



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

Janet T. Mills
Governor

Joan Cohen
Commissioner

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

Draft Minutes of January 22, 2025 Board Meeting

Members Present: Lori Pomelow, Board Member

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

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

Members Absent: None

I. CALL TO ORDER

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

II. MINUTES REVIEW AND APPROVAL

Lori Pomelow made a motion to approve the November 27, 2024, minutes as written.
Andrea Otis-Higgins seconded the motion.

Vote: 3 in favor

**III. ADMINISTRATOR-IN-TRAINING DOCUMENTATION REVIEW AND
REVISION DISCUSSION**

IV. REVIEW OF DRAFT RULE CHANGES

Megan Stiles made a motion to commence rulemaking on Chapter 23, Multi-level Long Term Care Facility Administrators: Licensure by Examination, and Chapter 27, Temporary Licensure of Administrators and present the changes to the board at their April meeting.

OFFICES LOCATED AT: 76 NORTHERN AVENUE, GARDINER, MAINE

PHONE: (207)624-8624 (VOICE)

TTY users: call Maine Relay 711

FAX: (207)624-8637

Nursing Home Administrators Licensing Board

April 24, 2024, Minutes

Page 2 of 2

**V. MAINE HEALTH CARE ASSOCIATION LETTER TO THE BOARD
TO CONSIDER ADOPTING THE HEALTH SERVICES EXECUTIVE
(HSE) CREDENTIAL**

The board requested that the Board Manager get 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.

VI. ADMINISTRATOR'S REPORT

VII. OPPORTUNITY FOR PUBLIC COMMENT:

No Public Comment

VIII. ADJOURNMENT

Lori Pomelow made a motion to adjourn at 10:35 am, Andrea Otis-Higgins and Megan Stiles seconded the motion.

Vote: 3 in favor.