

STATE OF MAINE
NURSING HOME ADMINISTRATORS LICENSING BOARD

Minutes of November 17, 2004 Board Meeting

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

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 October 20, 2004 minutes as amended.

In a motion by Marie Fisher, seconded by Margot Russell, the Board voted unanimously to amend the September 15, 2004 minutes to read that the Informal Conference on Complaint # NHA 064 resulted in the complaint being dismissed.

APPLICATION REVIEW

Susan M. Cooley – Ms. Cooley'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.

John S. Rice – Mr. Rice's application for the Administrator-in-Training Program was reviewed and approved unanimously in a motion by Marie Fisher, seconded by Stephen Garde, pending receipt of a detailed outline of the training program and also information on where the primary training site will be.

Mr. Rice's Administrator-in-Training Program will be conducted at Sandy River Health System with Susanne Heeschen, license # MLA 520, as Preceptor. The proposed commencement of this program will be in January 2005.

Lucian E. Maynard – Mr. Maynard's application for endorsement was tabled until the December meeting.

Kitty E. Maynard – Ms. Maynard's application for endorsement was tabled until the December meeting.

COMPLAINT PRESENTATIONS

Complaint #NHA 076 - In a motion by Marie Fisher, seconded by Stephen Garde, the Board voted to dismiss this complaint as there was no evidence of violation of professional standards. All in favor with Mary Jane Richards recused.

Complaint #NHA 077 – In a motion by Catherine Saltz, seconded by Stephen Garde, the Board voted to invite the licensee to an Informal Conference and the licensee will be instructed to forward to the board prior MDS reports. All in favor with Mary Jane Richards recused.

INFORMAL CONFERENCE – NHA 075

In a motion by Stephen Garde, seconded by Mary Jane Richards, the Board voted unanimously to enter into executive session for the purpose of conducting an Informal Conference on Complaint #NHA 075.

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

In a motion by Catherine Saltz, seconded by Mark Lowell, the Board voted to dismiss this complaint with a letter of concern regarding the administrator's ability to monitor, assess, and maintain policies on elopement risks. The letter of guidance will remain in the licensees' file for two years. All in favor with Mary Jane Richards recused.

INFORMAL CONFERENCE – NHA 067

The Informal Conference on NHA 067 was postponed and will be held at a later date.

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 ten open cases.

Examination Committee – Margot Russell reported that the next state examination will be given on January 13, 2005.

AMENDMENT OF OCTOBER MINUTES

In a motion by Mary Jane Richards, seconded by Marie Fisher, the Board voted unanimously to amend the October 20, 2004 minutes to state that Margot Russell reported on the Examination Committee rather than on the Education Committee.

ADMINISTRATOR'S REPORT

Penny Vaillancourt discussed with the Board their expectations in regard to the requirements for an administrator-in-training program.

Ms. Vaillancourt also encouraged the board to visit the OLR website to view the OLR Observer.

ADJOURNMENT

There being no further business, in a motion by Mary Jane Richards, seconded by Stephen Garde, the meeting was adjourned at 12:00 p.m.

Respectfully submitted,

Diane J. Bradstreet
Board Clerk