

## MINUTES

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**BOARD NAME:** Nursing Home Administrators Licensing Board

**DATE:** February 20, 2002

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

<b>TIME</b>	<b>TIME CALLED</b>	<b>TIME</b>
<b>SCHEDULED:</b> 9:30 A.M.	<b>TO ORDER:</b> 9:30 A.M.	<b>ADJOURNED:</b> 11:30 A.M.

**CHAIR:** Barbara Steller, Chair

**MEMBERS PRESENT:** Barbara Steller, Chair  
Mary Jane Richards  
John Pratt  
Stephen Garde  
Marie Fisher

**MEMBERS ABSENT:** Margot Russell  
Michael Beal

**OTHERS PRESENT:** Jack Richards, Assistant Attorney General  
Peter Mauro, Director, Assisted Living Unit, DHS  
Elaine Thibodeau, Health Board Administrator  
Diane Bradstreet, Board Clerk

**NURSING HOME ADMINISTRATORS LICENSING BOARD  
BOARD MEETING MINUTES  
FEBRUARY 20, 2001**

**CALL TO ORDER**

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

**APPROVAL OF MINUTES**

In a motion by John Pratt, seconded by Marie Fisher, the Board voted unanimously to approve the January 16, 2002 minutes as written.

**APPLICATION REVIEW**

Jill Bosa – An application for an Administrator-in-Training Program for Ms. Bosa was reviewed and unanimously approved in a motion by Marie Fisher, seconded by Mary Jane Richards.

Ms. Bosa's full-time Administrator-in-Training program will be conducted at Eastside Rehabilitation & Living Center in Bangor with Penelope Sargent, license #AD 304, as Preceptor. The commencement date of this program will be March 11, 2002. Both Ms. Bosa and Ms. Sargent were in attendance at the meeting.

**RESIGNATION OF BOARD MEMBER**

The Chair informed the Board of the impending resignation of Michael Beal. Mr. Beal is currently the Board's complaint officer. Mary Jane Richards volunteered to be the Board's new complaint officer.

**INFORMAL CONFERENCE**

Complaint #NHA-046 – This Informal Conference was held in public session at the request of the licensee.

At the conclusion of the informal conference, a motion was made by John Pratt, seconded by Stephen Garde to enter into a consent agreement with the licensee which will include a voluntary surrender of licensure.

**ADMINISTRATOR'S COMMENTARY – ELAINE THIBODEAU**

Elaine distributed the January Analysis Report, which revealed that the board now has a \$1,427 deficit, and explained that at least until the June renewal revenue starts to arrive, their vouchers would need to be held for payment.

**ADJOURNMENT**

There being no further business, in a motion by Marie Fisher, seconded by Stephen Garde, the Board voted unanimously to adjourn the meeting at 11:30 a.m.

Respectfully submitted,

Diane J. Bradstreet  
Board Clerk