

STATE OF MAINE
NURSING HOME ADMINISTRATORS LICENSING BOARD

Minutes of December 15, 2004 Board Meeting

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

Others Present: Penny Vaillancourt, Administrator; Jack Richards, 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 8:30 a.m.

APPROVAL OF MINUTES

In a motion by Mark Lowell, seconded by Margot Russell, the Board voted unanimously to approve the November 17, 2004 minutes as written.

APPLICATION REVIEW

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

Maureen Casey – Ms. Casey's application for a Residential Care Facility Administrator's license was reviewed and approved unanimously in a motion by Stephen Garde, seconded by Mark Lowell.

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

Orville H. Lee – Mr. Lee's application for a Residential Care Facility Administrator's license was reviewed and approved unanimously in a motion by Mark Lowell, seconded by Mary Jane Richards.

John S. Rice – At the November meeting Mr. Rice's application for the Administrator-in-Training Program was approved pending receipt of a detailed outline of his training program and information on where the primary training site would be. Mr. Rice submitted the additional information needed which the Board reviewed and accepted at today's meeting.

Bonita R. Marble – Ms. Marble's application for temporary licensure was reviewed and approved unanimously in a motion by Mark Lowell, seconded by Margot Russell.

Ms. Marble will be a temporary administrator at Shore Village Rehab and Nursing Center with Carolyn Farley, license #MLA 459 as the Consultant. The effective date of this license will be December 15, 2004.

EXECUTIVE SESSION FOR LEGAL ADVICE

In a motion by Mary Jane Richards, seconded by Stephen Garde, the Board voted unanimously to enter into executive session for legal advice with respect to informal conferences.

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

COMPLAINT REPRESENTATION

Complaint #NHA-066 was represented to the Board by Mary Jane Richards due to additional information that was received.

In a motion by Stephen Garde, seconded by Margot Russell, the Board voted to dismiss this complaint with a letter of guidance regarding the importance of ensuring that each resident receives adequate supervision and assistance, and necessary devices to prevent accidents. The letter of guidance will stay in the licensee's file for a period of two years. All in favor with Mary Jane Richards recused.

II INFORMAL CONFERENCE – NHA 068

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 068.

In a motion by Mary Jane Richards, seconded by Mark Lowell, 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 regarding side rails and the importance of utilizing an assessment process in situations that involves the use of any kind of restraint. The letter of guidance will stay in the licensee's file for a period of one year. All in favor with Mary Jane Richards recused.

INFORMAL CONFERENCE – NHA 072

In a motion by Stephen Garde, seconded by Mark Lowell, the Board voted unanimously to enter into executive session for the purpose of conducting an Informal Conference on Complaint NHA 072.

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

In a motion by Mark Lowell, seconded by Margot Russell, the Board voted to dismiss this complaint as there wasn't any evidence of violations. All in favor with Mary Jane Richards recused.

INFORMAL CONFERENCE – NHA 071

Mary Jane Richards was recused and did not participate in this complaint.

In a motion by Margot Russell, seconded by Mark Lowell, the Board voted unanimously to enter into executive session for the purpose of conducting an Informal Conference on Complaint NHA 071.

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

In a motion by Mark Lowell, seconded by Margot Russell, the Board voted to dismiss this complaint with a letter of guidance regarding the Board's concern that as the administrator of a facility, the licensee should be cognizant of reporting, monitoring and following through on issues pertaining to resident abuse, neglect and exploitation that that adequate policies and procedures are in place to effectuate this process. The letter of guidance will stay in the licensee's file for a period of one year. All in favor with Marie Fisher recused.

ELECTION OF OFFICERS AND COMMITTEE ASSIGNMENTS

The election of officers and committee assignments was tabled until the January meeting.

REVIEW OF ASSISTED LIVING UNIVERSITY COURSE

This matter was tabled until the January meeting.

COMMITTEE REPORTS

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

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

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

Education Committee – Stephen Garde reported that most individuals submitting requests for continuing are using the “Request for Continuing Education Approval Form”. The Board briefly discussed the audit system for reviewing continuing education.

ADMINISTRATOR’S REPORT

Penny Vaillancourt informed the Board of an executive order from the Governor’s Office restricting out of state travel and a hiring freeze.

ADJOURNMENT

There being no further business, in a motion by Stephen Garde, seconded by Margot Russell, the meeting was adjourned at 12:30 p.m.

Respectfully submitted,

Diane J. Bradstreet
Board Clerk