

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

*Minutes of November 22, 2006 Board Meeting*

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

**Others Present:** Jack Richards, AAG; Penny Vaillancourt, Board Administrator and Jennifer Mooney, Board Clerk

**Members Absent:**

**CALL TO ORDER**

Barbarba Steller called the meeting to order at 9:05 a.m.

**APPROVAL OF MINUTES**

In a motion made by Mark Lowell, and seconded by Mary Jane Richards, the Board voted unanimously to approve the October 25, 2006 minutes as written.

**INFORMAL CONFERENCE – 2006-NHA-2486**

This conference was rescheduled to December 20, 2006 at 11:00 a.m.

**CORRESPONDENCE**

Mary Jane Richards submitted a request for a change in preceptor for Steven Robitaille. Mr. Robitaille's new preceptor will be Paula Varney. In a motion made by Mark Lowell, seconded by Tamra Deering, the Board voted unanimously to approve Ms. Richards' request for a change in preceptor.

**MISCELLANEOUS**

The board clarified that consultation reports pursuant to Chapter 7 must reflect direct supervision for at least 8 hours per week. The rule also requires that Licensed Administrator Consultant must submit reports to the board no later than the 10<sup>th</sup> of each month.

**COMMITTEE REPORTS**

Examination Committee – No report.

Education Committee – The board reviewed current requests.

Complaint Committee – Mary Jane Richards reported there are currently 24 open complaints.

AIT Committee – Mark Lowell reported there are currently 8 AITs in the training program. There is one AIT that has completed the training and will be sitting for the January exam.

### **ADMINISTRATOR'S REPORT**

The Administrator provided an update to the board regarding efforts to refine the licensing process, entering AITs on the licensing system, as well as a financial update.

### **AJOURNMENT**

There being no further business, in a motion by Margot Russell, seconded by Tamra Deering, the board voted unanimously to adjourn at 9:25 a.m.

Respectfully submitted,

Jennifer Mooney  
Board Clerk