

# **AGENDA**

**October 22, 2020**

**11 a.m.**

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

- (Tab 1) Minutes of July 23, 2020 Meeting**
- (Tab 2) SQC Survey FY2020 #7 – Nursing Home Administrator Present**
- (Tab 3) Financial Statement/P-Card Purchases**
- (Tab 4) Reciprocity Applicant:**
  - Geoffrey Hugh Brisker – Active Ohio License**
  - Applicant for Exams – Nicole Anderson**
- (Tab 5) AIT Applicant:**
  - Jonathan Crow, Hilltop Center (Brian Chapman – Preceptor)**
- (Tab 6) Emergency Permit – Board Approval/Board Chair**
- (Tab 7) Destruction of Old SQC Files – list available – action taken**
- (Tab 8) Continuing Education Requirements (COVID-Virus)**
- (Tab 9) Complaints/FY2021 Complaints #1-3**
  - Complaint Procedure**
- (Tab 10) Discussion: Process of Accounts Payable**
  - Certemy Software/Database**
  - Fairmont State University AIT Externship**

**Meeting Adjournment**

**Next meeting of possible dates: January 21<sup>st</sup> or February 4, 2021 – 11 a.m.**  
**John XXIII Pastoral Center, 100 Hodges Rd., Charleston, WV**



# WV NURSING HOME ADMINISTRATORS LICENSING BOARD

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## MEETING MINUTES

July 23, 2020

10 a.m.

- (1) Call to Order:** The meeting of the NHAL Board was called to order at 10:06 a.m. by Rodney L. Hannah, Chairman.
- (2) Members Present:** Rodney Hannah, Denise Campbell, Secretary, Dan Bucher, Beverly Jezioro, Joan Armbruster, Kay Cottrill, by phone.
- (3) Others Present:** Veronica Cummings, Executive Director, Mark Weiler, Esq., Attorney General Office, by phone.
- (4) Member Absent:** Roger Topping
- (5) Previous Minutes:** Minutes of June 10, 2020 meeting approved as written with motion by Dan Bucher and seconded by Joan Armbruster. Motion carried.
- (6) Executive Session:** Rodney Hannah, Chair called for motion to go into executive session. Motion was made by Kay Cottrill to go into executive session at 10:15 a.m. to discuss SQC FY2020 #7, seconded by Denise Campbell. Motion carried. Motion was made by Kay Cottrill to come out of executive session at 11:05 a.m. and seconded by Denise Campbell, Secretary. Motion carried.
- (7) SQC FY2020#7:** A proposed Consent Agreement and Order will be offered to the administrator that will consist of the administrator's license held on probation until such time that the administrator completes an annual WV OHFLAC survey and reports to the Board at the conclusion of that survey. Additionally, a fine will be imposed on the administrator of \$250.00. This was after discussion with the Board attorney, who will prepare the consent agreement.  
Motion was made by Denise Campbell, Secretary, to accept the terms of the Consent Agreement and Order to be offered, Dan Bucher seconded with motion being carried.  
The administrator will be notified of the consent agreement with her option to pursue this matter through appropriate administrative and/or court proceedings and she will be made aware of her legal rights regarding this matter by certified mail.

- (8) Financial Statement/  
P-Card Purchases/  
FY2021 Budget:** Financial statement from July 1, 2019 thru June 30, 2020 had a beginning balance of \$99,713.80 with expenditures of \$101,784.60 and deposits of \$104,050.00, leaving an account balance of \$101,979.20. P-Card expenditures were \$1,547.06. Financial and P-Card expenditures were accepted as written. FY2021 budget is \$113,578, accepted as written.
- (9) Applicants by Exam:** Kimberly Davis was approved to sit for the exams with motion made by Beverly Jezioro and seconded by Dan Bucher. Motion carried.
- Denise Campbell, Secretary, recused herself and left the room prior to the approval of Debra Dean to sit for exams with Dan Bucher making motion to approve, seconded by Kay Cottrill. Motion carried.
- Eppie Saunders was approved to sit for exams with motion being made by Kay Cottrill and seconded by Joan Armbruster. Motion carried.
- (10) Reciprocity Applicants:** Christopher Deane Peter was approved by reciprocity being licensed in Indiana as a NHA to sit for the state exam with motion being made by Dan Bucher and seconded by Beverly Jezioro. Motion carried.
- Susan Richmond, being previously licensed as a NHA in West Virginia, and currently licensed in Virginia; was approved to sit for the state exam with an issued temporary permit pending receipt of her college transcript and background check. Motion was made by Dan Bucher, seconded by Joan Armbruster. Motion carried.
- Spencer Stevens was approved by reciprocity being licensed in Kentucky as a NHA to sit for the state exam. Motion was made by Kay Cottrill and seconded by Joan Armbruster. Motion carried.
- (11) AIT Applicant:** Isaac Judy was approved to begin his AIT at Clary Grove with Nancy Mason, Preceptor, for a period of six months. Motion was made by Joan Armbruster and seconded by Denise Campbell. Motion carried.
- (12) NAB Annual Meeting:** Due to the COVID-19 virus, the decision for a delegate to attend the NAB annual meeting October 28-30 in Monterey, California was tabled until the next meeting. NAB pays all expenses for the delegate.

**(13) Office Financials:**

To give board members a clearer understanding of the accounting process, samples of the Excel deposit form, with the procedure, was discussed by Veronica S. Cummings, Executive Director. At the next meeting the accounts payable process will be explained.

**(14) Meeting  
Adjournment:**

With no further business to be discussed, Rodney L. Hannah, Chair, adjourned the meeting at 11:45 p.m.

The next meeting is scheduled for October 22, 2020 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