

STATE OF MAINE
NURSING HOME ADMINISTRATORS LICENSING BOARD

Minutes of October 15, 2003 Board Meeting

Members Present: 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: Barbara Steller, Chair

CALL TO ORDER

Marie Fisher, Acting Chair, called the meeting to order at 9:00 a.m.

APPROVAL OF MINUTES

In a motion by Mary Jane Richards, seconded by Stephen Garde, the Board voted unanimously to approve the September 17, 2003 minutes as amended.

APPLICATION REVIEW

Floyd Dupree – Mr. Dupree's application for licensure as a Residential Care Facility Administrator was reviewed and unanimously approved in a motion by Mary Jane Richards, seconded by Stephen Garde.

Diane C. Libby-Gilbert – In a motion by Mary Jane Richards and seconded by Stephen Garde, Ms. Libby-Gilbert's request for the Administrator-in-Training Program was tabled until the November meeting pending receipt of additional information regarding her program.

REVIEW OF APPLICATIONS FOR RENEWAL

Robin C. Gabe – Reviewed was a request for the renewal of Robin 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. In order to resolve this matter and to allow Mr. Gabe to renew his license, in a motion by Catherine Saltz, seconded by Stephen Garde, the Board voted unanimously to offer Mr. Gabe a Consent Agreement. In signing the Consent Agreement, Mr. Gabe agrees that within ninety (90) days of signing the Consent Agreement, he will complete and satisfactorily document to the Board twenty (20) additional contact hours of study. Mr. Gabe will also be required to complete all contact hours of study obtained in connection with meeting his continuing education requirement for the licensing cycle commencing with the license renewal granted pursuant to the terms of the Consent Agreement. Mr. Gabe, who was in attendance at the meeting, agreed to accept the Board's offer of a Consent Agreement.

J. P. Ouellette – Reviewed was a request for the renewal of J. P. Ouellette's license as a Nursing Home Administrator. Mr. Ouellette submitted documentation of twenty-seven hours of continuing education; however, two of the programs were not completed until September 2003.

Catherine Saltz made a motion to offer Mr. Ouellette a Consent Agreement in which he would be required to complete an additional 15 hours of continuing education. The motion failed for lack of a second.

Stephen Garde made a motion, seconded by Mary Jane Richards, to renew this individual's license and to send him a Letter of Guidance in which the Board would outline its requirements and to keep the Letter of Guidance in Mr. Ouellette's file for a period of five years.

Steven Garde then revised his motion to state that the Board offer this licensee a Consent Agreement in which he would be required to complete an additional six hours of continuing education units within sixty days of his signature on the agreement and that he will also be required to document satisfactory completion of all contact hours of study obtained in connection with meeting his continuing education requirement for the licensing cycle commencing with his license renewal granted pursuant to the terms of this agreement. Upon execution of the agreement by Mr. Ouellette, the Board agrees to grant his application for the renewal of his license. This motion was seconded by Mary Jane Richards. Motion passed in a vote of three in favor and one opposed.

Jacqueline M. Roy - Reviewed was a request for the renewal of Jacqueline M. Roy's license as a Residential Care Facility Administrator. Ms. Roy submitted documentation of her continuing education; however, her programs were not completed until September 2003

In a motion by Catherine Saltz, seconded by Margot Russell, the Board voted unanimously to offer Ms. Roy a Consent Agreement in which she would be required to complete an additional three hours of continuing education units within sixty days of her signature and that she will also be required to document satisfactory completion of all contact hours of study obtained in connection with meeting her continuing education requirement for the licensing cycle commencing with her license renewal granted pursuant to the terms of this agreement. Upon execution of this agreement by Ms. Roy, the Board agrees to grant her application for the renewal of her license.

CORRESPONDENCE

The Board discussed correspondence received from Thomas D. Murray requesting an extension to his Administrator-in-Training Program due to health problems. In a motion by Catherine Saltz, seconded by Stephen Garde, the Board voted to invite Mr. Murray to attend the Board's next meeting to discuss his request with the Board. The vote was four in favor. Marie Fisher did not participate in this discussion.

ADMINISTRATOR'S REPORT

Penny Vaillancourt reported that she met with Richard A. Erb, President/CEO of the Maine Health Care Association to discuss Public Law 416, "An Act to Implement Regulatory Reforms

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and To Address Staffing Issues in Long-term Care Facilities.” The purpose of this meeting was to gather information for the Board’s report to the Joint Standing Committee on Health and Human Services which must be submitted by January 15, 2004 outlining its recommendations regarding educational requirements for Nursing Home Administrators

COMMITTEE REPORTS

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

Complaint Committee: Mary Jane Richards reported that the Board has six complaints pending.

Examination Committee: It was reported by Margot Russell that the State examination was administered on October 9, 2003. Out of the three individuals who sat for this examination, one did not receiving a passing score.

ADJOURNMENT

There being no further business, in a motion by Stephen Garde, seconded by Mary Jane Richards, the meeting was adjourned at 11:30 a.m.

Respectfully submitted,

Diane J. Bradstreet
Board Clerk