

# **BOARD OF ASSISTED LIVING RESIDENCE ADMINISTRATORS**

## **MINUTES OF MEETING**

### **OPEN SESSION**

**November 16, 2012**

**The Open Session of the Board of Assisted Living Residence Administrators was called to order at 9:04 a.m. on the above date in Room 104, Rhode Island Department of Health, 3 Capitol Hill, Providence, Rhode Island, pursuant to the applicable provisions of the Open Meetings Law, so called, and other applicable sections of the General Laws of the State of Rhode Island as amended.**

### **BOARD MEMBERS IN ATTENDANCE**

**Jean Costa**

**James Flanagan**

**Carol Hamel**

**Mark Lescault**

**Karen Peck**

### **BOARD MEMBERS NOT IN ATTENDANCE**

**None**

### **STAFF MEMBERS IN ATTENDANCE**

**Donna Valletta, Board Administrator**

**Lori Keough, Director of Nurse Registration & Education, Board of Nursing**

**Jennifer Sternick, Senior Legal Counsel**

**Andrew Powers, Health Policy Analyst**

## **OTHERS IN ATTENDANCE**

**None**

### **1. ESTABLISHMENT OF QUORUM**

**James Flanagan called the meeting to order at 9:04 a.m. A quorum was established at this time.**

### **2. PRESENTATION OF MINUTES OF OPEN SESSION OF June 1, 2012**

**Mr. Flanagan presented the Minutes of the Open Session of June 1, 2012. On motion of Karen Peck, seconded by Mark Lescault, it was unanimously voted to accept the minutes as presented.**

### **3. BOARD ADMINISTRATOR'S REPORT**

**Donna Valletta informed members of the departmental staffing updates and introductions and discussions occurred. In addition, Ms. Valletta advised the members of the 2013 board meeting**

**schedule.**

#### **4. DIRECTOR'S REPORT**

**Ms. Lori Keough informed the board members of the Department's current internal process of staff meeting on a monthly basis to assess, evaluate and discuss Assisted Living Resident facility surveys and findings in an effort to streamline and prioritize complaints against Administrators. A detailed discussion occurred to ensure that the Department prepares and the Board receives appropriate documentation to ensure sound decision making and proposed recommendations of any disciplinary action against the licensee.**

#### **5. ADJOURNMENT TO EXECUTIVE SESSION**

**On motion of Mark Lescault, seconded by Jean Costa, it was unanimously voted to move into Executive Session pursuant to 42-46-4 and 42-46-5(1) of the Rhode Island General Laws for discussion of job performance, character, physical or mental health of applicants for licensure and licensees and for discussion of investigatory proceedings relating to misconduct by applicants licensure and licensees, and investigatory proceedings regarding allegations of civil or criminal misconduct. The Open Session adjourned at 9:44 a.m.**

## **6. RETURN TO OPEN SESSION FOR PRESENTATION OF RECOMMENDATIONS**

**James Flanagan called the Open Session back to order.**

**The Board approved eight applications and pended one application for supporting documentation; reviewed and discussed two cases, of which one is pended requiring additional documentation.**

## **7. ADJOURNMENT**

**On motion of James Flanagan, seconded by Mark Lescault, it was unanimously voted to adjourn at 10:50 a.m.**

**Respectfully submitted by**

**Donna Valletta**

**Board Administrator**

**Health Professions Regulation**