

STATE OF MAINE
NURSING HOME ADMINISTRATORS LICENSING BOARD

Minutes of November 28, 2007 Board Meeting

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

Others Present: Carrie Carney, AAG, Robert Perkins, AAG and Penny Vaillancourt, Board Administrator; Merica Tripp, P&RA and Jennifer Mooney, Board Clerk

Members Absent:

CALL TO ORDER

Barbara Steller, Chair, called the meeting to order at 9:02 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 September 26, 2007 minutes as written.

Vote: 5 in favor (1 recusal – Mark Lowell)

COMPLAINT PRESENTATION

2007-NHA-3542

A complaint was filed as a result of a DHHS Survey conducted on October 28, 2006 resulting in substandard quality of care. After a full review of the complaint information, Mark Lowell 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 two years regarding quality of care. The motion was seconded by Tamra Deering.

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

2007-NHA-3679

A complaint was filed as a result of a DHHS Adult Protective Services complaint. After a full review of the complaint information, Margaret Copelin made a motion to invite the licensee to come before the board for an informal conference. The motion was seconded by Mark Lowell.

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

NHA Board Minutes
11/28/07
Page Two

2007-NHA-3959

A complaint was filed as a result of a licensee failing to meet the board's continuing education requirements. After a full review of the complaint information, Margaret Copelin made a motion to offer the licensee a consent agreement with the following terms: admission to failing to meet the board's continuing education requirements, receive a formal warning and complete the required hours within 90 days and the hours cannot be reused for the 2008 renewal cycle. The motion was seconded by Margot Russell.

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

COMPLAINT ITEM

2005-NHA-084

The board reviewed compliance documents submitted to the board as a result of a consent agreement. After a full review a motion was made by Mary Jane Richards and seconded by Tamra Deering, to table the quarterly report as submitted pending receipt of the certificates of attendance and accept the college course pending receipt of an official college transcript. Additionally, the board will send the licensee a letter regarding the remaining conditions of probation which include CMS Guideline training.

Vote: 6 in favor

2006-NHA-2816

The board reviewed the draft Letter of Guidance. After a full review a motion was made by Mark Lowell and seconded by Margot Russell, to amend the Letter of Guidance to include Infection Control guidelines.

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

2007-NHA-3631

The board reviewed the draft Letter of Guidance. After a full review a motion was made by Mark Lowell and seconded by Tamra Deering, to approve the Letter of Guidance as written.

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

NHA Board Minutes
11/28/07
Page Three

2007-NHA-3723

The board reviewed the draft Letter of Guidance. After a full review a motion was made by Margaret Copelin and seconded by Tamra Deering, to approve the Letter of Guidance as written.

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

**Action on Decision and Order and a
Review of the Quarterly Report - KEITH A. MOON**

At the board's July 25, 2007 meeting the board had tabled the draft Decision and Order. After a full discussion with board AAG, a motion was made by Margot Russell and seconded by Tamra Deering to amend the July 25, 2007 minutes to reflect that the Keith A. Moon Decision and Order was tabled pending receipt of the signed consent agreement. The board subsequently received the signed consent agreement.

Vote: 6 in favor

The board reviewed the first quarterly report submitted to the board as a result of a consent agreement. After a full review a motion was made by Mary Jane Richards and seconded by Margot Russell, to accept the first quarterly report.

Vote: 6 in favor

REVIEW LYNDSLEY CAMICK'S LICENSURE DENIAL

The board met with Robert Perkins, AAG, to discuss the preliminary denial of Lyndsey Camick's application for registration in the Administrator-In-Training Program. After a full discussion a motion was made by Margaret Copelin and seconded by Mary Jane Richards to rescind the board's motion to preliminarily deny Ms. Camick's application and table this matter until the next meeting.

Vote: 6 in favor

RENEWAL APPLICATION

Edward Stewart – The board reviewed Mr. Stewart’s renewal application and correspondence regarding continuing education. After a full review and discussion a motion was made by Mary Jane Richards and seconded by Mark Lowell to preliminarily deny the renewal application and offer the licensee a consent agreement with the following terms: admission to failing to meet the board’s continuing education requirements, receive a formal warning and complete the required hours within 90 days and the hours cannot be reused for the 2008 renewal cycle.

2007 CEU AUDITS

The board will review the incomplete ceu audits at their next meeting.

CEU DISCUSSION

Merica Tripp discussed with the board whether the NAB ceu courses need to be post-approved. After a full review the board determined that NAB courses are blanket approved and accepted without post approval requests.

AIT FORMAL TRAINING GUIDE DISCUSSION

The board reviewed an AIT Formal Training Guide template which will be distributed to potential AIT candidates.

CEU POST-APPROVAL REQUESTS

The board reviewed post approval requests.

DECEMBER MEETING DATE

The board will reschedule their December meeting tentatively to December 19.

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 5 open complaints.

AIT Committee – There is currently 1 AIT and 1 AIT has completed the program and will be sitting for the January state exam.

CHAIR REPORT

Nothing to report.

ADMINISTRATOR'S REPORT

The Administrator provided a financial update and a report on the current number of licensees. Ms. Vaillancourt also provided the board with a recap of her meeting with DHHS and Peter Mauro regarding the training they will be holding.

AJOURNMENT

There being no further business, in a motion made by Mary Jane Richards and seconded by Mark Lowell, the board voted unanimously to adjourn at 10:52 a.m.

Respectfully submitted,
Jennifer Mooney, Board Clerk