

STATE OF MAINE
NURSING HOME ADMINISTRATORS LICENSING BOARD

Minutes of April 16, 2003 Board Meeting

Members Present: Barbara Steller, Chair; Catherine Saltz, Marie Fisher, Margot Russell and Stephen Garde

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

Members Absent: Mary Jane Richards, Complaint Officer

CALL TO ORDER

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

APPROVAL OF MINUTES

In a motion by Marie Fisher, seconded by Catherine Saltz, the Board voted unanimously to approve the March 19, 2003 minutes as written.

APPLICATION REVIEW

Wendy Van Duzer Roberts – An application for the Administrator-in-Training Program was reviewed and unanimously approved in a motion by Marie Fisher, seconded by Margot Russell.

Ms. Roberts' part-time Administrator-in-Training program will be conducted at Cove's Edge in Damariscotta, with Judy McGuire, license #MLA 649, as Preceptor. The commencement date of this program will be April 16, 2003.

Constance R. Perron – An application for a Residential Care Facility Administrator was reviewed and unanimously approved in a motion by Stephen Garde, seconded by Catherine Saltz.

CORRESPONDENCE

The Board reviewed and discussed the correspondence received from Administrator-in-Training Tara Verville and from her Preceptor, Venise Minkowsky, regarding the submittal of Ms. Verville's monthly Administrator-in-Training reports.

In a motion by Margot Russell, seconded by Catherine Saltz, the Board voted unanimously to have Assistant Attorney General Jack Richards write a letter of concern and guidance to Ms. Minkowsky regarding the lack of timely progress reports and her role as Ms. Verville's Preceptor.

In a motion by Margot Russell, seconded by Catherine Saltz, the Board voted unanimously that the Board's letter to Ms. Minkowsky will remain in her file for a period of one year.

DISCUSSION REGARDING STATE EXAMINATION

The Board discussed the State Examination and ways in which a new examination could be developed. It was decided that at the next meeting, the Board will go into executive session for the purpose of reviewing and evaluating the current state examination questions and at that time decide on a plan of action.

COMMITTEE REPORTS

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

Complaint Committee – Assistant Attorney General Jack Richards reported that the Complaint Committee is currently working on a new complaint and that the licensee in Complaint #NHA-051 has requested additional time in which to submit his signed Consent Agreement.

Examination Committee – Margot Russell reported that the State Examination was administered on April 10, 2003 to two applicants resulting in one applicant passing the examination and one failing it.

Continuing Education Committee: Stephen Garde reported that most requests for continuing education approval have been accompanied by the Board's "Request for Continuing Education Approval" form.

ADJOURNMENT

There being no further business, the meeting was adjourned at 11:00 a.m.

Respectfully submitted,

Diane J. Bradstreet
Board Clerk