

COMMONWEALTH OF MASSACHUSETTS

BOARD OF REGISTRATION OF NURSING HOME ADMINISTRATORS

THIS AGENDA CONSTITUTES NOTICE OF THE REGULARLY SCHEDULED MEETING OF THE BOARD OF REGISTRATION OF NURSING HOME ADMINISTRATORS IN COMPLIANCE WITH THE OPEN MEETING LAW, M.G.L. c. 30A, § 20

Friday, April 29, 2022

10:00 a.m.

General Session will be held via WebEx at:

<https://eohhs.webex.com/eohhs/j.php?MTID=me927876527c0548a04922a3d829cd20e>

Call-In Telephone number: 1-617-315-0704

Meeting Number/Access Code: 2539 851 8963

Meeting Password: 5pZ47jTJvCX

All Votes Must Be Via Roll Call

Agenda

Time	Item #	Item	Exhibits	Staff Contact
10:00 a.m.	I	Call to Order Determination of Quorum Notice of Electronic Recording		Board Chair
	II	Conflict of Interest Approval of Regular Session Agenda	Draft Agenda	Board
	III	Approval of Minutes of Regularly Scheduled Board Meeting A. February 18, 2022 General Session Minutes B. March 18, 2022 General Session Minutes	Draft Minutes	Board
	IV	Administrator-in-Training Applications A. Yigle-Kaljob, Marie-Vera Application No. 1078136 B. Cabral, Lisa Marie, Application No. 1069919 C. Savino, Christopher, Application No. 1030837	Verbal	ED & Board Secretary
	V	Continuing Education Application A. Abt Associates- What does Person-Centered Care Look like for Someone with Dementia? B. Long-Term Care Finance Association-Innovative Solutions for Survival-Webinar Course & Renewal Board Affiliation Status	Verbal	ED

Time	Item #	Item	Exhibits	Staff Contact
	<b>VI</b>	<b>Flex Session</b> A. Announcements B. Topics for the next Agenda		
	<b>VII</b>	<b>Executive Session (Roll call vote)</b> The Board will meet in Executive Session as authorized pursuant to M.G.L. c.30A, § 21(a)(1) for the purpose of discussing the reputation, character, physical condition or mental health, rather than professional competence, of an individual, or to discuss the discipline or dismissal of, or complaints or charges brought against, a public officer, employee, staff member or individual.  1. Specifically, the Board will consider approving prior executive session minutes in accordance with M.G.L. ch.30A, § 22(a) for previous executive sessions of the Board.  2. Finally, the Board will discuss complaints or charges brought against a Licensee or Licensees.  The Board will not reconvene in open session subsequent to the closed session(s).	Closed Session	Board Chair
	<b>VIII</b>	<b>65C Session:</b> N/A		Board Counsel
	<b>IX</b>	<b>Adjudicatory Session:</b> N/A		Board Counsel
2:00 p.m.	<b>X</b>	<b>Adjournment:</b> Next Board meeting scheduled for May 20, 2022		Board

COMMONWEALTH OF MASSACHUSETTS  
BOARD OF REGISTRATION OF NURSING HOME ADMINISTRATORS  
BOARD MEETING

**Friday, April 29, 2022**  
**VIA WebEx**

(OPEN SESSION)  
**MINUTES**

Board Members

Present:

William J. Graves, N.H.A, Chair | Nursing Home Administrator 1  
Patrick J. Stapleton, N.H.A., Vice-Chair | Nursing Home Administrator 5  
Mary K. Moscato, N.H.A., Secretary | Hospital Administrator  
Stephen Davis | Department of Public Health  
Carolyn Fenn | Executive Office of Elder Affairs  
Nancy Lordan, N.H.A. | Nursing Home Administrator 3  
Sister Jacquelyn McCarthy, N.H.A. | Nursing Home Administrator 2  
Pavel Terpelets | Office of Long-Term Services and Supports  
Dr. Madhuri Reddy, M.D. | Physician  
Roxanne Webster, R.N. | Registered Nurse  
Gertrude Lartey, N.H.A | Public Member

Board Members

Not Present:

Naomi M. Prendergast | N.H.A | Nursing Home Administrator 4

Staff Present:

Steven Joubert | Executive Director – Multi-Boards, BHPL,  
Mary Strachan | Board Counsel - Office of the General Counsel, DPH

Staff Not Present

Karen Geoghegan | Assistant Executive Director - Multi-Boards, BHPL  
  
Patricia Young | Office Support, Multi-Boards

I. Call to Order | Determination of Quorum:

At 10:20 AM Mr. William Graves, Board Chair, called the meeting to order, reminded the Board members the meeting is being recorded and asked for a roll call vote to determine quorum.

Roll call as follows: Stephen Davis: present; Carolyn Fenn: present; William J. Graves: present; Nancy Lordan: present; Sister Jacquelyn McCarthy: present; Mary K. Moscato: present; Dr. Madhuri Reddy: present; Patrick J. Stapleton: present; Pavel Terpelets: present; Roxanne Webster: present; Gertrude Lartey: present. Absent: Naomi M. Prendergast.

II. Conflict of Interest | Approval of Regular Session Agenda

Mr. Graves asked if anyone had a conflict of interest with the agenda as written. After hearing no conflicts Mr. Graves called for a motion to approve the Regular Session agenda.

DISCUSSION:

None.

ACTION:

Motion by Nancy Lordan to approve the Regular Session agenda, seconded by Mary K. Moscato and a unanimous decision by roll call as follows: Stephen Davis: yes; Carolyn Fenn: yes; William J. Graves: yes; Nancy Lordan: yes; Sister Jacquelyn McCarthy: yes; Mary K. Moscato: yes; Dr. Madhuri Reddy: yes; Patrick J. Stapleton: yes; Gertrude Lartey: yes; Pavel Terpelets: yes; Roxanne Webster: yes. Absent: Naomi M. Prendergast. Abstained: None, Opposed: None

**Document:** March 18, 2022 Draft Agenda

III. Approval of Minutes  
February 18, 2022 & March 18, 2022

DISCUSSION:

Mr. Graves asked Ms. Strachan, Board Counsel, if they needed to vote to approve the minutes from the last 2 regular scheduled Board meetings separately or if they could approve them as a group. Ms. Strachan said it would be best to vote for them individually.

ACTION:

Motion by Sister Jacquelyn McCarthy to approve the February 18, 2022 Regular Session minutes, seconded by Mary K. Moscato and a unanimous decision by roll call as follows: Stephen Davis: yes; Carolyn Fenn: yes; William J. Graves: yes; Nancy Lordan: yes; Sister Jacquelyn McCarthy: yes; Mary K. Moscato: yes; Dr. Madhuri Reddy: yes; Patrick J. Stapleton: yes; Gertrude Lartey: yes; Pavel Terpelets: yes; Roxanne Webster: yes. Absent: Naomi M. Prendergast. Abstained: None; Opposed: None.

ACTION:

Motion by Sister Jacquelyn McCarthy to approve the March 18, 2022 Regular Session minutes, seconded by Mary K. Moscato and a unanimous decision by roll call as follows: Stephen Davis: yes; Carolyn Fenn: yes; William J. Graves: yes; Nancy Lordan: yes; Sister Jacquelyn McCarthy: yes; Mary K. Moscato: yes; Dr. Madhuri Reddy: yes; Gertrude Lartey: yes; Patrick J. Stapleton: yes; Pavel Terpelets: yes; Roxanne Webster: yes. Absent: Naomi M. Prendergast. Abstained: None; Opposed: None.

IV. Administrator-in-Training Applications

Mr. Graves suggested that they go through each application separately and then vote on each separately.

A. Yigle-Kaljiob, Marie-Vera Application No. 1078138

DISCUSSION:

Ms. Moscato stated that she discussed with the Executive Director the first matter, Marie-Vera Yigle-Kaljiob, and her credentials were appropriate. Unfortunately, her proposed preceptor has not been an Administrator for the full 5 years required by regulation. Ms. Moscato recommended that the Board consider going back to the candidate and let her know that she needs to find a different preceptor, in accordance with the regulations.

In light of the fact that application could not be approved under the regulations, Mr. Graves asked Board Counsel if the Board needed a roll call vote to deny her application. Ms. Strachan suggested that the better course of action may be to have Board staff reach out to her and explain the situation to her about the preceptor and see if she could obtain a replacement. Mr. Graves asked if the matter could be tabled until the candidate obtains a qualified preceptor. Ms. Strachan responded yes.

Ms. Fenn stated that she felt that the training topics of the AIT were incomplete, compared to the required material. She suggested that someone mention that issue when talking with the candidate so that when her application comes back before the Board, there is not yet another obstacle in the way of approving her application.

Ms. Lordan asked if the person is the CEO of the Vibra hospital and whether or not they are full time. She suggested that all of the issues being mentioned be brought up to the candidate so that they all can be addressed. Mr. Joubert stated that he did speak with the candidate. He confirmed that she is the Director of Operations at Vibra, and that she understands that she has to complete the entire AIT, and that those hours would have to be separate from her regular job. Ms. Lordan asked if the preceptor is full time at the facility. Mr. Joubert stated that he believed that the preceptor was full time there but said that he will follow up with the preceptor. Ms. Webster said that that the preceptor does not have to spend full time hours with the candidate. Ms. Lordan agreed, but said they are supposed to be full time at the facility. Ms. Webster said that she did not know. Ms. Lordan said that there have been a few cases where the Board made an exception. Ms. Webster agreed with Ms. Lordan.

Ms. Webster asked if Ms. Fenn's earlier comment was in reference to the candidate's AIT subjects or the number of hours. Ms. Fenn stated that the hours were a different subject in terms of the Board deciding what is appropriate to credit. Ms. Fenn said that the applicant obviously has an extensive resume, she is a physician but there were particular topics that did not look like they were included; business office, maintenance, dietary, social service activities, housekeeping. Ms. Fenn went on to say that it did not look like she aligned with the AIT requirements. Her other concern was that the candidate's plan of learning for each of these different topics were more like overview management, as opposed to the intent of AIT for being an Administrator is learning from

the ground level, such as the functions of the business office, payroll, how does Accounts Payable and Accounts Receivable work. Ms. Fenn continued that the candidate sounds extremely qualified with regards to oversight, performance improvement, etc., but she said that she was not sure that is always consistent with the intent of the program.

Mr. Graves asked Board Counsel, after hearing all of the issues, if she was still comfortable with the Board tabling this matter. He said she would need to modify the curriculum, the preceptor and may need to modify the hours in the AIT. Ms. Strachan stated that at this point, they could take a vote and deny her because it sounds like there's a lot she needs to change. So, the notification letter can lay out for her what she needs to change. Ms. Moscato questioned whether they should deny her because she would have to start the application process over entirely. The Board members agreed that having the candidate start over was not the answer. Ms. Moscato added that with her qualifications she would be an asset to the industry, and she would hate to turn the candidate off from wanting to become an Administrator. Mr. Graves asked the Executive Director if he was comfortable with someone guiding her as to what she needs to fix. Mr. Joubert summarized the items that the Board wants her to amend on her application. He said that she needs to modify the language in the course outline, instead of stating review, actually do. She needs a preceptor with at least 5 years of experience or more. Mr. Graves confirmed that Mr. Joubert understanding was correct. Ms. Strachan advised the Board to make a motion to defer the matter.

ACTION:

Motion by Nancy Lordan to defer the matter of applicant Marie-Vera Yigle-Kaljob, seconded by Roxanne Webster and a unanimous decision by roll call as follows: Stephen Davis: yes; Carolyn Fenn: yes; William J. Graves: yes; Nancy Lordan: yes; Sister Jacquelyn McCarthy: yes; Mary K. Moscato: yes; Dr. Madhuri Reddy: yes; Patrick J. Stapleton: yes; Pavel Terpelets: yes; Roxanne Webster: yes; Gertrude Lartey: yes. Absent: Naomi M. Prendergast. Abstained: None; Opposed: None.

B. Cabral, Lisa Marie, Application No. 109919

DISCUSSION:

Mr. Joubert let the Board know that the candidate is a licensed social worker, with over 21 years of experience, a director of social work in various facilities. Ms. Webster wanted to know if the candidate is asking for credit towards her hours. Mr. Joubert stated that she is. Ms. Webster said that she could get one week for the social work. Ms. Moscato asked if there was a motion for Ms. Cabral for 1 week towards credit.

ACTION:

Motion by Roxanne Webster to approve one week credit for applicant Lisa Cabral, seconded by Mary K. Moscato and a unanimous decision by roll call as follows: Stephen Davis: yes; Carolyn Fenn: yes; William J. Graves: yes; Nancy Lordan: yes; Sister Jacquelyn McCarthy: yes; Mary K. Moscato: yes; Dr. Madhuri Reddy: yes; Patrick J. Stapleton: yes; Pavel Terpelets: yes; Roxanne Webster: yes; Gertrude Lartey: yes. Absent: Naomi M. Prendergast. Abstained: None; Opposed: None.

C. Savino, Christopher, Application No. 1030837

DISCUSSION:

Ms. Moscato introduced the matter of Christopher Savino. He is a licensed practical nurse, has extensive experience in different roles at the nursing home. Most recently, one of his roles was the director of admissions, another a liaison. He's now director of regional marketing. Ms. Moscato went on to say that she would move to make a motion for two weeks credit. Mr. Graves asked if Mr. Savino was a Director of Nursing. Ms. Moscato stated that he was not. Ms. Webster stated that the candidate would only get one week.

ACTION:

Motion by Mary K. Moscato to approve 1 week credit for applicant Christopher Savino, seconded by Patrick J. Stapleton and a unanimous decision by roll call as follows: Stephen Davis: yes; Carolyn Fenn: yes; William J. Graves: yes; Nancy Lordan: yes; Sister Jacquelyn McCarthy: yes; Mary K. Moscato: yes; Dr. Madhuri Reddy: yes; Patrick J. Stapleton: yes; Pavel Terpelets: yes; Roxanne Webster: yes; Gertrude Lartey: yes. Absent: Naomi M. Prendergast. Abstained: None, Opposed: None

V. Continuing Education Application

A. Abt Associates – What does Person-Centered Care Look Like for Someone with Dementia?

Mr. Joubert stated that the first application is from Abt Associates, who is offering a person-centered care CEUs and they are requesting three credits. They are asking for approval from the Board and the intended audience are Nursing Home Administrators. Mr. Joubert then stated that the second application is from Long-Term Care Finance Association-Innovative Solutions for Survival, who are offering a webinar course. They have presented the same curriculum to the Board in the past. They are looking for approval for this course, but they are also requesting Board Affiliation status. Last time that they submitted their documents was 5 years ago. Their time is up so they are asking for Board Approved status renewal.

DISCUSSION:

Mr. Graves asked the Board to start with Item V-A and also asked if everyone is comfortable with the curriculum as it is written, and the number of hours requested? Ms. Moscato said that she reviewed the matter extensively and it's actually 1.5 CEUs they are requesting. They have a program, speaker agendas and a comprehensive course evaluation. She went on to say that she would make a motion for the 1.5 CEUs for the Abt Associates program.

ACTION:

Motion by William J. Graves to approve 1.5 CEUs for the Abt Associates program,

seconded by Sister Jacquelyn McCarthy and a unanimous decision by roll call as follows: Stephen Davis: yes; Carolyn Fenn: yes; William J. Graves: yes; Nancy Lordan: yes; Sister Jacquelyn McCarthy: yes; Mary K. Moscato: yes; Dr. Madhuri Reddy: yes; Patrick J. Stapleton: yes; Pavel Terpelets: yes; Roxanne Webster: yes; Gertrude Lartey: yes. Absent: Naomi M. Prendergast. Abstained: None; Opposed: None.

B. Long-Term Care Finance Association – Innovative Solutions for Survival – Webinar Course & Renewal Board Affiliation Status

DISCUSSION: (Item V-B)

Mr. Graves moved on to Item V-B and asked the Executive Director to confirm that the applicant is looking for “Deemed” or “Approved” status. Mr. Joubert stated yes and he went on to say that their objective is to train operators in the Nursing Home Administrators on how to minimize their losses and maximize their gains. He went on to correct himself in stating that it is this applicant who is offering three CEU credits and the previous applicant is offering 3 vignettes in their 1.5 credit course. Mr. Graves said that it sounds like they need 2 different votes. One to approve the CE session and one to approve their Deemed status.

ACTION:

Motion by Mary K. Moscato to approve the program Innovative Solutions for Survival for 3.0 CEUs for Long-Term Care Finance Association, seconded by Sister Jacquelyn McCarthy and a unanimous decision by roll call as follows: Stephen Davis: yes; Carolyn Fenn: yes; William J. Graves: yes; Nancy Lordan: yes; Sister Jacquelyn McCarthy: yes; Mary K. Moscato: yes; Dr. Madhuri Reddy: yes; Patrick J. Stapleton: yes; Pavel Terpelets: yes; Roxanne Webster: yes; Gertrude Lartey: yes. Absent: Naomi M. Prendergast. Abstained: None; Opposed: None.

Mr. Graves asked if anyone had looked at their application for Deemed status. Ms. Moscato stated that she looked at it but it was the first times she’d see one. However, if others felt it was appropriate, she would make a motion for approval or renewal of their Deemed status. Mr. Graves stated that he knows they’ve had the status in the past and can assume that this application is acceptable as well.

ACTION:

Motion by Mary K. Moscato to approve Deemed status for Long-Term Care Finance Association, seconded by Roxanne Webster and a unanimous decision by roll call as follows: Stephen Davis: yes; Carolyn Fenn: yes; William J. Graves: yes; Nancy Lordan: yes; Sister Jacquelyn McCarthy: yes; Mary K. Moscato: yes; Dr. Madhuri Reddy: yes; Patrick J. Stapleton: yes; Pavel Terpelets: yes; Roxanne Webster: yes; Gertrude Lartey: yes. Absent: Naomi M. Prendergast. Abstained: None; Opposed: None.

VI. Flex Session  
None.



- VII. Executive Session:  
Mr. Graves read the Executive Session statement.

ACTION:

Motion by Nancy Lordan to move into Executive Session, seconded by Sister Jacquelyn McCarthy and a unanimous decision by roll call as follows: Stephen Davis: yes; Carolyn Fenn: yes; William J. Graves: yes; Nancy Lordan: yes; Sister Jacquelyn McCarthy: yes; Mary K. Moscato: yes; Dr. Madhuri Reddy: yes; Patrick J. Stapleton: yes; Pavel Terpelets: yes; Roxanne Webster: yes; Gertrude Lartey: yes. Absent: Naomi M. Prendergast. Abstained: None; Opposed: None.

- VIII. Adjournment:  
The meeting was adjourned at 10:41AM.

The next meeting of the Board of Registration of Nursing Home Administrators is scheduled for Friday, May 20, 2022, at 9:00AM via WebEx.

Respectfully submitted:  
The Board of Registration of Nursing Home Administrators