

**COMMONWEALTH OF MASSACHUSETTS**

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

**Friday, September 19, 2025  
VIA Zoom Meetings  
9:30 AM**

**GENERAL SESSION BOARD MEETING MINUTES  
(OPEN SESSION)**

**BOARD MEMEBERS  
PRESENT:**

Mr. Patrick J. Stapleton, N.H.A | Board Chair  
Ms. Kahoney Anderson, N.H.A | Vice Chair  
Mr. Scott Brewer | Nursing Home Administrator 4  
Mr. Renato de Leon | Nursing Home Administrator 2  
Mr. Babacar Diop | Nursing Home Administrator 3  
Sister Jacquelyn McCarthy, N.H.A. | RN  
Mr. James Lomastro, Ph. D | Educator | Board Secretary  
Dr. Malvika Varma, MD | Physician

**BOARD MEMEBERS  
NOT PRESENT:**

Mr. Stephen Davis | Department of Public Health  
Ms. Carolyn Fenn | Executive Office of Elder Affairs  
Mr. Pavel Terpelets | Office of Long-Term Services and Supports

**STAFF PRESENT:**

Ms. Kayla Mikalauskis | Executive Director, Multi-Boards 2, DPH  
Ms. Judith Bromley | Board Counsel, DPH  
Ms. Alexandra Datalo | Research Analyst, Multi-Boards, DPH

**I. CALL TO ORDER | DETERMINATION OF QUORUM**

At 9:32 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 that the meeting was being recorded and asked for a roll call vote to determine quorum. Roll call as follows: Ms. Kahoney Anderson: present; Mr. Scott Brewer: present; Mr. Renato de Leon: present; Mr. Babacar Diop: present; Mr. James Lomastro: present; Sister Jacquelyn McCarthy: present; Mr. Patrick Stapleton: present; Dr. Malvika Varma: present.

Absent: Mr. Stephen Davis, Ms. Carolyn Fenn, Mr. Pavel Terpelets.

**II. APPROVAL OF GENERAL SESSION AGENDA**

**Discussion:** The board reviewed the September 19, 2025, General Session Agenda.

**Action:**

Motion to approve the agenda as written was made by Mr. Patrick Stapleton, seconded by Mr. Renato de Leon, and was passed by roll call vote as follows: Ms. Kahoney Anderson: yes; Mr. Scott Brewer: yes; Mr. Renato de Leon: yes; Mr. Babacar Diop: yes; Mr. James Lomastro: yes; Sister Jacquelyn McCarthy: yes; Mr. Patrick Stapleton: yes; Dr. Malvika Varma: yes. Absent: Mr. Stephen Davis, Ms. Carolyn Fenn, Mr. Pavel Terpelets.

**Document:** September 19, 2025, General Session Agenda

### III. APPROVAL OF MINUTES

**Discussion:** The board reviewed the drafted August 22, 2025, General Session Minutes.

**Action:**

Motion to approve the minutes as written was made by Mr. Patrick Stapleton, seconded by Mr. Renato de Leon, and was passed by roll call vote as follows: Ms. Kahoney Anderson: yes; Mr. Scott Brewer: yes; Mr. Renato de Leon: yes; Mr. Babacar Diop: yes; Mr. James Lomastro: yes; Sister Jacquelyn McCarthy: yes; Mr. Patrick Stapleton: yes; Dr. Malvika Varma: yes. Absent: Mr. Stephen Davis, Ms. Carolyn Fenn, Mr. Pavel Terpelets.

**Document:** August 22, 2025, General Session Minutes

### IV. ADMINISTRATOR IN TRAINING

A. NHT14500136, Alan Lancaster

**Discussion:** Ms. Mikalauski stated the applicant is requesting a change in preceptor due to the unexpected passing of the current preceptor of his Administrator-in-Training program. Ms. Mikalauski stated the applicant has completed three months of the Administrator-in-Training program and submitted the Mid-Point review report. Ms. Mikalauski stated the facility's new Nursing Home Administrator does not meet the requirements to serve as preceptor, as stated in board regulation 245 CMR 3.02: (1)(b)(2) has practiced as a full-time nursing home administrator for at least five years immediately preceding the preceptorship. Ms. Mikalauski stated the applicant is requesting the board's approval to allow the Sister Facility's Nursing Home Administrator who meets all the qualifications to serve as preceptor to assist with the completion of the Administrator-in-Training program by working with the applicant and the facility's new Nursing Home Administrator to satisfy the programs requirements.

**Action:**

Motion to approve the Administrator-in-Training change in preceptor request was made by Mr. Patrick Stapleton, seconded by Mr. Renato de Leon, and was passed by roll call vote as follows: Ms. Kahoney Anderson: yes; Mr. Scott Brewer: yes; Mr. Renato de Leon: yes; Mr. Babacar Diop: yes; Mr. James Lomastro: yes; Sister Jacquelyn McCarthy: yes; Mr. Patrick Stapleton: yes; Dr. Malvika Varma: yes. Absent: Mr. Stephen Davis, Ms. Carolyn Fenn, Mr. Pavel Terpelets.

### VI. FLEX SESSION

**Discussion:** Ms. Mikalauski asked for attendance at the next board meeting scheduled for November 21, 2025? All board members in attendance confirmed their availability.

**VII. EXECUTIVE SESSION**

**Discussion:** The board will meet in Executive Session as authorized pursuant to M.G.L. c.30A, § 21(a)(1) for the purpose of discussing the reputation, character, physical condition or mental health, rather than professional competence, of an individual, or to discuss the discipline or dismissal of, or complaints or charges brought against, a public officer, employee, staff member or individual. 1. Specifically, the board will meet in executive session to approve prior executive session minutes, staff assignments, complaints and decide whether to close cases presented or discipline licensees. The board will not reconvene in open session subsequent to the closed session.”

**Action:**

At 9:35 AM, motion to move into the Executive Session meeting was made by Mr. Patrick Stapleton, seconded by Mr. Renato de Leon, and was passed by roll call vote as follows: Ms. Kahoney Anderson: yes; Mr. Scott Brewer: yes; Mr. Renato de Leon: yes; Mr. Babacar Diop: yes; Mr. James Lomastro: yes; Sister Jacquelyn McCarthy: yes; Mr. Patrick Stapleton: yes; Dr. Malvika Varma: yes.  
Absent: Mr. Stephen Davis, Ms. Carolyn Fenn, Mr. Pavel Terpelets.

**VIII. ADJOURNMENT SESSION**

**Action:**

At 9:36 AM motion to adjourn the September 19, 2025, General Session meeting was made by Mr. Patrick Stapleton, seconded by Mr. Renato de Leon, and was passed by roll call vote as follows: Ms. Kahoney Anderson: yes; Mr. Scott Brewer: yes; Mr. Renato de Leon: yes; Mr. Babacar Diop: yes; Mr. James Lomastro: yes; Sister Jacquelyn McCarthy: yes; Mr. Patrick Stapleton: yes; Dr. Malvika Varma: yes.  
Absent: Mr. Stephen Davis, Ms. Carolyn Fenn, Mr. Pavel Terpelets.

*Let the records show the meeting adjourned at 9:36 AM*

The next meeting of the Board of Registration of Nursing Home Administrators is scheduled for Friday, November 21, 2025, at 9:30 AM via Zoom Meetings.

Respectfully submitted by:

The Board of Registration of Nursing Home Administrators