

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

*Minutes of December 28, 2005 Board Meeting*

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

**Others Present:** Penny Vaillancourt, Board Administrator; Jack Richards, Assistant Attorney General 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 Mary Jane Richards, seconded by Barbara Steller, the Board voted unanimously to approve the November 30, 2005 minutes as written.

**APPLICATION REVIEW**

Cynthia L. Henry – Ms. Henry'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.

Karen Swasey – In a motion by Barbara Steller, seconded by Mary Jane Richards, Ms. Swasey's application for licensure as a Residential Care Facility Administrator was reviewed and approved unanimously pending receipt of documentation of the individual courses completed within the Residential Facility Administrators Training Program with the hours noted for each course.

Joel A. Dutton – Mr. Dutton's application for the Administrator-in-Training Program was reviewed and approved unanimously in a motion by Mary Jane Richards, seconded by Mark Lowell.

Mr. Dutton's full-time Administrator-in-Training Program will be conducted at the Elizabeth Levinson Center with Jeffrey Cake, license #MLA 623, as Preceptor. The commencement date of this program will be January 2, 2006.

Clarice Bartlett – Ms. Bartlett's application for the Administrator-in-Training Program was reviewed and approved in a motion by Mark Lowell, seconded by Barbara Steller. All in favor with Mary Jane Richards recused.

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Ms. Bartlett's full-time Administrator-in-Training Program will be conducted at Courtland Rehabilitation & Living Center with Alice Workman, license #MLA 613, as Preceptor.

Brenda Marie Myers - Ms. Myers' application for licensure as a Temporary Nursing Home Administrator's license was reviewed and approved unanimously in a motion by Mark Lowell, seconded by Barbara Steller.

Ms. Myers will be the temporary administrator at Treats Falls House in Orono with Catherine T. Robertson, license #MLA 740, as Consultant. This license will be effective from January 19, 2006 to April 19, 2006.

### **COMPLAINT PRESENTATIONS**

NHA-083 – In a motion by Barbara Steller, seconded by Mark Lowell, the Board voted to invite the licensee in this complaint to an informal conference. All in favor with Mary Jane Richards recused.

NHA-84 – In a motion by Mark Lowell, seconded by Barbara Steller, the board voted to invite the licensee in this complaint to an informal conference. All in favor with Mary Jane Richards recused.

### **DISCUSSION REGARDING RULEMAKING**

The board reviewed and discussed proposed changes to Chapter 5 and 6 of the board's rules.

### **COMMITTEE REPORTS**

Examination Committee – No report.

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

Education Committee – Board reviewed current requests.

AIT Committee – With the two AIT programs approved at today's meeting, there are now four programs in progress.

### **CHAIR'S REPORT**

No report was given by Marie Fisher.

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**ADMINISTRATOR'S REPORT – PENNY VAILLANCOURT**

No report was given by Penny Vaillancourt.

**ADJOURNMENT**

There being no further business, in a motion by Mary Jane Richards, seconded by Barbara Steller, the board voted unanimously to adjourn at 12:00 p.m.

Respectfully submitted,

Diane Bradstreet  
Board Clerk