

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

**Friday, November 18, 2022**  
**VIA WebEx**

(OPEN SESSION)  
**MINUTES**

Board Members

Present:

Stephen Davis | Department of Public Health  
Carolyn Fenn | Executive Office of Elder Affairs  
Nancy Lordan, N.H.A. | Nursing Home Administrator 3  
Tarah Loy, PHD Educator  
Sister Jacquelyn McCarthy, N.H.A. | Nursing Home Administrator 2  
Mary K. Moscato, N.H.A., Secretary | Hospital Administrator  
Naomi M. Prendergast | N.H.A | Nursing Home Administrator 4  
Pavel Terpelets | Office of Long-Term Services and Supports  
Roxanne Webster, R.N. | Registered Nurse  
Dr. Madhuri Reddy, M.D. | Physician  
Naomi M. Prendergast | N.H.A | Nursing Home Administrator 4  
Patrick J. Stapleton, N.H.A., Vice-Chair | Nursing Home Administrator 5

Board Members

Not Present:

None.

Staff Present:

Steven Joubert | Executive Director – Multi-Boards, BHPL  
Catherine Goldrick | Assistant Executive Director – Multi-Boards, BHPL  
Mary Strachan | Board Counsel - Office of the General Counsel, DPH  
Kayla Mikalauski | Office Support Specialist, Multi-Boards

Staff Not Present:

None.

I. Call to Order | Determination of Quorum:

At 10:07 AM Mr. Steven Joubert, Executive Director, welcomed the Board members to the meeting, Patrick Stapleton asked Mr. Joubert to facilitate the meeting. Mr. Joubert called the meeting to order and asked for a roll call vote to determine quorum.

Roll Call as follows: Stephen Davis: here; Carolyn Fenn: here; Nancy Lordan: here; Tarah Loy: here; Sister Jacquelyn McCarthy: here; Naomi Prendergast, here; Mary Moscato: here; Dr. Madhuri Reddy: here, Patrick Stapleton, here; Pavel Terpelets: here; Roxanne Webster: here. Absent: None. Abstained: None; Recused: None

II. Conflict of Interest | Approval of Regular Session Agenda

DISCUSSION:

Mr. Joubert asked if anyone had a conflict of interest with the agenda as written. Ms. Naomi Prendergast stated that she had a conflict of interest with St. Patrick's Manor Item due to corporate relations.

Mr. Joubert stated that Ms. Prendergast would be placed in the virtual lobby when that Item was in front of the board.

ACTION:

Motion by Ms. Carolyn Fenn to approve the general session agenda as amended with one conflict of interest, seconded by Ms. Naomi Prendergast and a unanimous decision by roll call as follows: Stephen Davis: yes; Carolyn Fenn: yes; Nancy Lordan: yes; Tarah Loy: yes; Sister Jacquelyn McCarthy: yes; Naomi Prendergast: yes; Mary Moscato: yes; Dr. Madhuri Reddy: yes; Patrick Stapleton: yes; Pavel Terpelets: yes; Roxanne Webster: yes Absent: None. Abstained: None; Recused: None

**Document:** November 18, 2022 Regular Session Agenda

III. Approval of September 23, 2022 Minutes

DISCUSSION:

Mr. Joubert asked if anyone had any objection with the minutes as written. After hearing no objections Mr. Joubert called for a motion to approve the September 23, 2022 General Session minutes.

ACTION:

Motion by Ms. Nancy Lordan to approve the September 23, 2022 Regular Session Minutes seconded by Tarah Loy and a unanimous decision by roll call as follows: Stephen Davis: yes; Carolyn Fenn: yes; Nancy Lordan: yes; Tarah Loy: yes; Sister Jacquelyn McCarthy: yes; Naomi Prendergast: yes; Mary Moscato: yes; Dr. Madhuri Reddy: yes; Patrick Stapleton: yes; Pavel Terpelets: yes; Roxanne Webster: yes Absent: None. Abstained: None; Recused: None

IV. Board Chair Election:

DISCUSSION:

Mr. Joubert stated that it was an honor to vote a new board chair, stating that the last couple meetings the name brought forth was Mr. Patrick Stapleton as well as a nomination for Ms. Carolyn Fenn. Mr. Joubert stated that Ms. Carolyn Fenn graciously declined stating that Mr. Patrick Stapleton was the last standing nominee for board chair. Mr. Joubert asked for a motion to make the nominee go through.

ACTION:

Motion by Ms. Nancy Lordan to approve Patrick Stapleton as the new Board Chair seconded by Mary Moscato and a unanimous decision by roll call as follows: Stephen Davis: yes; Carolyn Fenn: yes; Nancy Lordan: yes; Tarah Loy: yes; Sister Jacquelyn McCarthy: yes; Naomi Prendergast: yes; Mary Moscato: yes; Dr. Madhuri Reddy: yes; Patrick Stapleton: yes; Pavel Terpelets: yes; Roxanne Webster: yes Absent: None. Abstained: None; Recused: None

V. Administrator in Training:

DISCUSSION:

Mr. Joubert stated that there was an Administrator in Training Kevin Ortiz requesting both academic and professional hours. Mr. Ortiz has been a Human Resource Director for over ten years. Ms. Webster stated she would propose two weeks' worth of hours, one week for being a human resource director and another week for being a CNA in the past. Ms. Mary Moscato agreed with that and stated she doesn't think it rises to go above the two weeks, stating that he can get professional hours for the time worked but not academic support due to the fact his transcript is only an undergraduate.

ACTION:

Motion by Ms. Roxanne Webster for two weeks credit towards Mr. Ortiz Administrator in Training Internship which was seconded by Ms. Nancy Lordan and a unanimous decision by roll call as follows: Stephen Davis: yes; Carolyn Fenn: yes; Nancy Lordan: yes; Tarah Loy: yes; Sister Jacquelyn McCarthy: yes; Naomi Prendergast: yes; Mary Moscato: yes; Dr. Madhuri Reddy: yes; Patrick Stapleton: yes; Pavel Terpelets: yes; Roxanne Webster: yes Absent: None. Abstained: None; Recused: None

VI. Continuing Education Application:

*Ms. Naomi Prendergast was placed in the virtual lobby due to a Conflict of Interest*

DISCUSSION:

Mr. Joubert stated that they had a Continuing Education Application for St. Patrick's Manor "Compassion Amid the Confusion" requesting credits for their program. The secretary of the board Ms. Moscato stated that she reviewed the application and would propose that we grant the requested 6 CEU credits. Ms. Moscato stated that in the past the board has approved St. Patrick's Manors requests and is comfortable granting 6 CEUs to this program

ACTION:

Motion by Ms. Mary Moscato to grant 6 CEUs to the Compassion Amid the Confusion program seconded by Ms. Roxanne Webster and past by roll call as follows: Stephen Davis: yes; Carolyn Fenn: yes; Nancy Lordan: yes; Tarah Loy: yes; Sister Jacquelyn McCarthy: yes; Naomi Prendergast: recused; Mary Moscato: yes; Dr. Madhuri Reddy: yes; Patrick Stapleton: yes; Pavel Terpelets: yes; Roxanne Webster: yes Absent: None. Abstained: None; Recused: Naomi Prendergast

*Ms. Naomi Prendergast returned to the meeting from the virtual lobby.*

VII. OPEN INVESTIGATION

A. NHA-2022-000, Rebecca Annis, NH2846

DISCUSSION:

Mr. Joubert stated that they had a matter to bring in front of the board, Mr. Joubert asked Ms. Mikalauski if the licensee was present to hear the matter. Ms. Mikalauski stated that the licensee was not present but received a General Session Notice to appear in front of the board as well as receipt that she received it. Mr. Joubert and gave the floor to Ms. Lisa Seeley-Murphy the boards investigator.

Ms. Lisa Seeley-Murphy stated that she had a formal complaint for Rebecca Annis, stating she has not had any disciplinary action prior. Reason for Investigation is that the licensee called board staff stating that she has not renewed her license since 2012, stated she has been working as an administrator and did not know that her license was expired. The licensee was notified for a response to the investigator for the reason of not renewing her license. Board Investigator stating that she reached out to the division and she has had no disciplinary action prior. Ms. Seeley-Murphy deferred to the board for discussion.

Ms. Carolyn Fenn asked what are the options here? Stating that this could have had a whole lot of problems if something was to happen at the building. Ms. Lordan agreeing and stating she believes that this deserves a reprimand. Ms. Strachan stated she believes it warrants disciplinary action but told the board the best option would be to go through the tool.

Ms. Strachan asked Mr. Joubert at the time of reinstatement did the licensee pay all the fees? Mr. Joubert stated he would have to research it but believes so. Mr. Patrick Stapleton asked if board staff can deal with the details and bring to the board next meeting but for now the reprimand letter will be sent.

ACTION:

Motion by Ms. Nancy Lordan to place a reprimand on license which was seconded by Ms. Nancy Lordan and a unanimous decision by roll call as follows: Stephen Davis: yes; Carolyn Fenn: yes; Nancy Lordan: yes; Tarah Loy: yes; Sister Jacquelyn McCarthy: yes; Naomi Prendergast: yes; Mary Moscato: yes; Dr. Madhuri Reddy: yes; Patrick Stapleton: yes; Pavel Terpelets: yes; Roxanne Webster: yes Absent: None. Abstained: None; Recused: None

VIII. Flex Session

DISCUSSION:

Mr. Joubert stated that Interchange would be decommissioned on December 1<sup>st</sup> and asked board members to set up for the new MoveIt 2p2 secure email. Mr. Joubert stated that board members received an email with instructions on how to create an account and if anyone had an issue to reach out to him or the IT department.

ACTION:

Motion by Naomi Prendergast to adjourn the general session meeting, seconded by Ms. Nancy Lordan and a unanimous decision by roll call as follows: Stephen Davis: yes; Carolyn Fenn: yes; Nancy Lordan: yes; Tarah Loy: yes; Sister Jacquelyn McCarthy: yes; Naomi Prendergast: yes; Mary Moscato: yes; Dr. Madhuri Reddy: yes; Patrick Stapleton: yes; Pavel Terpelets: yes; Roxanne Webster: yes Absent: None. Abstained: None; Recused: None

*Let the records show the meeting adjourned at 10:43am*

The next meeting of the Board of Registration of Nursing Home Administrators is scheduled for Friday, December 16, 2022 at 10:00AM via WebEx/or in person.

Respectfully submitted by:

The Board of Registration of Nursing Home Administrators