

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

**Friday, October 20, 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
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
Carolyn Fenn | Executive Office of Elder Affairs
Nancy Lordan, N.H.A. | Nursing Home Administrator 3
James Divver, LNHA | Public Member

Board Members

Not Present:

Tarah Loy, PHD Educator

Staff Present:

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

Staff Not Present:

I. Call to Order | Determination of Quorum:

At 10:06 AM Mr. Steven Joubert 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; Nancy Lordan: Present: Sister Jacquelyn McCarthy: present; Naomi Prendergast: present; Patrick Stapleton: present. Pavel Terpelets, Present; Roxanne Webster: Present

Absent: Tarah Loy

II. Conflict of Interest | Approval of Regular Session Agenda

The Board reviewed the October 20, 2023, 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 Ms. Nancy Lordan to approve the general session agenda, seconded by Ms. Naomi Prendergast, and a unanimous decision by roll call as follows: Steven Davis: yes; James Divver: yes, Carolyn Fenn: yes; Nancy Lordan: yes: Sister Jacquelyn McCarthy: yes; Naomi Prendergast: yes; Patrick Stapleton: yes; Pavel Terpelets: yes; Roxanne Webster: yes

Absent: Tarah Loy

Document: October 20, 2023, Regular Session Agenda

III. Approval of Regular Session Minutes

The Board reviewed the September 15, 2023, Regular Session Minutes.

DISCUSSION:

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

ACTION:

Motion by Naomi Prendergast to approve the September 15, 2023 General Session Minutes seconded by Sr. Jacquelyn McCarthy, and a decision by Roll Call as follows: Steven Davis: yes; James Divver: abstain, Carolyn Fenn: yes; Nancy Lordan: yes: Sister Jacquelyn McCarthy: yes; Naomi Prendergast: yes; Patrick Stapleton: yes; Pavel Terpelets: yes; Roxanne Webster: yes

Absent: Tarah Loy

Document: September 15, 2023, Regular Session Minutes

IV. Board Elections

DISCUSSION:

Board Members requested that this matter be deferred until November to think about who to elect.

ACTION:

Motion by Patrick Stapleton to defer the board elections until November 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: Sister Jacquelyn McCarthy: yes; Naomi Prendergast: yes; Patrick Stapleton: yes; Pavel Terpelets: yes; Roxanne Webster: yes

Absent: Tarah Loy

V. Continuing Education:

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

DISCUSSION:

Board Members requested more documentation and that the matter be deferred until the November meeting.

ACTION:

Motion by Nancy Lordan to defer the Continuing Education Approval until November seconded by Roxanne Webster, and a unanimous decision by Roll Call as follows: Steven Davis: yes; James Divver: yes, Carolyn Fenn: yes; Nancy Lordan: yes: Sister Jacquelyn McCarthy: yes; Naomi Prendergast: yes; Patrick Stapleton: yes; Pavel Terpelets: yes; Roxanne Webster: yes

Absent: Tarah Loy

VI. Flex Session:

DISCUSSION:

Mr. Joubert stated he had no new items to bring to the board. Mr. Joubert asked board members who would be in attendance for our November meeting? All board members will be in attendance except Roxanne Webster at this time.

VII. Adjournment:

ACTION:

Motion by Patrick Stapelton 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; Sister Jacquelyn McCarthy: yes; Naomi Prendergast: yes; Patrick Stapleton: yes; Pavel Terpelets: yes; Roxanne Webster: yes

Absent: Tarah Loy

Let the records show the meeting adjourned at 10:18 AM

The next meeting of the Board of Registration of Nursing Home Administrators is scheduled for Friday, November 17, 2023, at 10:00 AM via WebEx.

Respectfully submitted by:

The Board of Registration of Nursing Home Administrators