

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

*Minutes of August 20, 2003 Board Meeting*

**Members Present:** Barbara Steller, Chair; Mary Jane Richards, Complaint Officer; Stephen Garde, Catherine Saltz and Margot Russell

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

**Members Absent:** Marie Fisher

**CALL TO ORDER**

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

**APPROVAL OF MINUTES**

In a motion by Margot Russell, seconded by Mary Jane Richards, the Board voted unanimously to approve the July 16, 2003 minutes as written.

**APPLICATION REVIEW**

Tammy L. Pike – Ms. Pike's application for a Residential Care Facility Administrator was reviewed and unanimously approved in a motion by Mary Jane Richards, seconded by Stephen Garde.

Glen Talbot – Reviewed was a request to have Mr. Talbot's Temporary Nursing Home Administrator's license renewed for an additional three (3) month period. Mr. Talbot is the temporary administrator for The Aroostook Health Center and his current license will expire on August 27, 2003. After reviewing this correspondence, the Board did not feel that extreme hardship had been demonstrated to warrant a 90-day extension of this license. In a motion by Catherine Saltz, seconded by Mary Jane Richards, the Board voted unanimously to approve this extension pending receipt and approval of additional documentation justifying the request. The Board will also inquire if attempts have been made by the facility to recruit a new administrator for this position.

**REQUEST FOR OUT OF STATE TRAVEL**

The Board discussed sending a representative to the National Association of Boards of Examiners of Long Term Care Administrators' (NAB) mid-year meeting which is scheduled to be held in Austin, Texas on November 5-7, 2003. In a motion by Margot Russell, seconded by Stephen Garde, the Board voted unanimously to have Barbara Steller represent the Board at this meeting.

**REQUEST FOR RENEWAL OF LICENSURE**

Phyllis Tedesco - Reviewed was the application for the renewal of Ms. Tedesco's license as a Multi-Level Long Term Care Facility Administrator. In a motion by Catherine Saltz, seconded by Mary Jane Richards, the Board voted unanimously to deny this application because most of the

continuing education submitted by Ms. Tedesco did not have Board approval. She submitted documentation of 27.5 CEUs; however, only six of those CEUs were approved by the Board.

Jerry DeWitt - Reviewed was the application for the renewal of Mr. DeWitt's license as a Residential Care Facility Administrator. In a motion by Catherine Saltz, seconded by Mary Jane Richards, the Board voted unanimously to deny this application because none of the continuing education submitted by Mr. Dewitt had Board approval.

### **COMMITTEE REPORTS**

Complaint Committee: Mary Jane Richards reported that the Complaint Committee is in the process of investigating five new complaints.

### **ADMINISTRATOR'S REPORT**

Penny Vaillancourt reported that a public hearing was held on July 31, 2003 on the Office of Licensing and Registrations' proposed rule, "Uniform Rule for the Substantiation of Continuing Education Requirements." No one appeared to testify against the rule.

### **REVIEW OF TEST QUESTIONS**

In a motion by Stephen Garde, seconded by Margot Russell, the Board voted unanimously to go into executive session for the purpose of reviewing examinations questions.

In a motion by Margot Russell, seconded by Stephen Garde, the Board voted unanimously to come out of executive session.

### **ADJOURNMENT**

There being no further business, the meeting was adjourned at 11:30 a.m.

Respectfully submitted,

Diane J. Bradstreet  
Board Clerk