

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

*Minutes of January 25, 2006 Board Meeting*

**Members Present:** Barbara Steller, Interim Chair; Mary Jane Richards, Complaint Officer; Margaret Copelin, Tamra Deering and Mark Lowell

**Others Present:** Carol Leighton, Board Administrator; Jack Richards, Assistant Attorney General and Diane Bradstreet, Board Clerk

**Members Absent:** Margot Russell

**CALL TO ORDER**

Barbara Steller, Interim Chair, called the meeting to order at 9:00 a.m.

**INTRODUCTION OF BOARD MEMBERS**

Introduced were new board members, Margaret Copelin and Tamra Deering.

**APPROVAL OF MINUTES**

In a motion by Mark Lowell, seconded by Mary Jane Richards, the Board voted unanimously to approve the December 28, 2005 minutes as written.

**APPLICATION REVIEW**

Mary Eads – Ms. Eads' 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.

Diane H. Terry – Ms. Terry's application for licensure as a Residential Care Facility Administrator was reviewed and approved unanimously in a motion by Mary Jane Richards, seconded by Margaret Copelin.

**ELECTION OF OFFICERS**

In a motion by Mark Lowell, seconded by Margaret Copelin, the board voted unanimously to table the election of officers until the next meeting.

**DISCUSSION REGARDING RULEMAKING**

This matter was tabled until the next meeting.

## **CORRESPONDENCE**

Barbara Steller read the draft letter written to former board member, Marie Fisher, thanking her for her many years of service on the board. In a motion by Mary Jane Richards, seconded by Mark Lowell, the board voted unanimously to approve this letter for mailing.

## **COMMITTEE REPORTS**

Examination Committee – The state examination was conducted on January 14, 2005. Two individuals sat for this examination, both receiving passing scores.

Complaint Committee – Mary Jane Richards reported that there are currently 11 complaints pending.

Education Committee – The board reviewed current requests.

AIT Committee – Mark Lowell reported that there are currently four AIT programs in progress.

## **ADMINISTRATOR'S REPORT – CAROL LEIGHTON**

Ms. Leighton requested a vote to add an additional item to the board's agenda. A letter, dated December 29, 2005, from the attorney representing the licensee in Complaint #NHA-083 is requesting a postponement of an informal conference until after April 18, 2006 in order to comply with conditions of his client's new employment. The license is currently employed by an accounting firm.

In a motion by Mark Lowell, seconded by Mary Jane Richards, the board voted unanimously to add this item to the agenda for discussion.

In a motion by Mary Jane Richards, seconded by Mark Lowell, the board voted unanimously to allow a postponement of the informal conference until after April 18<sup>th</sup>, with the understanding that this licensee is not currently working as an administrator. If this individual returns to work as an administrator prior to the informal conference, then this individual must promptly notify the board.

## **INFORMAL CONFERENCE – NHA - 081**

Margaret Copelin was recused and did not participate in this informal conference.

In a motion by Barbara Steller, seconded by Mark Lowell, the board voted unanimously to go into executive session for the purpose of conducting an informal conference on Complaint #NHA-081.

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

In a motion by Mark Lowell, seconded by Tamra Deering, the board voted to enter into a Consent Agreement for Warning for violations of Chapter 11, Expectation I of the Board's rules as this licensee did not adequately operate his nursing home "consistent with laws, regulations and standards of practice recognized in the field of health care administration." All in favor with Mary Jane Richards recused.

In a motion by Barbara Steller, seconded by Mark Lowell, the terms of the Consent Agreement as read by Jack Richards were approved. All in favor with Mary Jane Richards recused.

#### **ADJOURNMENT**

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

Respectfully submitted,

Diane Bradstreet  
Board Clerk