

STATE OF MAINE
NURSING HOME ADMINISTRATORS LICENSING BOARD

Minutes of April 21, 2004 Board Meeting

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

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

Members Absent: Catherine Saltz and Stephen Garde,

CALL TO ORDER

Barbara Steller, Chair, called the meeting to order at 9:30 a.m.

APPROVAL OF MINUTES

In a motion by Marie Fisher, seconded by Mary Jane Richards, the Board voted unanimously to approve the February 18, 2004 minutes as written.

APPLICATION REVIEW

James G. Benoit – Mr. Benoit's application for licensure as a Residential Care Facility Administrator was reviewed and unanimously approved in a motion by Margot Russell and seconded by Mary Jane Richards.

Kathleen P. Jorgensen – Ms. Jorgensen's application for licensure as a Residential Care Facility Administrator was tabled in a motion by Mary Jane Richards, seconded by Margot Russell. A residential care administrator is required to have twelve semester hours from an accredited college with not fewer than six in management and the balance in health care or human services. Ms. Jorgensen needs an additional two hours of management training.

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

Thomas B. Devins – Mr. Devins' application for licensure by endorsement was reviewed and unanimously approved in a motion by Mary Jane Richards, seconded by Marie Fisher.

Laurie M. McFarren – Ms. McFarren's application requesting a renewal of her license as a Temporary Nursing Home Administrator as well as the request for a change in consultants from Michael Beal to Thomas Foran, license #MLA 646, was reviewed and unanimously approved in a motion by Marie Fisher, seconded by Mary Jane Richards. Ms. McFarren is currently the temporary administrator of Shore Village Rehab and Nursing Center. This temporary license will be effective from April 22, 2004 to July 22, 2004.

INFORMAL CONFERENCE – COMPLAINT #NHA-057

In a motion by Marie Fisher, seconded by Margot Russell, the Board voted unanimously to enter into executive session for the purpose of conducting an Informal Conference on Complaint #NHA-057.

In a motion by Margot Russell, seconded by Marie Fisher, the Board voted unanimously to come out of executive session.

In a motion by Marie Fisher, seconded by Margot Russell, the Board voted to send a Letter of Guidance to the licensee in this matter. This Letter of Guidance will stay in the licensee's file for a period of two years. All in favor with Mary Jane Richards recused.

COMPLAINT PRESENTATION

The following complaint was presented by Barbara Steller, Acting Complaint Officer:

Complaint #NHA – 059 – Margot Russell made a motion to schedule an Informal Conference in this matter. The motion was seconded by Marie Fisher. All in favor with Barbara Steller recused.

Marie Fisher was Acting Chair during the presentation of this complaint. Mary Jane Richards was recused and left the room.

REQUEST FOR OUT OF STATE TRAVEL

In a motion by Mary Jane Richards, seconded by Margot Russell, the Board voted unanimously for Barbara Steller to represent the Board at the Annual Meeting of the National Association of Board of Examiners of Long Term Care Administrators. This meeting will be held in New York, New York on June 16-18, 2004.

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 fifteen complaints pending. Three of these complaints have been scheduled for Informal Conferences.

Examination Committee: Margot Russell reported that the state examination was administered on April 8, 2004 to three applicants. All applicants received passing scores.

ADMINISTRATOR'S REPORT

Penny Vaillancourt provided the board with information on P&S Law 2003, Chapter 41 "An Act to Provide for a Limited Transition Provision for Renewal of Certain Social Worker Licenses" and explained the potential consequences to social workers working in a licensed nursing home who are in the first two to four years of licensure. Any questions regarding the new consultation requirements for renewal should be forwarded to the Board of Social Worker Licensure.

ADJOURNMENT

There being no further business, in a motion by Marie Fisher, seconded by Mary Jane Richards, the meeting was adjourned at 1:00 p.m.

Respectfully submitted,

Diane J. Bradstreet
Board Clerk