

STATE OF MAINE
NURSING HOME ADMINISTRATORS LICENSING BOARD

Minutes of May 19, 2004 Board Meeting

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

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

Members Absent: Marie Fisher

CALL TO ORDER

Barbara Steller, Chair, called the meeting to order at 9:00 a.m.

APPROVAL OF MINUTES

In a motion by Stephen Garde, seconded by Mary Jane Richards, the Board voted unanimously to approve the April 21, 2004 minutes as written.

APPLICATION REVIEW

Kathleen P. Jorgensen – Ms. Jorgensen's application for licensure as a Residential Care Facility Administrator was reviewed and unanimously approved in a motion by Mary Jane Richards, seconded by Margot Russell.

John Thomas Accomando, Jr. – Mr. Accomando's application for licensure as a Residential Care Facility Administrator was reviewed and approved in a motion by Margot Russell, seconded by Mary Jane Richards. All in favor with Stephen Garde recused.

Janice M. Hamlin – Ms. Hamlin's application for the Administrator-in-Training Program was reviewed and unanimously approved in a motion by Mary Jane Richards, seconded by Stephen Garde, pending receipt of documentation of the completion of six (6) credits of management training and also upon documentation that Ms. Hamlin's Preceptor has completed a Preceptor training program.

Ms. Hamlin's part-time Administrator-in-Training Program will be conducted at Oak Grove Rehab and Living Center in Waterville with Sara Sylvester, license #MLA 570, as Preceptor.

Bonita R. Marble – Ms. Marble's application for the Administrator-in-Training Program was reviewed and unanimously approved in a motion by Mary Jane Richards, seconded by Stephen Garde.

Ms. Marble's full-time Administrator-in-Training program will be conducted at Westgate Manor in Bangor with Thomas M. Skirven, license #MLA 656, as Preceptor. The commencement date of this program will be June 1, 2004.

Heather Turner – Ms. Turner's application for licensure by endorsement was reviewed and unanimously approved in a motion by Stephen Garde, seconded by Mary Jane Richards.

DEEMED STATUS REQUESTS

In a motion by Mary Jane Richards, seconded by Margot Russell, the Board voted unanimously to approve Deemed Status for the following:

- Maine Chapter of the National Gerontological Nursing Association
- Medical Care Development
- MEMIC
- Maine Health Care Association
- University of Maine Center on Aging

COMPLAINT PRESENTATIONS

Complaint #NHA – 061 – Margot Russell made a motion to schedule an Informal Conference in this matter. The motion was seconded by Stephen Garde. All in favor with Mary Jane Richards recused.

Complaint #NHA-062 – Margot Russell made a motion to schedule an Informal Conference in this matter. The motion was seconded by Barbara Steller. All in favor with Mary Jane Richards and Stephen Garde recused

Complaint NHA -064 – Stephen Garde made a motion to schedule an Informal Conference in this matter. The motion was seconded by Margot Russell. All in favor with Mary Jane Richards recused.

Complaint NHA-065 – Margot Russell made a motion to schedule an Informal Conference in this matter. The motion was seconded by Stephen Garde. All in favor with Mary Jane Richards recused.

Complaint NHA-066 – Stephen Garde made a motion to schedule an Informal Conference in this matter. The motion was seconded by Margot Russell. All in favor with Mary Jane Richards recused.

Complaint NHA-068 – Stephen Garde made a motion to schedule an Informal Conference in this matter. The motion was seconded by Catherine Saltz. All in favor with Mary Jane Richards recused.

INFORMAL CONFERENCE – COMPLAINT #NHA-058

In a motion by Mary Jane Richards, seconded by Stephen Garde, the Board voted unanimously to enter into executive session at 10:08 for the purpose of conducting an Informal Conference on Complaint #NHA-058.

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In a motion by Margot Russell, seconded by Stephen Garde, the Board voted unanimously to come out of executive session at 11:10 a.m.

Stephen Garde made a motion to dismiss this complaint with a Letter of Guidance. The motion was seconded by Margot Russell. Vote: 1 opposed, 1 recused, 3 in favor

Stephen Garde made a motion that the Letter of Guidance be placed in the licensee's file for a period of two years. The motion was seconded by Margot Russell. All in favor with Mary Jane Richards recused.

INFORMAL CONFERENCE – COMPLAINT #NHA-056

In a motion by Mary Jane Richards, seconded by Margot Russell, the board voted unanimously to go into executive session at 11:49 a.m. for the purpose of conducting an Informal Conference on Complaint #NHA-056.

In a motion by Margot Russell, seconded by Mary Jane Richards, the board voted unanimously to come out of executive session at 12:35 p.m.

Barbara Steller made a motion to dismiss this complaint with a Letter of Guidance and also that the Letter of Guidance be placed in the licensee's file for a period of two years. The motion was seconded by Stephen Garde. All in favor with Mary Jane Richards recused.

INFORMAL CONFERENCE – COMPLAINT #NHA-059

Barbara Steller, Chair, was the Complaint Officer in this matter. Stephen Garde was Acting Chair. Mary Jane Richards was recused.

In a motion by Catherine Saltz, seconded by Margot Russell, the board voted to enter into executive session at 1:03 p.m. for the purpose of conducting an Informal Conference on Complaint #NHA-059.

In a motion by Margot Russell, seconded by Catherine Saltz, the board voted unanimously to come out of executive session at 2:35 p.m.

In a motion by Catherine Saltz, seconded by Margot Russell, the Board voted unanimously to offer the licensee a Consent Agreement for a Warning and a fine of \$500.00 for each violation (total of \$2000.00) to be paid within 60 days of signing the Consent Agreement. All in favor with Barbara Steller recused.

COMMITTEE REPORTS

Complaint Committee: Mary Jane Richards reported that the Board currently has fourteen complaints pending. Three of these complaints are scheduled today for Informal Conferences.

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Continuing Education Committee: The board discussed the renewal and continuing education audit process.

ADMINISTRATOR'S REPORT

Penny Vaillancourt provided the Board with a financial update.

ADJOURNMENT

There being no further business, in a motion by Catherine Saltz, seconded by Margot Russell, the meeting was adjourned at 3:00 p.m.

Respectfully submitted,

Diane J. Bradstreet
Board Clerk