



WV NURSING HOME ADMINISTRATORS LICENSING BOARD

P.O. BOX 522
WINFIELD, WEST VIRGINIA 25213
PHONE (304) 586-4070
FAX (304) 586-4079

MEETING MINUTES

March 9, 2017

- (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 December 8, 2016, accepted as written.
- (5) **Financial Statement/
P-Card Purchases:** Financial Statement from July 1, 2016 thru March 8, 2017 shows a beginning balance of \$174,817.15 with expenditures of \$58,453.84 with final balance of \$116,363.31. P-Card purchases was \$131.00 from July 1, 2016 thru March 8, 2017. Financial statement accepted as written.
- (6) **Topics of Discussion:** Discussion on possibility of board termination and/or combining with other Chapter 30 Boards. Letters of response to the Committee On Government Organization were sent outlining the negative effect that this would have on the citizens of West Virginia as well as the potential increase in cost. Also, the Federal mandate that is written for a board to oversee the licensing of nursing home administrators had to exist; was included in the board's response.
- The NAB, ACHCA free online training program for the AIT/Preceptor was introduced. Notice of this training will go out to each licensed administrator.
- Veronica Cummings attended the Chapter 30 Board Association meeting on February 23, 2017. The meeting had discussions from each of the executive directors various board's in attendance. It was recommended that each board contact their representatives in response to the possibility of board terminations or combining
- (7) **Applicants AIT:** Motion made by Roger Topping and seconded by Joan Armbruster to accept Joshua Kidd to complete a 1000 hour Administrator-in-Training program with Jim Triana as his preceptor. Motion carried.

Ravenna Redman was accepted to complete a 1000 hour Administrator-in-Training program with Terry Shobe as her preceptor with Kay Cottrill making the motion and seconded by Joan Armbruster. Motion carried.

(8) Applicant for Reciprocity:

Ashlee Warbel being licensed in Maryland, was approved by reciprocity. Motion made by Beverly Jezioro for approval and seconded by Joan Armbruster. Motion carried

(9) Applicant for exam (second review)

Todd Kimble, having received additional administrative experience serving as PIC on an emergency permit, was approved to sit for the licensure exams. Motion was made to approve by Kay Cottrill and seconded by Dan Bucher. Motion carried.

(10) Exam Request:

A request was made by Elizabeth Lee to extend her NAB exam testing window of time for six months due to the illnesses of both parents and the eventual death of her father. Two car accidents that occurred along with taking on additional work to assist financially also added to her time that did not allow her to study sufficiently for the exam. Roger Topping recused himself and left the room due to being her preceptor. Joan Armbruster made a motion to grant Ms. Lee one year to take the NAB exam up to four times. Matthew Keefer seconded the motion. Motion carried.

(11) NAB Convention

Veronica Cummings was recommended to attend the NAB Convention in Salt Lake City, Utah, June 14-16, 2017 as a voting delegate with Matthew Keefer making motion, Kay Cottrill seconded. Motion carried. All expenses are paid by NAB for the trip.

The next meeting is scheduled for Thursday, May 25, 2017 at 11 a.m. within the Blessed John Pastoral Center.

(12) Meeting Adjournment:

Tammy Jo Painter, Chair, adjourned the meeting at 11:57 p.m.

Respectfully submitted,



Tammy Jo Painter, NHA, Chair



Kay Cottrill, NHA, Secretary