

MINUTES

COVER PAGE

BOARD NAME: Nursing Home Administrators Licensing Board

DATE: September 18, 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

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

MEMBERS ABSENT: None

OTHERS PRESENT: Robert Perkins, Assistant Attorney General
Diane Bradstreet, Board Clerk
Louis Dorogi, Director, Bureau of Medical Services, DHS

**NURSING HOME ADMINISTRATORS LICENSING BOARD
BOARD MEETING MINUTES
SEPTEMBER 18, 2002**

CALL TO ORDER

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

APPROVAL OF MINUTES

In a motion by Stephen Garde, seconded by Mary Jane Richards, the Board voted unanimously to approve the August 21, 2002 minutes as written.

APPLICATION REVIEW

Douglas L. Watermolen – An application for licensure as a Residential Care Facility Administrator was reviewed and unanimously approved in a motion by Marie Fisher, seconded by Catherine Saltz.

Debra Thomas – An application for licensure as a Residential Care Facility Administrator was reviewed and unanimously approved in a motion by Mary Jane Richards, seconded by Margot Russell.

Cynthia A. Noyes – Reviewed was a request for a full-time Administrator-in-Training Program to be conducted at Danforth Residential Care Center. Ms. Noyes' Preceptor will be Ann Bradley, license #MLA 677. A commencement date of September 18, 2002 is being requested.

In a motion by Marie Fisher, seconded by Mary Jane Richards, the Board voted unanimously to approve Ms. Noyes' Administrator-in-Training program contingent upon her remaining enrolled and completing her courses of study at St. Joseph's College, LTC 210 - Long Term Care Administration and HC 341 - Introduction to Health Care Accounting, prior to the conclusion of her Administrator-in-Training Program.

Rose M. Blanchette – Ms. Blanchette's application requesting an Administrator-in-Training Program was tabled until the October meeting in a motion by Marie Fisher, seconded by Margot Russell. All in favor.

Michael A. Speidel – Mr. Speidel's application requesting an Administrator-in-Training Program was tabled until the October meeting in a motion by Marie Fisher, seconded by Catherine Saltz. All in favor.

REQUEST FOR RENEWAL OF LICENSURE

Considered was Deborah J. Szczygiel's application for the renewal of her license as a Multi-Level Long Term Care Facility Administrator. At the August 21, 2002 meeting, the Board voted that Ms. Szczygiel's continuing education was not appropriate due to the fact that her courses had not been approved within 30 days of her attendance at those courses as required by Chapter 8 of the Board's rules. Ms. Szczygiel is appearing today to request the Board's consideration of her renewal.

In a motion by Catherine Saltz, seconded by Stephen Garde, the Board voted unanimously to renew Ms. Szczygiel's license with the stipulation that she signs a Consent Agreement which will include:

- accepting a warning concerning her obligation to follow the Board's Rules about obtaining the requisite number of hours of continuing education and properly getting those approved and documented, and
- obtaining within 60 days of the date of the last signature on the Consent Agreement a total of 12 additional continuing education hours satisfactory under the Rules and approved pursuant to the process set forth in the rules. None of those hours so reported may be counted towards the licensing cycle that commences with the renewal issued pursuant to the agreement.

The Board voted unanimously to table, until the October meeting, a request for the renewal of Sandra Kots' license as a Nursing Home Administrator. This motion was made by Barbara Steller and seconded by Margot Russell. Ms. Kots will be requested to appear before the Board in October.

REQUEST FOR DEEMED STATUS

In a motion by Stephen Garde, seconded by Mary Jane Richards, the Board voted unanimously to approve the request for deemed status for both the University of Maine Center on Aging and the Maine Chapters of the National Gerontological Nursing Association.

COMMITTEE REPORTS

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

Administrator-In-Training Committee – Marie Fisher reported that there are three programs currently in progress and three new application reviewed at today's meeting.

ADJOURNMENT

In a motion by Mary Jane Richards, seconded by Marie Fisher, the Board voted unanimously to adjourn at 12:00 p.m.

Respectfully submitted,

Diane J. Bradstreet
Board Clerk