

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

*Minutes of September 17, 2003 Board Meeting*

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

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

Members Absent: None

**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 Richard, seconded by Stephen Garde, the Board voted unanimously to approve the August 20, 2003 minutes as written.

**APPLICATION REVIEW**

Stephen A. Tuck – Mr. Tuck's application for a Residential Care Facility Administrator was reviewed and unanimously approved in a motion by Stephen Garde, seconded by Margot Russell.

Lisa Harvey-McPherson – Ms. Harvey-McPherson's application for a Residential Care Facility Administrator was reviewed and unanimously approved in a motion by Stephen Garde, seconded by Mary Jane Richards. Barbara Steller was recused.

Fred French – Mr. French's application for a Residential Care Facility Administrator was reviewed and unanimously approved in a motion by Mary Jane Richards, seconded by Margot Russell.

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

Beth L. Dunbar – Ms. Dunbar's application for a temporary administrator's license was reviewed and unanimously approved in a motion by Marie Fisher, seconded by Margot Russell.

Ms. Dunbar will be temporary administrator at Sonogee Rehabilitation and Living Center in Bar Harbor with Paula Varney, license #MLA 402, as Consultant. The license will be effective from September 17, 2003 to December 17, 2003.

**DISCUSSION REGARDING PUBLIC LAW 416**

Richard A. Erb, President/CEO of the Maine Health Care Association came to today's meeting, at the Board's invitation, to discuss and provide input regarding the educational requirements

for Nursing Home Administrator positions, as outlined in Public Law 416, "An Act to Implement Regulatory Reforms and To Address Staffing Issues in Long-term Care Facilities." This legislation requires the Board to submit a report with recommendations regarding educational requirements for Nursing Home Administrators to the Joint Standing Committee on Health and Human Services by January 15, 2004. A committee will be formed to review this matter. Board Member Stephen Garde offered to be the Board representative.

### **REQUEST FOR RENEWAL OF LICENSURE AND WAIVER OF CONTINUING EDUCATION**

Robin C. Gabe - Reviewed was the application for the renewal of Mr. Gabe's license as a Multi-Level Long Term Care Facility Administrator and also his request for a waiver of twenty of the twenty-four continuing education units required for the renewal of his license.

In a motion by Mary Jane Richard, seconded by Margot Russell, the Board voted unanimously to invite Mr. Gabe to the Board's October meeting to describe his hardship.

### **COMMITTEE REPORTS**

AIT Committee: Marie Fisher reported that there are currently seven administrator-in-training programs currently in progress.

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

Examination Committee: It was reported by Margot Russell that the Board received examination results from NAB for Lynn Beaulieu, Michael Speidel and Matthew Griswold. All three individuals received passing scores.

### **ADMINISTRATOR'S REPORT – PENNY VAILLANCOURT**

The January 2004 examination will contain questions from the Nursing Home Administrators Licensing Board rules. Ms. Vaillancourt will notify potential applicants of same and will also inform them that in order to be eligible to sit for the state examination, they will need to file the Board's "Application for Examination" form.

### **ADJOURNMENT**

There being no further business, in a motion by Margot Russell, seconded by Stephen Garde, the meeting was adjourned at 12:30 p.m.

Respectfully submitted,

Diane J. Bradstreet  
Board Clerk