

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

**Friday, January 17, 2025**  
**VIA Zoom Meetings**  
**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. James Divver, LNHA | Public Member  
Ms. Carolyn Fenn | Executive Office of Elder Affairs  
Mr. James Lomastro, Ph. D | Educator  
Sister Jacquelyn McCarthy, N.H.A. | Nursing Home Administrator 2  
Mr. Pavel Terpelets | Office of Long-Term Services and Supports  
Dr. Malvika Varma, MD | Physician

Board Members

Not Present:

Mr. Stephen Davis | Department of Public Health  
Ms. Naomi M. Prendergast | N.H.A | Nursing Home Administrator 4

Staff Present:

Mr. Steven Joubert | Executive Director, Multi-Boards  
Ms. Tracy Tam | Assistant Executive Director, Multi-Boards  
Ms. Kayla Mikalauski | Management Analyst II, Multi-Boards  
Ms. Alexandra Datalo | Project Coordinator, Multi-Boards  
Mr. Matvei Arefev | Project Coordinator, Multi-Boards  
Ms. Lauren McShane | Chief Board Investigator, DPH  
Ms. Judith Bromley | Board Counsel, DPH  
Mr. Anastasia Bouikidis | Contracted Student Intern, DPH

I. Call to Order | Determination of Quorum:

At 10:03 AM Mr. Patrick Stapleton, Board Chair called the meeting to order and requested that Mr. Steven Joubert facilitate today's board meeting. Mr. Joubert agreed 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. James Divver: Present; Ms. Carolyn Fenn: Present; Mr. James Lomastro: Present; Sister Jacquelyn McCarthy:

Present; Mr. Patrick Stapleton: Present; Mr. Pavel Terpelets: Present; Dr. Malvika Varma: Present.

Absent: Mr. Stephen Davis, Ms. Naomi Prendergast.

II. Approval of General Session Agenda

DISCUSSION:

Mr. Joubert asked board members to review the January 17, 2025, 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. Carolyn Fenn made a motion to approve the General Session Agenda, seconded by Mr. James Lomastro. The vote was carried unanimously by roll call as follows: Ms. Kahoney Anderson: yes; Mr. James Divver: yes; Ms. Carolyn Fenn: yes; Mr. James Lomastro: yes; Sister Jacquelyn McCarthy: yes; Mr. Patrick Stapleton: yes; Mr. Pavel Terpelets: yes; Dr. Malvika Varma: yes.

Absent: Mr. Stephen Davis, Ms. Naomi Prendergast.

**Document:** January 17, 2025, General Session Agenda

III. Approval of General Session Minutes

DISCUSSION:

Mr. Joubert asked board members to review the December 20, 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:

Ms. Carolyn Fenn made a motion to approve the December 20, 2024, General Session Minutes, seconded by Mr. James Lomastro. The vote was carried by roll call as follows: Ms. Kahoney Anderson: yes; Mr. James Divver: abstain; Ms. Carolyn Fenn: yes; Mr. James Lomastro: yes; Sister Jacquelyn McCarthy: yes; Mr. Patrick Stapleton: yes; Mr. Pavel Terpelets: yes; Dr. Malvika Varma: yes.

Absent: Mr. Stephen Davis, Ms. Naomi Prendergast.

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

IV. Flex Session:

Mr. Joubert asked board members who would be present at the February 21, 2025, board meeting? At this time all board members stated they will be present, except for Mr. Terpelets and Dr. Varma who will not be attending. Mr. Joubert stated he will confirm the

attendance of Mr. Davis and Ms. Prendergast to ensure quorum, otherwise the meeting will be rescheduled.

V. Executive Session

DISCUSSION:

Mr. Joubert stated “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.” Mr. Joubert asked for a motion to move into the Executive Session meeting.

ACTION:

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

Absent: Mr. Stephen Davis, Ms. Naomi Prendergast.

VI. Adjournment:

ACTION:

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

Absent: Mr. Stephen Davis, Ms. Naomi Prendergast.

The next meeting of the Board of Registration of Nursing Home Administrators is scheduled for Friday, February 21, 2025, at 10:00 AM via Zoom.

Let the records show the meeting adjourned at 10:08 AM

Respectfully submitted by:

The Board of Registration of Nursing Home Administrators