

AGENDA
February 27, 2020
11 a.m.

Call Meeting to Order – Kay Cottrill, Chair

- (Tab 1) **Minutes of November 21, 2019**
- (Tab 2) **FY2020 Financial Statement/P-Card Purchases/Budget Info**
- (Tab 3) **FOIA POLICY**
- (Tab 4) **Internal Control Policy – P-Card Purchases**
- Tab 5) **Request 60 day extension to test – Michael Caruso**
- (Tab 6) **Applicants by Exam: (4)**

 Amanda Eskew
 Brittany Maynard
 Robert Martinez
 Eppie Saunders
- (Tab 7) **Reciprocity Applicants: (2)**

 Nicole Banzhoff
 Teresa Halliday
- (Tab 8) **AIT Applicant: (3)**

 Melanie Torok – David Conaway, Preceptor (request)
 Richard Oliver – Kathy Haddon, Preceptor
 Amanda Scott – Jo Peterson, Preceptor
 Mischelle Williams – Angela Booker, Preceptor
- (Tab 9) **Minnie Hamilton Hospital/requires no follow-up**
- (Tab 10) **NAB Convention Monterey, California June 3-5 Delegate**
- (Tab 11) **Topics for Discussion**

 Update on HB4309 and SB408 (Prior convictions, low income waiver) sent to Judiciary on 1/14/20-first reading 1/20/20 bundled bill

 NAB e-mail from Randy Lindner-Exam Use Agreements no longer needed for use of NAB CORE and NHA exam

 Mileage rate lowered effective 1/1/20 to .575



WV NURSING HOME ADMINISTRATORS LICENSING BOARD

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MEETING MINUTES

February 27, 2020

11:00 a.m.

- (1) **Call to Order:** The meeting of the NHAL Board was called to order at 11:00 a.m. by Kay Cottrill, Chairman.
- (2) **Members Present:** Kay Cottrill, Chair, Denise Campbell, Secretary present by phone, Dan Bucher, Rodney Hannah, Roger Topping, Beverly Jezioro, Joan Armbruster
- (3) **Others Present:** Veronica Cummings, Executive Director
- (4) **Previous Minutes:** Minutes of November 21, 2019 meeting approved as written.
- (5) **Financial Statement/
P-Card Purchases:** Financial statement from July 1, 2019 thru February 27, 2020 had a beginning balance of \$99,713.80 with expenditures of \$59,565.42 and deposits of \$39,350.00 leaving an account balance of \$79,498.38. P-Card expenditures were \$1,069.36. Roger Topping made motion to accept financial statement with a second by Joan Armbruster. Rodney Hannah made motion to accept P-Card expenditures with a second by Dan Bucher. Both motions carried.
- (6) **FOIA Policy:** With a motion to add a .25 cent per page fee by Joan Armbruster and seconded by Rodney Hannah motion carried for the addition of a fee. With a motion from Dan Bucher and seconded by Beverly Jezioro, motion carried for the FOIA Policy to be adopted.
- (7) **Internal Control
P-Card:** Due to one employee within the Board Office, a policy for internal control pertaining to purchases using the State issued Purchasing Card, was presented to the Board for approval with the following changes to be made: the date in item 3 and wording from **each** cardholder to **the** cardholder. Motion was made by Rodney Hannah and seconded by Joan Armbruster. Motion carried.
- (8) **Request Extension
Exam:** A request for a sixty day extension to test was made by Michael Caruso, due to illness in family and job related circumstances. Motion made by Roger Topping to accept the request and seconded by Beverly Jezioro. Motion carried.

(9) Applicants by Exam:

Amanda Eskew was approved to sit for the exams with motion made by Joan Armbruster and seconded by Dan Bucher. Motion carried.

Brittany Maynard was approved to sit for the exams, pending receipt of medical certification and background check. Motion made by Roger Topping and seconded by Joan Armbruster. Motion carried.

Robert Martinez was not approved to sit for the exam based upon not having the required administrative experience because of his degree or the twelve hours of health care administration to waive an AIT. It was recommended to obtain additional administrative experience to equal three years or obtain twelve hours of health care administration courses to combine with his administrative experience of 1000 hours. Motion was made by Dan Bucher and seconded by Joan Armbruster. Motion carried.

Eppie Saunders was not approved to sit for the exams based upon not having the three year requirement in an administrative position based upon **21CSRI Legislative Rule, §3.3.a.2**. It was recommended that the applicant reapply by letter, updating the employment time and updating the background check. Motion made by Roger Topping and seconded by Dan Bucher. Motion carried.

(7) Reciprocity Applicants:

Nicole Banzhoff, currently licensed in Maryland and Pennsylvania was approved to sit for the state exam with a motion by Roger Topping and seconded by Joan Armbruster. Motion carried.

Teresa Halliday, currently licensed in North Carolina, was approved to sit for the state exam. Motion made by Joan Armbruster and seconded by Beverly Jezioro. Motion carried.

(8) AIT Applicants:

Melanie Torok-David Conaway, Preceptor, request to have 500 hours of remaining 1000 hour requirement waived based upon 14 plus years of experience within Peterson Healthcare & Rehabilitation and near completion of MA in HCA. With a motion by Joan Armbruster and seconded by Beverly Jezioro, that Ms. Torok met requirements to sit for the exams stating that the request for waiver was not necessary. Motion carried.

AIT Applicants (cont.):

Richard Oliver, II – Kathy Haddon, Preceptor was approved to serve as an AIT for a period of 1000 hours with a motion made by Dan Bucher and seconded by Roger Topping. Motion carried.

Amanda Scott was approved to serve as an AIT for a period of 1000 hours with Jo Peterson, Preceptor, motion made by Dan Bucher and seconded by Rodney Hannah. Motion carried.

Mischelle Williams was approved to serve as an AIT for a period of 1000 hours with Angela Booker, Preceptor, motion made by Roger Topping and seconded by Joan Armbruster. Motion carried.

SQC Notice:

A substandard memo was received from OHFLAC for Minnie Hamilton Hospital. With the hospital administrator not having to be licensed; with information coming from a phone call made by Kay Cottrill, Chair to Tina Maher, motion was made by Roger Topping and seconded by Joan Armbruster, no action was needed. Motion carried.

NAB Delegate:

The National Association of Boards annual meeting will be held June 3-5, 2020 in Monterey, California. All expenses are paid for one delegate to attend by NAB. Joan Armbruster made motion for Rodney Hannah to serve as delegate for the Board, Beverly Jezioro seconded and Rodney accepted. Motion carried.

Topics of Discussion:

Veronica Cummings, Executive Director, gave an update on HB 4309 and SB 408 (prior convictions, low income waiver) the rules bundle for first reading was February 20, 2020 and was sent to Judiciary on January 14, 2020.

An e-mail from Randy Lindner, NAB CEO, informing the Exam Use Agreement was no longer needed for use of the NAB CORE and NHA exam due to no money exchange being made between boards and NAB.

It was noted that mileage rates were lowered, effective January 1, 2020 to .575 per mile.

Adjournment: With no further business, Kay Cottrill, Board Chair, adjourned at 1:05 p.m.

The next meeting is scheduled for May 28, 2020 at 11 a.m. within the Blessed John Pastoral Center.

Respectfully submitted,

Kay Cottrill NHA

Kay Cottrill, NHA, Chair

Denise Campbell

Denise Campbell, NHA, Secretary