

**COMMONWEALTH OF MASSACHUSETTS**  
**BOARD OF REGISTRATION OF NURSING HOME ADMINISTRATORS**  
**250 Washington Street**  
**Boston, MA 02108**

**Friday, December 20, 2024**  
**VIA WebEx**  
**10:00 AM**

**GENERAL SESSION BOARD MEETING MINUTES**  
**(OPEN SESSION)**

Board Members

Present:

Mr. Patrick J. Stapleton, N.H.A | Board Chair  
Ms. Kahoney Anderson, N.H.A | Nursing Home Administrator 1  
Mr. Stephen Davis | Department of Public Health  
Ms. Carolyn Fenn | Executive Office of Elder Affairs  
Mr. James Lomastro, Ph. D | Educator  
Sister Jacquelyn McCarthy, N.H.A. | Nursing Home Administrator 2  
Ms. Naomi M. Prendergast | N.H.A | Nursing Home Administrator 4  
Mr. Pavel Terpelets | Office of Long-Term Services and Supports  
Dr. Malvika Varma, MD | Physician

Board Members

Not Present:

Mr. James Divver, LNHA | Public Member

Staff Present:

Ms. Tracy Tam | Assistant Executive Director, Multi-Boards  
Ms. Kayla Mikalauski | Management Analyst II, Multi-Boards  
Ms. Lauren McShane | Chief Board Investigator, DPH  
Ms. Lisa Seeley-Murphy | Board Investigator, DPH  
Ms. Judith Bromley | Board Counsel, DPH  
Ms. Danielle Macfarland | Project Coordinator, Multi-Boards  
Mr. Matvei Arefev | Project Coordinator, Multi-Boards

I. Call to Order | Determination of Quorum:

At 10:09 AM Mr. Patrick J. Stapleton, Board Chair welcomed the board members to the meeting. Mr. Stapleton requested that Ms. Tracy Tam facilitate today's board meeting. Ms. Tam called the meeting to order and reminded the board members the meeting is being recorded and asked for a roll call vote to determine quorum.

Roll call as follows: Ms. Kahoney Anderson: Present; Mr. Stephen Davis: Present; Ms. Carolyn Fenn: Present; Mr. James Lomastro: Present; Sister Jacquelyn McCarthy:

Present; Ms. Naomi M. Prendergast: Present; Mr. Patrick J. Stapleton: Present; Mr. Pavel Terpelets: Present; Dr. Malvika Varma: Present.

Absent: Mr. James Divver.

II. Approval of General Session Agenda

DISCUSSION:

Ms. Tam asked board members to review the December 20, 2024, General Session Agenda and make a motion to approve when ready. Board members were asked to disclose any recusals with the agenda. No recusals were noted.

ACTION:

Ms. Naomi Prendergast made a motion to approve the General Session Agenda, seconded by Mr. Stephen Davis. The vote was carried unanimously by roll call as follows: Ms. Kahoney Anderson: yes; Mr. Stephen Davis: yes; Ms. Carolyn Fenn: yes; Mr. James Lomastro: yes; Sister Jacquelyn McCarthy: yes; Ms. Naomi M. Prendergast: yes; Mr. Patrick J. Stapleton: yes; Mr. Pavel Terpelets: yes; Dr. Malvika Varma: yes.

Absent: Mr. James Divver.

**Document:** December 20, 2024, General Session Agenda

III. Approval of General Session Minutes

DISCUSSION:

Ms. Tam asked board members to review the November 15, 2024, General Session Minutes and make a motion to approve when ready. Board members were asked to disclose any amendments with the minutes. No amendments were noted.

ACTION:

Mr. Patrick Stapleton made a motion to approve the November 15, 2024, General Session Minutes, seconded by Ms. Naomi M. Prendergast. The vote was carried unanimously by roll call as follows: Ms. Kahoney Anderson: yes; Mr. Stephen Davis: yes; Ms. Carolyn Fenn: yes; Mr. James Lomastro: yes; Sister Jacquelyn McCarthy: yes; Ms. Naomi M. Prendergast: yes; Mr. Patrick J. Stapleton: yes; Mr. Pavel Terpelets: yes; Dr. Malvika Varma: yes.

Absent: Mr. James Divver.

**Document:** November 15, 2024, General Session Minutes

IV. Flex Session:

Ms. Tam asked board members who would be present at the January 17, 2025, board meeting? At this time all board members stated they will be present, except for Mr. Davis who will not be attending and Ms. Prendergast who responded tentatively. Ms. Tam stated

she will confirm Mr. Divver's attendance to ensure quorum, otherwise the meeting will be rescheduled.

V. Executive Session

DISCUSSION:

Mr. Stapleton, asked Ms. Tam to read the Executive Session Statement as follows: "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 meet in executive session to approve prior executive session minutes, staff assignments, complaints and decide whether to close cases presented or discipline licensees. The board will not reconvene in open session subsequent to the closed session." Ms. Tam asked for a motion to move into the Executive Session meeting.

ACTION:

Mr. Patrick J. Stapleton made a motion to move into the Executive Session meeting, seconded by Mr. James Lomastro. The vote was carried unanimously by roll call as follows: Ms. Kahoney Anderson: yes; Mr. Stephen Davis: yes; Ms. Carolyn Fenn: yes; Mr. James Lomastro: yes; Sister Jacquelyn McCarthy: yes; Ms. Naomi M. Prendergast: yes; Mr. Patrick J. Stapleton: yes; Mr. Pavel Terpelets: yes; Dr. Malvika Varma: yes.

Absent: Mr. James Divver.

VI. Adjournment:

ACTION:

Ms. Naomi M. Prendergast made a motion to adjourn the General Session meeting, seconded by Mr. James Lomastro. The vote was carried unanimously by roll call as follows: Ms. Kahoney Anderson: yes; Mr. Stephen Davis: yes; Ms. Carolyn Fenn: yes; Mr. James Lomastro: yes; Sister Jacquelyn McCarthy: yes; Ms. Naomi M. Prendergast: yes; Mr. Patrick J. Stapleton: yes; Mr. Pavel Terpelets: yes; Dr. Malvika Varma: yes.

Absent: Mr. James Divver.

The next meeting of the Board of Registration of Nursing Home Administrators is scheduled for Friday, January 17, 2025, at 10:00 AM via WebEx.

Let the records show the meeting adjourned at 10:14 AM

Respectfully submitted by:

The Board of Registration of Nursing Home Administrators