

**COMMONWEALTH OF MASSACHUSETTS**

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

**Friday, May 16, 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 | Board Secretary  
Mr. Stephen Davis | Department of Public Health  
Mr. Renato de Leon | Nursing Home Administrator 2  
Ms. Carolyn Fenn | Executive Office of Elder Affairs  
Mr. James Lomastro, Ph. D | Educator  
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:

Sister Jacquelyn McCarthy, N.H.A | RN

Staff Present:

Ms. Kayla Mikalauskis | Acting Executive Director, Multi-Boards 2  
Ms. Tracy Tam | Acting Executive Director, Multi-Boards 1  
Ms. Alexandra Datalo | Project Coordinator, Multi-Boards  
Ms. Judith Bromley | Board Counsel, DPH  
Ms. Lisa Seeley-Murphy | Board Investigator, DPH  
Ms. Gillian Coffey, Health Communications Manager, BHPL, DPH  
Mr. Edmund Taglieri, PSUD Supervisor, BHPL, DPH  
Mr. Mark Waksmonski, URAMP Director, BHPL, DPH

I. Call to Order | Determination of Quorum:

At 10:02 AM Mr. Patrick Stapleton, Board Chair, called the meeting to order and requested that Ms. Kayla Mikalauskis facilitate today's board meeting. Ms. Mikalauskis 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. Stephen Davis: Present; Mr. Renato de Leon: Present; Ms. Carolyn Fenn: Present; Mr. James Lomastro: Present; Ms. Naomi Prendergast: Present; Mr. Patrick Stapleton: Present; Mr. Pavel Terpelets: Present.

Absent: Sister Jacquelyn McCarthy, Dr. Malvika Varma.

II. Approval of General Session Agenda

DISCUSSION:

Ms. Mikalauskis asked board members to review the May 16, 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:

Mr. James Lomastro made a motion to approve the May 16, 2025, 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; Mr. Renato de Leon: yes; Ms. Carolyn Fenn: yes; Mr. James Lomastro: yes; Ms. Naomi Prendergast: yes; Mr. Patrick Stapleton: yes; Mr. Pavel Terpelets: yes.

Absent: Sister Jacquelyn McCarthy, Dr. Malvika Varma.

**Document:** May 16, 2025, General Session Agenda

III. Approval of General Session Minutes

DISCUSSION:

Ms. Mikalauskis asked board members to review the March 21, 2025, 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.

*Dr. Malvika Varma joined the meeting at 10:04 AM*

ACTION:

Mr. Patrick Stapleton made a motion to approve the March 21, 2025, General Session Minutes, seconded by Mr. James Lomastro. The vote was carried unanimously by roll call as follows: Ms. Kahoney Anderson: yes; Mr. Stephen Davis: yes; Mr. Renato de Leon: yes; Ms. Carolyn Fenn: yes; Mr. James Lomastro: yes; Ms. Naomi Prendergast: yes; Mr. Patrick Stapleton: yes; Mr. Pavel Terpelets: yes; Dr. Malvika Varma: yes.

Absent: Sister Jacquelyn McCarthy.

**Document:** March 21, 2025, General Session Minutes

IV. Board Seat Elections

A. Vice Chair

DISCUSSION:

Ms. Mikalauskis stated the board will conduct an election for the board's open seat for Vice Chair. Ms. Mikalauskis stated the nomination must include a first and second motion, followed by a roll call vote.

Ms. Naomi Prendergast made a motion to nominate Ms. Carolyn Fenn.

Mr. Pavel Terpelets made a motion to nominate Ms. Kahoney Anderson for board Vice Chair. Ms. Carolyn Fenn seconded the motion to nominate Ms. Kahoney Anderson. The vote was carried unanimously by roll call as follows: Ms. Kahoney Anderson: yes; Mr. Stephen Davis: yes; Mr. Renato de Leon: yes; Ms. Carolyn Fenn: yes; Mr. James Lomastro: yes; Ms. Naomi Prendergast: yes; Mr. Patrick Stapleton: yes; Mr. Pavel Terpelets: yes; Dr. Malvika Varma: yes.

Absent: Sister Jacquelyn McCarthy.

Ms. Mikalauskis congratulated Ms. Anderson and stated the board has an open seat for Secretary Chair and asked the board members if they would like to vote on this at this time.

Mr. Stapleton suggested this vote be deferred to next month's General Session meeting.

V. Unified Recovery and Monitoring Program

A. Operational Policy 24.08, Staff Action Policy

DISCUSSION:

Mr. Edmund Taglieri, PSUD Supervisor, introduced himself, Mr. Mark Waksmonski, SARP Coordinator and Ms. Gillian Coffey, Health Communications Manager, to the board. Mr. Taglieri stated he would provide a brief update on the Unified Recovery and Monitoring Program and the changes that have occurred over the past few months. Mr. Taglieri stated the Unified Recovery and Monitoring Program is a result of Chapter 177, the Acts of 2022, requiring the Department of Public Health to establish a voluntary program to monitor health care professionals seeking support for mental health or substance use disorder or have been referred to the program by a licensing board. Mr. Taglieri stated the program is under full stewardship of the Bureau of Health Professional Licensure and consists of 21 boards including the Board of Registration of Nursing Home Administrators. Mr. Taglieri stated the program has been up and running since December 2024. Mr. Taglieri stated he wanted the board to take two votes, first being the operational plan. Mr. Taglieri explained to get to the operational plan, there was a work group from the Bureau of Professional Licensure led by Mr. James Lavery, Director, Bureau of Health Professions Licensure, that met weekly and used practices of SARP nursing and PCF programs and did a national search of programs and found the best practices. Mr. Taglieri stated the work group met with an advisory committee established under law. Mr. Taglieri stated after all the steps were completed the group formalized an operational plan which was reviewed by the Commissioner of DPH and the Executive Office of Health and Human Services and approved to move forward mid-December 2024 as a formal program. Mr. Taglieri stated URAMP is expanding, and the URAMP team is getting each board's approval to authorize URAMP Operational Policy 24-08. Mr. Edmund Taglieri stated the board can immediately vote or open up for discussion for any questions the board members may have.

ACTION:

Mr. Patrick Stapleton made a motion to authorize the URAMP Operational Policy 24-08, seconded by Mr. James Lomastro. The vote was carried unanimously by roll call as follows:

Ms. Kahoney Anderson: yes; Mr. Stephen Davis: yes; Mr. Renato de Leon: yes; Ms. Carolyn Fenn: yes; Mr. James Lomastro: yes; Ms. Naomi Prendergast: yes; Mr. Patrick Stapleton: yes; Mr. Pavel Terpelets: yes; Dr. Malvika Varma: yes.  
Absent: Sister Jacquelyn McCarthy.

**Document:** Unified Recovery and Monitoring Program Operational Policy 24.08, Staff Action Policy

B. Practice and Supervision Criteria

**DISCUSSION**

Mr. Taglieri asked for a vote on the General Practice Restrictions as the program would like to get started with the Nursing Home Administrator board. Mr. Taglieri stated the General Practice Restrictions could be customized by the board and changed as needed. The topic could be brought up at a later meeting and if changes need to be made in the future, the changes will be voted on and given to Ms. Mikalauskis and she will forward the changes to Mr. Taglieri.

**ACTION**

Mr. Patrick Stapleton made a motion to authorize and approve the Unified Recovery and Monitoring Program General Practice Restrictions and Supervisory Qualifications, which was seconded by Ms. Carolyn Fenn. The vote was carried unanimously by roll call as follows: Ms. Kahoney Anderson: yes; Mr. Stephen Davis: yes; Mr. Renato de Leon: yes; Ms. Carolyn Fenn: yes; Mr. James Lomastro: yes; Ms. Naomi Prendergast: yes; Mr. Patrick Stapleton: yes; Mr. Pavel Terpelets: yes; Dr. Malvika Varma: yes.  
Absent: Sister Jacquelyn McCarthy.

**Document:** Unified Recovery and Monitoring Program Practice and Supervision Criteria

*Mr. Edmund Taglieri, Mr. Mark Waksmonski and Ms. Gillian Coffey left the meeting at 10:16 AM.*

VI. **Administrator-in-Training**

A. Patricia Nnaji, NHTNE10000138

**DISCUSSION:**

Ms. Anderson reviewed the application and stated the applicant meets the criteria of the 80-hour time-waiver. Ms. Anderson brought to the board's attention that in the applicant's AIT time waiver request letter, the applicant stated she served as an Interim Administrator. Ms. Anderson recited regulation 245 CMR 5.02 (1) Use of Title. A Nursing Home Administrator shall only identify himself or herself as a Nursing Home Administrator while in possession of a current license.

Mr. Stapleton requested a reminder of regulation 245 CMR 5.02 (1) Use of Title, be included in the AIT time waiver approval letter sent from the board to the applicant. Ms.

Mikalauskis confirmed a reminder would be included in the approval letter to the applicant.

#### ACTION

Mr. Patrick Stapleton made a motion to approve the Administrator-in-Training 80-hour waiver, which was seconded by Ms. Naomi Prendergast. The vote was carried unanimously by roll call as follows: Ms. Kahoney Anderson: yes; Mr. Stephen Davis: yes; Mr. Renato de Leon: yes; Ms. Carolyn Fenn: yes; Mr. James Lomastro: yes; Ms. Naomi Prendergast: yes; Mr. Patrick Stapleton: yes; Mr. Pavel Terpelets: yes; Dr. Malvika Varma: yes. Absent: Sister Jacquelyn McCarthy.

#### VII. Overview of due process, disciplinary actions and advisory letters

##### DISCUSSION:

Ms. Bromley stated she would review Board Actions and Samples Motions, and that this information can be found in 245 CMR 6.04. Ms. Bromley stated all potential violations against a licensee are submitted to the board by way of either a staff assignment or a complaint. Ms. Bromley stated staff assignments can be dismissed or elevated to the level of a complaint if the board feels it is necessary, as disciplinary action can be taken on a complaint and not a staff assignment. Ms. Bromley stated a staff assignment may be closed due to insufficient evidence, or if the reported facts don't warrant remediation. Ms. Bromley stated the board may take the following actions on formal docketed complaints. Advisory Letter - is an official board document, retained in the board's files which outlines the board's concerns by way of reminder to the licensee, of the board's policies, regulations and Massachusetts laws. This document does not constitute formal disciplinary action and cannot be used be used as evidence against a licensee in future docketed complaints. Reprimand - is an official written document, retained in the board's files which is documented discipline on the licensee's official license. Stayed Probation - is a non-disciplinary outcome that allows the licensee a certain amount of time to achieve required remediation. If the licensee does not achieve the required remediation, the stay is lifted, and the licensee is automatically placed on disciplinary probation. Probation - constitutes formal disciplinary action against the licensee and consists of a period during which the licensee may practice under conditions imposed by the board pursuant to an order or consent agreement. Conditions imposed by the board hold the purpose of remediation to help a licensee get back on track and safe to practice. Suspension - the board may suspend a license, which constitutes discipline and prohibits the licensee from engaging in practice for a specific period, or until specific conditions have been met, or both. Revocation - the board may revoke a license, which constitutes discipline and prohibits the licensee from engaging in practice. Ms. Bromley reviewed examples of common motions which can be used by the board for each of the actions that can be taken on formal docketed complaints. Ms. Bromley stated it is the responsibility of the board to remediate violations or determine if a licensee is safe to practice, it is not the responsibility of the board to punish a licensee.

Mr. Lomastro asked if he understood the purpose of the advisory letter correctly in that it does not constitute due process and it is just a letter? Ms. Bromley stated the advisory letter is not an action on a licensee's license, it is a letter, which is retained by the board, and its

purpose is to put a licensee on notice as a reminder that they hold professional and ethical responsibilities, without containing specifics to the facts of the case.

Mr. Terpelets asked what actions can be seen by the public? Ms. Mikalauskis stated the public can see reprimands and suspensions on a license. Ms. Tam added that stayed probation can be seen by the public while the licensee is within the probation period, and once the licensee has completed the terms, the stayed probation lifted and the stayed probation will no longer be visible to the public. Ms. Bromley stated the public can submit a public records request to see if a licensee has ever had a stayed probation on their license.

Ms. Bromley stated the board is to determine the action taken on a complaint, by using the facts of the current complaint only. Ms. Bromley stated the board may review past complaints taken against a licensee, but the board cannot use past complaints to determine the action taken on the current complaint.

**IX. Flex Session**

**DISCUSSION:**

Ms. Mikalauskis asked the board who would be present at the June 20, 2025, board meeting? At this time all board members stated they would be present.

**X. Adjournment**

**ACTION:**

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

The next meeting of the Board of Registration of Nursing Home Administrators is scheduled for Friday, June 20, 2025, at 10:00 AM via Zoom Meetings.

*Let the records show the meeting adjourned at 10:40 AM*

Respectfully submitted by:

The Board of Registration of Nursing Home Administrators