

MINUTES

COVER PAGE

BOARD NAME: Nursing Home Administrators Licensing Board

DATE: September 19, 2001

LOCATION: Gardiner Annex, 122 Northern Avenue, Gardiner, Maine

TIME	TIME CALLED	TIME
SCHEDULED: 9:30 A.M.	TO ORDER: 9:30 A.M.	ADJOURNED: 12:00 P.M.

CHAIR: Barbara Steller

MEMBERS PRESENT: Barbara Steller
Margot Russell
Michael Beal
Marie Fisher
John Pratt
Mary Jane Richards

MEMBERS ABSENT: None

OTHERS PRESENT: Robert Perkins, Assistant Attorney General
Jack Richards, Assistant Attorney General
Lou Dorogi, Director, Div. of Licensing & Certification, DHS
Peter Mauro, Jr., Assistant Director, Assisted Living Unit, DHS
Elaine Thibodeau, Health Board Administrator
Diane Bradstreet, Board Clerk

**NURSING HOME ADMINISTRATORS LICENSING BOARD
BOARD MEETING MINUTES
SEPTEMBER 19, 2001**

CALL TO ORDER

Barbara Steller called the meeting to order at 9:30 a.m.

Assistant Attorney General Robert Perkins, who has been appointed Chief Assistant Attorney General, introduced Jack Richards, who will replace him as AAG to the Board.

Also introduced was new Board Member Mary Jane Richards, who replaces Larry Ross in the position designated for an Administrator of an Intermediate Care Facility for the Mentally Retarded.

ELECTION OF OFFICERS

In a motion by John Pratt, seconded by Marie Fisher, the Board voted unanimously to elect Barbara Steller as Chair of the Board.

In a motion by Barbara Steller, seconded by John Pratt, the Board voted unanimously to elect Michael Beal as Complaint Officer.

COMPLAINT #NHA-044

Complaint #NHA-044 was presented to the Board by Robert Perkins, Assistant Attorney General. It was the recommendation of the Complaint Officer, Barbara Steller, that this complaint be dismissed. In a motion by John Pratt, seconded by Margot Russell, the Board voted unanimously to dismiss this complaint. Marie Fisher was recused.

APPROVAL OF MINUTES

In a motion by Michael Beal, seconded by Marie Fisher, the July 18, 2001 minutes were unanimously approved as written.

APPLICATION REVIEW

Donna Bowman – Ms. Bowman appeared before the Board for her application review as a Residential Care Facility Administrator. In a motion by Michael Beal, seconded by Margot Russell, the Board voted unanimously to approve this application. Ms. Bowman is the Administrator of Gilbert Manor in Gardiner.

Philip H. Keene – Mr. Keene appeared before the Board for his application review as a Residential Care Facility Administrator. In a motion by John Pratt, seconded by Margot Russell, the Board voted unanimously to approve this application. Mr. Keene is the Administrator of York Manor in Biddeford.

Cindy S. Gilbert – Ms. Gilbert appeared before the Board for her application review as a Residential Care Facility Administrator. In a motion by Michael Beal, seconded by Margot Russell, the Board voted unanimously to approve this application. Ms. Gilbert is the Administrator of Walters Home, Inc. in Hallowell.

Raymond H. Bishop – Mr. Bishop appeared before the Board for his application review as a Residential Care Facility Administrator. In a motion by John Pratt, seconded by Mary Jane Richards, the Board voted unanimously to approve this application. Mr. Bishop is the Administrator of Dexter Boarding Home in Dexter.

Elaine Y. Davenport – Ms. Davenport appeared before the Board for her application review as a Residential Care Facility Administrator. In a motion by Marie Fisher, seconded by Michael Beal, the Board voted unanimously to approve this application. Ms. Davenport is the Administrator of The Lincoln Home in Newcastle.

Lyndyn C. Norgang – Ms. Norgang appeared before the Board for her application review as a Residential Care Facility Administrator. In a motion by Margot Russell, seconded by John Pratt, the Board voted unanimously to approve this application. Ms. Norgang is the Assistant Administrator of The Lincoln Home in Newcastle.

Dale L. Roy – Ms. Roy appeared before the Board for her application review as a Residential Care Facility Administrator. In a motion by John Pratt, seconded by Mary Jane Richards, the Board voted unanimously to deny this application as Ms. Roy does not meet the education requirements for licensure as a Residential Care Facility Administrator.

Lori Nelson – Ms. Nelson appeared before the Board for her application review as a Residential Care Facility Administrator. In a motion by Marie Fisher, seconded by Margot Russell, the Board voted unanimously to approve this application. Ms. Nelson is the Administrator of Fairmount Boarding Home in Bangor.

Laurie A. Melanson – Ms. Melanson’s application for the Administrator-in-Training Program was reviewed and unanimously approved in a motion by Michael Beal, seconded by John Pratt.

Ms. Melanson’s full-time Administrator-in-Training program will be conducted at the Greenwood Center in Sanford with Christine Boisvert, license #MLA 336, as Preceptor. The commencement date of this program will be September 24, 2001. Both Ms. Melanson and Ms. Boisvert attended the meeting.

Norma C. House – Ms. House’s application for the Administrator-in-Training Program was reviewed and unanimously approved in a motion by Marie Fisher, seconded by John Pratt.

Ms. House’s full-time Administrator-in-Training program will be conducted at Parkview Nursing and Rehab in Livermore Falls with Stephen Garde, license #MLA 709, as Preceptor. The commencement date of this program will be October 12, 2001. Both Ms. House and Mr. Garde attended the meeting.

Paulette Thomas – An application requesting a temporary nursing home administrator’s license was reviewed and unanimously approved in a motion by Michael Beal, seconded by Margot Russell. Ms. Thomas will be the temporary administrator at Northland Living Center in Jackman. Mary Jane Richards, license #MLA 632, will be the Consultant. The temporary license will be effective from September 19, 2001 – December 19, 2001. Mary Jane Richards was recused.

REQUEST FOR DEEMED STATUS

Michael Beal, seconded by John Pratt, made a motion to approve deemed status for the Maine Health Care Association. All in favor.

MAINE HEALTH CARE ASSOCIATION’S REQUEST FOR VIDEO CEUS

This agenda item was tabled pending further information.

ADMINISTRATOR-IN-TRAINING COMMITTEE REPORT

Marie Fisher informed the Board that with the approval of today’s applications, it currently has six administrator-in-training programs in progress.

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ADMINISTRATOR'S COMMENTARY – ELAINE THIBODEAU

Elaine distributed the August Analysis Reports, and explained that the Cash Balance is \$26,162 as of August 31st, and three more Transfer deductions of \$13,628 each will be taken on 10/1/01, 1/1/02, and 4/1/02. This, coupled with the other expenses that arise throughout the Fiscal Year (e.g., per diem, operating expenses), would preclude out-of-state travel, given that they will be incurred before much of the positive impact of the upcoming October 1, 2001 fee-increase rulemaking will be felt at the time of the 6/30/02 renewals. The Board registered its concerns about this constraint, under existing funding mechanisms, on its ability to perform some of the responsibilities it would normally fulfill.

Further on the subject of conference attendance, Elaine revealed that she had confirmed with the Commissioner at a recent staff meeting that the options now being offered to Departmental employees who attend conferences are also being extended to Board members, so that they may elect – especially under the current circumstances surrounding the need for security at airports – to travel by rail, bus, or personal automobile, provided the cost does not exceed that of air travel.

Elaine also discussed Public Law 2001, Chapter 358, “An Act Making Unified Appropriations and Allocations ...” whose “Professional Education” component deals with “End-of-Life Care” and asked the Board to provide a statement assessing how current entry-level and continuing education requirements address end-of-life care issues. Barbara Steller will be responding to Elaine on behalf of the Board, whose input will be included into the report to be prepared for the Health & Human Services Committee of the Legislature.

MISCELLANEOUS

Lou Dorogi and Barbara Steller announced the agreement that had been reached with DHS to have the board be the exclusive determiner of the criteria for the licensure of Administrators of Level II Facilities, as the principle of “portability” would discourage the practice of linking an Administrator’s license to that of a Facility. It is uncertain, at this point, whether DHS or the Board will be drafting the legislation to this effect; Jack Richards will be discussing this with Bob Perkins.

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ADJOURNMENT

There being no further business, in a motion by Marie Fisher and seconded by Mary Jane Richards, the Board voted unanimously to adjourn the meeting at 12:00 p.m.

Respectfully submitted,

Diane J. Bradstreet
Board Clerk