

WV NURSING HOME ADMINISTRATORS LICENSING BOARD

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MEETING MINUTES

November 21, 2019

- Call to Order:** The meeting of the NHAL Board was called to order at 11:00 a.m. by Kay Cottrill, Chairman.
- (1) Members Present:** Kay Cottrill, Denise Campbell, Secretary, by phone, Dan Bucher, Rodney Hannah, Joan Armbruster, and Beverly Jezioro
- (2) Others Present:** Veronica Cummings, Executive Director
- (3) Absent:** Roger Topping
- (4) Employee Appraisal:** Dan Bucher made a motion to go into executive session for discussion of Executive Director's appraisal, with her leaving the room. At 11:40 p.m., Dan Bucher made motion to come out of executive session and continue the meeting.
The appraisal was discussed with Veronica Cummings at the close of the meeting, with the Board Chair in areas exceeding expectations and those areas meeting expectations. Due to the Governor granting raises to State employees two years in a row, a merit raise was not granted but would be considered in one year.
- (5) Previous Minutes:** Minutes of August 22, 2019 meeting approved with a motion made by Dan Bucher and seconded by Beverly Jezioro
Motion carried.
- (6) Financial Statement/
P-Card Purchases:** Financial statement from July 1, 2019 thru Nov. 21, 2019, had a beginning balance of \$99,713.80 with expenditures of \$36,584.06, deposits of \$33,950.00 with a final balance of \$97,079.74. P-Card expenditures were \$1,031.26. Dan Bucher made motion to accept the financial and P-Card expenditures with a second by Joan Armbruster. Motion carried.
As requested by Rodney Hannah, a 5-year report on license trends for nursing home administrators to assist in keeping abreast of revenue. The trend has remained the same with the exception of an increase in licenses for FY2019. The increase is trending in that direction for FY2020 as well.

(7) Internship Policy:

Policy and Procedure for College Internships was approved, requiring a minimum of 160 hours of internship training within a licensed nursing home under the direction of a licensed nursing home administrator. The internship program must be an approved, formal element of the college program with documented areas of study outlined in the said policy. Dan Bucher made motion to accept the policy with a second by Rodney Hannah. Motion carried.

(8) Extension to test:

Brandon Chadock requested a three month extension to test for the NAB exam. Beverly Jezioro made motion to accept the request, with a second by Joan Armbruster. Motion carried.

(9) Applicants by Exam:

Monica Brown – was approved to sit for the exams with motion made by Dan Bucher and seconded by Joan Armbruster. Motion carried.

Shawn Farley was approved to sit for the exams. Motion was made by Rodney Hannah and seconded by Dan Bucher. Motion carried.

Ronald Jason Hill was approved to sit for the exams. Motion was made by Rodney Hannah and seconded by Joan Armbruster. Motion carried.

Ashlee Ketterman was approved to sit for the exams, with Dan Bucher leaving the room prior to the discussion due to being affiliated with her facility of employment. Motion made by Joan Armbruster to approve her and seconded by Beverly Jezioro. Motion carried. Dan Bucher returned to the meeting.

Richard Oliver, II was not approved to sit for the exams due to not having the required 1000 hours of management experience or an internship provided by the college granting his degree. It was suggested that he enroll in the AIT Program with an approved preceptor for the required hours. Motion was made by Joan Armbruster and seconded by Rodney Hannah. Motion carried.

Charity Sayre was approved to sit for the exams. Motion was made by Dan Bucher and seconded by Joan Armbruster. Motion carried.

Mary Urse was approved to sit for the exams. Motion was made by Rodney Hannah and seconded by Joan Armbruster. Motion carried.

- (10) Reciprocity Applicants:** Cody Brooks, licensed in three states, was approved to sit for the State exam. Motion was made by Joan Armbruster, seconded by Beverly Jezioro. Motion carried.
- Ritha Humphrey Leatherbury, licensed in two states, was approved to sit for the State exam. Motion made by Dan Bucher and seconded by Rodney Hannah. Motion carried.
- (11) AIT Applicant:** Melanie Torok was approved to participate in the AIT program with David Conaway, NHA, as her preceptor at Peterson Healthcare & Rehabilitation in Wheeling, WV. Dan Bucher made motion to approve the application and seconded by Joan Armbruster. Motion carried.
- (12) Records Retention/ Disposal Schedule** A Records Retention/Disposal Schedule was presented by Roberta Kay Cottrill that meets State guidelines. All files will be reviewed for appropriate action of disposal and/or retention with Board approval in following guidelines of the State. Motion was made to approve by Rodney Hannah and seconded by Beverly Jezioro. Motion carried.
- (13) AIT Externship Fairmont Univ.** Fairmont Universities AIT Externship Program, presented at a previous board meeting by Raymond Alvarez, Visiting Professor; was accepted as meeting the criteria for hours received in an internship program and also offering an additional geographic area for students. Motion was made by Joan Armbruster and seconded by Dan Bucher. Motion carried.
- (14) SQC Surveys:** A notice of substandard quality of care deficiencies was received from OHFLAC for Salem Center, Jo Peterson, NHA, August 5, 2019-FY2-2020.
- Upon review of the 2567 deficiency report, the 2567 plan of correction and the letter of response from the nursing home administrator, the review committee did not find any violation of WV21-CSR rules or the ACHCA Code of Ethics. The board concurred with the findings of the Review Committee, Kay Cottrill and Dan Bucher with Rodney Hannah's motion to accept the recommendations and seconded by Beverly Jezioro. Motion carried with the review committee not voting.
- A notice of substandard quality of care deficiencies was received from OHFLAC for Glasgow Health and Rehabilitation Center with Patricia Roan, NHA, August 5, 2019-FY3-2020.

SQC Surveys (cont.)

Upon review of the 2567 deficiency report, the 2567 plan of correction, and the letter of response from the nursing home administrator, the review committee did not find any violation of the WV21-CSR rules or the ACHCA Code of Ethics. Joan Armbruster made motion to accept the recommendations, seconded by Beverly Jezioro. Motion carried with the review committee not voting.

A notice of substandard quality of care deficiencies was received from OHFLAC for Willows Center, Judith Mohr, NHA, less than one year and Aaron Snodgrass, NHA previously, August 28, 2019-FY4-2020. Due to notice from OHFLAC, CMS reduced the tag, with the Board no longer needing to review, Rodney Hannah made motion to close the file, seconded by Joan Armbruster. Motion carried with review committee not voting.

(15) Topics of Discussion: Passage of SB396 and HB118 our CSR21-1 amended with Public Comment ending November 26, 2019.

Three boards will be audited during FY2020, with the WVNHALB being one.

Website updates have been made to make the Board's site more user-friendly.

Mark Weiler, Attorney said that the minutes listed on our website with specific names, would not present a problem.

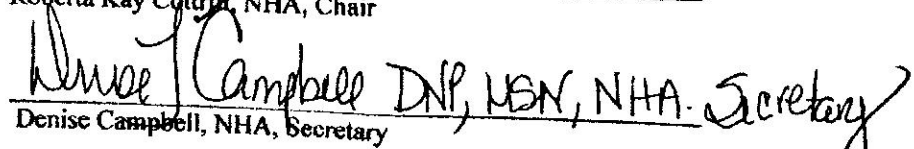
Auditor's Seminar, October 29, 2019, highlights given, with copies of handouts available upon request.

Adjournment: With no further business, Kay Cottrill, Board Chair adjourned at 1:20 p.m.

The next meeting is scheduled for February 27, 2020 at 11 a.m. within the Blessed John Pastoral Center.

Respectfully submitted,


Roberta Kay Cottrill, NHA, Chair


Denise Campbell, NHA, Secretary