

## MINUTES

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

**DATE:** August 21, 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:** 12:30 P.M.

**CHAIR:** Barbara Steller

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

**MEMBERS ABSENT:** Marie Fisher

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

**NURSING HOME ADMINISTRATORS LICENSING BOARD  
BOARD MEETING MINUTES  
AUGUST 21, 2002**

**CALL TO ORDER**

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

**ADJUDICATORY HEARING ON COMPLAINT #NHA-047**

Due to new information received regarding the licensee in Complaint #NHA-047, in a motion by Mary Jane Richards, seconded by Stephen Garde, the Board voted unanimously for a continuance in this matter.

**APPROVAL OF MINUTES**

In a motion by Margot Russell, seconded by Mary Jane Richards, the Board voted unanimously to approve the July 17, 2002 minutes as written.

**APPLICATION REVIEW**

Susan Lamoureux – An application for licensure as a Residential Care Facility Administrator was reviewed and unanimously approved in a motion by Stephen Garde, seconded by Margot Russell.

Robert Bourassa – 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.

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

**APPROVAL OF REQUEST FOR CONTINUING EDUCATION EXTENSION**

At the request of Anne Walp, a Multi-Level Long Term Care Facility Administrator, the Board voted unanimously to grant Ms. Walp permission to use the credit she will earn at an August 2002 program towards the renewal of her license which expired on June 30, 2002. This motion was made by Mary Jane Richards and seconded by Margot Russell.

**APPROVAL OF CONTINUING EDUCATION**

The Board reviewed the continuing education submitted for the renewal of Deborah Jean Szczygiel's Multi-Level Long Term Care Facility Administrator's license and in a motion by Stephen Garde, seconded by Mary Jane Richards; the Board voted unanimously that Ms. Szczygiel's continuing education was not appropriate due to the fact that she had not received approval for her programs.

### **MOTION FOR EXECUTIVE SESSION**

In a motion by Mary Jane Richards, seconded by Stephen Garde, the Board voted unanimously to go into executive session at 10:00 a.m.

In a motion by Mary Jane Richards, seconded by Margot Russell, the Board voted unanimously to come out of executive session at 10:17 a.m.

### **COMMITTEE REPORTS**

Testing Committee: Margot Russell reported that the next state examination will be given on October 10, 2002.

Complaint Committee: Mary Jane Richards reported that an informal conference is scheduled today at 11:00 a.m. and that the Board has one continuance.

### **ADMINISTRATOR'S COMMENTARY**

Elaine presented an update of the Board's financial situation.

### **INFORMAL CONFERENCE ON COMPLAINT #NHA-049**

In a motion by Mary Jane Richards, seconded Stephen Garde, the Board voted unanimously to enter into executive session at 11:15 a.m. for purposes of conducting an Informal Conference on Complaint #NHA-049.

In a motion by Margot Russell, seconded by Stephen Garde, the Board voted unanimously to come out of executive session at 12:17 p.m.

In a motion by Stephen Garde, seconded by Margot Russell, the Board voted unanimously to issue a Consent Agreement for Warning in the matter of Complaint #NHA-049.

### **ADJOURNMENT**

In a motion by Stephen Garde, seconded by Mary Jane Richards, the Board voted unanimously to adjourn at 12:30 p.m.

Respectfully submitted,

Diane J. Bradstreet  
Board Clerk