

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

*Minutes of September 26, 2007 Board Meeting*

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

**Others Present:** Robert Perkins, AAG and Penny Vaillancourt, Board Administrator; Merica Tripp, P&RA

**Members Absent:** Mark Lowell

**CALL TO ORDER**

Barbara Steller, Chair, called the meeting to order at 9:05 a.m.

**APPROVAL OF MINUTES**

In a motion made by Margot Russell and seconded by Tamra Deering, the Board voted unanimously to approve the August 22, 2007 minutes as written.

**Vote: 5 in favor**

**APPLICATION REVIEW**

Angela Hunt – Ms. Hunt's application for the (MLA) Administrator-In-Training Program was reviewed and approved pending the receipt of a more detail AIT program in a motion made by Mary Jane Richards and seconded by Tamra Deering.

**Vote: 5 in favor**

Lyndsey Camick – Ms. Camick's application for the (MLA) Administrator-In-Training Program was reviewed and denied in a motion made by Mary Jane Richards and seconded by Margaret Copelin. The denial is based on an assault criminal conviction and failure to provide a detailed AIT program.

**Vote: 5 in favor**

**COMPLAINT PRESENTATIONS**

**2006-NHA-2816**

A complaint was filed as a result of a DHHS Survey conducted on February 9, 2006 resulting in substandard quality of care. After a full review of the complaint information, Tamra Deering made a motion to dismiss the complaint and issue a Letter of Guidance to be placed in the licensee's file for a period of one year regarding physical plant issues. The motion was seconded by Margaret Copelin.

**Vote: 4 in favor – 1 recused (Mary Jane Richards)**

**2007-NHA-3631**

A complaint was filed as a result of a failed continuing education audit. After a full review of the complaint information, Tamra Deering made a motion to dismiss the complaint and issue a Letter of Guidance to be placed in the licensee's file for a period of one year regarding the board's continuing education rules. The motion was seconded by Margaret Copelin.

**Vote: 4 in favor – 1 recused (Mary Jane Richards)**

**2007-NHA-3723**

A complaint was filed as a result of a failed continuing education audit. After a full review of the complaint information, Margaret Copelin made a motion to dismiss the complaint and issue a Letter of Guidance to be placed in the licensee's file for a period of one year regarding the board's continuing education rules. The motion was seconded by Tamra Deering.

**Vote: 4 in favor – 1 recused (Mary Jane Richards)**

**2007-NHA-3800**

A complaint was filed against a licensee by a former employee alleging unprofessional conduct. After a full review of the complaint information, Margaret Copelin made a motion to dismiss the complaint for lack of a violation. The motion was seconded by Margot Russell.

**Vote: 4 in favor – 1 recused (Mary Jane Richards)**

**Discussion with Peter Mauro (DHHS) regarding AIT Program**

The Department of Health and Human Services, Office of Licensing and Regulatory Services, is planning on conducting informational sessions and will invite the board to collaborate and participate in those sessions as part of an outreach program designed to educate and inform rules/regulations regarding facilities and the responsibilities of AITs and licensed Administrators.

**CORRESPONDENCE**

Irving Faunce wrote to the board and admitted in error in renewing his license online. He answered "yes" to the continuing education question when he did not complete the continuing education requirements.

In a motion made by Tamra Deering and seconded by Margot Russell, the board voted to file a complaint against the licensee.

**Vote: 5 in favor**

**COMMITTEE REPORTS**

Examination Committee – Nothing to report at this time.

Education Committee – The board reviewed current requests.

Complaint Committee – Mary Jane Richards reported there are 6 open complaints.

AIT Committee – No report was provided.

**CHAIR REPORT**

**ADMINISTRATOR'S REPORT**

The Administrator provided a financial update and a report on the current number of licensees. Ms. Vaillancourt also introduced Merica Tripp, a Planning and Research Associate who will begin working on the state examination contract.

**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 11:35 a.m.

Respectfully submitted,  
Penny Vaillancourt, Board Administrator