

A G E N D A
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/No**
(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 21st or February 4, 2021 – 11 a.m.
John XXIII Pastoral Center, 100 Hodges Rd., Charleston, WV

MEETING MINUTES
October 22, 2020

- (1) **Call to Order:** The meeting of the NHAL Board was called to order at 11:20 a.m. by Rodney L. Hannah, Chairman.
- (2) **Members Present:** Rodney L. Hannah, Chair, Denise Campbell, Secretary, present by phone, Joan Armbruster, present by phone, Kay Cottrill, Dan Bucher, Beverly Jezioro
- (3) **Others Present:** Veronica Cummings, Executive Director
- (4) **Members Absent:** Roger Topping
- (5) **Previous Minutes:** Minutes of July 23, 2020 meeting approved as written with motion by Dan Bucher and seconded by Kay Cottrill. Motion carried.
- (6) **SQC Survey FY2020 #7:** The nursing home administrator, at the time of OHFLAC's survey at Dunbar Center, was invited to appear before the Board to discuss the deficiencies received. A phone call was received from the administrator stating her reason for not attending was due to her son being out of school because of potential COVID-19 exposure. A certified letter was mailed to the administrator informing her of the next scheduled meeting of January 28, 2020 at 11 a.m.
- (7) **Financial Statement/
P-Card Purchases:** Financial statement from July 1, 2020 thru October 22, 2020 had a beginning balance of \$101,979.20 with expenditures of \$27,374.07 and deposits of \$8,171.25, leaving an account balance of \$82,776.38. P-Card expenditures were \$283.55. Kay Cottrill made motion to accept the financial statement with a second by Dan Bucher. Rodney Hannah made motion to accept P-Card expenditures with a second by Dan Bucher. Both motions carried.
- (8) **Reciprocity Applicant:** Geoffrey Hugh Brisker, licensed in Ohio, was approved to sit for the state exam with motion being made by Dan Bucher and seconded by Beverly Jezioro. Motion carried.
- (9) **Applicant for Exams:** Nicole Anderson was approved to sit for exams pending receipt of her transcript with motion made by Beverly Jezioro and seconded by Dan Bucher. Motion carried.
- (10) **AIT Applicant:** Jonathan Crow, Hilltop Center (Brian Chapman-Preceptor) was approved to begin his AIT training for six months with a motion by Kay Cottrill and seconded by Joan Armbruster. Motion carried.

- (11) Emergency Permit: Issuance** The issuance of emergency permits issued to a facility when the licensed nursing home administrator is unable to continue as the administrator for an unexpected cause, the owner, governing body, or other appropriate person in charge of the nursing home involved, may designate an acting authority as person in charge (PIC). Upon discussion on the approval of the emergency permit, Joan Armbruster made motion that the current board chair would approve the issuance. Dan Bucher seconded, motion carried.
- (12) SQC Files:** SQC files were voted upon to be shredded according to WV State Record Retention & Disposal Guidelines and the policy of the WV Nursing Home Administrator's Licensing Board for eleven files dating from May 14, 2003 to April 10, 2009. (see attached log for SQC details). Beverly Jezioro made motion to approve for the destruction of eleven files and seconded by Kay Cottrill. Motion carried.
- (13) CEU's/COVID-19** It was discussed, due to the COVID-19 virus, that there could be a reduction of the required 20 NAB approved continuing education hours. It was decided upon to wait until the next meeting to make a final decision with a motion by Denise Campbell, Secretary and seconded by Dan Bucher. Motion carried.
- (14) Complaints FY2021 #1-3** FY2021 Complaint #1-3, Eastbrook Center, NHA, the review committee could not confirm the allegations, nor determine that a violation of the ACHCA Code of Ethics, or the WV Nursing Home Administrator's Licensing Board rules or regulations occurred. It was also determined by the review committee that the complaints appeared to fall under human resource issues and the complainant's had sent more appropriately, information to the WV Human Rights Commission and the Office of Health Facility Licensure and Certification. Joan Armbruster made a motion to accept the review committee's recommendation, with a second by Denise Campbell, Secretary. Motion carried with the review committee not voting. The complainants and administrator will be notified of the determination.
- (15) Discussion:** The process of DHHR Accounts Payable was briefly explained with an example of billing from WV American Water, the financial codes, and stamp of approval.
- A summary was given on Certemy Software, a database that assists with renewals, complaints, verification of licenses and the application process. The cost factor was discussed with further information to be gathered from other Chapter 30 Boards to see what software is used, as recommended by Veronica Cummings, ED.

(cont.)

Fairmont State University's AIT/Externship Program was briefly discussed concerning the alignment with the NHALB's rule, Policy and Procedure for College Internships. Students enrolling in the MS Degree in Healthcare Management are preparing to enroll, according to Dr. M. Raymond Alvarez, Professor, Healthcare Management Program at FSU.

Adjournment: With no further business, Rodney L. Hannah, Board Chair, adjourned at 12:28 p.m.

The next meeting is scheduled for January 28, 2021 at 11 a.m. within the Blessed John Pastoral Center.

Respectfully submitted,

Rodney L. Hannah, NHA, Chair

Denise Campbell, NHA, Secretary

