

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

Thursday, May 15, 2014
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.	Call to Order Determination of Quorum		
	II.	Approval of Agenda	Draft Agenda	
	III.	Approval of Minutes of Regularly Scheduled Meeting A. April 17, 2014 Board Meeting	Draft Minutes	
	IV.	Administrator in Training A. <u>Request for Administrator in Training Approval</u> None	None	

	<p>V.</p>	<p>B. <u>Request for Administrator in Training Credit</u></p> <p>1. <u>Kachadoorian, Michael</u> Facility: Quabbin Valley Healthcare - Athol Preceptor: Diane O' Brien, NH2188</p> <p>C. <u>Request for Administrator in Training Change of Preceptor</u></p> <p>1. <u>Morales, Shawn (Preceptor Credit)</u> Facility: Life Care Center – Plymouth Current Preceptor: David Carboneau, NH1923 Proposed New Preceptor: Kate O' Connor, NH2071</p> <p>D. <u>Administrator in Training Mid-Point Review</u></p> <p>1. <u>Sullivan, Marie</u> Facility: Oxford Rehabilitation & Nursing Center - Haverhill Preceptor: Gina Queiros, NH3001</p> <p>2. <u>Barton, Elizabeth</u> Facility: Plymouth Rehabilitation & Health Care Center Preceptor: Mathew Muratore, NH2402</p> <p>3. <u>Mustapha, Bolaji</u> Facility: Buckley Healthcare Center - Greenfield Preceptor: Edin Thompson, NH5120</p> <p>E. <u>Administrator in Training Final/Completion Review</u></p> <p>1. <u>Aylward, Barbara</u> Facility: Marist Hill Nursing & Rehab Center – Waltham Preceptor: Carolyn Fenn, NH3177</p> <p>2. <u>Barry, Lorraine</u> Facility: St. Patrick's Manor – Framingham Preceptor: Sister Maureen McDonough, NH2379</p> <p>3. <u>Luente, Rebecca</u> Facility: Spaulding Nursing & Therapy Center – West Roxbury Preceptor: Christine Reilly, NH3372</p>	<p>Applications and related documents</p>	
--	-----------	---	---	--

	VI.	Review of Application for Initial Licensure A. <u>Ajegba, Judith</u> -Appearance before the Board-Represented self as a Nursing Home Administrator on Resume Prior to licensure in MA	Summary, Statement, and Resumes	MP/IH
	VII.	Review of Applications for Licensure by Reciprocity A. <u>Hicks, David</u> -Licensed in CA (Issued 07/30/03) (Expires 07/31/15)	Reciprocity Application and supporting documents	
	VIII.	Review of Applications for License Reactivation (within 3 years of license expiration) A. <u>Spero, Anthony</u> <u>NH2903</u> <u>Expired: (06/30/2012)</u>	Reactivation Applications and supporting documents	
	IX.	Review of Applications for License Reactivation (more than 3 years since license expiration) None	None	
	X.	Triage None	None	
	XI.	Staff Assignments A. <u>SA-INV-5053</u> <u>Waterman, Chad</u> <u>NHT14499811</u> B. <u>SA-INV-4608</u> <u>Guthrie, Trent</u> <u>NH5212 (exp: 06/30/14)</u>	Investigation reports and supporting documents	PB/IH PB/IH
	XII.	Docketed Complaints None	None	

	XIII.	Continuing Education A. <u>Requests for CEU Approval</u> 1. <u>Courses:</u> Legal Issues/Admission Agreement; Satisfaction Surveys for Employees; It Takes 4 to Tango/Bridging the Gap; and Payroll Control and Design Functions- <u>Requested by:</u> David Ianacone, NH3105 2. <u>Courses:</u> Effective Union Awareness- <u>Requested by:</u> Susan Caldwell, NH2573 and Joanne Roque, NH3468 3. Getting Results without Direct Authority; Operations Management; Six Sigma; and Lean Management- <u>Requested by:</u> Charles E. Bernard 4. <u>Course:</u> Aging with Dignity XIX: A Conference on preventing and Responding to Substance Use and Related Problems Older Adults- <u>Request By:</u> Jennifer Fahey, Deemed Status organization (NH-09015-022) B. <u>Random CEU Audit</u> 1. <u>Tarr, Meghan</u> <u>NH3514</u> 2. <u>Deane, Erica</u> <u>NH3355</u> 3. <u>Delaney, William</u> <u>NH1914</u>	Request for CEU documents	
	XIV.	Requests for Deemed Status None.	None	
	XV.	Other Business/Announcements A. <u>Policy 12-01</u> Delegation of Authority to Executive, Mary Phillips B. <u>Update:</u> CORI check for applicants C. <u>Discussion:</u> Educational Requirements, request for approval for AIT with credit (245 CMR 2.05 (1)) D. <u>Discussion:</u> the use of the title of Executive Director vs. Nursing Home Administrator E. <u>Update:</u> Random CEU Audit	Draft Policy 12-01	VB/DM VB/DM IH
	XVI.	Flex Session A. Topics for the next Agenda		

	XVII.	Executive Session (Roll call vote) None	None	
	XVIII.	M.G.L. c. 112, § 65C Session	Closed Session	
	XIX.	Adjudicatory Session None	None	
2:00 p.m.	XX.	Adjournment		

COMMONWEALTH OF MASSACHUSETTS

BOARD OF REGISTRATION OF NURSING HOME ADMINISTRATORS

BOARD MEETING

Thursday, May 15, 2014

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
Mary McKenna, Executive Office of Elder Affairs
Janet Cutter, Executive Office of Public Welfare
Sherman Lohnes, Department of Public Health
James Divver, Nursing Home Administrator 4
Michael Baldassarre, Nursing Home Administrator 2
Patrick J Stapleton, Nursing Home Administrator 5 (Non-Proprietary
Nursing Home)
Aaron Tobey, Public Member 2

Board Member

Not Present:

Denise Dabney, Ph.D., Public Member

Staff Present:

Mary Phillips, Executive Director, Multi-Boards, DHPL
Ichelle Herbu, Assistant Executive Director, Multi-Boards, DHPL
Anson Chu, Office Support Specialist, Multi-Boards, DHPL
Vita Berg, Chief Board Counsel, Office of the General Counsel, DHPL
David Murphy, Board Counsel, Office of the General Counsel, DPH
Marjorie Campbell, Investigator, Supervisor, Office of Public
Protection, DHPL
Philip Beattie, Board Investigator, Office of Public Protection, DHPL

Guests:

Judith Ajegba

I. Call to Order – Determination of Quorum

A quorum of the Board was present. Ms. Lordan, Board Chair, called the meeting to order at 10:11 a.m.

II. Approval of Agenda

Board members reviewed the meeting Agenda.

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

Document: May 15, 2014 Regularly Scheduled Board Meeting Agenda.

III. Approval of Minutes

A. Minutes of the Regularly Scheduled Board Meeting: April 17, 2014

The Board reviewed the April 17, 2014 Regularly Scheduled Board Meeting Minutes.

DISCUSSION: None

ACTION: Mr. Divver made a motion to approve the Minutes as presented; Mr. Baldassarre seconded the motion. Mr. Tobey abstained from voting as he was not present at the April 17, 2014 meeting. Motion passed with Board members present and voting in favor unanimously.

Documents: April 17, 2014 Regularly Scheduled Board Meeting Minutes

IV. Administrator in Training

A. Request for Administrator in Training

None

B. Request for Administrator in Training with Credit

Ms. Webster made the following recommendations:

1. Kachadoorian, Michael

Facility: Quabbin Valley Healthcare - Athol

Preceptor: Diane O' Brien, NH2188

RECOMMENDATION: Approved-with 3 month credits

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

Documents: AIT Application and related documents.

C. Request for Administrator in Training Change of Preceptor

Mr. Becker made the following recommendations:

1. Morales, Shawn

Facility: Life Care Center – Plymouth

Current Preceptor: David Carboneau, NH1923

Proposed New Preceptor: Kate O' Connor, NH2071

RECOMMENDATION: Approved-Kate O' Connor, Preceptor for .75 CEUs

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

Documents: AIT Application and related documents

D. Administrator in Training-Mid-Point Review

Ms. Webster made the following recommendations:

1. Sullivan, Marie

Facility: Oxford Rehabilitation & Nursing Center - Haverhill

Preceptor: Gina Queiros, NH3001

RECOMMENDATION: Approved

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

Documents: AIT Application and related documents

2. Barton, Elizabeth

Facility: Plymouth Rehabilitation & Health Care Center

Preceptor: Mathew Muratore, NH2402

RECOMMENDATION: Approved

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

Documents: AIT Application and related documents

3. Mustapha, Bolaji

Facility: Buckley Healthcare Center - Greenfield

Preceptor: Edin Thompson, NH5120

RECOMMENDATION: Approved

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

Documents: AIT Application and related documents

E. Administrator in Training-Final Review

Ms. Webster made the following recommendations:

1. Aylward, Barbara

Facility: Marist Hill Nursing & Rehab Center – Waltham

Preceptor: Carolyn Fenn, NH3177

RECOMMENDATION: Approved

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

Documents : AIT Application and related documents

2. Barry, Lorraine

Facility: St. Patrick's Manor – Framingham

Preceptor: Sister Maureen McDonough, NH2379

RECOMMENDATION: Approved

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

Documents : AIT Application and related documents

3. Lucente, Rebecca

Facility: Spaulding Nursing & Therapy Center – West Roxbury

Preceptor: Christine Reilly, NH3372

RECOMMENDATION: Approved

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

Documents : AIT Application and related documents

V. Review of Application for Initial Licensure

A. Ajegba, Judith-Appearance before the Board-Represented herself as a Nursing Home Administrator on resume prior to licensure in MA

DISCUSSION: Ms. Herbu informed the Board that at the April 2014 meeting, the Board requested that Board staff invite the applicant to appear before the Board to discuss the allegation that she identified herself as a nursing home administrator on her resume prior to obtaining a license. In response to the Board's questions, Ms. Ajegba reports she mistakenly identified herself as a nursing home administrator on her resume after she was made to believe by potential employers that she was a NHA prior to obtaining a license. However, it was not her intention to mislead anyone by using the title. As soon as she realized her error, she made the correction on her resume. Ms. Ajegba summarized the time line of her professional history for the Board to include her AIT internship. Ms. Herbu noted that during a telephone conversation, Ms. Brady confirmed that Ms. Ajegba worked as an AIT at

Avery Manor and she was her preceptor. Ms. Ajegba is currently seeking employment and is no longer working as an AIT.

ACTION: Ms. Webster made a motion to approve Ms. Ajegba's licensure application with a letter informing Ms. Ajegba that all Nursing Home Administrators are required to accurately represent their professional title, duties, and responsibilities and must comply with the Board's statues and regulations; Ms. Cutter seconded the motion. Motion passed with Board members present and voting in favor unanimously.

Documents: Summary, Statement, and Resume

VI. Review of Applications for Licensure by Reciprocity

Mr. Becker made the following recommendations:

A. Hicks, David

Licensed in CA (Issued 07/30/03) (Expires 07/31/15)

RECOMMENDATION: Approved

ACTION: Mr. Divver made a motion to accept the recommendation of Mr. Becker; Mr. Baldassarre seconded the motion. Motion passed with Board members present and voting in favor unanimously.

Documents: Application for Licensure by Reciprocity and related documents

VII. Review of Applications for License Reactivation (within 3 years of license expiration)

Mr. Becker made the following recommendations:

A. Spero, Anthony NH2903 Expired: (06/30/2012)

RECOMMENDATION: Approved

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

Documents: Reactivation Application and related documents

VIII. Review of Applications for Licensure- Reactivation (more than 3 years since license expiration)

None

IX. Triage

None

X. Staff Assignments

A. SA-INV-5053 Waterman, Chad NHT14499811

Mr. Divver recused himself and left the room at 10:49 a.m.

DISCUSSION: Mr. Beattie summarized the facts of the case and informed the Board that during a conversation with the Assistant Executive Director, Mr. Waterman identified himself as the administrator of Park Place Rehabilitation and Skilled Care Center (“facility”). In an initial conversation with the Board’s investigator, Mr. Waterman stated that he recalled the conversation with the Assistant Executive Director and misspoke. However, in a written response to the Board, Mr. Waterman reported that he only recalls one conversation for which he identified himself as the interim administrator and it was with the Deputy General Counsel for DPH. Further, the Administrator of record for the facility during fall of 2013 was Mr. Brett Lennerton. Mr. Lennerton submitted a letter to the Board confirming that he was the NHA of record during that time. Board members noted that the facility had been cited for several major deficiencies during a Department of Health Care Quality Survey; it was unclear if the administrator of record was consistently at the facility; and the applicant may have not obtained proper supervision for an AIT. In the absence of the administrator, Mr. Waterman may have identified himself as the Administrator to conduct business for the facility. After the discussion, Board members noted that Mr. Waterman should be invited to appear before the Board.

ACTION: Mr. Graves made a motion for Board staff to invite Mr. Waterman to appear in front of the Board at the next scheduled Board meeting; Ms. Cutter seconded the motion. Motion passed with Board members present and voting in favor unanimously.

Documents: Investigative report and supporting documents

Mr. Divver returned to the room at 11:24 a.m.

B. SA-INV-4608 Guthrie, Trent NH5212 (exp: 06/30/14)

Mr. Graves recused himself and left the room at 10:49 a.m.

DISCUSSION: Mr. Beattie summarized the facts of the case and informed the Board that On August 30, 2013, the Department of Health Care Quality (DHCQ) conducted a survey at the Neuro-Rehabilitation Center at Worcester (“Facility”) and determined that the conditions at the facility constituted Immediate Jeopardy to resident’s health and safety. DHCQ conducted a follow-up survey on November of 2013 and found the facility to have reached substantial compliance. Board members noted it has been the Board’s practice to invite licensees to appear before the Board when a DHCQ survey report indicate immediate jeopardy.

ACTION: Ms. McKenna made a motion for Board staff to invite Mr. Guthrie to appear in front of the Board at the next scheduled Board meeting; Ms. Cutter seconded the motion. Motion passed with Board members present and voting in favor unanimously.

Documents: Investigative report and supporting documents

XI. Docketed Complaints

None

XII. Continuing Education

Ms. McKenna and Ms. Cutter made the following recommendations:

A. Request for CEU Approval

1. “Legal Issues/Admission Agreement; Satisfaction Surveys for Employees; It Takes 4 to Tango/Bridging the Gap; and Payroll Control and Design Functions” Requested by: David Ianacone, NH3105

RECOMMENDATION: Approval for 6 CEUs pending certification of completion for each course from licensee.

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

Documents: Requests for CEU Approval and related documents

2. “Effective Union Awareness”- Requested by: Susan Caldwell, NH2573 and Joanne Roque, NH3468

RECOMMENDATION: defer Board action until licensee submits the certification of completion, agenda with time, and the resume of the presenter.

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

Documents: Requests for CEU Approval and related documents

3. “Getting Results without Direct Authority; Operations Management; Six Sigma; and Lean Management” Requested by: Charles E. Bernard

RECOMMENDATION: Approve-24 CEUs

ACTION: Ms. Webster made a motion to accept the recommendations of Ms. Cutter; Ms. Lordan seconded the motion. Motion passed with Board members present and voting in favor unanimously.

Documents: Requests for CEU Approval and related documents

4. “Aging with Dignity XIX: A Conference on preventing and Responding to Substance Use and Related Problems Older Adults” Substance Use and Related Problems Older Adults”-Request By: Jennifer Fahey, Deemed Status Organization (NH-09015-022)

DISCUSSION: Board members noted that an organization with deemed status does not have to submitted documentation for new courses until the renewal period.

RECOMMENDATION: None.

ACTION: None

Documents: Requests for CEU Approval and related documents

B. Random CEU Audits

Ms. McKenna informed the Board that the following licensee submitted CEUs that meets the Board's regulation at 245 CMR 2.12(1):

- | | |
|----------------------------|---------------|
| 4. <u>Tarr, Meghan</u> | <u>NH3514</u> |
| 5. <u>Deane, Erica</u> | <u>NH3355</u> |
| 6. <u>Delaney, William</u> | <u>NH1914</u> |

Documents: Audit Forms and Course Certification of Completion

XIII. Requests for Deemed Status

None

XIV. Other Business/Announcements

A. Policy 14-01 Delegation of Signature Authority to Executive Director, Mary Phillips

DISCUSSION: None

ACTION: Ms. Webster made a motion to adopt Policy 14-01 and to delegate signature authority to the Executive Director; Mr. Graves seconded the motion. Motion passed with Board members present and voting in favor unanimously

Documents: Draft of Policy 14-01, Delegation of Signature Authority to Executive Director

B. Update: CORI check for applicants

DISCUSSION: Ms. Berg reviewed the Cori reform laws, the level of Cori authority for a licensing Board, and DHPL's current Cori policy. DHPL is in process of revising its policies and procedures.

ACTION: None

Documents: None

C. Discussion: Educational Requirements, request for approval for AIT with credit, Board's regulation at 245 CMR 2.05 (1)

DISCUSSION: Board members noted that at this time, the requirements are per regulations and it would be best for the matter to be discussed during the time that the Board review the regulation.

ACTION: None-deferred until the Board revise its regulations

Documents: None

D. Discussion: the use of the title of Executive Director vs. Nursing Home Administrator

DISCUSSION: Board members noted that the words are used synonymously in the nursing home industry and it is important that the stakeholders be informed the Board's position on the matter. A letter should be drafted for the Board to post on its website and forward to agencies and associations for distribution.

ACTION: None

Documents: None

E. Update: Random CEU Audit

Ms. Herbu informed the Board that thirty licensees have been randomly selected by the IT department. Board staff reviewed the minutes of the last previous three years and identified six licensees with CEU requirements issues. A letter was generated and forwarded to thirty-six licensees' address of record.

ACTION: None

Documents: None

XV. Flex Session

The Board requested the following items to be added the agenda for the next scheduled Board meeting:

A. Discussion: Revision of the Board Regulations

B. Discussion: Removal of Reprimand on a licensee's record

XVI. Adjudicatory Session (closed session)

None

XVII. M.G.L. c. 112, § 65C Session (closed session)

A. Minutes of the December 21, 2013 Regularly Scheduled Board Meeting

The Board reviewed the December 21, 2013 Regularly Scheduled Board Meeting Minutes.

DISCUSSION: None

ACTION: Mr. McKenna made a motion to approve the Minutes as presented; Mr. Cutter seconded the motion. Mr. Tobey abstained from voting as he was not present at the December 21, 2013 meeting. Motion passed with Board members present and voting in favor unanimously.

Documents: December 21, 2013 Regularly Scheduled Board Meeting Minutes

XVIII. Executive Session (Roll call vote)
None

XIX. Adjourn
There being no other business before the Board, Mr. Divver made a motion to adjourn the Board meeting; Ms. Webster seconded the motion. The motion passed unanimously.
The meeting was adjourned at 12:24 p.m.

The next meeting of the Board of Registration of Nursing Home Administrators will be held on Thursday, June 19, 2014. The Board meeting begins at 10:00 a.m.

Respectfully submitted:

Nancy Lordan, NHA
Chair

Date