

STATE OF MAINE
NURSING HOME ADMINISTRATORS LICENSING BOARD

Minutes of March 19, 2003 Board Meeting

Members Present: Barbara Steller, Chair; Mary Jane Richards, Complaint Officer; Catherine Saltz and Marie Fisher

Others Present: Penny Vaillancourt, Administrator; Jack Richards, Assistant Attorney General and Diane Bradstreet, Board Clerk

Members Absent: Margot Russell and Stephen Garde

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 Catherine Saltz, the Board voted unanimously to approve the February 19, 2003 minutes as written.

APPLICATION REVIEW

Linda A. Burby – An application for a Residential Care Facility Administrator was reviewed and unanimously approved in a motion by Mary Jane Richards, seconded by Marie Fisher.

Janice Martin – An application for a Residential Care Facility Administrator was reviewed and unanimously approved in a motion by Marie Fisher, seconded by Mary Jane Richard.

Gregory Joel Urban – An application for a Residential Care Facility Administrator was reviewed and unanimously approved in a motion by Mary Jane Richards, seconded by Catherine Saltz.

Debra A. Heffernan – An application for a Residential Care Facility Administrator was reviewed and unanimously approved in a motion by Marie Fisher, seconded by Catherine Saltz.

DISCUSSION REGARDING STATE EXAMINATION

Barbara Steller discussed the rewriting of the State Examination and requested the Board's permission to contact Sue Donar, Ed.D, Coordinator of Distance Delivery at the USM Muskie School. Part of Ms. Donar's position at the Muskie School is to coordinate and develop curriculums and psychometric testing. Ms. Donar has indicated her willingness to attend a Board meeting to discuss how she could help to develop a state test.

In a motion by Marie Fisher, seconded by Mary Jane Richards, the Board voted unanimously to have the Chair contact Sue Donar regarding a proposal to rewrite the state examination.

COMMITTEE REPORTS

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

Ms. Fisher also reported that one Administrator-in-Training (AIT) is delinquent in submitting her AIT Progress Reports. Since the start of her program on November 1, 2002, only one report has been received by the Board.

In a motion by Catherine Saltz, seconded by Mary Jane Richards, the Board requested Ms. Fisher to contact the AIT and her Preceptor to determine whether there is some reason why these reports have not been submitted monthly as required by Board Rules. Ms. Fisher will report her findings to the Board at the April meeting.

Complaint Committee – Mary Jane Richards reported that there is one complaint currently in progress and that the licensee in Complaint #NHA-051 has not yet submitted his signed Consent Agreement. The licensee, however, is still within his 30 days.

ADJOURNMENT

There being no further business, the meeting was adjourned at 10:30 a.m.

Respectfully submitted,

Diane J. Bradstreet
Board Clerk