

MINUTES

COVER PAGE

BOARD NAME: Nursing Home Administrators Licensing Board

DATE: April 17, 2002

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

**TIME
SCHEDULED:** 9:30 A.M.

**TIME CALLED
TO ORDER:** 9:30 A.M.

**TIME
ADJOURNED:** 12:00 P.M.

CHAIR: Barbara Steller, Chair

MEMBERS PRESENT: Barbara Steller, Chair
Mary Jane Richards, Complaint Officer
Margot Russell
Marie Fisher

MEMBERS ABSENT: Steven Garde

OTHERS PRESENT: Jack Richards, Assistant Attorney General
Lou Dorogi, Director, Bureau of Medical Services, DHS
Elaine Thibodeau, Health Board Administrator
Diane Bradstreet, Board Clerk

**NURSING HOME ADMINISTRATORS LICENSING BOARD
BOARD MEETING MINUTES
APRIL 17, 2002**

CALL TO ORDER

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

APPROVAL OF MINUTES

In a motion by Marie Fisher, seconded by Mary Jane Richards, the Board voted unanimously to approve the March 20, 2002 minutes as written.

APPLICATION REVIEW

Milton S. Ayer – An application for licensure as a Residential Care Facility Administrator was reviewed and unanimously approved in a motion by Marie Fisher, seconded by Margot Russell. Mr. Ayer is currently the administrator of the Auburn Group Home.

Matthew L. Griswold – An application for an Administrator-in-Training Program (AIT) for Mr. Griswold was reviewed and unanimously approved in a motion by Marie Fisher, seconded by Margot Russell.

Mr. Griswold's part-time Administrator-in-Training program will be conducted at Tallpines Rehab and Living Center in Belfast with Larry Brown, license #MLA 347, as Preceptor. The commencement date of this program will be April 17, 2002.

Anthony J. Belliveau, Jr. – The Board reviewed Mr. Belliveau's application requesting licensure as a Multi-Level Long Term Care Facility Administrator. Mr. Belliveau was previously licensed by the Board as a Nursing Home Administrator until June 30, 2000. Mr. Belliveau does not meet the requirements for licensure as a Multi-Level Long Term Care Facility Administrator, therefore, the Board allowed Mr. Belliveau to change his application and request licensure as a Nursing Home Administrator.

In a motion by Marie Fisher, seconded by Mary Jane Richards, the Board voted unanimously to grant the issuance of Mr. Belliveau's Nursing Home Administrator's license on a probationary status. This probationary status will include participation of 48 hours of continuing education and the submission of monthly progress reports.

COMPLAINT PRESENTATIONS

NHA-047 – Marie Fisher presided as Chair for this presentation as Barbara Steller was recused.

In a motion by Mary Jane Richards, seconded by Margot Russell, the Board voted unanimously to enter into executive session.

Once out of executive session, a motion was made by Margot Russell, seconded by Marie Fisher, to dismiss this complaint as no violation of Board rule or law was found. All in favor with Mary Jane Richards abstaining.

NHA-048 – In a motion by Margot Russell, seconded by Mary Jane Richards, the Board voted unanimously to enter into executive session.

Once out of executive session, a motion was made by Marie Fisher and seconded by Margot Russell to hold an adjudicatory hearing on this complaint. All in favor with Mary Jane Richards abstaining.

COMMITTEE REPORTS

Examination Committee – Margot Russell reported that the state examination was given on April 11, 2002. All six of the applicants passed the examination.

AIT Committee – Marie Fisher reported that there are currently five administrator-in-training programs in progress.

Complaint Committee – Mary Jane Richards reported that the Board has one complaint pending.

ADMINISTRATOR'S COMMENTARY – ELAINE THIBODEAU

Board Clerk Diane Bradstreet is working on putting the A-I-T reporting forms on the website, as well as adding a link to NAB.

Elaine gave an update on the current budget situation and on the amounts reimbursable to board members for past meetings.

The NAB conference will be taking place in June; however, due to budget constraints, it does not appear that a representative from the Board will be able to attend.

ADJOURNMENT

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

Respectfully submitted,

Diane J. Bradstreet
Board Clerk