

**MINUTES  
STATE OF NEW HAMPSHIRE  
BOARD OF EXAMINERS OF NURSING HOME ADMINISTRATORS**

**September 9, 2020**

The regularly scheduled meeting of the New Hampshire Board of Examiners of Nursing Home Administrators was held electronically via Zoom on the above date, beginning at 9:30 A.M. Unless otherwise indicated, the members present and participating were: Luanne S. Rogers, NHA; Daniel A. Estee, NHA; Arthur O’Leary, NHA; Anthony C. Linardos, R.Ph; Mark J. Bonica, PhD.; Anne Howe, RN and Barry E. Conway, Public Member. Absent were: Ted J. Purdy, NHA, Chair and Judith M. Cote, PTA.

9:30 A.M. - Meeting with Lindsey Courtney, Executive Director, Office of Professional Licensure and Certification.

Ms. Rogers called the meeting to order at 10:00 A.M.

**INTERVIEWS/HEARINGS WITH THE BOARD:**

N/A

**NEW BUSINESS:**

1. Minutes from the June 10, 2020 Board meeting. **Board Action: 9/9/2020** – On motion of Mr. Estee, seconded by Mr. O’Leary, approved. Each member recorded his or her vote on the motion, which passed by the unanimous poll vote of all members present.

Ms. Rogers	Yes	Ms. Howe	Yes
Mr. Estee	Yes	Mr. Conway	Yes
Mr. O’Leary	Yes		
Mr. Bonica	Yes		
Mr. Linardos	Yes		

2. Request from Steven Chies for the approval of an AIT course. **Board Action: 9/9/2020** – On motion of Mr. Conway, seconded by Ms. Howe, not approved. Course will not stand alone to cover the AIT Checklist. Each member recorded his or her vote on the motion, which passed by the unanimous poll vote of all members present.

Ms. Rogers	Yes	Ms. Howe	Yes
Mr. Estee	Yes	Mr. Conway	Yes
Mr. O’Leary	Yes		
Mr. Bonica	Yes		
Mr. Linardos	Yes		

- Board had a discussion on whether to change the name of the Board to Licensing for Long Care Administrators. **Board Action: 9/9/2020** – On motion of Ms. Rogers, seconded by Mr. Estee, Board doesn't feel that will fit the licensing for all Long Term Care Administrators. Each member recorded his or her vote on the motion, which passed by the unanimous poll vote of all members present.

Ms. Rogers	Yes	Ms. Howe	Yes
Mr. Estee	Yes	Mr. Conway	Yes
Mr. O'Leary	Yes		
Mr. Bonica	Yes		
Mr. Linardos	Yes		

### COMMITTEE REPORTS

#### EDUCATION COMMITTEE:

N/A

#### EVALUATION COMMITTEE:

- APPLICANTS FOR APPROVAL TO SIT FOR EXAM(S)** (If applicant passes exam(s), staff to issue license and ratify at next regularly scheduled Board Meeting):

LABRIE, Nicholas P., NHA – State and NAB

**Board Action: 9/9/2020** – On motion of Mr. Conway, seconded by Ms. Howe, approval to sit for the exam(s). Each member recorded his or her vote on the motion, which passed by the unanimous poll vote of all members present.

Ms. Rogers	Yes	Ms. Howe	Yes
Mr. Estee	Yes	Mr. Conway	Yes
Mr. O'Leary	Yes		
Mr. Bonica	Yes		
Mr. Linardos	Yes		

LOUISIER, Nicholas F., NHA – State

**Board Action: 9/9/2020** – On motion of Mr. Conway, seconded by Ms. Howe, approval to sit for the exam(s). Each member recorded his or her vote on the motion, which passed by the unanimous poll vote of all members present.

Ms. Rogers	Yes	Ms. Howe	Yes
Mr. Estee	Yes	Mr. Conway	Yes
Mr. O'Leary	Yes		
Mr. Bonica	Yes		
Mr. Linardos	Yes		

ROMAN, Monica I., NHA – State

**Board Action: 9/9/2020** – On motion of Mr. Conway, seconded by Ms. Howe, approval to sit for the exam(s). Each member recorded his or her vote on the motion, which passed by the unanimous poll vote of all members present.

Ms. Rogers	Yes	Ms. Howe	Yes
Mr. Estee	Yes	Mr. Conway	Yes
Mr. O’Leary	Yes		
Mr. Bonica	Yes		
Mr. Linardos	Yes		

2. **RATIFY REINSTATEMENT LICENSE ISSUED ON June 29, 2020**

**Board Action: 9/9/2020** – On motion of Mr. Estee, seconded by Mr. Bonica, Board ratified vote to issue reinstatement on June 29, 2020. Each member recorded his or her vote on the motion, which passed by the unanimous poll vote of all members present.

Ms. Rogers	Yes	Ms. Howe	Yes
Mr. Estee	Yes	Mr. Conway	Yes
Mr. O’Leary	Yes		
Mr. Bonica	Yes		
Mr. Linardos	Yes		

GAINER, Terry-Ann, NHA

3. **RATIFY EMERGENCY PERMIT ISSUED ON September 1, 2020.**

**Board Action: 9/9/2020** – On motion of Ms. Howe, seconded by Mr. Estee, Board ratified vote to approve emergency permit issued on September 1, 2020. Each member recorded his or her vote on the motion, which passed by the unanimous poll vote of all members present.

Ms. Rogers	Yes	Ms. Howe	Yes
Mr. Estee	Yes	Mr. Conway	Yes
Mr. O’Leary	Yes		
Mr. Bonica	Yes		
Mr. Linardos	Yes		

Rockingham County Nursing Home - Donna Roe

4. **RATIFY EMERGENCY PERMIT ISSUED ON September 1, 2020.**

**Board Action: 9/9/2020** – On motion of Ms. Howe, seconded by Mr. Estee, Board ratified vote to approve emergency permit issued on September 1, 2020. Each member recorded his or her vote on the motion, which passed by the unanimous poll vote of all members present.

Ms. Rogers	Yes	Ms. Howe	Yes
Mr. Estee	Yes	Mr. Conway	Yes
Mr. O’Leary	Yes		
Mr. Bonica	Yes		
Mr. Linardos	Yes		

The Courville at Nashua – Michele Melanson-Schmitt, RN

5. **RATIFY EMERGENCY PERMIT ISSUED ON September 8, 2020.**

**Board Action: 9/9/2020** – On motion of Ms. Howe, seconded by Mr. Estee, Board ratified vote to approve emergency permit issued on September 8, 2020. Each member recorded his or her vote on the motion, which passed by the unanimous poll vote of all members present.

Ms. Rogers	Yes	Ms. Howe	Yes
Mr. Estee	Yes	Mr. Conway	Yes
Mr. O’Leary	Yes		
Mr. Bonica	Yes		
Mr. Linardos	Yes		

County Village Center – Babydoe Loy, RN

6. **RATIFY LICENSE ISSUED ON July 2, 2020.**

**Board Action: 9/9/2020** – On motion of Mr. Estee, seconded by Mr. Bonica, Board ratified vote to approve license issued on July 2, 2020. Each member recorded his or her vote on the motion, which passed by the unanimous poll vote of all members present.

Ms. Rogers	Yes	Ms. Howe	Yes
Mr. Estee	Yes	Mr. Conway	Yes
Mr. O’Leary	Yes		
Mr. Bonica	Yes		
Mr. Linardos	Yes		

SIMONEAU, Matthew C., NHA

7. **RATIFY LICENSE ISSUED ON July 17, 2020.**

**Board Action: 9/9/2020** – On motion of Mr. Estee, seconded by Mr. Bonica, Board ratified vote to approve license issued on July 17, 2020. Each member recorded his or her vote on the motion, which passed by the unanimous poll vote of all members present.

Ms. Rogers	Yes	Ms. Howe	Yes
Mr. Estee	Yes	Mr. Conway	Yes
Mr. O’Leary	Yes		
Mr. Bonica	Yes		
Mr. Linardos	Yes		

O’KEEFE, Kimberly R., NHA

**8. RATIFY LICENSE ISSUED ON August 18, 2020.**

**Board Action: 9/9/2020** – On motion of Mr. Estee, seconded by Mr. Bonica, Board ratified vote to approve license issued on August 18, 2020. Each member recorded his or her vote on the motion, which passed by the unanimous poll vote of all members present.

Ms. Rogers	Yes	Ms. Howe	Yes
Mr. Estee	Yes	Mr. Conway	Yes
Mr. O’Leary	Yes		
Mr. Bonica	Yes		
Mr. Linardos	Yes		

LEBLANC, Ashley M., NHA

**Motion to commence 1<sup>st</sup> non-public session:**

On motion of Mr. Conway, seconded by Mr. Estee, at 10:10 A.M. the Board voted to conduct a non-public session for the purpose of discussing license applications and other confidential Board business and noting that 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. Each member recorded his or her vote on the motion, which passed by the unanimous poll vote of all members present.

Ms. Rogers	Yes	Ms. Howe	Yes
Mr. Estee	Yes	Mr. Conway	Yes
Mr. O’Leary	Yes		
Mr. Bonica	Yes		
Mr. Linardos	Yes		

**1<sup>st</sup> NON-PUBLIC SESSION:**

[Minutes kept separately]

**On motion of Mr. Conway, seconded by Ms. Howe, the Board voted to go into public session.** Each member recorded his or her vote on the motion, which passed by the unanimous poll vote of all members present.

Ms. Rogers	Yes	Ms. Howe	Yes
Mr. Estee	Yes	Mr. Conway	Yes
Mr. O’Leary	Yes		
Mr. Bonica	Yes		
Mr. Linardos	Yes		

**Motion to keep minutes of 1<sup>st</sup> non-public session confidential:**

Upon the motion of Ms. Rogers and the second of Mr. Estee, the Board voted to withhold the minutes of the preceding non-public session from public disclosure pursuant to RSA 91-A:3, III on the grounds that public disclosure would be likely to affect adversely the reputation of a person other than a board member and/or to render the proposed action ineffective. Each member recorded his or her vote on the motion, which passed by the unanimous poll vote of all members present.

Ms. Rogers	Yes	Ms. Howe	Yes
Mr. Estee	Yes	Mr. Conway	Yes
Mr. O'Leary	Yes		
Mr. Bonica	Yes		
Mr. Linardos	Yes		

**On motion of Mr. Conway, seconded by Ms. Howe, meeting adjourned at 10:17 a.m.** Each member recorded his or her vote on the motion, which passed by the unanimous poll vote of all members present.

Ms. Rogers	Yes	Ms. Howe	Yes
Mr. Estee	Yes	Mr. Conway	Yes
Mr. O'Leary	Yes		
Mr. Bonica	Yes		
Mr. Linardos	Yes		

**DATE OF NEXT MEETING:** December 9, 2020 at 9:30 A.M.

A Checklist To Ensure Meetings Are Compliant With The Right-to-Know Law  
During The State Of Emergency

(Read at the September 9, 2020 Meeting of the Board of Examiners of Nursing  
Home Administrators)

As Vice President of the Board of Examiners of Nursing Home Administrators, I, Luanne Rogers, NHA., find that due to the State of Emergency declared by the Governor as a result of the COVID-19 pandemic and in accordance with the Governor's Emergency Order #12 pursuant to Executive Order 2020-04, this public body is authorized to meet electronically.

Please note that there is no physical location to observe and listen contemporaneously to this meeting, which was authorized pursuant to the Governor's Emergency Order. However, in accordance with his Emergency Order, I am confirming that we are:

*a) Providing public access to the meeting by telephone, with additional access possibilities by video or other electronic means:*

We are utilizing Zoom for this electronic meeting.<sup>1</sup> All members of the NH Board of Examiners of Nursing Home Administrators have the ability to communicate contemporaneously during this meeting through this platform, and the public has access to contemporaneously listen and, if necessary, participate in this meeting through dialing the following: Meeting ID: 978 3250 0623; Password: 813685, or by clicking on the following website address:

<https://zoom.us/j/97832500623?pwd=NEc1VDQ4MjkzbTd4SVRRT3RjR0RQUT09>

*b) Providing public notice of the necessary information for accessing the meeting:*

We previously gave notice to the public of the necessary information for accessing the meeting, including how to access the meeting using Zoom or telephonically. Instructions have also been provided on the website of the NH Board of Examiners of Nursing Home Administrators (<https://www.oplc.nh.gov/nursing-home/about.htm>).

*c) Providing a mechanism for the public to alert the NH Board of Examiners of Nursing Home Administrators during the meeting if there are problems with access:*

If anybody has a problem, please email Sharon Canney at [Sharon.Canney@oplc.nh.gov](mailto:Sharon.Canney@oplc.nh.gov).

*d) Adjourning the meeting if the public is unable to access the meeting:*

In the event the public is unable to access the meeting, the meeting will be adjourned and either the problem corrected or the meeting will be rescheduled.

Please note that **all votes** that are taken during this meeting shall be done by **roll call vote**. We will start the meeting by taking a roll call of attendees. When each member states their name, please also state whether there is anyone in the room with you during this meeting, which is required under the Right-to-Know law, also known as 91-A. Sharon, please do the roll call vote.

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<sup>1</sup> Many public bodies are utilizing video teleconferencing technology, such as Zoom, to ensure the electronic meeting comply with the Right-to-Know law and any applicable due process requirements. In certain circumstances, a regular business meeting of a public body may be conducted utilizing audio-only technology. If you have any questions about the appropriateness of the technology utilized to conduct your meeting, please consult your agency counsel or the Attorney General's Office.