



WV NURSING HOME ADMINISTRATORS LICENSING BOARD

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MEETING MINUTES

November 2, 2022

11 a.m.

- (1) **Call to Order:** The meeting of the NHAL Board was called to order at 11:01 a.m. by Rodney L. Hannah, Board Chair.
- (2) **Members Present:** M. Raymond Alvarez, James A. Harris, Rhonda Quattrochi, Gregory K. Stephens, Denise Campbell, connected by phone
- (3) **Others Present:** Veronica Cummings, Executive Director
- (4) **Absent:** Shannon Schultheis
- (5) **Minutes of 8/18/22 Meeting:** The minutes of the August 18 2022 meeting were approved with a motion being made by M. Raymond Alvarez and seconded by James A. Harris. Motion carried.
- (6) **Financial Statement/
P-Card Purchases:** Financial statement from July 1, 2022 thru November 2, 2022, had a beginning balance of \$95,837.74 with expenditures of \$29,411.63 and deposits of \$10,450.00, leaving an account balance of \$76,876.11. James A. Harris made motion to accept the financial statement with a second by M. Raymond Alvarez. Motion carried.
- (7) **Application by Exam:** Motion was made by James A. Harris that Jennifer Chipps be approved to sit for exams with a second by Gregory K. Stephens. Motion carried.
- Kimberly Smoot was approved to sit for exams with a motion by M. Raymond Alvarez and seconded by James A. Harris. Motion carried.
- Debbie Stahl was approved to sit for exams pending graduation November 19, 2022 from Fairmont State University. M. Raymond Alvarez left the room prior to the motion and vote. Gregory K. Stephens made the motion with a second by Rhonda Quattrochi. Motion carried.
- Melissa Teubert was approved to sit for exams with a motion by Gregory K. Stephens and seconded by James A. Harris. Motion carried.

(8) Continuing Ed Hrs.

A request was made by Clayton Smith, NHA, Trinity Healthcare Services of Mingo, requesting the 30-hour training, meeting OHFLAC's guidelines for a Special Care Unit that is being planned for Trinity Healthcare Services of Mingo; be approved for his 15 hours of renewal credits. Motion was made by Denise Campbell to approve the request and seconded by Gregory K. Stephens. Motion carried.

(9) SQC's

SQC FY2022 #5 - A notice of substandard quality of care deficiencies were received from OHFLAC on April 22, 2022 for Maples Nursing Home, Jennifer Marrs, NHA. Upon review of CMS Form 2567 deficiency report with Plan of Correction, a letter of response from NHA, and a phone interview on September 16, 2022, the Review Committee did not find any violation of WV 21 CSR rules or the ACHCA Code of Ethics. It was recommended that no action be required by the Board at this time. Gregory K. Stephens made a motion to accept the Review Committee's recommendations with a second by M. Raymond Alvarez. Motion carried with Ms. Marrs to be notified by letter.

SQC FY2022 #2 – With a correction being made on the Agenda from SQC #6 to #2, Trinity Health Care Logan, James Ragland, NHA, having met the requirements of a Consent Agreement and Order signed on March 28, 2022, SQC FY2022 #2 on September 28, 2022, motion was made by M. Raymond Alvarez and seconded by Gregory K. Stephens to close the file. Motion carried with Mr. Ragland to be notified by letter.

(10) State Exams – Comm. Report:

Gregory K. Stephens and Shannon Schultheis submitted 10 suggested questions to be added to the current State exams from 50 questions to 60 to bring the exams in line with the current Nursing Home License Rule. Motion made by James A. Harris to be effective January, 2023, seconded by Rhonda Quattrochi. Motion carried with Shannon Schultheis being absent.

(11) Certemy Software Proposal:

Veronica S. Cummings, ED was given a proposal for 5 years with Certemy, Inc., software provider. With the cost being a major determining factor, motion to table the proposal and continue researching possible options, was made by James A. Harris, and seconded by M. Raymond Alvarez. Motion carried.

(12) License Fees – Comm. Report:

Rationale for license fee increases was given by M. Raymond Alvarez and Denise Campbell, with further discussion to follow at the February meeting. No action taken.

(13) Items for Discussion:

Emergency Permit issued for 3 months to April Jefferys, PIC, Sistersville Center Genesis, issued October 16, 2022. Ms. Jefferys has passed both exams and is now licensed as a NHA, effective October 18, 2022.

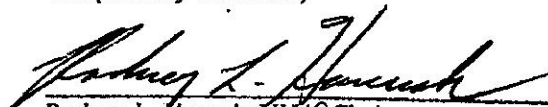
Begin setting up database for online verification of licenses and additional information required according to WV Code. Also, the NHA would be able to log in and do a change of address including updating employer information according to discussions with the IT Department with the State Treasurer's Office.

The exam development company, PSI and NAB will be moving exam applications and scores to the NAB website. The application system will be on NABVerify, where NHA's Currently access CE Registry records, effective November 14, 2022.

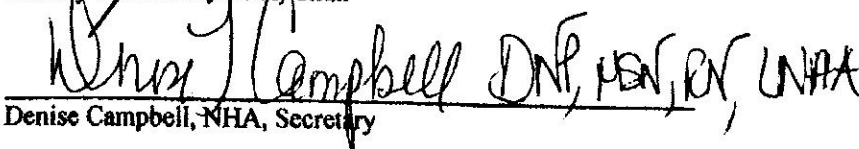
Adjournment: With no further business, Rodney L. Hannah adjourned the meeting at 12:50 p.m. with a motion by James A. Harris and seconded by Gregory K. Stephens. Motion carried.

The next meeting is scheduled for February 16, 2023 at 11 a.m. with discussion of a virtual meeting.

Respectfully submitted,



Rodney L. Hannah, NHA, Chair



Denise Campbell, NHA, Secretary