

MINUTES

COVER PAGE

BOARD NAME: Nursing Home Administrators Licensing Board

DATE: December 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: 10:00 A.M.

CHAIR: Barbara Steller, Chair

MEMBERS PRESENT: Barbara Steller, Chair
Margot Russell
John Pratt
Mary Jane Richards

MEMBERS ABSENT: Michael Beal
Marie Fisher

OTHERS PRESENT: Jack Richards, Assistant Attorney General
Lou Dorogi, Director, Licensing & Certification, DHS
Elaine Thibodeau, Health Board Administrator
Diane Bradstreet, Board Clerk

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

CALL TO ORDER

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

APPROVAL OF MINUTES

In a motion by Margot Russell, seconded by John Pratt, the Board voted unanimously to approve the October 17, 2001 and November 28, 2001 minutes as written.

APPLICATION REVIEW

The application for Pamela G. Capele for licensure as Residential Care Facility Administrator was approved in a motion by John Pratt, seconded by Margot Russell. Ms. Capele is the Administrator for the Pavilion Residential Care/Hillcrest Gardens Residential Care in Sanford.

LETTER OF GUIDANCE – COMPLAINT #NHA-041

In a motion by Margot Russell, seconded by John Pratt, the Board reviewed and approved the letter of guidance in Complaint #NHA-041. All in favor with Mary Jane Richards recused.

ADMINISTRATOR’S COMMENTARY – ELAINE THIBODEAU

Elaine reported on the following:

- A letter was received from NAB informing all state [Boards](#) about the problems they have experienced with mail delivery since the October 19th anthrax discovery at the postal facility that handles their mail;
- A new copy of the Board’s law was distributed; and
- A new rule is being considered in which a board would be required to audit only 5 – 10% of [applications for compliance with the continuing education](#) requirement.

ADJOURNMENT

There being no further business, in a motion by Mary Jane Richards, seconded by Margot Russell, the Board voted unanimously to adjourn the meeting at 10:00 a.m.

Respectfully submitted,

Diane J. Bradstreet
Board Clerk