

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

**Friday, February 16, 2024
VIA WebEx**

**REGULAR SESSION MINUTES
(OPEN SESSION)**

Board Members

Present:

Patrick J. Stapleton, N.H.A | Board Chair
Stephen Davis | Department of Public Health
Carolyn Fenn | Executive Office of Elder Affairs
Nancy Lordan, N.H.A. | Nursing Home Administrator 3
Naomi M. Prendergast | N.H.A | Nursing Home Administrator 4
Kahoney Anderson, N.H.A | Nursing Home Administrator 1
James Lomastro, Ph. D | Educator
James Divver, LNHA | Public Member
Pavel Terpelets | Office of Long-Term Services and Supports
Sister Jacquelyn McCarthy, N.H.A. | Nursing Home Administrator 2

Board Members

Not Present:

Roxanne Webster, R.N. | Registered Nurse

Staff Present:

Steven Joubert | Executive Director – Multi-Boards, BHPL
Kayla Mikalauski | Management Analyst II, Multi-Boards
Tracy Tam | Office Support Specialist, Multi-Boards
Heather Engman | Chief Board Counsel
Judith Bromley | Board Counsel

Staff Not Present:

N/A

I. Call to Order | Determination of Quorum:

Mr. Stapleton welcomed the board members to the meeting. Mr. Patrick Stapleton handed the floor over to Mr. Joubert. Mr. Joubert 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: Kahoney Anderson: present; Steven Davis: present; James Divver: Present; Carolyn Fenn: present; Nancy Lordan: present; James Lomastro: present; Sister McCarthy: present; Naomi Prendergast: present; Patrick Stapleton: present, Pavel Terpelets: Present.

Absent: Roxanne Webster

II. Conflict of Interest | Approval of Regular Session Agenda

The Board reviewed the February 16, 2024, Regular Session Agenda.

DISCUSSION:

Mr. Joubert asked if anyone had a conflict of interest with the agenda as written. No conflicts of interest were noted.

ACTION:

Motion by James Divver to approve the general session agenda, seconded by Naomi Prendergast, and a unanimous decision by roll call as follows: Kahoney Anderson: yes; Steven Davis: yes; James Divver: yes; Carolyn Fenn: yes; Nancy Lordan: yes; James Lomastro: yes; Sister McCarthy: yes; Naomi Prendergast: yes; Patrick Stapleton: yes, Pavel Terpelets: yes.

Absent: Roxanne Webster

Document: February 16, 2024, Regular Session Agenda

III. Approval of Regular Session Minutes

The Board reviewed the January 19, 2024, Regular Session Minutes.

DISCUSSION:

Mr. Joubert asked for a motion to approve the January General Session Minutes when ready.

ACTION:

Motion by Patrick Stapleton to approve the January 19, 2024, General Session Minutes seconded by James Divver and a decision by roll call as follows: Kahoney Anderson: yes; Steven Davis: yes; James Divver: yes; Carolyn Fenn: yes; Nancy Lordan: yes; James Lomastro: yes; Sister McCarthy: yes; Naomi Prendergast: yes; Patrick Stapleton: yes, Pavel Terpelets: yes.

Absent: Roxanne Webster

Document: January 19, 2024, Regular Session Minutes

IV. Administrator-In-Training:

A. Anjali Bayliss, Application No. NHTNE10000019

DISCUSSION:

Ms. Kahoney Anderson reviewed the application and the board agreed that the applicant had a lack of documentation and requested that Anjali Bayliss submit another AIT approval clarifying the preceptor, location, and hours each week. Once this was clarified the board stated they would approve her for 40-hour credit reduction from the 1040 hours requirement to complete the Administrator-in-Training.

ACTION:

Motion by Patrick Stapleton to approve the application once documentation is received by board staff seconded by James Divver and a decision by roll call as follows: Kahoney Anderson: yes; Steven Davis: yes; James Divver: yes; Carolyn Fenn: yes; Nancy Lordan: yes; James Lomastro: yes; Sister McCarthy: yes; Naomi Prendergast: yes; Patrick Stapleton: yes, Pavel Terpelets: yes.

Absent: Roxanne Webster

B. Ana Caldwell, Application No. NHTNE10000018

DISCUSSION:

Ms. Kahoney Anderson reviewed the application and the board agreed that the applicant had enough experience for approval of a 40-hour credit reduction from the 1040 hours requirement to complete the Administrator-in-Training.

ACTION:

Motion by Patrick Stapleton to approve the application once documentation is received by board staff seconded by James Divver and a decision by roll call as follows: Kahoney Anderson: yes; Steven Davis: yes; James Divver: yes; Carolyn Fenn: yes; Nancy Lordan: yes; James Lomastro: yes; Sister McCarthy: yes; Naomi Prendergast: yes; Patrick Stapleton: yes, Pavel Terpelets: yes.

Absent: Roxanne Webster

V. Flex Session:

DISCUSSION:

Mr. Joubert asked the board members who would be present at the March meeting? At this time all board members will be present.

VI. Adjournment:

ACTION:

Motion by Patrick Stapelton to adjourn the General Session meeting and go into the Executive Session meeting seconded by Nancy Lordan, and a unanimous decision by Roll Call as follows: Kahoney Anderson: yes; Steven Davis: yes; James Divver: yes; Carolyn Fenn: yes; Nancy Lordan: yes; James Lomastro: yes; Sister McCarthy: yes; Naomi Prendergast: yes; Patrick Stapleton: yes, Pavel Terpelets: yes.

Absent: Roxanne Webster

The next meeting of the Board of Registration of Nursing Home Administrators is scheduled for Friday, March 15, 2024, at 10:00 AM via WebEx.

Let the records show the meeting adjourned at 10:22am

Respectfully submitted by:

The Board of Registration of Nursing Home Administrators