

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

*Minutes of February 18, 2004 Board Meeting*

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

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

**Members Absent:** Catherine Saltz

**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 Stephen Garde, the Board voted unanimously to approve the January 21, 2004 minutes as written.

**APPLICATION REVIEW**

Judith A. Provencher – Ms. Provencher'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.

Philip T. Hickey – Mr. Hickey's application for licensure by endorsement was reviewed and unanimously approved in a motion by Marie Fisher, seconded by Mary Jane Richards.

Robert G. Poiesz – Mr. Poiesz's application requesting licensure as a Temporary Nursing Home Administrator was reviewed and approved in a motion by Marie Fisher, seconded by Stephen Garde. Mr. Poiesz will be temporary administrator at Borderview Rehabilitation and Living Center in Van Buren with John B. Pelletier, license #MLA 247, as Consultant. The temporary license will be effective from March 1, 2004 to June 1, 2004. All in favor with Mary Jane Richards recused.

**APPROVAL OF RENEWAL APPLICATION**

The Board was presented with the signed Consent Agreement of Mr. J. P. Ouellette, license #AD 572, along with documentation of six additional contact hours of study as required by his Consent Agreement. In a motion by Mary Jane Richards, seconded by Margot Russell, the Board voted unanimously to issue Mr. Ouellette's license.

**COMPLAINT PRESENTATIONS**

The following complaints were presented by Mary Jane Richards, Complaint Officer:

Complaint #NHA – 056 – Stephen Garde made a motion to dismiss this complaint. The motion was seconded by Margot Russell. Stephen Garde then withdrew his motion and made a motion

to invite the licensee in this matter to an Informal Conference. Margot Russell seconded by motion. All in favor with Marie Fisher recused.

Complaint #NHA – 057 – In a motion by Stephen Garde, seconded by Margot Russell, the Board voted unanimously to invite the licensee in this matter to an Informal Conference.

Complaint #NHA – 058 – In a motion by Stephen Garde, seconded by Marie Fisher, the Board voted unanimously to invite the licensee in this matter to an Informal Conference.

Complaint #NHA – 060 - In a motion by Marie Fisher, seconded by Margot Russell, the Board voted unanimously to dismiss this complaint with a Letter of Guidance. In a motion by Marie Fisher, seconded by Margot Russell, the Board voted unanimously that the Letter of Guidance will stay in the licensees file for a period of two year.

#### **REVIEW OF ASSISTANT LIVING ADMINISTRATOR COURSE**

In a motion by Stephen Garde, seconded by Mary Jane Richards, the Board tabled discussion regarding ALFA University's Assisted Living Administrator course until the Board has had a chance to explore ALFA University's credentials.

#### **COMMITTEE REPORTS**

AIT Committee: Marie Fisher reported that there are three Administrator-In-Training programs currently in progress.

Complaint Committee: Mary Jane Richards reported that the Board currently has eight complaints pending and an additional three complaint which have been scheduled for an Informal Conference.

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

#### **ADJOURNMENT**

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

Respectfully submitted,

Diane J. Bradstreet  
Board Clerk