



WV NURSING HOME ADMINISTRATORS LICENSING BOARD

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MEETING MINUTES

August 5, 2021

11 a.m.

- (1) **Call to Order:** The meeting of the NHAL Board was called to order at 11:05 a.m. by Rodney L. Hannah, Chair
- (2) **Members Present:** Denise Campbell, Secretary. by phone, Dan Bucher, Beverly Jezioro, Kay Cottrill, Dan Bucher
- (3) **Others Present:** Veronica Cummings, Executive Director
- (4) **Members Absent:** Roger Topping
- (5) **Employee Evaluation:** Kay Cottrill made a motion to go into executive session to begin employee evaluation and seconded by Dan Bucher. Veronica S. Cummings, Executive Director, left the room.

At the conclusion of the employee evaluation by the Board, Dan Bucher made motion to go out of executive session, with a second by Kay Cottrill. Veronica S. Cummings, Executive Director was called back into the room with the discussion of the evaluation at the conclusion of the meeting.

- (6) **Previous Minutes:** Minutes of April 29, 2021 meeting approved as written with motion by Dan Bucher and seconded by Joan Armbruster. Motion carried.
- (7) **Financial Statement/
P-Card Purchases:** Financial statement from July 1, 2021 thru June 30, 2021 had a beginning balance of \$101,979.20 with expenditures of \$96,823.96 and deposits of \$92,997.25, leaving an account balance of \$ 98,152.49. P-Card expenditures were \$1,421.67. Joan Armbruster made motion to accept the financial statement, seconded by Beverly Jezioro. Motion carried.
- (8) **Application by Exam:** Jennifer Browning Brooks, having been previously reviewed, met experience requirements as ADON of 3 years, with motion being made by Joan Armbruster to approve to sit for exams and seconded by Kay Cottrill. Motion carried.

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

Trevor Harman, having met requirements for AIT completion with Fairmont State University, within Fairmont Healthcare & Rehabilitation, Romney, WV, Michelle Smith, Preceptor;

(Application by Exam cont.)

with Dan Bucher making motion to approve and seconded by Beverly Jezioro. Motion carried.

Patricia Weaver was approved to sit for exams with a motion being made by Dan Bucher and seconded by Beverly Jezioro. Motion carried.

(9) Reciprocity Applicant:

Scott Fehr, having a valid license in Ohio, and serving on a temporary permit at New Martinsville Center, was approved to sit for the State Exam with motion being made by Kay Cottrill and seconded by Joan Armbruster. Motion carried.

(10) AIT Applicants:

Eilish Burner was approved as an AIT at Madison Center, Jo Peterson, Preceptor, with a motion being made by Joan Armbruster and seconded by Dan Bucher. Motion carried.

Jessica Eastridge was approved as an AIT at Edgewood Summit, George Barker, Preceptor, with a motion by Kay Cottrill and seconded by Joan Armbruster. Motion carried.

Aaron Myers was approved as an AIT at The Orchards, Matthew Murray, Preceptor with a motion made by Kay Cottrill and seconded by Beverly Jezioro. Motion carried.

**(11) Board Member
Recommendations:**

Several names were discussed for recommending potential board members to be submitted to the Governor for consideration. Potential names to be submitted to the Governor consisted of two lay members and three members who were willing to serve the citizens of West Virginia and continue to hold standards high in meeting the goals of the Nursing Home Administrators Licensing Board.

(12) Continuing Ed Hours:

The twenty required continuing education hours will be resumed for this renewal year with motion made by Joan Armbruster, seconded by Beverly Jezioro. Motion carried.

(13) Emergency Permits:

Emergency Permits were issued for Pineview Nursing & Rehabilitation Center in Harrisville, WV for 6 months and Crestview Manor Nursing & Rehabilitation Center, Jane Lew, WV for 3 months.

(14) FY2022 #1 Complaint:

A complaint was received from 14 members of the nursing staff from the WV Veteran's Nursing Facility on July 15, 2021 regarding the interim nursing home administrator. There was no specific complainant to respond to as no specific name was given on a signature page attached to the complaint. According to the review committee, there were no date of the events and no name

(FY2022 #1 Complaint cont.)

of any person who may have seen the person after the alleged incident.

After review of the complaint, the review committee's recommendation is that the complaint is under the purview of the Office of Health Facility Licensure and Certification and that the complaint be forwarded to that office.

Should the Office of Health Facility Licensure and Certification investigate this complaint, and forward a SQR to the WVNHALB, the review committee would revisit the complaint at that time.

Joan Armbruster made a motion to accept the review committee's recommendation with a second by Beverly Jezioro. Motion carried with the review committee abstaining.

(15) WV 21 CSR Rule Clarification:

A Policy for Non-Renewal of License, and New Applicant Status were written by Roberta Kay Cottrill to clarify the WV 21 CSR Rule on inactive status and failure to renew a previous active license. Motion was made by Beverly Jezioro and seconded by Joan Armbruster. Motion carried. Copies of the policies will be placed on the Board's website.

(16) Scheduled Board Meetings:

Meetings being offered virtually, or by conference call, attendance by these means would constitute presence at the meeting with there being four regularly scheduled meetings each calendar year on the third Thursday of February, May, August and November. The schedule may change based on precedent and the agency's need at any particular time upon notice to members by the Chairperson or by a majority of the Board, at least five days prior to the meeting date. Beverly Jezioro made motion to accept the policy for scheduled meetings and seconded by Joan Armbruster. Motion carried.

(17) SQC FY2020#7:

Pending any further information from the Office of Health Facility Licensure and Certification prior to June 10, 2021, Dunbar Center survey will be finalized with a motion by Dan Bucher and seconded by Kay Cottrill. Motion carried.

(18) Items for Discussion:

The Auditor's Seminar attendance has not been determined but will be tentatively planned for October 26, 2021 with additional information forthcoming.

Denise Campbell, Secretary, and Veronica Cummings, ED, attended the post audit meeting with the Interim Government Organization Committee at the Capitol on June 8, 2021.

A summary was given for each agency that had been audited for fiscal year 2021. Copies of the audit are available upon request and are on the website of the Legislature. After the audit summary was given, there were no specific questions asked of Denise Campbell or Veronica Cummings by the Committee or those in attendance.

It was determined by Veronica Cummings, ED, that due to the cost factor for purchasing and maintaining the database through Certemy to verify a license that would allow the public to verify a license, the Treasurer's Office could offer this service free of charge. Further information will be available at a later date.

The Treasurer's Office will be handing all deposits for the Board that will allow for fraud control and ease of payment for all licensees and applicants. The Lockbox process is encouraged by the State Auditor's Office for all agencies.

Adjournment: With no further business, Rodney L. Hannah adjourned the meeting at 12:27 p.m.

The next meeting is scheduled for November 4, 2021 at 11 a.m. within the Blessed John Pastoral Center.

Respectfully submitted,

Rodney L. Hannah, NHA, Chair

Denise Campbell, NHA, Secretary