



Janet T. Mills
Governor

STATE OF MAINE
DEPARTMENT OF PROFESSIONAL & FINANCIAL REGULATION
OFFICE OF PROFESSIONAL AND OCCUPATIONAL REGULATION
NURSING HOME ADMINISTRATORS LICENSING BOARD



Joan F. Cohen
Commissioner

Penny Vaillancourt
Director

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

Meeting Minutes of January 28, Board Meeting

Attendance:

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

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

Others Present: Holly Poirier, Board Manager
Kristen Bowker, Board Staff, Electronic Operator
Randy Dow, Board AAG

Members Absent: None

I. CALL TO ORDER

II. MINUTES REVIEW AND APPROVAL

Ken Huhn – Motion made to approve the October 22, 2025, minutes as written.

Second by: Lori Pomelow

Vote in Favor:

Megan Stiles

Lori Pomelow

Andrea Otis-Higgins

Ken Huhn

Vote – 4 in favor / 0 Abstained / 0 opposed - Motion carries

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[Nursing Home Administrators Licensing Board | Office of Professional and Occupational Regulation](#)

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III. COMPLAINT PRESENTATION

1. 2025-NHA-20800

Ken Huhn made a motion that licensee violated Expectation I and Expectation IV of the Board Rules, Chapter 30, Code of Ethics, as well as 10 M.R.S. 8003 (5-A)(A)(2).

Second by: Lori Pomelow

Vote in Favor:

Ken Huhn

Lori Pomelow

Andrea Otis-Higgins

Abstain:

Megan Stiles

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

Andrea Otis-Higgins made a motion to set the matter for hearing, offer a consent agreement, issue a civil penalty of \$1,500 – to be paid within 30 days of fully signed consent agreement. A license suspension for 90 days of the fully signed consent agreement, in which that time, the licensee will obtain 6 credits of Continuing Education related to ethics.

Second by: Lori Pomelow

Vote in Favor:

Ken Huhn

Lori Pomelow

Andrea Otis-Higgins

Abstain:

Megan Stiles

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

Abstain:

Megan Stiles

Andrea Otis-Higgins made a motion to allow Megan Stiles to sign the Consent Agreement on the board chair's behalf.

Second by: Lori Pomelow

Vote in Favor:

Ken Huhn

Lori Pomelow

Andrea Otis-Higgins

Abstain:

Megan Stiles

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

IV. CONSENT AGREEMENT PRESENTATION by Randy Dow, AAG

1. 2024-NHA-19904

Licensee and Legal Counsel representing the licensee made revisions to consent agreement, and was looking to the Board for approval of the revised version.

Andrea Otis-Higgins – Motion made to deny consent agreement revisions

Second by: Ken Huhn

Vote in Favor:

Ken Huhn

Lori Pomelow



Andrea Otis-Higgins
Megan Stiles
Vote – 4 in favor / 0 Abstained / 0 opposed - Motion carries

Lori Pomelow – Motion made to approve the following language change to the consent agreement,
“*Licensee let license lapse before revocation*”.

Second by: Ken Huhn

Vote in Favor:

Ken Huhn
Lori Pomelow
Andrea Otis-Higgins
Megan Stiles

Vote – 4 in favor / 0 Abstained / 0 opposed - Motion carries

V. RECOGNIZED CONTINUING EDUCATION SPONSOR

1. Maine Health Care Association (MHCA)

Andrea Otis-Higgins made a motion to accept ACHCA Maine Chapter’s application for a Recognized Continuing Education Sponsor for the 2025-2026 license renewal period

Second by: Ken Huhn

Vote in Favor:

Ken Huhn
Lori Pomelow
Andrea Otis-Higgins
Megan Stiles

Vote – 4 in favor / 0 Abstained / 0 opposed - Motion carries

VI. LICENSE APPLICATION REVIEW

1. Israel Nachfolger, MLA3150

Andrea Otis-Higgins – Motion made to table the application and directed board staff to obtain additional Information to verify that an AIT Program or Internship was completed.

Second by: Lori Pomelow

Vote in Favor:

Lori Pomelow
Andrea Otis-Higgins
Megan Stiles

Abstained Vote:

Ken Huhn

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

VII. BOARD MANAGER’S REPORT

VIII. OPPORTUNITY FOR PUBLIC COMMENT:

No Public Comment



IX. ADJOURNMENT

Ken Huhn made a motion to adjourn today's meeting

Second: Lori Pomelow

Vote in Favor:

Ken Huhn

Lori Pomelow

Andrea Otis-Higgins

Megan Stiles

Vote – 4 in favor / 0 abstained / 0 opposed – Motion Carries

Meeting adjourns at 10:40 am

