

DIVISION OF HEALTH SERVICES REGULATION  
ASSISTED LIVING RESIDENCE ADMINISTRATOR CERTIFICATION BOARD

3 CAPITOL HILL  
CONFERENCE ROOM 104  
PROVIDENCE, RHODE ISLAND

Friday, November 14, 2014  
9:00 AM

OPEN SESSION MINUTES

BOARD MEMBERS IN ATTENDANCE

Jean Costa  
James Flanagan  
Carol Hamel  
Mark Lescault  
Karen Peck

BOARD MEMBERS NOT IN ATTENDANCE

None

STAFF MEMBERS IN ATTENDANCE

Amy Coleman, Legal Counsel  
Andrew Powers, Chief Health Program Evaluator, Arrived at 10:20 am  
Donna Valletta, Board Manager

OTHERS IN ATTENDANCE

None

1. Establishment of a quorum

A meeting of the Assisted Living Residence Administrator Certification Board was held on Friday, November 14, 2014, at the Rhode Island Department of Health, Conference Room 104, 3 Capitol Hill, Providence, RI 02908. A quorum was established and the Open Session meeting was called to order at 9:02 am on a motion by Chairperson James Flanagan and seconded by Karen Peck. Motion carried.

2. Presentation of the October 3, 2014 Open Session Meeting Minutes

Motion was made by Mark Lescault and seconded by Jean Costa to accept the Open Session minutes of October 3, 2014 and it was noted that Karen Peck's name was misspelled once. The Board voted unanimously to approve the Open Session minutes as presented. Motion carried.

3. Board Manager Report

a. Confidentiality Agreement

The Confidentiality Agreement was signed by the Chairperson and a packet containing the statute, rules and regulations, and application was distributed to the Chairperson.

b. BCI Requirement

Donna Valletta distributed *LeadingAgeRI's Member Update – BCI Bill*.

The Department's legal counsel and regulatory staff have not given direction regarding its impact on applicants. Until further direction, applicants are required to submit an original BCI obtained from the Rhode Island Attorney General's office.

4. Chairperson's Report

- a. Review, discuss and propose changes to the *Rules and Regulations for the Certification of Administrators of Assisted Living Residences (R23-17.4-ALA)*

The board members reviewed, discussed and proposed changes to the rules and regulations. Donna Valletta will prepare a red-lined version of the rules and regulations and forward to the appropriate Department staff.

5. Motion to adjourn to Closed Session

Motion was made by Karen Peck and seconded by Mark Lescault to adjourn to Closed Session at 10:30 am. Motion carried. Pursuant to Sections 42-46-4 and 42-46-5(a)(1) of the Rhode Island General Laws, for the purpose of discussing job performance, character, physical or mental health of applicants for licensure. Said individuals have been notified in advance by writing that they may request that the discussion be held at an open meeting. Also, pursuant to Sections 42-46-4 and 42-46-5(a)(4) of the Rhode Island General Laws, for investigatory proceedings regarding allegations of civil or criminal misconduct.

6. Motion to return to Open Session

Motion was made by Karen Peck and seconded by Mark Lescault at 10:45 am to re-open the Open Session and to seal the Minutes of the Closed Session pursuant to Sections 42-46-4, 42-46-5 and 42-46-7 of the Rhode Island General Laws. Motion carried.

7. Final Actions on all votes taken in Closed Session

The board reviewed and proposed action on 1 case.

8. Adjournment

Donna Valletta will notify the board members of the 2015 Assisted Living Residence Administrator Certification Board meeting schedule, which will remain on Fridays at 9:00 am at the Rhode Island Department of Health, Conference Room 104, 3 Capitol Hill, Providence, RI 02908. Motion was made by Karen Peck and seconded by Jean Costa to adjourn at 10:50 am. Motion carried.

Respectfully submitted,

*Donna Valletta*

Donna Valletta  
Board Manager  
Office of Health Professionals Regulation