

STATE OF MAINE
NURSING HOME ADMINISTRATORS LICENSING BOARD

Minutes of June 16, 2004 Board Meeting

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

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 9:00 a.m.

APPROVAL OF MINUTES

In a motion by Stephen Garde, seconded by Mary Jane Richards, the Board voted unanimously to approve the May 19, 2004 minutes as written.

APPLICATION REVIEW

Paul Marchwat – Mr. Marchwat's application for the Administrator-in-Training Program was reviewed and unanimously approved in a motion by Stephen Garde, seconded by Mary Jane Richards.

Mr. Marchwat's full-time Administrator-in-Training Program will be conducted at the Augusta Rehabilitation Center in Augusta with Michael Beal, license #MLA 647, as Preceptor. The commencement date of this program will be July 7, 2004.

Laurie McFarren – Ms. McFarren's application for licensure by endorsement was reviewed and unanimously approved in a motion by Marie Fisher, seconded by Stephen Garde.

Edward D. Hunt – Mr. Hunt's application for licensure by endorsement was reviewed and unanimously approved in a motion by Stephen Garde, seconded by Margot Russell.

Tracey L. Minervino – Ms. Minervino'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.

COMPLAINT PRESENTATIONS

Complaint #NHA – 063 – Marie Fisher was the Complaint Officer in this matter. Mary Jane Richards was recused. Stephen Garde made a motion to schedule an Informal Conference in this matter. The motion was seconded by Catherine Saltz. All in favor with Marie Fisher recused.

Complaint #NHA-071 – Marie Fisher was the Complaint Officer in this matter. Mary Jane Richards was recused. Stephen Garde made a motion to schedule an Informal Conference in this matter. The motion was seconded by Margot Russell. All in favor with Marie Fisher recused.

Complaint NHA -072 – Catherine Saltz 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.

DEEMED STATUS REQUESTS

In a motion by Catherine Saltz, seconded by Mary Jane Richards, the Board voted unanimously to approve Deemed Status for the Maine Alzheimer's Association.

In a motion by Catherine Saltz, seconded by Margot Russell, the Board voted unanimously to approve Deemed Status for the Maine Hospital Association pending clarification of the program dates.

APPROVAL OF REQUEST TO BEGIN THE ADMINISTRATOR-IN-TRAINING PROGRAM

Janice M. Hamlin – The Board reviewed Ms. Hamlin's request for a start date for her Administrator-in-Training Program. In a motion by Mary Jane Richards, seconded by Margot Russell, the Board voted unanimously to approve the starting date of Ms. Hamlin's Administrator-in-Training Program as July 1, 2004 contingent upon receipt of documentation of the completion of six (6) credits of management training and also upon documentation that her Preceptor completed a Preceptor training program.

COMMITTEE REPORTS

Complaint Committee: Mary Jane Richards reported that the Board currently has fifteen open cases.

Continuing Education Committee: Stephen Garde reported that most submissions for continuing education approval have been timely and that most requests have been accompanied by the Continuing Education Approval Form.

Administrator-in-Training Committee: Marie Fisher reported that there are five Administrator-in-Training Programs currently in progress.

Testing Committee: Margot Russell reported that the next state examination will be administered on July 8, 2004.

ADJOURNMENT

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

Respectfully submitted,

Diane J. Bradstreet
Board Clerk