

**AGENDA**  
**Nursing Home Administrator's Licensing Board**  
**January 28, 2021**  
**11 a.m.**

**Call Meeting to Order – Rodney Hannah, Chair**

**(Tab 1) Minutes of October 22, 2020 Meeting**

**(Tab 2) SQC Survey #7FY2020 – Nursing Home Administrator**

**(Tab 3) Financial Statement/P-Card Purchases**

**(Tab 4) Reciprocity Applicants:**

**Christopher Bailey– Active PA License**

**Mark Wilson – Active PA and KS License**

**Sherry Anderson Shires – Active KY License**

**(Tab 5) AIT Applicants:**

**Tammy Huffman – (Julie Brenneman, NHA – Preceptor, Glenville Center)**

**Lacey Hupp – (Ashley Adkins, NHA – Preceptor, Heritage Center)**

**David Quick – (James Ragland, NHA – Preceptor, Trinity Health)**

**(Tab 6) Application by Exam:**

**Kelli Berry Adkins**

**Jennifer Browning Brooks**

**Stori Pugh**

**(Tab 7) Request for Extension to Test**

**(Tab 8) Continuing Education Requirements (COVID-Virus)**

**(Tab 9) Complaint #4FY2021  
Complaint #5FY2021**

**(Tab 10) Fairmont State University AIT Internship Program**

**(Tab 11) CEU Request**



# WV NURSING HOME ADMINISTRATORS LICENSING BOARD

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## MEETING MINUTES

January 28, 2021

- (1) **Call to Order:** The meeting of the NHAL Board was called to order at 11:15 a.m. by Rodney L. Hannah, Chairman.
- (2) **Members Present:** Rodney L. Hannah, Chair, Denise Campbell, Secretary Kay Cottrill, Dan Bucher, Beverly Jezioro, present by phone Dan Bucher, Beverly Jezioro
- (3) **Others Present:** Veronica Cummings, Executive Director, Jessica Fowler, NHA
- (4) **Members Absent:** Roger Topping, Joan Armbruster
- (5) **Previous Minutes:** Minutes of October 22, 2020 meeting approved as written with motion by Dan Bucher and seconded by Beverly Jezioro. Motion carried.
- (6) **SQC Survey FY2020 #7:** The nursing home administrator, at the time of OHFLAC's survey at Dunbar Center, was invited to appear before the Board to discuss the deficiencies received, and was present for the meeting.
- (7) **Financial Statement/  
P-Card Purchases:** Financial statement from July 1, 2020 thru January 28, 2021 had a beginning balance of \$101,979.20 with expenditures of \$50,859.20 and deposits of \$16,297.25, leaving an account balance of \$67,417.26. P-Card expenditures were \$793.62. Denise Campbell made motion to accept the financial statement with a second by Kay Cottrill. Motion carried.
- (8) **Reciprocity Applicants:** Christopher B. Bailey, licensed in Pennsylvania, was approved to sit for the state exam with motion being made by Dan Bucher, seconded by Kay Cottrill. Motion carried. Prior to the approval, Denise Campbell recused herself and left the room.  
  
Mark Wilson, licensed in Kansas and Texas, was approved to sit for the state exam with motion being made by Kay Cottrill and seconded by Dan Bucher. Motion carried.  
  
Sherry Shires, licensed in Kentucky, was approved to sit for the state exam with motion being made by Dan Bucher, seconded by Kay Cottrill. Motion carried.

**(9) AIT Applicants:**

Tammy Huffman was approved as an AIT with Julie Brenneman, NHA as preceptor at Glenville Center for six months, with a motion by Dan Bucher and seconded by Denise Campbell. Motion carried.

Lacey Hupp was approved, pending the receipt of her final transcript as an AIT at Heritage Center for six months; with Ashley Adkins, NHA as preceptor. Motion made by Dan Bucher, seconded by Kay Cottrill. Motion carried.

David Quick was approved as an AIT with James Ragland, NHA as preceptor at Trinity Health Care for six months. Motion made by Dan Bucher and seconded by Denise Campbell. Motion carried.

**(10) Applicants by Exam:**

Kelli Berry Adkins did not meet requirements to sit for exams due to not having served under an approved internship. Dan Bucher made motion that Ms. Adkins serve as an AIT for six months with an approved preceptor and reapply. Motion seconded by Denise Campbell, motion carried.

Jennifer Browning Brooks did not meet management experience of three years as assistant director of nursing. Dan Bucher made Motion for her to reapply upon an additional six months of experience. Motion was seconded by Kay Cottrill, motion carried.

Stori Pugh was approved to sit for exams with a motion made by Kay Cottrill and seconded by Dan Bucher. Motion carried.

**(11) Extension to test:**

Monica Brown requested an extension to take her final exam due to illness within her family affected by COVID-19. Denise Campbell made motion to extend her exam time for 90 days, seconded by Dan Bucher. Motion carried.

**(13) CEU's/COVID-19**

It was discussed, due to the COVID-19 virus, that there be a reduction of the required 20 NAB approved continuing education hours to 10 NAB approved hours for the upcoming renewal period. Motion was made by Dan Bucher and seconded by Denise Campbell. Motion carried. The NHALB website will be updated with this information and be included in the letter to all licensees.

**(14) Complaint FY2021#4**

FY2021 Complaint #4, Eastbrook Center, NHA, the review committee could not confirm the allegations, nor determine that a violation of the ACHCA Code of Ethics, or the WV Nursing Home Administrator's Licensing Board rules or regulations occurred. It was also determined by the review committee that



**(cont.)**

the complaint appeared to fall under human resource issues. Denise Campbell, Secretary, made motion to accept the review committee's determination with a second by Beverly Jezioro. Motion carried. The review committee did not vote. The complainant will be notified.

**(15) Complaint FY2021#5:**

An anonymous complaint was received by staff at The Maples concerning the unprofessional nature of the nursing home administrator, retaliatory behavior to employees, and improper procedure for discharging of a resident. Due to the fact that the allegations were sent anonymously, there was no complainant to respond to, nor dates of occurrences. The review committee determined that the complaint was under the purview of the Office of Health Facility Licensure and Certification with the complaint to be forwarded to that agency. There was no violation of the WV21CSR rule or the ACHCA Code of Ethics. No action was recommended at this time. Denise Campbell, Secretary made motion to accept the recommendation by the review committee with a second by Beverly Jezioro. Motion carried with the review committee not voting.

**(16) FSU Internship:**

Fairmont State University's AIT/Externship Program was discussed concerning the alignment with the NHALB's rule, Policy and Procedure for College Internships. There are two students enrolled at the present time in the Health Care Management Program according to Dr. M. Raymond Alvarez, Professor, Healthcare Management Program at FSU.

The 500 hours of internship is within a long term care facility under the direction of a licensed nursing home administrator as preceptor.

**(17) CEU Request:**

A request for CEU credit of 4.5 hours, sponsored by the Centers for Medicare & Medicaid Services, targeting COVID-19 training for nursing home management; was requested by Jennifer Pagliaro, NHA. It was noted that a number of nursing home administrators had participated. A motion was made by Beverly Jezioro and seconded by Kay Cottrill to accept the request. Motion carried.

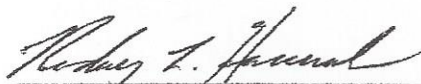
A second course, offered by University of NM School of Medicine, on COVID-19 preparedness, safety and infection control requested by Ms. Pagliaro, was not approved. Any two employees within a facility did not have to be an administrator.

Due to the aforementioned stipulation, Denise Campbell, Secretary, made motion not to approve, seconded by Kay Cottrill. Motion carried.

Adjournment: With no further business, Rodney L. Hannah, Board Chair, adjourned at 1:20 p.m.

The next meeting is scheduled for April 29, 2021 at 11 a.m. within the Blessed John Pastoral Center.

Respectfully submitted,



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Rodney L. Hannah, NHA, Chair



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Denise Campbell, NHA, Secretary