



WV NURSING HOME ADMINISTRATORS LICENSING BOARD

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MEETING MINUTES

December 8, 2016

- (1) **Call to Order:** The meeting of the NHAL Board was called to order at 11 a.m. by Tammy Jo Painter, Chair
- (2) **Members Present:** Tammy Jo Painter, Kay Cottrill, Matthew Keefer, Dan Bucher, Joan Armbruster, Beverly Jezioro, Roger Topping
- (3) **Others Present:** Veronica Cummings, Executive Director
- (4) **Previous Minutes:** Minutes of August 25, 2016 accepted as written.
- (5) **Financial Statement/
P-Card Purchases:** Financial Statement from July 1, 2016 thru December 5, 2016 shows a beginning balance of \$172,617.15 with expenditures of \$37,509.03 with final balance of \$135,117.15. P-Card purchases was \$129.00 from July 1, 2016 thru December 5, 2016. Financial statement accepted as written.
- (6) **Topics of Discussion:** Highlights of Auditor's Conference November 29, 2016 with Tammy Jo Painter, Chair and Veronica Cummings, Exec. Dir. attending were given by Tammy Jo Painter on proper recusal, use of office for private gain, acceptance of gifts, handling of complaints according to W.Va. Code along with additional points made at the conference.
- Tammy Jo Painter, Chair and Veronica Cummings attended the Interim Meeting on Government Organization December 5, 2016 with Tammy Jo Painter speaking on behalf of the NHAL Board. The board opposes the termination or restructuring with the most important reason being maintaining the health and safety of the most vulnerable and frail of West Virginia's citizens, and by assuring qualified administrators manage all certified nursing homes in the State.
- Highlights were given by Veronica Cummings on the NAB Mid-Year Conference in Atlanta, Georgia, November 9-11. NAB launched their online AIT/Preceptor training program in collaboration with the American College of Health Care Administrators; with the hope of each state adopting the training program. The Board of Governors voted to adopt the Health Services Executive endorsement standards. Two additional certified sponsors were approved through NCERS. This addition will enable nursing home administrators further choices in acquiring the 20 continuing education hours to renew their licenses each year.

(7) Applicants for Exam:

Motion made by Kay Cottrill and seconded by Roger Topping for Todd Kimble to acquire 1000 hours of management experience or participate in the AIT program to sit for the NHA's exams. Motion carried.

Motion made by Matthew Keefer to approve Tammy Livingston to sit for exams, seconded by Kay Cottrill. Motion carried.

Shannon Dunlap was not approved to sit for exams due to lack of experience in management within a long term care facility. Motion made by Roger Topping to participate in the AIT program and seconded by Dan Bucher. Motion carried.

Upon second review for Tara Shaver submitting additional documentation of management experience and completion of application, Kay Cottrill made motion to approve the applicant to sit for the exams, seconded by Joan Armbruster. Motion carried.

(8) Applicants for Reciprocity:

Amy Maxwell was approved for reciprocity being licensed in Ohio and Maryland. Motion made by Roger Topping for approval and seconded by Joan Armbruster. Motion carried.

Andrea Cullinan was approved for reciprocity being licensed in Ohio. Roger Topping made the motion for approval and Kay Cottrill seconded. Motion carried.

Shannon Parsons was approved for reciprocity being licensed in Ohio. Kay Cottrill made the motion for approval and Dan Bucher seconded. Motion carried.

Joshua Hofmeyer was approved for reciprocity being licensed in South Dakota, Iowa, Nebraska and Minnesota. Roger Topping made the motion for approval and Beverly Jezioro seconded. Motion carried.

(9) Exam Request:

A request was made by Faith Funderburk to extend her NAB exam testing window of time if she did not pass her next scheduled testing date. The Board took no action due to her timing of the request prior to her waiting to see if she would need an extension.

(10) Tobacco Cessation:

A letter of request was received from Dr. Rahul Gupta, State Health Officer, DHHR, to consider tobacco cessation continuing education as part of health related board's annual certification process. No action was taken by the board at this time.

The next meeting is scheduled for Thursday, March 9, 2017 at 11 a.m. within the Blessed John Pastoral Center.

(12) Meeting

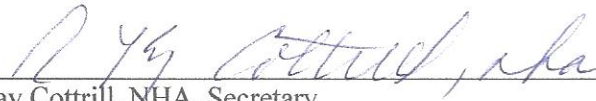
Adjournment:

Tammy Jo Painter, Chair, adjourned the meeting at 12:30 p.m.

Respectfully submitted,



Tammy Jo Painter, NHA, Chair



Kay Cottrill, NHA, Secretary