

STATE OF MAINE
NURSING HOME ADMINISTRATORS LICENSING BOARD

Minutes of September 15, 2004 Board Meeting

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

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 9:00 a.m.

APPROVAL OF MINUTES

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

APPLICATION REVIEW

Jacqueline Ann Worster – Ms. Worster's application for a Residential Care Facility Administrator's license was reviewed and approved unanimously in a motion by Mary Jane Richards, seconded by Margot Russell.

Maura M. Michael – Ms. Michael's application for a Residential Care Facility Administrator's license was reviewed and approved unanimously in a motion by Stephen Garde, seconded by Mary Jane Richards.

Leo Bouchard – Mr. Bouchard's application for the Administrator-in-Training Program was reviewed and in a motion by Marie Fisher, seconded by Stephen Garde, the Board voted unanimously to approve Mr. Bouchard's application pending receipt of his Preceptor's AIT Preceptor Training Course certificate.

Mr. Bouchard's Administrator-in-Training Program will be conducted at Casa, Inc. with Anne Walp, license #MLA 358, as Preceptor. The tentative commencement date of this program is September 20, 2004.

ACTION ON CORRESPONDENCE PERTAINING TO COMPLAINT #NHA-059

In a motion by Stephen Garde, seconded by Margot Russell, the board voted unanimously to enter into executive session for the purpose of discussing Complaint #NHA-059.

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

Nursing Home Administrators Licensing Board

In this matter, the licensee is requesting that the Board reconsider its action with regard to the fine levied against him. This individual's fine was \$500.00 for each offense, amounting to a total of \$2000.00.

In a motion by Marie Fisher, seconded by Margot Russell, the Board voted to reduce the fine imposed on this individual to \$250.00 for each offense. All in favor with Barbara Steller recused.

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

INFORMAL CONFERENCE – NHA-065

In a motion by Margot Russell, seconded by Stephen Garde, the Board voted to enter into executive session for the purpose of conducting an Informal Conference on Complaint #NHA-065.

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

In a motion by Stephen Garde, seconded by Margot Russell, the Board voted to dismiss this complaint with a letter of guidance. All in favor with Mary Jane Richards recused.

INFORMAL CONFERENCE – NHA-066

This informal conference was rescheduled for another date.

CORRESPONDENCE

The Maine Veterans' Home, in their letter of September 1, 2004, requested that the Administrator-in-Training Program of Jeffrey Herman commence on September 14, 2004 rather than on September 7, 2004. This request was approved by the Board.

Kindred Healthcare, in their letter of August 25, 2004, notified the Board of a preceptor change and training site for Paul Marchwat. Mr. Marchwat's new training site will be Kennebunk Nursing Center with Thomas Foran as the preceptor. In a motion by Marie Fisher, seconded by Margot Russell, the Board voted unanimously to approve this change.

Patricia Reed, license #MLA - 682, in her letter of August 31, 2004, requested that her administrator's license be renewed for 2005 despite the fact that she was not able to complete her continuing education requirements. Ms. Reed states that she was only able to earn 12 of the required 24 continuing education units due to health related reasons. In a motion by Marie Fisher, seconded by Mary Jane Richards, the Board voted unanimously to waive 12 hours of continuing education units and to grant renewal of Ms. Reed's license.

INFORMAL CONFERENCE – NHA-064

In a motion by Mary Jane Richards, seconded by Margot Russell, the Board voted unanimously to enter into executive session for the purpose of conducting an Informal Conference on Complaint – NHA-064.

In a motion by Marie Fisher, seconded by Mary Jane Richards, the Board voted unanimously to come out of executive session.

In a motion by Marie Fisher, seconded by Margot Russell, the Board voted to dismiss the complaint.

COMMITTEE REPORTS

AIT COMMITTEE – Marie Fisher reported that there are nine administrator-in-training programs currently in progress.

COMPLAINT COMMITTEE – Mary Jane Richards reported that there are currently fifteen open cases.

ADMINISTRATOR’S REPORT – PENNY VAILLANCOURT

Ms. Vaillancourt made the suggestion that the Board change its meeting day from the third Wednesday of the month to the fourth. This will be discussed further at a later date.

ADJOURNMENT

There being no further business, the meeting was adjourned at 3:00 p.m.

Respectfully submitted,

Diane J. Bradstreet
Board Clerk