

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

*Minutes of June 27, 2007 Board Meeting*

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

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

**Members Absent:** Barbara Steller

**CALL TO ORDER**

Mary Jane Richards, Acting Chair, called the meeting to order at 9:04 a.m.

**APPROVAL OF MINUTES**

In a motion made by Mark Lowell and seconded by Tamra Deering, the Board voted unanimously to approve the May 23, 2007 minutes as written.

**Vote: 5 in favor**

**APPLICATION REVIEW**

James Kemer – Mr. Kemer's application for licensure/reinstatement was reviewed. In a motion by Mark Lowell and seconded by Tamra Deering the board voted to send Mr. Kemer an incomplete letter requesting the following information: an official transcript from Brigham Young University, notarized proof of completion of the AIT Program, proof of employment, and passage of the state examination.

Craig S. Rowley – Mr. Rowley's application for licensure as a Multi-Level Nursing Home Administrator was reviewed. In a motion by Mark Lowell, and seconded by Margaret Copelin the board voted unanimously to approve Mr. Rowley's application pending receipt of the national exam results from the New Hampshire State licensing board and passage of the state examination.

Dana Rank – Mr. Rank's application for licensure as a Multi-Level Nursing Home Administrator was reviewed. In a motion by Margot Russell, and seconded by Margaret Copelin the board voted to approve Mr. Rank's application pending passage of the state examination.

**Vote: 3 in favor (2 recusals – Mary Jane Richards and Tamra Deering)**

*NHA Minutes (cont'd)*

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### **LICENSURE DENIAL HEARING – Keith A. Moon**

The license denial hearing in the matter of Keith A. Moon commenced at 10:16 a.m. and concluded at 11:11 a.m.

After review and discussion of the evidence presented, Mark Lowell made a motion to grant the appeal and issue a Residential Care Administrators license with probation conditions. Margaret Copelin seconded the motion.

**Vote: 3 in favor, 2 opposed (Mary Jane Richards and Tamra Deering)**

### **REVIEW OF CEU AUDITS**

The board reviewed additional information as requested from a licensee regarding the 2006 ceu audit. After a full review and discussion a motion was made by Mark Lowell, seconded by Tamra Deering, and the board voted unanimously to initiate a complaint based on failure to comply with the ceu requirements.

**Vote: Unanimous**

### **COMMITTEE REPORTS**

Examination Committee – Nothing to report.

Education Committee – The board reviewed current requests.

Complaint Committee – Mary Jane Richards reported there are 7 open complaints.

AIT Committee – Mark Lowell reported there are 6 AITs and 3 have completed the program and will be sitting for the July exam (Kristy Thibodeau, Steven Robitaille, Nancy Cote-Daigle).

### **ADMINISTRATOR'S REPORT**

The Administrator provided a financial update and a report on the current number of licensees.

### **AJOURNMENT**

There being no further business, in a motion made by Mark Lowell and seconded by Margot Russell, the board voted unanimously to adjourn at 11:52 a.m.

Respectfully submitted,  
Jennifer Mooney, Board Clerk