

STATE OF MAINE
NURSING HOME ADMINISTRATORS LICENSING BOARD

Minutes of February 16, 2005 Board Meeting

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

Others Present: Penny Vaillancourt, Administrator; Jack Richards, Assistant Attorney General, and Diane Bradstreet, Board Clerk

Members Absent: Catherine Saltz and Marie Fisher

CALL TO ORDER

Barbara Steller, Chair, called the meeting to order at 9:00 a.m.

APPROVAL OF MINUTES

In a motion by Mark Lowell, seconded by Mary Jane Richards, the Board voted unanimously to approve the January 26, 2005 minutes as written.

APPLICATION REVIEW

Linda E. Gorman – Ms. Gorman's application for a Residential Care Facility Administrator's license was reviewed and approved in a motion by Mary Jane Richards, seconded by Mark Lowell. All in favor with Stephen Garde recused.

Heidi A. Gillen – Ms. Gillen'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.

Matthew L. Walters – Mr. Walter'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 pending receipt of Mr. Walter's examination score from NAB.

Janis Hamlin – Ms. Hamlin's application for temporary licensure was reviewed and approved unanimously in a motion by Mark Lowell, seconded by Mary Jane Richards.

Ms Hamlin will be the temporary administrator for Orono Commons with Susanne Heeschen, license #MLA 520, as consultant. The effective date of this license will be February 16, 2005.

Maureen D. Carland – Ms. Carland's application for the Administrator-in-Training Program was reviewed and approved unanimously in a motion by Stephen Garde, seconded by Margot Russell.

Ms. Carland's full-time Administrator-in-Training Program will be conducted at The Newton Center for Rehabilitation and Nursing Care with Barbara Delaney, license # AD 412 and RCA 812, as Preceptor. The commencement of this program will be February 16, 2005.

COMPLAINT REPRESENTATION – NHA-077

In a motion by Stephen Garde, seconded by Mark Lowell, the Board voted to schedule an informal conference on Complaint #NHA-077. All in favor with Mary Jane Richards recused.

COMPLAINT PRESENTATION – NHA-078

In a motion by Stephen Garde, seconded by Margot Russell, the Board voted to schedule an informal conference on Complaint #NHA-078. All in favor with Mary Jane Richards recused.

ELECTION OF OFFICERS AND COMMITTEE ASSIGNMENTS

In a motion by Stephen Garde, seconded by Mary Jane Richards, the Board voted unanimously to elect Marie Fisher as Chair.

In a motion by Mark Lowell, seconded by Stephen Garde, the Board voted unanimously to re-elect Mary Jane Richards as Complaint Officer.

Barbara Steller, Chair, assigned Mark Lowell to the Administrator-in-Training (AIT) Committee. Stephen Garde will remain on the Education Committee.

DISCUSSION REGARDING PROPOSED RULEMAKING

Discussed was the memorandum prepared by Penny Vaillancourt on the major areas of concern that the Board articulated regarding current Board rules. Ms. Vaillancourt asked the Board to review this memorandum and to add, delete, and amend its contents accordingly. Ms. Vaillancourt also provided the board with an overview of the process involved with the department's approval of rulemaking.

COMMITTEE REPORTS

Complaint Committee – Mary Jane Richards reported that there are currently four open cases and that the Board will hold one informal conference in March and one in April.

Education Committee – The Board held a brief discussion regarding the renewal audit process.

Examination Committee – Four individuals sat for the state examination in January, two of whom failed the examination.

AIT Committee – No report

ADMINISTRATOR'S REPORT

Penny Vaillancourt provided a financial update and a summary of the number of active licensees.

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Ms. Vaillancourt distributed copies of L. D.s 173, 210 and 460 and informed the Board that this information may affect the profession regulated by the Board, but does not impact the Board's role. The Office of Licensing and Registration will not be tracking this legislation.

There was also discussion regarding L.D. 685, which was distributed, An Act to Waive Continuing Education Requirements and to Provide an Automatic Extension of a License, Certificate or Registration for Mobilized Military Members, which the department will be tracking.

ADJOURNMENT

There being no further business, in a motion by Stephen Garde, seconded by Margot Russell, the Board voted unanimously to adjourn at 11:00 a.m.

Respectfully submitted,

Diane J. Bradstreet
Board Clerk