

**STATE OF MAINE**  
**NURSING HOME ADMINISTRATORS LICENSING BOARD**

*Minutes of October 20, 2004 Board Meeting*

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

**Others Present:** Penny Vaillancourt, Administrator; Robert Perkins, Assistant Attorney General and Diane Bradstreet, Board Clerk

**Members Absent:** Barbara Steller, Chair and Catherine Saltz

**CALL TO ORDER** Marie Fisher, Acting Chair, called the meeting to order at 9:00 a.m.

**APPROVAL OF MINUTES**

In a motion by Mary Jane Richards, seconded by Stephen Garde, the Board voted unanimously to approve the September 15, 2004 minutes as written.

**APPLICATION REVIEW**

Sifwat Ali – Mr. Ali'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.

Barbara S. Gray – Ms. Gray's application for a Residential Care Facility Administrator's license was reviewed and approved unanimously in a motion by Stephen Garde, seconded by Margot Russell.

Rodney E. Brents – Mr. Brents' application for the Administrator-in-Training Program was reviewed and in a motion by Mary Jane Richards, seconded by Margot Russell, the Board voted unanimously for approval.

Mr. Brents' Administrator-in-Training Program will be conducted at Edgewood Rehabilitation & Living Center with Carol Timberlake, license # MLA 621, as Preceptor. The commencement date of this program will be November 1, 2004.

Thomas R. Bancroft – Mr. Bancroft's application for endorsement was reviewed. The Board did not find that Mr. Bancroft was qualified for licensure by endorsement; therefore, Mr. Bancroft chose to withdraw his application.

**COMMITTEE REPORTS**

Complaint Committee – Mary Jane Richards reported that there are currently twelve open cases.

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

Nursing Home Administrators Licensing Board

Examination Committee – Margot Russell reported that the state examination was given on October 14, 2004 to two individuals. Both individuals passed the examination.

#### **ADMINISTRATOR’S REPORT – PENNY VAILLANCOURT**

Ms. Vaillancourt informed the Board that the meetings for 2005 will be changed from the third Wednesday of the month to the fourth.

Ms. Vaillancourt also informed the members that Mark Lowell has been appointed to the Board.

#### **INFORMAL CONFERENCE – NHA-074**

In a motion by Mary Jane Richards, seconded by Stephen Garde, the Board voted unanimously to enter into executive session for the purpose of conducting an Informal Conference on Complaint #NHA-074.

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. All in favor with Mary Jane Richards recused.

#### **ADJOURNMENT**

There being no further business, the meeting was adjourned at 12:00 p.m.

Respectfully submitted,

Diane J. Bradstreet  
Board Clerk