

STATE OF MAINE
NURSING HOME ADMINISTRATORS LICENSING BOARD

Minutes of December 20, 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

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

APPROVAL OF MINUTES

In a motion made by Margot Russell, and seconded by Mary Jane Richards, the Board voted unanimously to approve the November 22, 2006 minutes as written.

APPLICATION REVIEW

Kevin Lavoie – Mr. Lavoie's application for the Administrator-In-Training Program was reviewed. The board voted unanimously in a motion by Mark Lowell, and seconded by Margot Russell to table Mr. Lavoie's application for the AIT Program pending receipt of the following: demonstration of meeting the minimum educational requirements, demonstration of knowledge of residential care/assisted living and written documentation that Mr. Sirois has completed a board approved Preceptor in Training program.

Rebecca Greaves – Ms. Greaves' application for the Administrator-In-Training Program was reviewed and approved unanimously in a motion by Mark Lowell, and seconded by Margot Russell.

Ms. Greaves' full-time Administrator-In-Training Program will be conducted at Dexter Health Care with Vicki White, license #MLA407, as Preceptor. The commencement date of this program will be January 1, 2007.

Meagan Buckley – Ms. Buckley's application for licensure as a Temporary Nursing Home Administrator was reviewed and approved unanimously in a motion by Mary Jane Richards, and seconded by Tamra Deering.

Ms. Buckley will be a temporary administrator at the Eastside Rehab and Living Center with Michael Skirven, license #MLA656, as Consultant.

Meagan Buckley – Ms. Buckley’s application for licensure as a Multi-Level Nursing Home Administrator was reviewed. In a motion by Margot Russell, and seconded by Mark Lowell the board voted unanimously to approve Ms. Buckley’s application pending passage of the state examination.

Karen Fatz – Ms. Fatz’s request for renewal of her Temporary Nursing Home Administrator license was reviewed and approved unanimously in a motion by Mark Lowell, and seconded by Mary Jane Richards.

Lucille Higgins – Ms. Higgins’ request for renewal of her Temporary Nursing Home Administrator license was reviewed and approved unanimously in a motion by Mark Lowell, and seconded by Margot Russell.

COMPLAINT PRESENTATION – 2006-NHA-2487

In a motion by Tamra Deering, and seconded by Mark Lowell, the board voted to dismiss this complaint with a letter of guidance to be sent to the administrator regarding medication administration and performance improvement measures. The letter of guidance will remain in the licensee’s file for a period of two years.

Vote: 5 in favor – 1 recusal (Mary-Jane Richards)

INFORMAL CONFERENCE – 2005-NHA-087

In a motion by Mark Lowell, and seconded by Margot Russell, the board voted to go into executive session to hold an informal conference on Complaint #2005-NHA-087. All in favor with Mary Jane Richards and Tamra Deering recused.

In a motion by Mark Lowell, and seconded by Margot Russell, the board voted to come out of executive session. All in favor with Mary Jane Richards and Tamra Deering recused.

In a motion by Mark Lowell, and seconded by Margot Russell, the board voted to dismiss this complaint with a letter of guidance regarding leadership, competencies, and protection of residents to be sent to the administrator. The letter of guidance will remain in the licensee’s file for a period of two years.

Vote: 3 in favor – 3 recusals (Mary-Jane Richards, Margaret Copelin and Tamra Deering)

INFORMAL CONFERENCE – 2006-NHA-2523

In a motion by Margot Russell, and seconded by Mark Lowell, the board voted to go into executive session to hold an informal conference on Complaint #2006-NHA-2523. All in favor with Mary Jane Richards recused and Tamra Deering recused.

In a motion by Mark Lowell, and seconded by Margot Russell, the board voted to come out of executive session. All in favor with Mary Jane Richards and Tamra Deering recused.

In a motion by Mark Lowell, and seconded by Margot Russell, the board voted to dismiss this complaint with a letter of guidance regarding highest quality of services and to operate the facility consistent with standards of practice to be sent to the administrator. The letter of guidance will remain in the licensee's file for a period of two years.

Vote: 3 in favor – 3 recusals (Mary-Jane Richards, Margaret Copelin and Tamra Deering)

INFORMAL CONFERENCE – 2006-NHA-2486

In a motion by Mary Jane Richards, and seconded by Margaret Copelin, the board voted unanimously to go into executive session to hold an informal conference on Complaint #2006-NHA-2486.

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

In a motion by Barbara Steller, and seconded by Margaret Copelin, the board voted to offer the licensee a consent agreement with the following terms: formal warning, admission to violations of Chapter 11, Expectations I and II of the board's rules.

Vote: 5 in favor – 1 recused (Mary-Jane Richards)

COMPLAINT ITEMS – 2005-NHA-084

In a motion by Mark Lowell, and seconded by Barbara Steller, the board voted unanimously to table these compliance documents as submitted. Specifically, the board is requesting additional information substantiating the attendance and course content of all submitted documents.

COMMITTEE REPORTS

Examination Committee – No report.

Education Committee – The board reviewed current requests.

Complaint Committee – Mary Jane Richards reported there are currently 21 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 the legislative session and a financial update.

AJOURNMENT

There being no further business, in a motion by Margot Russell, and seconded by Mark Lowell, the board voted unanimously to adjourn at 3:02 p.m.

Respectfully submitted,

Jennifer Mooney
Board Clerk