

STATE OF MAINE
NURSING HOME ADMINISTRATORS LICENSING BOARD

Minutes of March 28, 2007 Board Meeting

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

Others Present: Andrew Black, AAG; Penny Vaillancourt, Board Administrator and
Jennifer Mooney, Board Clerk

Members Absent: Margot Russell

CALL TO ORDER

Barbara Steller, Chair, called the meeting to order at 9:02 a.m.

APPROVAL OF MINUTES

In a motion made by Mary Jane Richards and seconded by Tamra Deering, the Board voted unanimously to approve the February 28, 2007 minutes as written.

Vote: 5 in favor

APPLICATION REVIEW

Phillip Bennett – Mr. Bennett's application for licensure as a Nursing Home Administrator via reciprocity was reviewed. In a motion by Mark Lowell, and seconded by Mary Jane Richards the board voted unanimously to approve Mr. Bennett's application pending passage of the state examination.

Dana Rank – Mr. Rank's application for licensure as a Temporary Nursing Home Administrator was reviewed and approved unanimously in a motion by Mark Lowell, and seconded by Margaret Copelin.

Mr. Rank will be a temporary administrator at the Sonogee Rehabilitation & Living Center with Rosanne Tousignant, license #MLA512, as Consultant.

DISCUSSION WITH RICHARD A. ERB, MAINE HEALTH CARE ASSOCIATION

Mr. Erb met with the board for the purpose of discussing what MHCA can do to help administrators as it relates to best practices. There was discussion regarding the AIT program and how to incorporate collaboration and communication with DHHS. Other MHCA initiatives included: outreach efforts to provide resources and best practice information to members, such as the growing membership of Residential Care Administrators; encourage facilities to use a customer survey/interview process to improve services; encourage members to obtain quality improvement certification; encourage members to post deficient surveys for public inspection; provide additional education regarding the complaint process; encourage participation in leadership courses.

CORRESPONDENCE

Steven Robitaille – Mr. Robitaille wrote to the board regarding his AIT program. Specifically, Mr. Robitaille requested to extend his AIT program for an additional two weeks. After a full review and discussion a motion was made by Mary Jane Richards and seconded by Tamra Deering to approve Mr. Robitaille's request for extension of his AIT program for an additional 6 months.

The board unanimously voted to communicate with Mr. Robitaille that monthly reports need to be submitted to the board if the program extends beyond the two week period in a motion made by Margaret Copelin and seconded by Mark Lowell.

COMMITTEE REPORTS

Examination Committee – Nothing to report.

Education Committee – The board reviewed current requests.

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

AIT Committee – Mark Lowell reported there are 10 AITs in the process of completing the training program – Lynn Tyler, Kerry Sirois will be sitting for the April exam.

ADMINISTRATOR'S REPORT

The Administrator provided an update to the board regarding the legislative session, a financial update, and a report on the current number of licensees.

AJOURNMENT

There being no further business, in a motion made by Mary Jane Richards and seconded by Tamra Deering, the board voted unanimously to adjourn at 10:32 a.m.

Respectfully submitted,

Jennifer Mooney
Board Clerk