

STATE OF MAINE
NURSING HOME ADMINISTRATORS LICENSING BOARD

Minutes of August 24, 2005 Board Meeting

Members Present: Marie Fisher, Chair; Margot Russell, Barbara Steller and Mark Lowell

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

Members Absent: Mary Jane Richards, Complaint Officer

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 Margot Russell, the Board voted unanimously to approve the July 27, 2005 minutes as written.

APPLICATION REVIEW

Denise F. Gibbs – Ms. Gibbs' application for licensure as a Residential Care Facility Administrator was tabled until the September 29, 2005 meeting in a motion by Barbara Steller, seconded by Margot Russell.

Darlene B. Mooar – Ms. Mooar's application for licensure as a Residential Care Facility Administrator was reviewed and approved unanimously in a motion by Barbara Steller, seconded by Mark Lowell.

Victoria M. Broadbent – Ms. Broadbent's application for licensure as a Residential Care Facility Administrator was reviewed and approved unanimously in a motion by Mark Lowell, seconded by Margot Russell.

Vicki M. Stilphen – Ms. Stilphen's application for licensure as a Residential Care Facility Administrator was reviewed and approved unanimously in a motion by Margot Russell, seconded by Barbara Steller.

COMMITTEE REPORTS

Examination Committee – No report.

Complaint Committee – No report.

Education Committee – Barbara Steller reported that the Board is receiving numerous requests for continuing education approval.

AIT Committee – Mark Lowell reported that there are currently four (4) individuals in administrator-in-training programs and that Debra Murphy has completed her program and is eligible to sit for the state examination in October.

LICENSURE DENIAL HEARING

The Board conducted a hearing to determine whether grounds exist to support the initial denial of Keith A. Moon's application for licensure as a Residential Care Facility Administrator.

In a motion by Mark Lowell, seconded by Barbara Steller, the Board voted unanimously that Mr. Moon's appeal to reverse the denial of his application for licensure as a Residential Care Facility Administrator is denied and the original denial of his application is upheld.

DISCUSSION REGARDING RULEMAKING

The Board continued with the review of its current rules and discussed the changes needed for Chapters 3 and 4. At the September meeting, the Board will continue working on Chapter 4.

Also discussed was changing the name of the Board, however, to do so would require a legislative change.

CHAIR'S REPORT

Marie Fisher informed the Board that the August 3, 2005 consultant report received from Jeffrey Cake, the licensed administrator consultant for temporary licensee Mary Crichton, indicated that as of August 8, 2005, he would no longer be serving as her consultant. Ms. Crichton is currently the temporary administrator for the Elizabeth Levinson Center in Bangor. Board records indicate that Ms Crichton's temporary license is not due to expire until October 28, 2005 and according to Board rules, in order for Ms. Crichton to hold this temporary license, it is necessary that she is supervised by a licensed administrator consultant.

In a motion by Barbara Steller, seconded by Margot Russell, the Board voted unanimously for Board staff to write to Ms. Crichton reminding her that she must have a licensed administrator consultant in order to hold a temporary nursing home administrator's license and to inquire as to the status of her employment with the Elizabeth Levinson Center. In this motion, the Board also gave Board staff permission to approve a new licensed administrator consultant for Ms. Crichton should that become necessary.

ADMINISTRATOR'S REPORT – PENNY VAILLANCOURT

Ms. Vaillancourt distributed and explained the Financial Analysis Reports for FY 2006 (July 1, 2005 – June 30, 2006) and FY 2005 (July 1, 2004 – June 30, 2005).

The Board was informed that the restriction on travel and hiring freeze was extended into the new fiscal year with another Executive Order signed by Governor Baldacci.

In addition, Ms. Vaillancourt reported that licensees can now renew their licenses online.

ADJOURNMENT

There being no further business, in a motion by Margot Russell, seconded by Mark Lowell, the Board voted unanimously to adjourn at 11:45 a.m.

Respectfully submitted,

Diane J. Bradstreet
Board Clerk