

MINUTES

COVER PAGE

BOARD NAME: Nursing Home Administrators Licensing Board

DATE: July 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:** 11:00 A.M.

CHAIR: Barbara Steller, Chair

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

MEMBERS ABSENT: None

OTHERS PRESENT: Jack Richards, Assistant Attorney General
Elaine Thibodeau, Health Board Administrator
Diane Bradstreet, Board Clerk

**NURSING HOME ADMINISTRATORS LICENSING BOARD
BOARD MEETING MINUTES
JULY 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 Mary Jane Richards, seconded by Marie Fisher, the Board voted unanimously to approve the June 19, 2002 minutes as amended.

APPLICATION REVIEW

Charlene R. Allen – An application for licensure as a Residential Care Facility Administrator was reviewed and unanimously approved in a motion by Mary Jane Richards, seconded by Stephen Garde.

Wendy Anne Baril – 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.

Valerie E. Coleman – In a motion by Stephen Garde, seconded by Mary Jane Richards, Ms. Coleman's application for temporary licensure was reviewed and unanimously approved effective July 22, 200.

Ms. Coleman will be temporary administrator at Eastside Rehabilitation and Living Center with Michael Skirven, license #MLA 656, as consultant.

REQUEST FOR DEEMED STATUS

Maine Health Care Association – In a motion by Stephen Garde, seconded by Mary Jane Richards, Maine Health Care Association's request for deemed status was reviewed and unanimously approved.

Maine Hospital Association - In a motion by Marie Fisher, seconded by Margot Russell, Maine Hospital Association's request for deemed status was reviewed and unanimously approved.

Letters will be sent to both the Maine Hospital Association and the Maine Health Care Association informing them of the Board's approval and also reminding them that according to Board rules, deemed status requests are reviewed in May of each year, therefore, any organization desiring this status should submit such requests prior to that meeting.

DISCUSSION REGARDING CONTINUING EDUCATION APPROVAL

The Board discussed their concerns that some administrators are still requesting continuing education approval for programs after the 30 day time limit and also that during the Board's renewal period, some administrators submitted programs which had not been approved.

COMMITTEE REPORTS

Examination Committee: Margot Russell reported that the state examination was administered on July 11, 2002. Out of the three applicants who sat for this examination, one failed.

Complaint Committee: Mary Jane Richards reported that on August 21, 2002 an adjudicatory hearing will be held on Complaint #NHA – 047 and an informal conference will be held on Complaint #NHA-049.

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

ADMINISTRATOR'S COMMENTARY – ELAINE THIBODEAU

Elaine distributed and reviewed the Board's current analysis report; the Board's cash balance as of the conclusion of Fiscal Year 2002 (which ended on June 30, 2002) stands at \$39,671.

She also announced that the Board has a new public member, Catherine A. Saltz.

ADJOURNMENT

In a motion by Marie Fisher, seconded by Margot Russell, the Board voted unanimously to adjourn at 11:00 a.m.

Respectfully submitted,

Diane J. Bradstreet
Board Clerk