



WV NURSING HOME ADMINISTRATORS LICENSING BOARD

P.O. BOX 522

WINFIELD, WEST VIRGINIA 25213

PHONE (304) 586-4070

FAX (304) 586-4079

MEETING MINUTES

April 29, 2021

- (1) **Call to Order:** The meeting of the NHAL Board was called to order at 11:05 a.m. by Veronica S. Cummings, ED.
- (2) **Members Present:** Denise Campbell, Secretary Dan Bucher, Beverly Jezioro, Roger Topping, Joan Armbruster
- (3) **Others Present:** Veronica Cummings, Executive Director
- (4) **Members Absent:** Rodney Hannah, Chair, due to possible COVID. Kay Cottrill
- (5) **Previous Minutes:** Minutes of January 28, 2021 meeting approved as written with motion by Roger Topping and seconded by Denise Campbell. Motion carried.
- (6) **Employee Evaluation:** Motion was made by Joan Armbruster to table the employee evaluation until the August meeting with a second by Beverly Jezioro. Motion carried.
- (7) **Financial Statement/
P-Card Purchases:** Financial statement from July 1, 2020 thru April 29, 2021 had a beginning balance of \$101,979.20 with expenditures of \$72,604.93 and deposits of \$27,547.25, leaving an account balance of \$56,921.52. P-Card expenditures were \$1256.67. Roger Topping made motion to accept the financial statement, seconded by Joan Armbruster. Motion carried.
- (8) **Reciprocity Applicants:** Joshua Barnett, licensed in Virginia, was approved to sit for the state exam with motion being made by Dan Bucher, seconded by Joan Armbruster. Motion carried.

Benjamin Katsevich, licensed in Pennsylvania, was approved to sit for the state exam with motion being made by Roger Topping seconded by Joan Armbruster. Motion carried. Prior to the review and motion being made, Denise Campbell recused herself and left the room.

Julie Bishop, with a license forthcoming from Kentucky, action was tabled with a motion made by Roger Topping and seconded by Joan Armbruster until license was received. Motion carried.

Robert Morris, licensed in Ohio, was approved to sit for the state exam with motion being made by Joan Armbruster and seconded by Beverly Jezioro. Motion carried.

(8) Reciprocity (cont.)

Curtis Woodward, licensed in Ohio, was approved to sit for the state exam with motion being made by Dan Bucher and seconded by Roger Topping. 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.

Brewier Welch, licensed in North Carolina, Georgia, and Kentucky, was approved to sit for the state exam with motion being made by Joan Armbruster and seconded by Beverly Jezioro. Motion carried.

(9) AIT Applicants:

Ashley Gooch was approved to serve as an AIT with Joseph Preast, Preceptor, Clarksburg Center, Stonerise. Motion was made by Dan Bucher and seconded by Joan Armbruster. Motion carried.

Timothy Holster was approved to serve as an AIT with Nathan Hanshaw, Preceptor, Stonerise Lewisburg. Motion was made by Roger Topping and seconded by Beverly Jezioro. Motion carried.

Clayton Smith was approved to serve as an AIT with Terri Nelson, Preceptor at Trinity of Mingo. Mr. Smith was approved with 520 hours to serve due to his Bachelor and Master's in Healthcare Administration, an internship of 160 hours at Marshall University and his administrative experience as Human Resources Director. Motion was made by Roger Topping and seconded by Joan Armbruster. Motion carried.

(10) Application by Exam:

Stephanie Clay was approved to sit for exams with a motion made by Roger Topping and seconded by Beverly Jezioro. Motion carried.

Dominique Fusco Davis was approved to sit for exams upon completion of the approved 500 hour AIT Program through Fairmont State University. The hours were spent within a long term care facility with a licensed nursing home administrator as preceptor. Motion was made by Beverly Jezioro and seconded by Dan Bucher. Motion carried.

Kirstin Reed was approved to sit for exams with a motion made by Roger Topping and seconded by Joan Armbruster. Motion carried.

**(11) Request – Exam
Extension:**

Brittany Maynard withdrew her request for an extension to test.

**(12) Request – Reinstate
License:**

Stephanie Shoemaker requested to have her license reinstated due to not having renewed her license or placed on the inactive list. Her reason for not renewing was the inability to obtain a position within a reasonable travel distance from her home. Her request was denied and with a motion by Dan Bucher that she apply as a new applicant, taking both exams to meet requirements to become licensed. The motion was seconded by Denise Campbell. Motion carried.

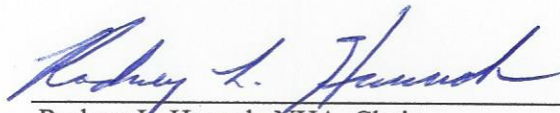
**(13) Policy Notice –
License Renewal**

Roger Topping made a motion to table the discussion on the notice to be sent for non-renewal of licenses until the next meeting, seconded by Joan Armbruster. Motion carried.

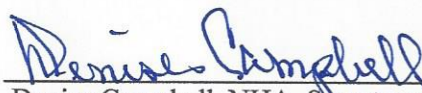
Adjournment: With no further business, Veronica S. Cummings, ED, adjourned at 1:16 p.m.

The next meeting is scheduled for August 5, 2021 at 11 a.m. within the Blessed John Pastoral Center.

Respectfully submitted,



Rodney L. Hannah, NHA, Chair



Denise Campbell, NHA, Secretary