



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

Joan Cohen  
Commissioner

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

*Meeting Minutes of April 23, 2025 Board Meeting*

**Attendance:**

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

Members Present: Lori Pomelow, Board Member  
Ken Huhn, Board Member

Others Present: Holly Poirier, Chairman & Board Manager  
Kristen Bowker, Board Staff, Electronic Operator  
Elizabeth Stivers, Board AAG

Members Absent: None

**I. CALL TO ORDER**

Holly Poirier called the meeting to order at 9:00 a.m.

**II. ELECTION OF BOARD CHAIR**

Board Member, Andrea Otis-Higgins volunteered to represent the board as the new board chair.

Lori Pomelow: Motion made to accept Andrea Otis-Higgins as board chair

Second: Meagan Stiles

**Vote in Favor:**

Megan Stiles

Lori Pomelow

Ken Huhn

**Abstain:**

Andrea Otis-Higgins

Vote – 3 in favor / 1 Abstained / 0 Opposed – Motion carries

### **III. MINUTES REVIEW AND APPROVAL**

Andrea Otis-Higgins made a motion to approve the January 22, 2025, minutes as written.

Second: Lori Pomelow

**Vote in Favor:**

Megan Stiles

Lori Pomelow

Andrea Otis-Higgins

**Abstain**

Ken Huhn

Vote – 3 in favor / 1 Abstained / 0 opposed - Motion carries

Ken Huhn abstained because he was not present at the January 22, 2025, meeting.

### **IV. COMPLAINT REVIEW:**

#### **a. 2024-NHA-20342**

Andrea Otis-Higgins made a motion to accept the complaint committee members recommendation and dismiss of the complaint based on no violation of the board's laws or rules.

Second: Lori Pomelow

**Vote in Favor:**

Ken Huhn

Lori Pomelow

Andrea Otis-Higgins

**Abstain:**

Megan Stiles, Hearing Officer

Vote – 3 in favor / 1 Abstained / 0 opposed - Motion carries

#### **b. 2024-NHA-20343**

Lori Pomelow made a motion to accept the complaint committee members' recommendation and dismiss the complaint based on no violation of the board's laws or rules.

Second: Andrea Otis-Higgins

**Vote in Favor:**

Ken Huhn

Lori Pomelow

Andrea Otis-Higgins

**Abstain:**

Megan Stiles, Hearing Officer

Vote – 3 in favor / 1 Abstained / 0 opposed - Motion carries

**c. 2023-NHA-19364**

Ken Huhn made a motion to accept the complaint committee member's recommendation and dismiss the complaint based on no violation of the board's laws and rules.

Second: Lori Pomelow

**Vote in Favor:**

Ken Huhn

Lori Pomelow

Andrea Otis-Higgins

**Abstain:**

Megan Stiles, Hearing Officer

Vote – 3 in favor / 1 Abstained / 0 opposed - Motion carries

**d. 2024-NHA-19904**

Lori Pomelow made a motion to offer the licensee a consent agreement with the following Discipline: a reprimand, license revocation, licensee agrees not to apply for licensure for any license available under the jurisdiction of the board for five years. The licensee agrees that when and if they apply for licensure, they will be required to meet all the requirements of a new applicant. A Civil Penalty of \$1,000 for one (1) incident described in the summary from the complaint officer, and \$500.00 for two (2) incidents described in the summary from the complaint officer for a total aggregate civil penalty of \$2,000, to be paid within 90 days of receiving a copy of the fully executed consent agreement.

Second: Ken Huhn

**Vote in Favor:**

Ken Huhn

Lori Pomelow

Andrea Otis-Higgins

**Abstain:**

Megan Stiles, Hearing Officer

Vote – 3 in favor / 1 Abstained / 0 opposed - Motion carries

**V. PRESENTATION OF THE HEALTH SERVICES EXECUTIVE (HSE) CREDENTIAL FROM NAB**

At the January 22, 2025, board meeting, the board requested that the Board Manager ask a Representative from NAB to speak to the Board about what the advantages would be to add the HSE credential as a new licensing credential. The board welcomes Randy Linder to today's meeting.

**VI. ADMINISTRATOR'S REPORT**

**VII. OPPORTUNITY FOR PUBLIC COMMENT:**

No Public Comment

**VIII. ADJOURNMENT**

Lori Pomelow made a motion to adjourn today's meeting

Second: Megan Stiles

**Vote in Favor:**

Ken Huhn

Lori Pomelow

Megan Stiles

Andrea Otis-Higgins

Vote – 5 in favor / 0 abstained / 0 opposed – Motion Carries

Meeting adjourns at 10:35 am.