

STATE OF MAINE
NURSING HOME ADMINISTRATORS LICENSING BOARD

Minutes of April 27, 2005 Board Meeting

Members Present: Marie Fisher, 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: Barbara Steller

CALL TO ORDER

Marie Fisher, 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 February 16, 2005 minutes as written.

APPLICATION REVIEW

Denise G. Hersom – Ms. Hersom'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.

Leona M. Henry – Ms. Henry'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.

Donna Mrowka – Ms. Mrowka'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.

Marcia L. Young – Ms. Young's application for a Residential Care Facility Administrator's license was reviewed and approved unanimously in a motion by Margot Russell, seconded by Mark Lowell.

Susan R. Hurst – Ms. Hurst'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.

Dorothy A. Turner – Ms. Turner'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.

Doreen McGary – Ms. McGary's application for the Administrator-in-Training Program was reviewed and approved unanimously in a motion by Mary Jane Richards, seconded by Stephen
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Garde pending successful completion of the National Association of Boards of Examiners of Long Term Care Administrators' (NAB) Residential Care/Assisted Living examination.

Ms. McGary's full-time Administrator-in-Training Program will be conducted at Westgate Manor in Bangor with Thomas M. Skirven, license # MLA 656, as Preceptor.

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

Ms Crichton will be the temporary administrator for the Elizabeth Levinson Center in Bangor with Jeffrey L. Cake, license #MLA 623, as consultant. The effective date of this license will be April 27, 2005.

Stephen McGuire – Mr. McGuire's application for endorsement as a Multi-Level Long Term Care Facility Administrator was reviewed and approved unanimously in a motion by Stephen Garde, seconded by Mary Jane Richards.

COMPLAINT REPRESENTATION – NHA-079

In a motion by Stephen Garde, seconded by Margot Russell, the Board voted to schedule an informal conference on Complaint #NHA-079. All in favor with Mary Jane Richards recused.

COMPLAINT PRESENTATION – NHA-080

In a motion by Stephen Garde, seconded by Margot Russell, the Board voted to schedule an informal conference on Complaint #NHA-080. All in favor with Mary Jane Richards and Mark Lowell recused.

DISCUSSION REGARDING PROPOSED RULEMAKING

Penny Vaillancourt, Administrator, indicated that she would like to finalize the major areas of concern that the Board articulated regarding current Board rules so that this information may be submitted to Anne Head, Director, for consideration. Further discussion of this matter was tabled until the Board's next meeting.

REVIEW OF STATE EXAMINATION

In a motion by Stephen Garde, seconded by Mark Lowell, the Board voted unanimously to go into executive session for the purpose of reviewing the Board's state examination.

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

In a motion by Margot Russell, seconded by Mary Jane Richards, the Board voted unanimously to make the changes to the state examination as discussed at today's meeting.
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COMMITTEE REPORTS

Examination Committee – Margot Russell reported that all six (6) individuals who sat for the state examination on April 14, 2005 received a passing score.

Complaint Committee – Mary Jane Richards reported that there are currently four (4) active complaints including today's informal conference.

Education Committee – Stephen Garde reported that he reviewed over fifty (50) requests for continuing education approval at today's meeting and that all programs were submitted timely.

AIT Committee – Marie Fisher stated that there are five (5) administrator-in-training programs currently in progress.

ADMINISTRATOR'S REPORT

Penny Vaillancourt provided the following:

- financial update and a summary of the number of active licenses
- legislative update
- Governor Baldacci has nominated Chris Bruenn as Commissioner of the Department and it is anticipated that Ms. Bruenn's nomination hearing before the Joint Standing Committee on Insurance and Financial Services will be scheduled soon.
- Ms. Vaillancourt attended the Long Term Care Ombudsman Program meeting and provided the committee with the OLR pamphlets, a copy of the board's rules regarding ethical standards as well as the general complaint process information.

INFORMAL CONFERENCE

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-077.

In a motion by Mark Lowell, 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 unanimously to dismiss Complaint #NHA-077.

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ADJOURNMENT

There being no further business, in a motion by Margot Russell, seconded by Mark Lowell, the Board voted unanimously to adjourn at 12:30 p.m.

Respectfully submitted,

Diane J. Bradstreet
Board Clerk