



Janet T. Mills
Governor

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

Anne L. Head
Commissioner

Minutes
Maine Nursing Home Administrators Licensing Board
April 26, 2023 Board Meeting

MEMBERS PRESENT

Andrea Otis-Higgins
Peter Sirois
Megan Stiles
Philip Hickey

MEMBERS ABSENT

Lori Pomelow

STAFF PRESENT

Elizabeth Stivers, Assistant Attorney General
Kristina Halvorsen, Board Administrator
George Morgan, Board Investigator
Cecile Sirois, Professional Licensing Supervisor

CALL TO ORDER

Acting Chair, Peter Sirois, called the meeting to order at 9:02 a.m.

A motion was made by Megan Stiles and seconded by Andrea Otis-Higgins to amend today's agenda by moving the Administrator's Report after reviewing and approving April 27, 2022 and May 25, 2022's minutes.

Vote: 4 in favor.

MINUTES REVIEW AND APPROVAL

Review and approval of the minutes of April 27, 2022.

In a motion by Megan Stiles and seconded by Philip Hickey the Board voted to approve the minutes as written.

Vote: 3 in favor, 1 abstained: Andrea Otis-Higgins.

Review and approval of the minutes of May 25, 2022.

OFFICES LOCATED AT: 76 NORTHERN AVENUE, GARDINER, MAINE

In a motion by Megan Stiles and seconded by Philip Hickey the Board voted to approve the minutes as written.

Vote: 3 in favor, 1 abstained: Andrea Otis-Higgins.

ADMINISTRATOR'S REPORT

Board Administrator, Kristina Halvorsen, discussed how the next meeting will be in-person and the Board will need to review and adopt a new remote participation policy at that time.

AAG Elizabeth Stivers reviewed the bias laws and rules with the Board and discussed when Board member recusals are needed.

A motion was made by Andrea Otis-Higgins and seconded by Megan Stiles to amend today's agenda by moving into the Complaint Presentations next.

Vote: 4 in favor.

COMPLAINT PRESENTATIONS

2022-NHA-18707

A motion was made by Megan Stiles and seconded by Andrea Otis-Higgins to dismiss this complaint case due to lack of evidence of a violation of Board laws or rules.

Vote: 4 in favor.

2022-NHA-18841

A motion was made by Megan Stiles and seconded by Philip Hickey to dismiss this complaint case due to lack of evidence of a violation of Board laws or rules.

Vote: 3 in favor, 1 recused: Andrea Otis-Higgins.

2023-NHA-18860

A motion was made by Andrea Otis-Higgins and seconded by Megan Stiles to set this matter for an adjudicatory hearing and offer a Consent Agreement with a reprimand, in lieu of a hearing, that would prohibit this licensee from ever renewing his Maine Nursing Home Administrator license

Vote: 4 in favor.

ELECTION OF OFFICERS

Board Chair

A motion was made by Philip Hickey and seconded by Andrea Otis-Higgins to nominate Peter Sirois as Board Chair.

Vote: 4 in favor.

Vice Chair

A motion was made by Philip Hickey and seconded by Andrea Otis-Higgins to nominate Philip Hickey as Vice Chair.

Vote: 4 in favor.

Complaint Officer

A motion was made by Philip Hickey and seconded by Andrea Otis-Higgins to nominate Megan Stiles as Complaint Officer.

Vote: 4 in favor.

DEEMED STATUS

Maine Health Care Association

A motion was made by Megan Stiles and seconded by Andrea Otis-Higgins to renew Maine Health Care Association's status as Deemed Status for another year.

Vote: 4 in favor.

PUBLIC COMMENT

Karen Michaud thanked the Board for approving Maine Health Care Association's Deemed Status for another year and asked if the Board will be sending a letter regarding this Deemed Status renewal.

RULEMAKING

The Board reviewed and edited Board Rules with OPOR's attorney, Kristin Racine, and Board Administrator, Kristina Halvorsen.

ADJOURNMENT

A motion was made by Megan Stiles and seconded by Andrea Otis-Higgins to adjourn the Board meeting at 12:30 p.m.

Vote: 4 in favor.