

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

**Friday, May 17, 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  
James Divver, LNHA | Public Member  
Sister Jacquelyn McCarthy, N.H.A. | Nursing Home Administrator 2  
Roxanne Webster, R.N. | Registered Nurse  
Carolyn Fenn | Executive Office of Elder Affairs  
Naomi M. Prendergast | N.H.A | Nursing Home Administrator 4  
Pavel Terpelets | Office of Long-Term Services and Supports

Board Members

Not Present:

Kahoney Anderson, N.H.A | Nursing Home Administrator 1  
Nancy Lordan, N.H.A. | Nursing Home Administrator 3  
James Lomastro, Ph. D | Educator

Staff Present:

Steven Joubert | Executive Director – Multi-Boards, BHPL  
Kayla Mikalauski | Management Analyst II, Multi-Boards  
Tracy Tam | Assistant Executive Director, Multi-Boards  
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: Steven Davis: present; James Divver: Present; Carolyn Fenn: Present; Sister McCarthy: present; Naomi Prendergast: present, Patrick Stapleton: present, Pavel Terpelets: present, Roxanne Webster: present.

Absent: Kahoney Anderson, Nancy Lordan, James Lomastro

II. Conflict of Interest | Approval of Regular Session Agenda

The Board reviewed the May 17, 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 Naomi Prendergast to approve the general session agenda, seconded by James Divver and a unanimous decision by Roll Call as follows: Steven Davis: yes; James Divver: yes; Carolyn Fenn: yes; Sister McCarthy: yes; Naomi Prendergast: yes, Patrick Stapleton: yes, Pavel Terpelets: yes, Roxanne Webster: yes.

Absent: Kahoney Anderson, Nancy Lordan, James Lomastro

**Document:** May 17, 2024, Regular Session Agenda

III. Approval of Regular Session Minutes

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

DISCUSSION:

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

ACTION:

Motion by Carolyn Fenn to approve the April 19, 2024, General Session Minutes seconded by Roxanne Webster and a decision by Roll Call as follows: Steven Davis: yes; James Divver: yes; Carolyn Fenn: yes; Sister McCarthy: yes; Naomi Prendergast: yes, Patrick Stapleton: yes, Pavel Terpelets: yes, Roxanne Webster: yes.

Absent: Kahoney Anderson, Nancy Lordan, James Lomastro

**Document:** April 19, 2024, Regular Session Minutes

IV. National Association of Long-Term Care Administrators: Health Services Executive Qualification Discussion:

DISCUSSION:

Ms. Fenn stated that on behalf of the Sub-Committee the board allows designation of this licensure, stating several states already have it. Ms. Fenn also stated that it is compelling for this to start looking at assistant living services voluntarily as well. Ms. Fenn states that the sub-committee sees no downside, and that the regular path of licensure will still remain.

ACTION:

Motion by James Divver to approve the HSE and begin the process seconded by Patrick Stapleton and a decision by Roll Call as follows: Steven Davis: yes; James Divver: yes; Carolyn Fenn: yes; Sister McCarthy: yes; Naomi Prendergast: yes, Patrick Stapleton: yes, Pavel Terpelets: yes, Roxanne Webster: yes.

Absent: Kahoney Anderson, Nancy Lordan, James Lomastro

V. Continued Education Application:

DISCUSSION:

Ms. Webster stated that this application was pretty comprehensive, and she sees no problem moving to approve application for CEU and board status. All board members in agreement.

ACTION:

Motion by Roxanne Webster to approve the CEU and NHA Board Affiliation by James Divver and a decision by Roll Call as follows: Steven Davis: yes; James Divver: yes; Carolyn Fenn: yes; Sister McCarthy: yes; Naomi Prendergast: yes, Patrick Stapleton: yes, Pavel Terpelets: yes, Roxanne Webster: yes.

Absent: Kahoney Anderson, Nancy Lordan, James Lomastro

VI. Flex Session:

DISCUSSION:

Mr. Joubert asked board members who would be in attendance for the June meeting? At this time, all board members stated they would be in attendance.

VII. Adjournment:

ACTION:

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

Absent: Kahoney Anderson, Nancy Lordan, James Lomastro

The next meeting of the Board of Registration of Nursing Home Administrators is scheduled for Friday, June 21, 2024, at 10:00 AM via WebEx.

Let the records show the meeting adjourned at 10:30am

Respectfully submitted by:

The Board of Registration of Nursing Home Administrators