



Janet T. Mills
Governor

STATE OF MAINE
DEPARTMENT OF PROFESSIONAL & FINANCIAL REGULATION
OFFICE OF PROFESSIONAL & OCCUPATIONAL REGULATION
Nursing Home Administrators Licensing Board
35 STATE HOUSE STATION
AUGUSTA, MAINE
04333-0035

Anne L. Head
Commissioner

**Nursing Home Administrators Licensing Board
Public Board Meeting**

Minutes of January 24, 2024, Board Meeting

Members Present: Lori Pomelow

Others Present: Holly Poirier, Board Manager, Elizabeth Stivers, AAG; Tammy Reed, Board Clerk; Candice Wright, Consumer Assistance and Hearing Coordinator, Kristin Racine – OPOR Deputy Director

Members via Zoom: Megan Stiles – Complaint Officer, Andrea Otis-Higgins

Members Absent: Phillip Hickey, Peter Sirois

CALL TO ORDER

Holly Poirier, Board Manager, called the meeting to order at 9:05 a.m.

MINUTES REVIEW AND APPROVAL

Megan Stiles made a motion to approve the November 29, 2023 minutes as written. Andrea Otis-Higgins seconded the motion.

Vote: 3 in favor

COMPLAINT ITEM

2019-NHA-15575

2022-NHA-18519

Tabled due to lack of quorum for a vote.

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APPLICATION REVIEW

Erin M. Proctor Hartt, RCA2995

Megan Stiles made a motion to approve offer a consent agreement. Lori Pomelow seconded the motion.

Vote: 3 in favor

PROPOSED RULEMAKING

1. Chapter 1: Definitions and Replace with Chapter 20: Definitions
2. Chapter 2: Nursing Home Administrators and Replace with Chapter 22: Administrator-in-Training Program for Multi-level Long Term Care Facility Administrators
3. Chapter 3: Residential Care Facility Administration and Replace with Chapter 26: Licensure of Residential Care Facility Administrators
4. Chapter 4: Multi-Level Long Term Care Facility Administrators and Replace with Chapter 23: Multi-level Long Term Care Facility Administrators: Licensure by Examination
5. Chapter 5: Licensing and Replace with Chapter 25: Licensure of Nursing Home Administrators
6. Chapter 7: Temporary Licenses and Replace with Chapter 27: Temporary Licensure of Administrators
7. Chapter 8: Continuing Education and Replace with Chapter 28: License Renewal, Continuing Education and Inactive Status
8. Chapter 9: Advisory Rulings and Replace with Chapter 21: Advisory Rulings
9. Chapter 11: Code of Ethics and Replace with Chapter 30: Code of Ethics
10. Chapter 29: Approval of Preceptor Training Programs
11. Repeal Chapter 6: Endorsement
12. Repeal Chapter 10: Fees

Nursing Home Administrators Licensing Board

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CHAIR'S REPORT

None.

ADMINISTRATOR'S REPORT

None.

OPPORTUNITY FOR PUBLIC COMMENT

ADJOURNMENT

Lori Pomelow made a motion adjourn at 10:15 am, Andrea Otis-Higgins seconded the motion.

Vote: 3 in favor.