

COMMONWEALTH OF MASSACHUSETTS

BOARD OF REGISTRATION OF NURSING HOME ADMINISTRATORS

**THIS AGENDA CONSTITUTES NOTICE OF THE REGULARLY SCHEDULED MEETING OF THE
BOARD OF REGISTRATION OF NURSING HOME ADMINISTRATORS
IN COMPLIANCE WITH THE OPEN MEETING LAW, M.G.L. c. 30A, § 20**

**Friday, December 18, 2015
10:00 a.m.**

**239 Causeway Street ~ 4th Floor ~ Room 417A
Boston, Massachusetts 02114**

Agenda

Time	Item #	Item	Exhibits	Staff Contact
10:00 a.m.	I.	Approval of Agenda and notice of electronic recording.	Draft Agenda	
	II.	Approval of Minutes of Regularly Scheduled Meeting A. November 19, 2015 Board Meeting	Draft Minutes	
	III.	Administrator in Training A. <u>Request for Administrator in Training Approval</u> None B. <u>Request for Administrator in Training Credit</u> 1. <u>Stewart, Christine</u> <u>Facility:</u> Kindred Transitional Care & Rehabilitation – Forestview <u>Preceptor:</u> Danielle Fusco, NH3261 2. <u>Therrien, Robin</u> <u>Facility:</u> Chapin Center-Springfield <u>Preceptor:</u> Mary Uschmann, NH933 3. <u>Mahoney, Aymsley</u> <u>Facility:</u> Alliance Healthcare Center - Braintree <u>Preceptor:</u> Mary Kilcommons, NH2534	Applications and related documents	

	IV.	Administrator in Training C. <u>Request for Administrator in Training Change of Preceptor</u> 1. <u>Silva, Joseph Jr.</u> <u>Facility:</u> Braemoor Health Center <u>Proposed Facility:</u> Brockton Health Center <u>Preceptor:</u> Paula Topjian, NH5244 <u>Proposed Preceptor:</u> Helena Silva, NH3504 D. <u>Administrator in Training Mid-Point Review</u> 1. <u>Rogers, John</u> <u>Facility:</u> Catholic Memorial Home – Fall River <u>Preceptor:</u> Thomas Healy, NH1293 2. <u>Silva, Joseph Jr.</u> <u>Facility:</u> Braemoor Health Center <u>Preceptor:</u> Paula Topjian, NH5244 3. <u>House, Brenna</u> <u>Facility:</u> Essex Park Rehabilitation & Nursing Center <u>Preceptor:</u> Scott Dickinson, NH1960 E. <u>Administrator in Training Completion Review</u> 1. <u>Murphy, Ryan</u> <u>Facility:</u> Brentwod-Davers <u>Preceptor:</u> Sullivan, Thomas, NH2742	Applications and related documents	
	V.	Policy A. Discipline Policy 15-01, Unlicensed Practice	Draft Policy	MS
	VI.	Triage A. <u>TRG-8465</u> Shrewsbury Nursing Rehabilitation Center	Statement of Allegations	MC
	VII.	Requests for Approved Status A. Berkshire AHEC (NH09015-002)	Approved Status documentation	
	VIII.	Regulations A. Proposed Revisions for Regulatory Review	Draft Regulations	MS
	IX.	Other Business/Announcements A. Review Triage Process B. <u>Distribute</u> 2016 Meeting Calendar	None	PB

	X.	Flex Session A. Topics for the next Agenda		
11:00 a.m.	XI.	Executive Session (Roll call vote) 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. Specifically, the Board will discuss complaints or charges brought against Licensees. The Board will not reconvene in open session subsequent to the executive session.	Closed Session	
2:00 p.m.	XII.	Adjournment-next Board meeting scheduled for [January 15, 2016]		

COMMONWEALTH OF MASSACHUSETTS

BOARD OF REGISTRATION OF NURSING HOME ADMINISTRATORS

BOARD MEETING

Friday, December 18 2015

239 Causeway Street - 4th floor, Room 417A/B
Boston, MA 02114

MINUTES

Board Members

Present:

Nancy Lordan, Nursing Home Administrator 3, Chair
William Graves, Nursing Home Administrator 1, Vice-Chair
Roxanne Webster, Registered Nurse, Secretary
Sherman Lohnes, Department of Public Health
Mary McKenna, Executive Office of Elder Affairs
Michael Baldassarre, Nursing Home Administrator 2
Patrick J Stapleton, Nursing Home Administrator 5 (Non-Proprietary
Nursing Home)
Aaron Tobey, Public Member 2

Board Members

not Present:

MaryEllen Coyne, Division Long-Executive Office of Public Welfare
James Divver, Nursing Home Administrator 4
Wayne S Saltsman, MD, PhD, Physician

Staff Present:

Philip Beattie, Interim Executive Director, Multi-Boards, DHPL
Anson Chu, Office Support Specialist, Multi-Boards, DHPL
Mary Strachan, Board Counsel, Office of the General Counsel, DPH
Marjorie Campbell, Investigator, Supervisor, Office of Public
Protection, DHPL
Lauren Woodward, RN, Board Investigator, Office of Public Protection, DHPL

Guests:

Joseph Silva, Jr.	Kenneth Strong	Michael Marcus
Sandra Mahoney	Attorney	Attorney

I. Call to Order - Determination of Quorum

A quorum of the Board was present. Ms. Lordan, Board Chair, called the meeting to order at 10:08 a.m.

II. Approval of Agenda

Board members reviewed the meeting Agenda.

DISCUSSION: Board decided to move items around to accommodate the guests that are presently here.

ACTION: Mr. Graves made motion to approve the agenda as presented; Ms. Webster seconded the motion; Motion passed with Board members present and voting in favor unanimously.

Document: December 18, 2015 Regularly Scheduled Board Meeting Agenda.

III. Approval of Minutes

A. Minutes of the Regularly Scheduled Board Meeting: November 20, 2015

The Board reviewed the November 20, 2015 Regularly Scheduled Board Meeting Minutes.

ACTION: Ms. McKenna made a motion to approve the minutes as presented; Mr. Baldassarre seconded the motion. Motion passed with Board members present and voting in favor unanimously.

Documents: November 20, 2015 Regularly Scheduled Board Meeting Minutes

IV. Administrator in Training

F. Request for Administrator in Training Approval

None

G. Request for Administrator in Training Credit

Ms. Lordan made the following recommendations:

1. Stewart, Christine

Facility: Kindred Transitional Care & Rehabilitation – Forestview

Preceptor: Danielle Fusco, NH3261

RECOMMENDATION: Deferred

ACTION: None

Documents: AIT Application and related documents.

2. Therrien, Robin

Facility: Chapin Center-Springfield

Preceptor: Mary Uschmann, NH933

RECOMMENDATION: Approve – 2 week credits

ACTION: Ms. Webster made a motion to accept the recommendation; Mr. Lohnes seconded the motion; Motion passed with Board members present and voting in favor unanimously.

Documents: AIT Application and related documents.

3. Mahoney, Aymsley

Facility: Alliance Healthcare Center - Braintree

Preceptor: Mary Kilcommons, NH2534

RECOMMENDATION: Approve – 2 week credits

ACTION: Ms. Webster made a motion to accept the recommendation; Mr. Lohnes seconded the motion; Motion passed with Board members present and voting in favor unanimously.

Documents: AIT Application and related documents.

H. Request for Administrator in Training Change of Preceptor

Ms. Lordan made the following recommendations:

1. Silva, Joseph Jr.
Facility: Braemoor Health Center
Proposed Facility: Brockton Health Center
Current Preceptor: Paula Topjian, NH5244
Proposed Preceptor: Helena Silva, NH3504

RECOMMENDATION: Approve

ACTION: Ms. Webster made a motion to accept the recommendation; Mr. Lohnes seconded the motion; Motion passed with Board members present and voting in favor unanimously.

Documents: AIT Application and related documents.

I. Administrator in Training Mid-Point Review

Ms. Lordan made the following recommendations:

1. Rogers, John
Facility: Catholic Memorial Home – Fall River
Preceptor: Thomas Healy, NH1293

RECOMMENDATION: Approve

ACTION: Ms. Webster made a motion to accept the recommendation; Mr. Lohnes seconded the motion; Motion passed with Board members present and voting in favor unanimously.

Documents: AIT Application and related documents.

2. Silva, Joseph Jr.
Facility: Braemoor Health Center
Preceptor: Paula Topjian, NH5244

RECOMMENDATION: Approve

ACTION: Ms. Webster made a motion to accept the recommendation; Mr. Lohnes seconded the motion; Motion passed with Board members present and voting in favor unanimously.

Documents: AIT Application and related documents.

3. House, Brenna
Facility: Essex Park Rehabilitation & Nursing Center
Preceptor: Scott Dickinson, NH1960

RECOMMENDATION: Approve

ACTION: Ms. Webster made a motion to accept the recommendation; Mr. Lohnes seconded the motion; Motion passed with Board members present and voting in favor unanimously.

Documents: AIT Application and related documents.

- J. Administrator in Training-Final Completion Review
Ms. Lordan made the following recommendations:

1. Murphy, Ryan
Facility: Brentwod-Davers
Preceptor: Sullivan, Thomas, NH2742

RECOMMENDATION: Approve

ACTION: Ms. Webster made a motion to accept the recommendation; Mr. Lohnes seconded the motion; Motion passed with Board members present and voting in favor unanimously.

Documents: AIT Application and related documents.

Board Chair announced at 10 :16 that the Board will move into M.G.L.c. 30A § 21 Executive Session in order to accomodate the individuals present.

At 10 :55, the Board moved back into Open Session.

- V. Policy
 - A. Discipline Policy 15-01, Unlicensed Practice

DISCUSSION: Ms. Strachan reviewed the unlicensed practice with the Board again and gave an example of the usage of the policy from the other Boards. The Board further reviewed the policy and made a few revisions on the document. Specifically, A. Tobey noted that the phrase “ceases practice” should be added to criteria “c.” so that it will read “the nursing home administrator acknowledges the conduct and after being made aware of the unauthorized practice, immediately ***ceases practice*** , and promptly seeks to renew his/her license.” . S. Lohnes asked if the proposed penalty is sufficient. M. Strachan advised that the Board members previously agreed to the penalty and that this policy authorizes staff to implement policy. ACTION: Ms. McKenna made a motion to adopt the policy with the amendments; W. Gravesseconded the motion; Motion passed with Board members present and voting in favor

unanimously.

Documents: Draft Policy

VI. Triage
B. TRG-8465 Shrewsbury Nursing Rehabilitation Center

DISCUSSION: Ms. Campbell presented the triage case to the Board.

ACTION: Mr. Lohnes made a motion to open a Staff Assignment against the Licensee; Ms. McKenna seconded the motion; Motion passed with Board members present and voting in favor unanimously.

Documents: Statement of Allegations

VII. Requests for Approved Status
Ms. McKenna made the following recommendations:

B. Berkshire AHEC (NH09015-002)

RECOMMENDATION: Approve

ACTION: Ms. Webster made a motion to accept the recommendation; Mr. Graves seconded the motion; Motion passed with Board members present and voting in favor unanimously.

Documents: Approved Status documents

VIII. Regulations
B. Proposed Revisions for Regulatory Review

DISCUSSION: Ms. Strachan reviewed the proposed revision of the regulations. Ms. Strachan informed the Board of several additions to the regulations like a new status called License Retirement, an explicit section on code of conduct, and a complaint investigation and discipline section of the regulations that is consistent with all other DHPL Boards..

ACTION: Mr. Lohnes made a motion to adopt and send the proposed revision for review; Mr. Baldassarre seconded the motion; Motion passed with Board members present and voting in favor unanimously.

Documents: Draft of Regulations

IX. Other Business/Announcements

A. Review Triage Process

DISCUSSION: Deferred

ACTION: None

Documents: None

B. Distribute 2016 Meeting Calendar

ACTION: None

Documents: None

X. Flex Session

None

XI. Executive Session (Roll call vote)

At 10:16 a.m., Ms. Lordan, Board Chair, announced that the Board will meet in Executive Session as authorized pursuant to M.G.L. c.30A, § 21(a)(1) for the purpose of consider the Board will consider approving prior executive session minutes in accordance with M.G.L. ch.30A, § 22(a) for previous executive sessions of the Board.

The Board will reconvene in open session subsequent to the executive session.

Mr. Graves made a motion to enter the Executive Session; Mr. Baldassarre seconded the motion. Motion passed with Board members present and voting in favor: Ms. Lordan-yes, Mr. Graves-yes, Ms. Webster- yes, Mr. Lohnes-yes, Ms. McKenna-yes, Mr. Baldassarre-yes, Mr. Stapleton-yes, Mr. Tobey-yes; Opposed: None; Abstain: None; Recused: None.

The Board adjourned the Executive Session at 10:48 a.m.

XII. Adjourn

There being no other business before the Board, Ms. Webster made a motion to adjourn the Board meeting; Mr. Graves seconded the motion. Motion passed with Board members present and voting in favor unanimously. The meeting was adjourned at 11:37 a.m.

The next meeting of the Board of Registration of Nursing Home Administrators will be held on Friday, January 15, 2016. The Board meeting begins at 10:00 a.m.

Respectfully submitted:

Nancy Lordan, NHA
Chair

Date