



WV NURSING HOME ADMINISTRATORS LICENSING BOARD

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MEETING MINUTES November 30, 2017

- (1) **Call to Order:** The meeting of the NHAL Board was called to order at 11:02 a.m. by Tammy Jo Painter, Chairman.
- (2) **Members Present:** Tammy Jo Painter, Kay Cottrill, Dan Bucher, Joan Armbruster, Beverly Jezioro, Roger Topping.
- (3) **Members Absent:** Denise Campbell
- (4) **Others Present:** Veronica Cummings, Executive Director, Robin Taylor, nursing home administrator applicant.
- (5) **Applicant interview** Robin Taylor was given an option to appear before the board to further elaborate on her specific duties relating to the amount of time as director of nursing and clinical services and also discuss services rendered by Valley Healthcare Systems were in alignment with the Title 21 definition of long term care.
Upon conclusion of her interview with the board, motion was made by Joan Armbruster and seconded by Kay Cottrill that Ms. Taylor's specific length of duties as director of nursing and that Valley Healthcare Systems met the required Title 21 definition of long term care.
Motion carried that she be approved to sit for the exams.
- (6) **Previous Minutes:** Minutes of August 24, 2017 meeting accepted as written.
- (7) **Financial Statement/
P-Card Purchases:** A corrected 2018 budget, removing Ms. Cummings as a member of the retirement system, was accepted with Roger Topping making motion to accept the revised budget and seconded by Kay Cottrill. Motion carried.
Financial Statement from July 1, 2016 thru November 15, 2017 had a beginning balance of \$140,708.00 with expenditures of \$28,908.34 and deposits of \$23,050.00, leaving an account balance of \$111,800.09 after P-Card expenditures of \$372.48.
Financial statement accepted as written.
- (8) **Topics of Discussion:** The Purchasing Division of the Department of Administration conducted a random audit requesting a number of vendor names and amounts spent by our board. Ms. Cummings was notified by mail that our board received a 100% rating on this audit.
- (9) **Applicants by Exam:** Pamela Hedrick was approved to sit for the exams with motion made by Kay Cottrill and seconded by Beverly Jeziorro. Motion carried.

Kelly Nibert was approved to sit for the exams with motion made by Kay Cottrill and seconded by Joan Armbruster. Motion carried.

(10) AIT Applicant:

Stetson West was approved to participate in the AIT Program at Holbrook Nursing Home in Buckhannon with Bonnie Hitt as his preceptor. Motion was made by Dan Bucher and seconded by Roger Topping. Motion carried.

(11) Reciprocity Applicant:

Stefanie Compton was approved to sit for the State exam for reciprocity being licensed in Virginia. Motion made by Kay Cottrill and seconded by Dan Bucher. Motion carried.

**(12) SQC Survey
Suncerae Neason, NHA
Grafton City Hospital**

The Board acted upon the SQC Survey conducted by OHFLAC with an exit date of March 1, 2017 with tag #'s F223, F224, F226 and F309. Upon receipt of the survey report, the response from Suncerae Neason, NHA, an interview conducted with her by Kay Cottrill, Secretary and board member; the board determined that disciplinary action would be taken against Ms. Neason's license with the conclusion that probable cause did exist that she violated W. Va. Code R. §21-1-2.16c in that she failed to exercise professional regard for the safety, health and life of the residents at the Wallace B. Murphy Nursing Care Facility/Grafton City Hospital, and that she violated the American College of Health Care Administrator's Code of Ethics: The Board, being authorized to enter into a Consent Agreement to resolve the matter without further adjudication according to W. Va. Code §30-25-14(d) and being given the opportunity for legal counsel and that she may pursue appropriate administrative and/or court proceedings; a letter will be sent by certified mail to Ms. Neason. The disciplinary action to be taken by the Board upon the execution of a Consent Agreement and Order, Ms. Neason's license #1071 shall be suspended for a period of one year and within one year of the entry date of the Consent Agreement and Order, she shall enroll in and successfully complete 20 hours of Board or NAB approved professional education that should include the following topics: *Preventing and/or Addressing Resident Sexual Abuse in Long Term Care Facilities; Duties and Responsibilities of a Long Term Care Facility Administrator in Preventing and/or Addressing Abuse and Neglect in Long Term Care Facilities and Establishing and Implementing an Abuse and Neglect Training for Employees of Long Term Care Facilities*. Ms. Neason shall submit in writing, verification to the Board of her enrollment and completion of coursework, in addition to the 20 required hours for renewal of her license. Upon the conclusion of the suspension period, Ms. Neason shall appear before the Board to document and assure the Board that she has met all requirements before having her license reinstated.

This action by the Board will be reported to the National Practitioner Databank (NPDB). Motion was made by Dan Bucher, seconded by Roger Topping. Motion carried.

(13) Policy Adoption:

A policy for referrals to victim's services was adopted to provide complainants support for relevant complaints that our Board feels may benefit from such services if the complainant makes such a request. The WV Regional Ombudsman Program will be contacted. Joan Armbruster made motion to accept the policy and Beverly Jeziorro seconded. Motion carried.

A policy to assure appropriate reporting to law enforcement if a criminal act is suspected by the WV Nursing Home Administrator's Licensing Board during the investigation of a complaint. The incident will be communicated within 24 hours of a decision by the board that a possible crime has been committed.

The next meeting is scheduled for Thursday, March 29, 2018 at 11 a.m. within the Blessed John Pastoral Center.

**Meeting
Adjournment:**

Tammy Jo Painter, Chair, adjourned the meeting at 1:02 p.m.

Respectfully submitted,



Tammy Jo Painter, NHA, Chair



Kay Cottrill, NHA, Secretary