

STATE OF MAINE
NURSING HOME ADMINISTRATORS LICENSING BOARD

Minutes of January 21, 2004 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; Jack Richards, 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 Richards, seconded by Stephen Garde, the Board voted unanimously to approve the November 18, 2003 minutes as written.

APPLICATION REVIEW

Mark McKenna – In a motion by Mary Jane Richards, seconded by Stephen Garde, the Board voted unanimously to approve Mr. McKenna's application for the Administrator-in-Training Program pending receipt of a comprehensive outline of his AIT program as well as documentation of the completion of a management course.

Mr. McKenna's full-time Administrator-in-Training program will be conducted at the Maine Veterans' Home in Caribou, with Romeo Parent, license #MLA 517, as Preceptor. The program will commence upon the Board's receipt of the needed information.

Joline Pothier – Ms. Pothier's application for licensure as a Residential Care Facility Administrator was reviewed and unanimously approved in a motion by Marie Fisher, seconded by Margot Russell.

Laurie M. McFarren – Ms. McFarren's application for licensure as a Temporary Nursing Home Administrator was reviewed and unanimously approved in a motion by Marie Fisher, seconded by Mary Jane Richards. Ms. McFarren will be temporary administrator at Shore Village Rehabilitation and Nursing Center in Rockland with Michael Beal, license #MLA 647, as Consultant. The temporary license will be effective from January 21, 2004 to April 21, 2004.

Beth L. Dunbar – The Board reviewed Ms. Dunbar's application requesting a renewal of her Temporary Nursing Home Administrator's license. Ms. Dunbar is currently the temporary administrator for Sonogee Rehabilitation and Living Center in Bar Harbor with Paula Varney, license #MLA 402, as her Consultant. In a motion by Marie Fisher, seconded by Margot Russell, the Board voted unanimously to approve Ms. Dunbar's request. This license will be effective from December 18, 2003 to March 18, 2004.

PENDING RENEWAL APPLICATION

The Board was made aware that licensee, J. P. Ouellette, license #AD 572, who was offered a Consent Agreement in October as a means of renewing his license, has not returned the signed Agreement to the Board. At the Board's October 15th meeting, it was voted on to offer Mr. Ouellette a Consent Agreement as a means of renewing his license because he had failed to obtain the necessary contact hours of study within the time frame allowed by law for the renewal of his license.

In a motion by Catherine Saltz, seconded by Steven Garde, the Board voted unanimously to deny Mr. Ouellette's renewal.

ELECTION OF OFFICERS

In a motion by Mary Jane Richards, seconded by Margot Russell, the Board voted unanimously to re-elect the same slate of officers, Barbara Steller as Chairperson and Mary Jane Richards as Complaint Officer.

COMMITTEE REPORTS

AIT Committee: Marie Fisher reported that there are two administrator-in-training programs currently in progress and one pending receipt of additional information.

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

Examination Committee: Margot Russell reported that the state examination was given on January 8, 2004. Four applicants sat for the examination, three passed and one failed.

ADMINISTRATOR'S REPORT – PENNY VAILLANCOURT

Ms. Vaillancourt informed the Board that the 121st Legislature is currently in session.

Ms. Vaillancourt also provided a budget update.

ADJOURNMENT

There being no further business, in a motion by Stephen Garde, seconded by Mary Jane Richards, the meeting was adjourned at 11:00 a.m.

Respectfully submitted,

Diane J. Bradstreet
Board Clerk