee-increase process and expressed appreciation for the strengthened partnership between the agencies.

He answered questions from the Board. With no further questions, Dr. Brown concluded his report.

## STAFF REPORTS

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

#### *Board Updates*

Ms. Tillman Wolf provided an overview of recent Board accomplishments and activities. She reported that the Board completed its Regulatory Reduction process in April 2025, implemented automated correspondence bots for continuing education audits, and implemented the newly established inactive licensure status during the 2026 renewal cycle. She noted that the Board has engaged in active contracts with case reviewers issued two News Briefs and three email blasts since the last Board meeting.

Ms. Tillman Wolf provided data on the number of licensees who opted for inactive licensure status during the 2026 renewal process.

Ms. Tillman Wolf outlined the Board's engagement in statewide discussions related to long-term care. She stated that these activities included participation in the One Health and Human Resources (One HHR) long-term care initiative, the Virginia Department of Health (VDH) Long-Term Care Workgroup, the Joint Legislative Audit and Review Commission (JLARC) study on affordability and assisted living, and Nursing Facility Advisory Committee (NFAC) meetings with providers and partner agencies. She further noted ongoing collaborations such as coordination with the Office of Licensure and Certification (OLC) regarding immediate jeopardy and substandard quality-of-care notices, information sharing with the Virginia Department of Social Services (DSS), participation in the Virginia Commonwealth University (VCU) Assisted Living Advisory Committee, and involvement in the Administrator-in-Training (AIT) Webinar Series through PositiveAge Virginia.

#### *Surveys from OLC: Immediate Jeopardy/Substandard Quality of Care (IJ/SQC) Process*

Ms. Tillman Wolf described the Board's process for case intake when OLC identifies immediate jeopardy or substandard quality of care issues during surveys and notifies the Board of such issues in accordance with 42 CFR § 488.410(e). The process includes a standard set of questions to administrators for response regarding the circumstances of the citation(s), corrective actions taken, steps for prevention of recurrence, appeals status, quality improvement participation, and resident outcomes. The responses are reviewed by Board members who ultimately determine whether probable cause exists to find a violation of the standards of practice, and if further investigation and/or closure of the case is appropriate.

#### *Data Snapshot – Administrator Sanctions*

Ms. Tillman Wolf presented sanction data for Nursing Home Administrators (NHA), Assisted Living Facility Administrators (ALFA), and Administrators in Training (AIT). She stated that the data included counts of revocations, suspensions, probation actions, monetary penalties, reprimands, and other disciplinary outcomes, demonstrating trends across license types from 2005 to 2026.

#### *Board Budget – Cash Balance – FY25*

*Expenditure and Revenue Summary as of June 30, 2025*

Ms. Tillman Wolf presented the Expenditure and Revenue Summary as of June 30, 2025.

Cash Balance as of June 30, 2024	\$370,136
YTD FY 2025 Revenue	\$611,550
<u>YTD FY 2025 Direct &amp; Allocated Expenditures + Cash Transfers</u>	<u>(\$744,234)</u>
<b>Cash Balance as of June 30, 2025</b>	<b>\$237,452</b>

Ms. Tillman Wolf reported that the Board’s cash balance is decreasing and currently covers approximately one-third of expenses entering the next fiscal year before the renewal cycle begins in Q3. She noted that rising expenditures, including personnel costs, investigation and adjudication activity driven by increased complaints, and pending appeal-related counsel costs, are outpacing yearly revenues. She stated that the introduction of an inactive status was expected to impact revenue. She noted that, at future meetings, the Board will receive information on long-term budget projections and will discuss 2026 legislation allowing the Board to recoup administrative investigation costs cases where final disciplinary orders are issued.

*NAB Updates*

Ms. Tillman Wolf provided updates from the NAB Annual Meeting held June 3-5, 2026, and noted that the Mid-Year Meeting will take place November 11-13, 2026. She stated that discussion topics included artificial intelligence in long-term care, North Carolina’s education programs for AITs and preceptors, and a student “Secret Shopper” program that assessed availability of information on state licensure processes for new applicants. She also reported on activities of the State Governance and Regulatory Issues Committee, which she chairs.

*Health Services Executive (HSE) Credential*

Ms. Tillman Wolf reported that the HSE credential is now accepted in 31 states, with 6 states pending. She stated that nationwide, 376 individuals hold the credential, including 10 in Virginia (with 12 pending). She shared that discussions continue regarding incentives for administrators to pursue the credential, such as reduced exam fees, and whether the model could be adapted for assisted living under a potential “RCAL Qualified” designation. She also noted continued interest in post-baccalaureate long-term care certificate programs.

*Professional Practice Analysis (PPA) and Domains of Practice Updates*

Ms. Tillman Wolf reported that the updated Professional Practice Analysis was completed and resulted in approval of revised Domains of Practice (DOPs) in April 2026. She stated that the new structure includes nine standalone domains with expanded task statements to clarify required knowledge, skills, and abilities. She stated that exams will be aligned to the new DOPs and will launch July 1, 2027, accompanied by updates to the study guide, AIT manual, and preceptor modules. She noted significant participation in the PPA, with all states represented and strong affirmation of the accuracy of the prior DOPs. Ms. Tillman Wolf stated that Board staff will initiate revisions to AIT reports and training plan forms to reflect the DOP updates to have those forms ready for the 2027 launch date.

*NAB Study Guide Community*

Ms. Tillman Wolf noted the launch of the NAB Study Guide Community, which now includes 1,600 participants, and encouraged board members to express their interest in volunteer opportunities with NAB committees and initiatives.

*2026 Board Meeting Schedule*

Ms. Tillman Wolf reminded Board members of the remaining 2026 Board meeting schedule.

- September 9, 2026
- December 17, 2026 (\*edit noted)

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

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

As of May 31, 2026, Ms. Kelley reported the following disciplinary statistics:

- 110 Patient Care Cases
  - 1 at Informal
  - 0 at Formal
  - 17 at Enforcement
  - 83 at Probable Cause
  - 9 at Administrative Proceedings Division
  
- 59 Non-Patient Care Cases
  - 0 at Informal
  - 1 at Formal
  - 16 at Enforcement
  - 40 at Probable Cause
  - 2 at Administrative Proceedings Division
  
- 6 Compliance Cases

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

- |                   |                   |
|-------------------|-------------------|
| • Q2 2023 – 14/22 | • Q1 2025 – 21/16 |
| • Q3 2023 – 18/23 | • Q2 2025 – 26/16 |
| • Q4 2023 – 23/18 | • Q3 2025 – 34/30 |
| • Q1 2024 – 24/14 | • Q4 2025 – 48/19 |
| • Q2 2024 – 26/22 | • Q1 2026 – 37/28 |
| • Q3 2024 – 26/36 | • Q2 2026 – 28/29 |
| • Q4 2024 – 27/30 | • Q3 2026 – 22/15 |

*Disciplinary Statistics*

Ms. Kelley provided an update on the use of expert case reviewers for the Board. She stated that two reviewers, one ALFA and one NHA, began receiving case assignments in March. She stated that nineteen cases have been assigned to date, initially focusing on Priority B cases. Ms. Kelley stated that actions taken have included case closures, advisory letters, and referrals to Informal Fact-Finding Conferences (IFCs).

*OLC Immediate Jeopardy/Substandard Quality of Care (IJ/SQC) Cases*

Ms. Kelley reported that between May 27 and June 17, 2026, the OLC forwarded 38 IJ/SQC letters involving 33 unique facilities or administrators, based upon surveys conducted since November 2025. She presented the types of IJ/SQC tags commonly cited, including quality of care, abuse/neglect, accident hazards and supervision, CPR, sufficient nursing staff, abuse/neglect policy implementation, pressure ulcer prevention and treatment, call system deficiencies, pain management, adherence to professional standards, and nutrition/hydration monitoring.

With no questions, Ms. Kelley concluded her report.

*Licensure Report – Sarah Georgen, Board Administrator*

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

Current License Count – ALFA and NHA

ALFA	Q3 – 2026	NHA	Q3 – 2026
ALFA	672	NHA	1,016
ALF AIT	125	NHA AIT	96
Preceptor	216	Preceptor	221
Total ALFA	1,013	Total NHA	1,333

Ms. Georgen reviewed the trends in licensure counts since Q1 2021.

*Licensure Renewal Completion*

Ms. Georgen provided information regarding the completed 2026 licensure renewal notifications.

*2026 Renewal Follow-Up*

Ms. Georgen provided information regarding the completed continuing education audit of licensees.

*Customer Satisfaction*

Ms. Georgen provided information on the 2025 fiscal year customer satisfaction survey results.

*Call Trends*

Ms. Georgen provided information on the call trends since 2019.

*Updates for Expense Reimbursement Vouchers*

Ms. Georgen provided information on the 2026 updates to the IRS standard mileage rate. She also provided a reminder regarding the Virginia Department of Accounts remittance electronic data interchange.

*DHP's Travel Policy*

Ms. Georgen provided reminders and information regarding DHP's travel policy.

With no questions, Ms. Georgen concluded her report.

**BOARD COUNSEL REPORT – Sara Blose, Senior Assistant Attorney General**

Ms. Blose provided an update on a court case involving the Board.

**Committee and Board Member Reports**

*Legislative/Regulatory Committee Report – Pamela Dukes, MBA, Committee Chair*

Ms. Dukes reported that the Legislative/Regulatory Committee met on March 13, 2026. The minutes were included in the agenda packet.

*NAB Annual Meeting Report – Jasmine Montgomery, NHA, Vice-Chair*

Ms. Montgomery reported on the NAB Annual Meeting and expressed appreciation for the opportunity to represent the Board. She noted that discussions focused on enhancing professional mobility, including expanding portability through HSE credentials and creating faster interstate pathways to reduce licensure barriers amid ongoing staffing shortages. She referenced the use of secret-shopper assessments to evaluate applicant experiences and she highlighted conversations regarding AIT program structure, multicare settings, and expanded mentorship and leadership pathways.

Ms. Montgomery also summarized AI-related discussions addressing documentation needs and identifying gaps associated with emerging AI use, particularly in the areas of innovation, fairness, oversight, and policy. She further noted that updates to education, training, and examinations are underway, including a transition from four to nine Domains of Practice and an expansion of certificate program opportunities to enhance educational pathways to licensure.

**LEGISLATIVE AND REGULATORY REPORT**

*Legislative Report*

Mr. Novak provided a summary of long-term care related legislative bills introduced at the 2026 General Assembly.

*Report on Status of Regulations*

Mr. Novak provided an update on the status of pending regulatory actions.

With no questions, Mr. Novak concluded his reports.

**BOARD ACTION**

*Adoption of the Electronic Meeting Policy (Virginia Code § 2.2-3708.3)*

Ms. Novak provided information on the electronic participation policy for meetings, which is required by the Code to be adopted annually.

Upon a **MOTION** by Dr. Gaskins, and properly seconded by Ms. Dukes, the Board voted to readopt the electronic participation policy as presented. The motion carried unanimously (8-0).

*Review and Consideration of Recommendations from Legislative/Regulatory Committee*

Mr. Novak provided an overview of the recommendations from the Legislative/Regulatory Committee related to the periodic review of the Board's Regulations.

*Adoption of Proposed Regulations for Periodic Review (Chapters 18VAC95-15, 18VAC95-20, and 18VAC95-30)*

Upon a **MOTION** by Dr. Hughes, and properly seconded by Ms. Montgomery, the Board voted to adopt the proposed regulations related to the periodic review of chapters 18VAC95-15, 18VAC95-20, and 18VAC95-30 as presented. The motion carried unanimously (8-0).

*Adoption of Proposed Revisions to Board Bylaws*

Ms. Tillman Wolf provided information on the recommendations from the Legislative/Regulatory Committee related to the policy document.

Ms. Tillman Wolf answered questions from the Board. Board members discussed and recommended a clarification to the language in Article II.A.4. regarding board members and voting officer positions in a related state professional association.

Upon a **MOTION** by Mr. Pregent, and properly seconded by Ms. Montgomery, the Board voted to adopt the proposed revisions to the Board Bylaws as amended. The motion carried unanimously (8-0).

*Adoption of Policy Document - Board Policy on Processing Requests for Additional Examination Attempts*

Ms. Tillman Wolf provided an overview of a draft policy document regarding the approval process for additional examination attempts, as recommended by the Legislative/Regulatory Committee.

Upon a **MOTION** by Dr. Hughes, and properly seconded by Mr. Barnes, the Board voted to adopt the policy document on processing requests for additional examination attempts as presented. The motion carried unanimously (8-0).

## **BREAK**

The Board took a break at 12:07 p.m. and reconvened at 12:15 p.m.

## **PRESENTATIONS**

*Updates from the Office of Licensure and Certification – April Dovel, Director, Office of Licensure and Certification, Virginia Department of Health*

Ms. Dovel, Director of the Virginia Department of Health (VDH) Office of Licensure and Certification (OLC), provided an overview of current long-term care coordination initiatives. She reported that OLC is establishing a bi-monthly cross-agency forum to address shared trends, risks, and operational concerns among partners, including the Virginia Department for Aging and Rehabilitative Services (DARS), the Department of Medical Assistance Services (DMAS), the Department of Health Professions (DHP), the Virginia Department of Social Services (DSS), and the State Long-Term Care Ombudsman Program, with the goal of strengthening communication, reducing duplication, and promoting a more proactive oversight model.

She also described a monthly joint review process with DMAS and DARS for long-term care communities facing civil monetary penalties or federal enforcement actions to ensure readiness, reduce unexpected disruptions, and support safe resident transitions during potential closures. Ms. Dovel noted that national regulatory discussions have confirmed that Virginia's challenges, including workforce shortages and increasing complaint volumes, reflect national trends and require coordinated, system-level strategies.

She further reported that the Centers for Medicare & Medicaid Services (CMS) is exploring risk-based survey models, and that OLC will begin strategic planning to reinforce core operations, including expanding the agency's capacity for long-term care complaint analysis and investigation.

*Overview of the PositiveAge AIT Webinar Series – Dana Parsons, Vice President & Legislative Counsel, LeadingAge Virginia*

Ms. Parsons provided an overview of the Virtual AIT Leadership Program, created through a grant from the NAB Foundation to strengthen Virginia's long-term care administrator pipeline. She reported that the program addressed persistent challenges for AITs, including unclear licensure pathways, limited exam-preparation resources, and inconsistent pre-licensure training. The 12-month virtual program included ten live sessions led by Virginia experts and offered structured guidance on regulatory requirements, AIT plan development, leadership skills, and exam readiness. The inaugural cohort consisted of 25 participants from both assisted living and nursing home settings. Ms. Parsons noted strong session satisfaction, with high ratings for learning outcomes and leadership preparedness. She stated that early results show strong program retention, with several participants already successfully completing NAB examinations.

She concluded by outlining next steps, including expanding the program, creating a centralized online materials page, and developing a preceptor-specific track to further support the sector's workforce needs.

*Virginia's Nursing Home Administrators and Assisted Living Facility Administrators: 2026 Workforce Reports – Barbara Hodgdon, PhD, Deputy Director, Healthcare Workforce Data Center*

Dr. Hodgdon summarized the findings from the 2026 Workforce Reports for Nursing Home Administrators and Assisted Living Facility Administrators and answered questions from the Board.

### ***Board Member Development***

#### *Training and Development Topics for 2026*

Ms. Tillman Wolf asked Board Members to notify her if there are training and development topics of interest for upcoming meeting presentations.

#### *Discussion of Best Practices for Meetings and Hearings*

The Board deferred this topic to a future meeting due to meeting time constraints.

### **NEXT MEETING**

The next scheduled meeting date is September 9, 2026.

Ms. Tillman Wolf clarified that the December meeting date is December 17, 2026.

### **ADJOURNMENT**

With all business concluded, the meeting adjourned at 1:01 p.m.

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Corie Tillman Wolf, JD, Executive Director

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Date