

**State of New Hampshire**  
**OFFICE OF PROFESSIONAL LICENSURE AND CERTIFICATION**  
**DIVISION OF LICENSING AND BOARD ADMINISTRATION**

Board of

7 Eagle Square, Concord, NH 03301-4980

Phone: 603-271-2152

LINDSEY B. COURTNEY  
Executive Director

JOSEPH G. SHOEMAKER  
Director



**PUBLIC MEETING MINUTES DRAFT**  
**June 8, 2022**

On June 8, 2022, the Board of Nursing Home Administrators met at the Office of Professional Licensure and Certification, 7 Eagle Square, Concord New Hampshire, 03301.

**Members Present:**

Ted Purdy, Chairman  
Anne Howe  
Mark Bonica  
Luanne Rogers  
Dan Estee  
Anthony Linardos  
Lynn Carpenter

**Members Absent:**

Barry Conway, Public Member

**Others in Attendance:**

Arthur O'Leary, former Board member  
Jenna Wilson, Board Administrator  
Jessica Whelehan, Board Administrator  
Lauren Warner, OPLC Board General Counsel  
Heather Kelley, OPLC Finance

**CALL TO ORDER:** Ted Purdy called the meeting to order at 9:31AM.

- a. **Arthur O'Leary** appeared via Zoom to announce his retirement from the Board as he is not seeking reappointment. The Board thanked Mr. O'Leary for his public service and wished him well in the future.
- b. The Board welcomed newly appointed member **Lynn Carpenter**, NHA.

Anthony Linardos arrived at 9:37AM.

**2. JURISPRUDENCE EXAM**

- a. Heather Kelley, OPLC Director of Finance, spoke with the Board about its jurisprudence exam proctored by NAB. OPLC is researching all Board contracts with 3<sup>rd</sup> party testing companies to ensure compliance with NH Dept. of Administrative Services legal requirements. The Board recalled that they created the exam questions by creating a committee and then the whole board approved it for use. There was discussion about whether the exam is administered by NAB or Sylvan. Ms. Kelley indicated that she and her staff would research the current contract and determine if it is compliant state law or if a new contract must be pursued.

- 3. REVIEW OF PUBLIC MINUTES:** Motion to approve public minutes from meeting held on March 9, 2022, with a spelling correction. Motion made by Mark Bonica and seconded by Dan Estee. Passed unanimously.

#### 4. NEW BUSINESS:

- a. The Board discussed the changes to membership and the need to appoint the next Board Chair as Chairman Ted Purdy announce this was his last meeting before retirement. It was acknowledged that several members of the Board are in holdover status and may be replaced by new appointees before the next meeting in September.
  - i. Motion to nominate **Luanne Rogers to serve as the Chairperson of the Board**. Motion made by Dan Estee and seconded by Lynn Carpenter. Passed unanimously.
  - ii. Motion to nominate **Lynn Carpenter to serve as the Vice Chairperson of the Board**. Motion made by Anne Howe and seconded by Anthony Linardos. Passed unanimously.
- b. Jenna Wilson spoke with the Board about communications with OPLC Licensing Division staff outside of meetings to facilitate application reviews and continuing education approvals. There are concerns that the current process is not compliant with RSA 91-A. The Board suggested a solution would be to create small committees, so as not to create quorum, which could act outside of meetings with the authorization of the Board.

Motion to create an **Education Committee** to review and approve/deny the education credentials of license applicants. Members of Education committee: Anthony Linardos and Anne Howe; Luanne Rogers will serve as the alternate. Motion made by Luanne Rogers and seconded by Ted Purdy. Passed unanimously.

Motion to create a **Continuing Education Evaluation Committee** to review and approve/deny requests from licensees for CE credit of courses not already approved by provisions of rule. . Members of the Continuing Education Evaluation committee: Lynn Carpenter, Dan Estee, and Mark Bonica; Luanne Rogers will serve as the alternate. Motion made by Luanne Rogers and seconded by Anthony Linardos. Passed unanimously.

Further discussion about communication between OPLC Licensing staff and the Board revealed that the Board would like copies of emergency permits to be posted on the FTP site so that the Board is kept informed about the status of permits.
- c. The Board acknowledged that the Public Member, Barry Conway, has moved to Florida and can no longer serve on the Board. Jenna Wilson advised that she has asked Mr. Conway to send a letter of resignation, but he has not sent one yet. A Board member will contact Mr. Conway to make sure he understands what is needed from him so that the Board can begin soliciting for a new public member.

#### 5. ADMINISTRATIVE RULES:

- a. Core of Knowledge checklist Draft and related changes to Nuh 301.02  
Jenna Wilson relayed information to the Board from Executive Director Lindsey Courtney related to rulemaking. Due to the high volume of rulemaking at OPLC and the Office of Legislative Services, as well as the lack of staff and other resources to facilitate the rulemaking process. Ms. Courtney has asked all Boards to pause all rulemaking unless: 1) a rule is due to expire, 2) a rulemaking must be completed to address a statutory change, or 3) there is a significant impact to the profession that necessitates a more timely rule change.

#### 6. LICENSURE

- a. Applications: Motion to approve licensure for the applicants listed below. Motion made by Mark Bonica and seconded by Dan Estee. Passed unanimously.  
**ANGHEL**, Rodica  
**MONTAGUE**, Jennifer  
**VALCOURT**, Lisa

**PEACOCK, Lisa (reinstatement)**

- b. Chairman Ted Purdy tabled discussion of the initial application for Heather **IMPEY** to non-public session.
- c. Ratifications of Temporary Permits and Licensure: Motion to ratify the temporary permits and licenses of the applicants listed below. Motion made by Luanne Rogers and seconded by Dan Estee. Passed unanimously.
  - PICKERING**, Amanda – license issued 6/1/22
  - BISHOP**, Tammy – license issued 5/3/22
  - STEVENSON**, Sean – reinstated 4/4/22
  - CORMIER**, Devin – temporary permit issued 4/7/22
  - NEAL**, Nicole – temporary permit issued 4/7/22
- d. Ratifications of Emergency Permits:
  - i. Motion to ratify the emergency permit issued to Ilianette **PILIER**, LPN on 4/1/22 for the Courville at Nashua, with supervising NHA Alyssa Rifkin. Motion made by Dan Estee and seconded by Luanne Rogers. Passed unanimously.
- e. Emergency Permits for Review:
  - i. Motion to issue an emergency permit to Paige **HUNDLEY** for the Rochester Manor, with supervising NHA Teale Howe. Motion made by Anne Howe and seconded by Lynn Carpenter. Passed unanimously.
  - ii. Motion to issue an emergency permit to Shannon **LYNCH** for the Morrison Communities with supervising NHA Mary Ellen Dunham. Motion made by Ted Purdy and seconded by Lynn Carpenter. Passed unanimously.
  - iii. Motion to issue an emergency permit to David **CARBONEAU** for Hannover Terrace Health & Rehab with supervising NHA Christopher Phillips. Motion made by Anthony Linardos and seconded by Anne Howe. Passed unanimously.
  - iv. Motion to issue an emergency permit to David **LAPLANTE** for Wolfboro Bay Center with supervising NHA Jane Cipriano. Motion made by Dan Estee and seconded by Anthony Linardos. Passed unanimously.
  - v. Motion to issue an emergency permit to Lew **THIBODEAU** for the Grafton County Nursing Home, with supervising NHA Craig Labore. Motion made by Dan Estee and seconded by Luanne Rogers. Passed unanimously.
- f. Core of Knowledge Review Request: Motion to send Brandy **UNDERWOOD** correspondence indicating that, upon initial review, the information she submitted appears consistent with the rules of the Board, but that no decision can be made until a complete application is submitted and reviewed. Motion made by Luanne Rogers and seconded by Dan Estee. Lynn Carpenter abstained. Motion passed.
- g. Newsletter inquiry: The Board discussed its desire to create a newsletter and reference documents to assist new applicants and current licensees with common questions and issues. It was noted that the Board of Pharmacy has this type of newsletter, and it has been helpful to that profession. Jenna Wilson with research this idea with Attorney Lauren Warner to determine what options are available to the Board.
- h. CE Approval Requests:
  - i. Motion to approve Ted **PURDY**'s request that SNHU Biostatistics (IHP-525) be accepted for 30-hours of Board-approved continuing education credit. Motion made by Luanne Rogers and seconded by Anthony Linardos. Ted Purdy abstained. Motion passed.

- ii. Motion to approve Joe **BOHUNICKY**'s request that the Granite State Health Care Coalitions 2022 Virtual Conference held on 4/19/2022 be accepted for 5-hours of Board-approved continuing education credit. Motion made by Lynn Carpenter and seconded by Luanne Rogers. Passed unanimously.

**NON-PUBLIC SESSION** at 11:16 AM

Motion to enter non-Public session for the purpose of discussing investigations of alleged licensee misconduct and other confidential Board business. Such a non-public session is authorized by RSA 91-A:3, II (c), RSA 91-A:3 II (e), RSA 91-A:5, IV, Lodge v. Knowlton, 119 N.H. 574 (1978), and the Board's executive and deliberative privileges. Motion made by Dan Estee and seconded by Luanne Rogers. Passed unanimously by roll call vote.

**RESUME PUBLIC SESSION:** Chairman Ted Purdy announced the Board was back in public session at 11:38 AM.

**SEAL THE MINUTES OF THE NON-PUBLIC SESSION**

Motion to seal the minutes of the non-public session to maintain the privacy of the items discussed in non-public session pursuant to RSA 91-A:3, II (c), on the grounds that public disclosure may adversely affect the reputation of a person other than a Board member or render the proposed action ineffective; *with the exception of the minutes release below\**. Motion made by Lynn Carpenter and seconded by Ted Purdy. Passed unanimously.

\*Minutes released from non-public session:

- i. License Application of Heather **IMPEY**:  
Motion: to invite Ms. Impey to attend a show cause hearing at next meeting (September) for the Board to receive clarification of the circumstances involving the criminal conviction reported on her application and determine whether it disqualifies her from obtaining licensure pursuant to RSA 332-G. Motion made by Ted Purdy and seconded by Lynn Carpenter. Passed unanimously
- ii. The Board discussed the need for clarification that a 6-month emergency permit is only issued to an individual once and it cannot be renewed, and that there is a separate 6-month permit issued to the facility and acting administrator. This will require formal rulemaking.

**7. OPLC UPDATES & INFORMATIONAL ITEMS**

- a. Administrative Law Training: Jenna Wilson reminded the Board members to complete the online administrative law training if they have not already done so. At the request of the Board, Jenna will send the email with the access link again to all members.
- b. Jenna Wilson and Jessica Whelehan explained that they have been selected to pilot the implementation of OnBoard software for their boards. The current FTP site for viewing documents will be eliminated this fall.

Motion to **reschedule** the December meeting to occur on **December 7, 2022, at 9:30AM**. Motion made by Anne Howe and seconded by Lynn Carpenter. Passed unanimously

**ADJOURNMENT:** Motion to adjourn the meeting at 12:00PM made by Luanne Rogers and seconded by Lynn Carpenter. Passed unanimously.

**Next meeting:** Wednesday, September 14, 2022, at 9:30AM.

