



# WV NURSING HOME ADMINISTRATORS LICENSING BOARD

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## MEETING MINUTES

August 18, 2022

11 a.m.

- (1) **Call to Order:** The meeting of the NHAL Board was called to order at 11:07 a.m. by Rodney L. Hannah, Board Chair.
- (2) **Members Present:** M. Raymond Alvarez, James A. Harris, Denise Campbell, Shannon Schultheis, Gregory K. Stephens
- (3) **Others Present:** Veronica Cummings, Executive Director
- (4) **Absent:** Rhonda Quattrochi
- (5) **Minutes of May 19, 2022 Meeting:** The minutes of the May 19, 2022 meeting were approved with a motion being made by James A. Harris and seconded by Gregory K. Stephens. Motion carried.
- (6) **Financial Statement/  
P-Card Purchases:** Financial statement from July 1, 2021 thru June 30, 2022, had a beginning balance of \$98,152.49 with expenditures of \$99,183.26 and deposits of \$96,868/51, leaving an account balance of \$95,837.74. M. Raymond Alvarez made motion to accept the financial statement with a second by Shannon Schultheis. Motion carried.

P-Card expenditures were \$1,734.45 M. Raymond Alvarez making motion to accept the P-Card expenditures, seconded by Shannon Schultheis. Motion carried.

FY2023 budget will remain basically the same with discussion on possible fee increases to meet increased costs and the purchase of a licensing database system to meet the recommendations provided by the Legislative Auditor.

Possible fee increases did not include the application fee for a nursing home administrator, but did include possible increases in fees for permits, renewals and inactive status of licenses. There have been no fee increases for twenty years.

Gregory K. Stephens made motion to continue going forward on requirements needed to increase fees with a second by James A. Harris. Motion carried with M. Raymond Alvarez and Shannon Schultheis serving on the committee to report findings of additional information needed to warrant fee increases. The report will be presented and discussed at the November 2, 2022 meeting.

- (7) Application by Exam:** Motion was made by M. Raymond Alvarez that Jaime Cantley serve 500 hours as an AIT with an approved preceptor and seconded by Gregory K. Stephens. It was noted that due to her having a Master's in Health Administration the hours were reduced. Motion carried.

Denise Madden was approved to sit for exams with a motion by James A. Harris and seconded by Denise Campbell. Motion carried.

Clarissa Dawn Phillips was approved to sit for exams with a motion by James A. Harris and seconded by Gregory K. Stephens. Motion carried.

**(8) Reciprocity Applicants:**

Marc Hunter was approved to sit for the State exam with motion made by James A. Harris and seconded by Shannon Schultheis. Motion carried.

**(9) AIT Applicants:**

Motion was made by Gregory K. Stephens and seconded by Denise Campbell to approve Gerald Barnett to serve 1000 hours as an AIT with Matthew Murray, Preceptor, at The Orchards. Motion carried.

Motion was made by M. Raymond Alvarez and seconded by Shannon Schultheis approving Andrew Elliot to serve 1000 hours as an AIT with Jeffrey Smith, Preceptor, at Hillcrest Health Care Center. Motion carried.

Motion was made by Gregory K. Stephens to approve Aimee Williams to serve 1000 hours as an AIT with Rhonda Quattrochi, Preceptor, at Weirton Geriatric Center and seconded by James A. Harris. Motion carried.

**(10) Request for extension of time to test:**

Kelley Johnson requested an extension of time to take the NAB exam after taking and passing the State exam. Motion was made by Gregory K. Stephens to extend the test time for three months and seconded by M. Raymond Alvarez. Motion carried.

**(11) SQC#5 FY2022:**

Motion made by James A. Harris and seconded by Shannon Schultheis to extend the time needed to review the survey from OHFLAC, as requested by the review committee. Motion carried.

**(12) SQC#6 FY2022:** An annual survey was conducted at Riverside Health and Rehabilitation Center with an exit date of November 3, 2021, and notification from OHFLAC being received April 22, 2022. Upon review of the 2567 deficiency report, plan of correction, and response from the nursing home administrator, the review committee reported that there was no violation of the 21CSR1 rule or the ACHCA Code of Ethics. It was recommended that no action be required by the Board at this time. Motion was made by James A. Harris and seconded by Gregory K. Stephens to accept the recommendation by the review committee. Motion carried with the review committee not voting.

**(13) Items for Discussion:** Montgomery General Hospital, Elder Care, was issued an emergency permit to Ursula Perry for 3 months due to the current nursing home administrator taking the position of CEO at Montgomery General Hospital.

The current State exam for the Board will be updated to align with the changes that are in the current Nursing Home Licensure Rule. A committee will suggest three to five new test questions that will be discussed at the November meeting.

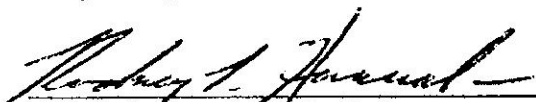
**(14) Employee Evaluation:** James A. Harris made motion to go into executive session, with the executive director leaving the room, seconded by Shannon Schultheis at 12:25 p.m. Motion carried.

At 1:05 p.m., Gregory K. Stephens made motion to go out of executive session and seconded by M. Raymond Alvarez. Motion carried.

Adjournment: With no further business, Rodney L. Hannah adjourned the meeting at 1:11 p.m. with a motion by James A. Harris and seconded by Gregory K. Stephens. Motion carried.

The next meeting is scheduled for November 2, 2022 at 11 a.m. within the Blessed John Pastoral Center.

Respectfully submitted,

  
Rodney L. Hannah, NHA, Chair

  
Denise Campbell, NHA, Secretary