

**STATE OF MAINE**  
**NURSING HOME ADMINISTRATORS LICENSING BOARD**

*Minutes of September 29, 2005 Board Meeting*

**Members Present:** Marie Fisher, Chair; Mary Jane Richards, Complaint Officer; Barbara Steller and Mark Lowell

**Others Present:** Penny Vaillancourt, Administrator and Diane Bradstreet, Board Clerk

**Members Absent:** Margot Russell

**CALL TO ORDER**

Marie Fisher, Chair, called the meeting to order at 9:00 a.m.

**APPROVAL OF MINUTES**

In a motion by Barbara Steller, seconded by Mark Lowell, the Board voted unanimously to approve the August 24, 2005 minutes as written.

**APPLICATION REVIEW**

Denise F. Gibbs – Ms. Gibbs' application for licensure as a Residential Care Facility Administrator was reviewed and approved unanimously in a motion by Mary Jane Richards, seconded by Mark Lowell.

Marcie L. Ellis – Ms. Ellis' application for licensure as a Residential Care Facility Administrator was reviewed and approved unanimously in a motion by Mary Jane Richards, seconded by Mark Lowell, pending receipt of an official transcript of her NAB examination score.

Troy Fields – Mr. Field's application for the Administrator-in-Training Program was reviewed and approved unanimously in a motion by Mary Jane Richards, seconded by Barbara Steller, pending receipt of a breakdown of the ICF/MR and residential care rotations.

Mr. Field's part-time Administrator-in-Training Program will be conducted at Sebecook Valley Health Care Facility with Mary Ford, license #AD 382, as Preceptor.

Michelle R. Belhumeur – Ms. Belhumeur's application for the Administrator-in-Training Program for licensure as a nursing home administrator was reviewed and approved unanimously in a motion by Mary Jane Richards, seconded by Mark Lowell.

Ms. Belhumeur's part-time Administrator-in-Training Program will be conducted at Gorham House with Venise Minkowski, license #MLA 619, as Preceptor.

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Diane Libby-Gilbert – Ms. Libby-Gilbert's application for renewal of her Temporary Nursing Home Administrator's license was reviewed and approved unanimously in a motion by Mary Jane Richards, seconded by Barbara Steller.

Ms. Libby-Gilbert will continue to be the temporary administrator at MaineGeneral Rehabilitation and Nursing Care at Glenridge in Augusta with Connie McDonald, license #MLA 597, as Consultant. This license will be effective from September 23, 2005 to December 23, 2005.

### **REVIEW AND APPROVAL OF DECISION AND ORDER**

Reviewed was the Decision and Order from the appeal hearing of Keith A. Moon. In a motion by Barbara Steller, seconded by Mark Lowell, the Decision and Order was approved as amended. All in favor with Mary Jane Richards recused.

### **DISCUSSION REGARDING RULEMAKING**

The Board continued with its review of the rules and discussed the changes needed for Chapter 4.

### **CORRESPONDENCE**

The Board received correspondence from Joel Dutton of the Elizabeth Levinson Center responding to the board's inquiry as to who was serving as the Licensed Administrator Consultant for the temporary licensee, Mary Crichton, during the period of August 8 through August 28, 2005. Mr. Dutton explained that Jeffrey Cake has been the licensed administrator in charge of the facility since August 29, 2005. However, the board will write to Mr. Dutton to remind him that the terms of a temporary license, as outlined in Chapter 7, Section 4(D) of the board's rules, states that there must be a licensed administrator consultant under contract with a facility.

On September 16, 2005, an Executive Order was issued to all state agencies asking them to assist the people displaced by Hurricane Katrina by developing expedited procedures which will allow these individuals to work even temporarily in Maine.

### **COMMITTEE REPORTS**

Examination Committee – No report.

Complaint Committee – Mary Jane Richards reported that there are currently nine (9) complaints pending.

Education Committee – No report.

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AIT Committee – Mark Lowell reported that three AITs have completed their programs and one AIT is expected to complete by September 30, 2005. All four individuals will be eligible to sit for the October 13, 2005 state examination.

With the two new applicants approved at today's meeting, the Board currently has a total of three AITs.

### **CHAIR'S REPORT**

No report.

### **ADMINISTRATOR'S REPORT – PENNY VAILLANCOURT**

Upon completion of the board's review of its current rules, Ms. Vaillancourt will investigate the possibility of contacting with a company to re-write the state examination.

### **REVIEW OF STATE EXAMINATION**

In a motion by Barbara Steller, seconded by Mark Lowell, the board voted unanimously to go into executive session for the purpose of reviewing examination questions.

In a motion by Barbara Steller, seconded by Mark Lowell, the board voted unanimously to come out of executive session.

### **ADJOURNMENT**

There being no further business, in a motion by Barbara Steller, seconded by Mark Lowell, the Board voted unanimously to adjourn at 12:00 p.m.

Respectfully submitted,

Diane J. Bradstreet  
Board Clerk