

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

**Friday, November 17, 2023
VIA WebEx**

**REGULAR SESSION MINUTES
(OPEN SESSION)**

Board Members

Present:

Patrick J. Stapleton, N.H.A | Board Chair
Stephen Davis | Department of Public Health
Sister Jacquelyn McCarthy, N.H.A. | Nursing Home Administrator 2
Pavel Terpelets | Office of Long-Term Services and Supports
Carolyn Fenn | Executive Office of Elder Affairs
Nancy Lordan, N.H.A. | Nursing Home Administrator 3
James Divver, LNHA | Public Member
Tarah Loy, PHD Educator

Board Members

Not Present:

Naomi M. Prendergast | N.H.A | Nursing Home Administrator 4
Roxanne Webster, R.N. | Registered Nurse

Staff Present:

Catherine Goldrick | Assistant Executive Director – Multi-Boards, BHPL
Kayla Mikalauski | Office Support Specialist, Multi-Boards
Judith Bromley | Board Counsel

Staff Not Present:

Steven Joubert | Executive Director – Multi-Boards, BHPL

I. Call to Order | Determination of Quorum:

At 10:15am Ms. Mikalauski welcomed the board members to the meeting. Mr. Patrick Stapleton handed the floor over to Ms. Mikalauski. Ms. Mikalauski 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; Nancy Lordan: Present; Tarah Loy: Present; Sister Jacquelyn McCarthy: present; Patrick Stapleton: present. Pavel Terpelets, Present;

Absent: Naomi Prendergast, Roxanne Webster

II. Conflict of Interest | Approval of Regular Session Agenda

The Board reviewed the November 17, 2023, Regular Session Agenda.

DISCUSSION:

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

ACTION:

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

Absent: Naomi Prendergast, Roxanne Webster

Document: November 17, 2023, Regular Session Agenda

III. Approval of Regular Session Minutes

The Board reviewed the October 20, 2023, Regular Session Minutes.

DISCUSSION:

Ms. Mikalauski asked for a motion to approve the October General Session Minutes when ready.

ACTION:

Motion by Mr. Divver to approve the October 20, 2023 General Session Minutes seconded by Mr. Stapleton, and a decision by Roll Call as follows: Steven Davis: yes; James Divver: yes, Carolyn Fenn: yes; Nancy Lordan: yes: Tarah Loy: yes, Sister Jacquelyn McCarthy: yes; Patrick Stapleton: yes. Pavel Terpelets, yes

Absent: Naomi Prendergast, Roxanne Webster

Document: October 20, 2023, Regular Session Minutes

IV. Board Elections

DISCUSSION:

Mr. Stapleton stated that he would make a motion for Mr. James Divver to be the board Vice-Chair. All board members agreed with this. The board members asked if they could defer the secretary decision until December.

ACTION:

Motion by Mr. Stapleton to appoint Mr. Divver as Board Vice-Chair seconded by Ms. Lordan, and a unanimous decision by Roll Call as follows: Steven Davis: yes; James Divver: yes, Carolyn Fenn: yes; Nancy Lordan: yes: Tarah Loy: yes, Sister Jacquelyn McCarthy: yes; Patrick Stapleton: yes. Pavel Terpelets, yes

Absent: Naomi Prendergast, Roxanne Webster

V. Continuing Education:

A. Long Term Care Finance Association- Seeking Board Affiliated Status

DISCUSSION:

Mr. Stapleton stated that after reviewing the documents and the letter written to the board, he has no issue approving the application that the Long-Term Care Finance Association submitted. All board members agreed.

ACTION:

Motion by Mr. Stapleton to approve the Continuing Education Approval seconded by Mr. Divver, and a unanimous decision by Roll Call as follows: Steven Davis: yes; James Divver: yes, Carolyn Fenn: yes; Nancy Lordan: yes: Tarah Loy: yes, Sister Jacquelyn McCarthy: yes; Patrick Stapleton: yes. Pavel Terpelets, yes

Absent: Naomi Prendergast, Roxanne Webster

VI. Administrator In Training:

A. Ms. Jessica MacDonald

DISCUSSION:

Ms. Mikalauski explained to the board that Ms. MacDonald was requesting hours off her Administrator in Training due to her experience in Social Work in the industry. Ms. Lordan stated she would make a motion to grant 40 hours off her training. All board members agreed.

ACTION:

Motion by Ms. Lordan to approve a 40 hour reduction for the applicant seconded by Mr. Stapleton, and a unanimous decision by Roll Call as follows: Steven Davis: yes; James Divver: yes, Carolyn Fenn: yes; Nancy Lordan: yes: Tarah Loy: yes, Sister Jacquelyn McCarthy: yes; Patrick Stapleton: yes. Pavel Terpelets, yes

Absent: Naomi Prendergast, Roxanne Webster

VII. Flex Session:

DISCUSSION:

Ms. Mikalauski brought back to discussion the Health Service Executive Qualifications and asked if it is something the board would be interested in pursuing. Mr. Stapleton stated that this would make licenses portable in reciprocal states. Ms. Fenn stated that this should be a deeper conversation regarding how it would play out, how the regulations would change, how practice would change, Ms. Fenn asked if the board could set up a Sub-Committee to focus on this topic. Ms. Mikalauski stated that she would bring this up to Mr. Joubert and get one created.

Ms. Mikalauski all board members who would be in attendance December 22? The board requested the meeting to be moved to December 15 due to the holidays. All members will be present on December 15.

VIII. Adjournment:

ACTION:

Motion by Patrick Stapleton 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: Steven Davis: yes; James Divver: yes, Carolyn Fenn: yes; Nancy Lordan: yes; Tarah Loy: yes, Sister Jacquelyn McCarthy: yes; Patrick Stapleton: yes. Pavel Terpelets, yes

Absent: Naomi Prendergast, Roxanne Webster

The next meeting of the Board of Registration of Nursing Home Administrators is scheduled for Friday, December 15, 2023, at 10:00 AM via WebEx.

Respectfully submitted by:

The Board of Registration of Nursing Home Administrators