

STATE OF MAINE
NURSING HOME ADMINISTRATORS LICENSING BOARD

Minutes of July 21, 2004 Board Meeting

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

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 Mary Jane Richards, seconded by Margot Russell, the Board voted unanimously to approve the June 16, 2004 minutes as written.

APPLICATION REVIEW

Tammy Lynn Pike – Ms. Pike's application for the Administrator-in-Training Program was reviewed and in a motion by Marie Fisher, seconded by Margot Russell, the Board voted unanimously to table action on this application until the next meeting. Ms. Pike needs to submit the name of the training site she will be using for her ICF/MR rotation and expand her program to include this site.

Suzanne E. Plourde – Ms. Plourde's application for temporary licensure was reviewed and unanimously approved in a motion by Mary Jane Richards, seconded by Stephen Garde.

Ms. Plourde will be temporary administrator at Eastside Rehabilitation and Living Center in Bangor with Thomas M. Skirven, license #MLA 656, as Consultant. Ms. Plourde's temporary license will be effective from August 1, 2004 to November 1, 2004.

Joyce Chase-Martin – Ms. Chase-Martin's application for the Administrator-in-Training Program was reviewed and approved in a motion by Marie Fisher, seconded by Mary Jane Richards. All in favor with Stephen Garde recused.

Ms. Chase-Martin's Administrator-in-Training Program will be conducted at Dexter Health Care with Vicki White, license #MLA 407, as Preceptor. The commencement date of this program will be August 1, 2004.

COMPLAINT PRESENTATIONS

Complaint #NHA – 067 – Barbara Steller was the Complaint Officer in this matter. Mary Jane Richards was recused and Marie Fisher was the Acting Chair.

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Stephen Garde made a motion to schedule an Informal Conference in this matter. The motion was seconded by Margot Russell. All in favor with Barbara Steller recused.

INFORMAL CONFERENCE – NHA-063

Marie Fisher was the Complaint Officer in this matter and Mary Jane Richards was recused.

In a motion by Margot Russell, seconded by Stephen Garde, the Board voted unanimously to enter into executive session at 10:09 a.m. for the purpose of conducting an Informal Conference on Complaint #NHA-063.

In a motion by Margot Russell, seconded by Catherine Saltz, the Board voted unanimously to come out of executive session at 10:56 a.m.

In a motion by Stephen Garde, seconded by Margot Russell, the board voted all in favor with Marie Fisher recused, to dismiss this complaint with a letter of guidance. This letter of guidance will stay in the licensee's file for a period of five years.

INFORMAL CONFERENCE – NHA-061

In a motion by Marie Fisher, seconded by Stephen Garde, the Board voted unanimously to enter into executive session at 11:10 a.m. for the purpose of conducting an Informal Conference on Complaint #NHA-061.

In a motion by Stephen Garde, seconded by Catherine Saltz, the Board voted unanimously to come out of executive session at 1:03 p.m.

In a motion by Catherine Saltz, seconded by Margot Russell, the Board voted to issue a Consent Agreement with a reprimand. All in favor with Mary Jane Richards recused.

INFORMAL CONFERENCE – NHA-062

In a motion by Catherine Saltz, seconded by Marie Fisher, the Board voted unanimously to enter into executive session at 1:58 p.m. for the purpose of conducting an Informal Conference on Complaint #NHA-062.

In a motion by Catherine Saltz, seconded by Stephen Garde, the Board voted unanimously to come out of executive session at 3:49 p.m.

Catherine Saltz made a motion to issue a Consent Agreement with a reprimand with a civil penalty of \$1000.00 per violation. The motion failed for lack of a second.

In a motion by Stephen Garde, seconded by Margot Russell, the Board voted to issue a Consent Agreement with a reprimand with no civil penalty. Vote: 3 in favor, 2 opposed and 1 recused. Motion passed.

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COMMITTEE REPORTS

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

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

Testing Committee: Margot Russell reported that the state examination was administered on July 8, 2004 and that all four candidates sitting for the examination received passing scores.

ADMINISTRATOR'S REPORT – PENNY VAILLANCOURT

The Board was provided with an update of its revenue and expenses.

ADJOURNMENT

There being no further business, the meeting was adjourned at 4:30 p.m.

Respectfully submitted,

Diane J. Bradstreet
Board Clerk