



WV NURSING HOME ADMINISTRATORS LICENSING BOARD

P.O. BOX 522

WINFIELD, WEST VIRGINIA 25213

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MEETING MINUTES

February 26, 2026

10:00 a.m.

- (1) **Call to Order:** The meeting of the NHAL Board was called to order at 10:05 a.m. by Gregory K. Stephens, Secretary.
- (2) **Members Present:** M. Raymond Alvarez, James A. Harris, Stefanie Compton, Gregory K. Stephens, Nathan Hanshew
Shannon Schultheis, (absent) Rodney L. Hannah, (absent)
- (3) **Others Present:** Veronica Cummings, Executive Director
- (4) **Meeting Minutes:** The minutes of November 13, 2025, meeting was approved with a motion being made by James A. Harris and seconded by Dr. Alvarez. Motion carried.
- The minutes of January 14, 2026 (Teams Meeting) were approved with a motion made by Nathan Hanshew, seconded by James A. Harris, motion carried.
- (5) **Financial Statement/
P-Card Purchases
Budget:** Financial statement from July 1, 2025, to February 13, 2026, had a beginning balance of \$77,404.20, with expenditures of \$76,585.24 and deposits of \$33,650.00, leaving an account balance of \$34,468.96. James A. Harris made a motion to approve the financial statement, seconded by Nathan Hanshew. Motion carried.
- (6) **Reciprocity
Applicants:** Paul Lieber was approved to sit for exam with a motion made by Nathan Hanshew and seconded by James A. Harris. Motion carried.
- Matthew Saeli was approved to sit for exam with a motion made by Dr. Alvarez and seconded by James A. Harris. Motion carried, with Nathan Hanshew leaving the room prior to the motion.
- (7) **Application by
Exams:** Deborah Foreman was not approved to sit for exams with motion made by James A. Harris, seconded by Dr. Alvarez due to not having administrative experience in areas of finances, clinicals and dietary. A second motion was made by James A. Harris, giving 500 hours credit in human resource management, with 500 hours as an AIT is needed in financials, dietary, and clinicals. Motion was seconded by Dr. Alvarez. Motion carried with Nathan Hanshew leaving the room prior to the discussion.
- Emily Glandon was approved to sit for exams with motion made by Dr. Alvarez, seconded by Stefanie Compton. Motion carried with Nathan Hanshew leaving the room prior to the discussion.

(7) cont.

Joseph Quattrochi was approved to sit for exams with motion made by Dr. Alvarez, seconded by Stefanie Compton with additional administrative experience as an AIT to complete requested requirements as discussed at the November 13, 2025, meeting. Motion carried.

(8) AIT Applicants:

Charles Adams was approved as an AIT at The Madison with Michelle A. Smith, NHA, Preceptor, with motion made by Nathan Hanshew, seconded by James A. Harris for 1000 hours. Motion carried.

Micah Bailey was approved for a 1000-hour AIT at Summers Healthcare Center, Bradley Stump, NHA, Preceptor, with a motion made by Dr. Alvarez, pending the criminal record history by WV Cares, seconded by Stefanie Compton with Nathan Hanshew leaving The room prior to the discussion. Motion carried.

Evan Conley was approved as an AIT at Genesis-Valley Center with Julie Bishop, NHA, Preceptor for 1000 hours with motion by Nathan Hanshew, seconded by Dr. Alvarez. Motion carried.

(9) SQC#17 FY2026:

An annual/recertification/complaint survey was conducted at Cortland Acres with an exit date of 3/12/25, received 9/8/25 from OHFLAC.

Upon review of the 2567 deficiency report, plan of correction, and response from the nursing home administrators, the review committee reported that there was no violation of the 21CSR1 rule or the ACHCA Code of Ethics.

The review committee did not vote. Motion was made to accept the recommendation of the review committee, by Stefanie Compton, seconded by Dr. Alvarez. Motion carried. The NHA will be notified by letter.

SQC#22 FY2026:

A complaint survey was conducted at Tygart Center-Fairmont Campus with an exit date of 1/30/25, received 9/8/25 from OHFLAC.

With review of the NHA response, the 2567 deficiency report, and plan of correction, the review committee reported there was no violation of the 21CSR1 rule or the ACHCA Code of Ethics. James A. Harris made motion to accept the recommendation of the review committee, seconded by Nathan Hanshew. Motion carried, with the review committee not voting. The NHA will be notified by letter.

- (10) Emergency Permits:** Salem Center – 3 months – issued 12-19-25
Canterbury Center – 3 months – issued 12-30-25
Hampshire Center – 3 months – issued 12-30-25
Transfer to another facility 1-13-26
Clarksburg Healthcare Center – 3 months – issued 1-27-26
Pocahontas Center – 3 months – issued 2-5-26

- (11) Items for Discussion:** IJ review process and time limits – See Handout

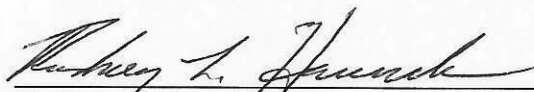
Dr. Alvarez made motion to begin the process of amending 21-01 Nursing Home Administrators license rule to clarify counting of 150 days if there is a potential civil proceeding to include every day of the week, including holidays against the license of a nursing home administrator from date of the first notification of substandard quality of care by OHFLAC for final disposition. Seconded by Nathan Hanshew. Motion carried.

Retirement of Executive Director – August 31, 2026

Motion was made by James A. Harris to initiate the job posting with a tentative June hiring date, seconded by Stefanie Compton. Motion carried.

With no further business, Gregory K. Stephens adjourned the meeting at 11:55 a.m., with motion being made by Nathan Hanshew, seconded by James A. Harris. Motion carried. The next meeting will be May 21, 2026, at the Health Care Association Building at 10:00 a.m.

Respectfully submitted,



Rodney L. Hannah, NHA, Chair



Gregory K. Stephens, NHA, Secretary