

STATE OF MAINE
NURSING HOME ADMINISTRATORS LICENSING BOARD

Minutes of November 18, 2003 Board Meeting

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

Others Present: Penny Vaillancourt, Administrator and Diane Bradstreet, Board Clerk

Members Absent: Catherine Saltz

CALL TO ORDER

Barbara Steller, 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 October 15, 2003 minutes as amended.

APPLICATION REVIEW

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 approved pending receipt of further details regarding Ms. Libby-Gilbert's program.

Susan E. Whalen – Ms. Whalen'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.

REQUEST FOR CHANGE IN ADMINISTRATOR-IN-TRAINING PROGRAM

A request was received from the Maine Veterans' Home to allow Matthew Lessard, an Administrator-in-Training, to spend two weeks of his program at Sandy River Health System. During this period, Mr. Lessard will complete his budgeted time in administration and nursing.

In a motion by Margot Russell, seconded by Mary Jane Richards, the Board voted unanimously to approve this request pending information regarding how the transfer to Sandy River Health System would take place to maintain continuity and also who the Preceptor would be while Mr. Lessard is at this facility and whether or not the Preceptor has taken the Preceptor Training Program.

APPROVAL OF ANNOUNCEMENT REGARDING STATE EXAMINATION

In a motion by Mary Jane Richards, seconded by Margot Russell, the Board voted unanimously to approve for distribution the letter announcing that a revision had been made to the state written examination and that the revised examination is scheduled for its first administration on January 8, 2004.

REQUEST FOR DEEMED STATUS

In a motion by Stephen Garde, seconded by Mary Jane Richards, the Board voted unanimously to approve a request from the University of New England for Deemed Status until June 30, 2004.

DISCUSSION REGARDING L. D. 1607

Mary Jane made a motion to "Recommend to the Joint Standing Committee on Health and Human Services to keep the current requirements for licensure as the minimum standards to become licensed as a Nursing Home Administrator and not allow an alternative pathway for licensure. This motion was seconded by Margot Russell.

Vote: 4 in favor, 1 opposed (Steve Garde)

REQUEST FOR EXTENSION OF ADMINISTRATOR-IN-TRAINING PROGRAM

Reviewed was a letter from Thomas D. Murray who is in an Administrator-In-Training Program, requesting the Board to extend his program by three to six months due to the effects of his medical illness. In consideration of Mr. Murray's ongoing medical issues, a conference call was conducted with him at this meeting. After discussion of this matter, this issue was tabled pending further review.

For purposes of this discussion, Barbara Steller, who is Mr. Murray's Preceptor and Marie Fisher, who is Mr. Murray's employer, stepped out of their roll as board members. Mary Jane Richards was acting chair.

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. Ms. Richards stated that since she is directly involved with one of the complaints, it will be necessary for another member to step in as complaint officer. Barbara Steller offered to handle the complaint.

Examination Committee: Margot Russell reported that the next state examination will be conducted on January 8, 2004.

CHAIR'S REPORT

Barbara Steller reported on the mid-year meeting of the National Association of Board of Examiners of Long Term Care Administrators which she attended in November in Austin, Texas in November.

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