

STATE OF MAINE
NURSING HOME ADMINISTRATORS LICENSING BOARD

Minutes of November 30, 2005 Board Meeting

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

Others Present: Penny Vaillancourt, Board Administrator and Jack Richards, Assistant Attorney General

Members Absent: None

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 September 29, 2005 minutes as written.

APPLICATION REVIEW

Mary Lou Ciolfi – Ms. Ciolfi's 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.

Betty R. Pomeroy – Ms. Pomeroy's application for licensure as a Residential Care Facility Administrator was reviewed and approved unanimously in a motion by Mary Jane Richards, seconded by Margot Russell.

Ferrell Mearl Reid, Jr. – Mr. Reid's application for licensure as a Residential Care Facility Administrator was reviewed and denied unanimously in a motion by Barbara Steller, seconded by Mary Jane Richards.

Motion to reconsider prior motion made by Barbara Steller, seconded by Mark Lowell – vote was unanimous.

Motion to table the application for six months pending receipt of qualifications for licensure made by Barbara Steller, seconded by Margot Russell – vote was unanimous.

Holly Poirier – Ms. Poirier's application for the Administrator-in-Training Program was reviewed and approved in a motion by Margot Russell, seconded by Barbara Steller. Vote: 4 In Favor, 1- Recused (Mary Jane Richards).

Ms. Poirier's part-time Administrator-in-Training Program will be conducted at Klearview Manor with Mary Jane Richards, license #MLA 632, as Preceptor.

COMPLAINT PRESENTATIONS

NHA-78 –

Complaint filed as a result of a DHHS survey conducted on 5-27-04, citing substandard quality of care regarding restraints.

After a review of the materials and discussion of issues involved, the board voted to dismiss the complaint with a letter of concern to be drafted and placed in the licensee's file for two years. The letter of concern will address current clinical practice guidelines regarding restraints. Motion made by Barbara Steller and seconded by Margot Russell. Vote: 4 In Favor, and 1 Recused (Mary Jane Richards).

NHA-81

Complaint filed as a result of a DHHS survey conducted on 11-04-04, citing substandard care regarding patient care.

After a review of the materials and discussion of issues involved the board voted to schedule the matter for an Informal Conference. Motion made by Barbara Steller and seconded by Margot Russell. Vote: 4 In Favor, and 1 Recused (Mary Jane Richards).

NHA-82

Complaint filed by a consumer against the facility's administrator as a result of a Registered Nurse using improper restraints.

After a review of the materials and discussion of issues involved the board voted to dismiss the complaint. Motion made by Mark Lowell and seconded by Barbara Steller. Vote: 4 In Favor, and 1 Recused (Mary Jane Richards).

DISCUSSION REGARDING RULEMAKING

The Board tabled review of rules until a summary of the board's work done to date is provided.

CORRESPONDENCE

Board reviewed letter from Mary Ford informing the board that she is withdrawing Troy Fields, as an AIT candidate.

COMMITTEE REPORTS

Examination Committee – Margot Russell reported that four individuals sat for the state examination in October. Three passed and one failed.

Complaint Committee – Mary Jane Richards reported that there are currently eight complaints pending. She anticipates the board to schedule three initial complaint presentations in December, and two initial complaint presentations in January.

Education Committee – Board reviewed current requests.

AIT Committee – Mark Lowell reported that there are two AITs in progress, and a third that was approved today.

CHAIR'S REPORT

No report was given by Marie Fisher.

ADMINISTRATOR'S REPORT – PENNY VAILLANCOURT

Penny Vaillancourt gave the board an update regarding the board's financial status, licensee numbers and legislative updates.

ADJOURNMENT

There being no further business, in a motion by Mary Jane Richards, seconded by Mark Lowell, the Board voted unanimously to adjourn at 11:00 a.m.

Respectfully submitted,

Penny Vaillancourt
Board Administrator