

**STATE OF MAINE**  
**NURSING HOME ADMINISTRATORS LICENSING BOARD**

*Minutes of January 15, 2003 Board Meeting*

Members Present: Mary Jane Richards, Complaint Officer; Margot Russell, Stephen Garde and Marie Fisher

Others Present: Dorene Gerrish, Administrator; Jack Richards, Assistant Attorney General; Lou Dorogi, Director, Bureau of Medical Services, DHS and Diane Bradstreet, Board Clerk

Members Absent: Barbara Steller, Chair and Catherine Saltz

**ELECTION OF ACTING CHAIR**

In a motion by Mary Jane Richards, seconded by Margot Russell, the Board voted unanimously to elect Marie Fisher as the acting chair for today's meeting.

**CALL TO ORDER**

Marie Fisher, Acting Chair, called the meeting to order at 9:40 a.m.

**APPROVAL OF MINUTES**

In a motion by Mary Jane Richards, seconded by Stephen Garde, the Board voted unanimously to approve the December 18, 2002 minutes as written.

**APPLICATION REVIEW**

Thomas D. Murray – An application for an Administrator-in-Training Program for Mr. Murray was reviewed and unanimously approved in a motion by Stephen Garde, seconded by Margot Russell.

Mr. Murray's part-time Administrator-in-Training program will be conducted at Charles A. Dean Nursing Home in Greenville, with Barbara Steller, license #MLA 400, as Preceptor. The commencement date of this program will be January 15, 2003.

Jonathan Roy – In a motion by Margot Russell, seconded by Mary Jane Richards, the Board voted unanimously to table action on Mr. Roy's application for the Administrator-in-Training Program pending receipt of the formal training guide.

Gerri Viitala – An application for a Residential Care Facility Administrator was reviewed and unanimously approved in a motion by Mary Jane Richards, seconded by Stephen Garde.

David M. Kingsley – An application for a Residential Care Facility Administrator was reviewed and unanimously approved as amended in a motion by Stephen Garde, seconded by Margot Russell.

Shirley Johnson – An application for a Residential Care Facility Administrator was reviewed and unanimously approved in a motion by Stephen Garde, seconded by Mary Jane Richards.

## **COMPLAINT PRESENTATION**

Mary Jane Richards, Compliant Officer, presented Complaint #NHA-051. In a motion by Stephen Garde, seconded by Margot Russell, the Board voted unanimously to schedule an Informal Conference on this matter for the February 19, 2003 meeting.

## **COMMITTEE REPORTS**

Administrator-in-Training Committee: Marie Fisher reported that the Board has ten Administrator-in-Training Programs currently in progress.

Examination Committee: Margot Russell reported that the state examination was conducted on January 9, 2003. The four applicants who sat for this examination all received passing scores.

Complaint Committee: Mary Jane Richards reported that an Informal Conference will be conducted at the February meeting on Complaint #NHA-051.

## **ELECTION OF OFFICERS**

In a motion by Margot Russell, seconded by Mary Jane Richards, the Board voted unanimously to re-elect Barbara Steller as Chair.

In a motion by Stephen Garde, seconded by Margot Russell, the Board voted unanimously to re-elect Mary Jane Richards as Complaint Officer.

## **ADJOURNMENT**

In a motion by Mary Jane Richards, seconded by Stephen Garde, the Board voted unanimously to adjourn at 10:40 a.m.

Respectfully submitted,

Diane J. Bradstreet  
Board Clerk