



WV NURSING HOME ADMINISTRATORS LICENSING BOARD

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MEETING MINUTES

May 25, 2017

- (1) **Call to Order:** The meeting of the NHAL Board was called to order at 11:05 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 March 9, 2017, accepted as written.
- (5) **Financial Statement/
P-Card Purchases:** Financial Statement from July 1, 2016 thru May 25, 2017 shows a beginning balance of \$194,217.15 with expenditures of \$76,558.72 with final balance of \$117,658.43. P-Card purchases was \$137.00 from July 1, 2016 thru May 25, 2017. Financial statement accepted as written.
- (6) **Topics of Discussion:** New NAB exams, with first examinees taking July 5, 2017, was noted. New candidates will now use the new application system, Clarus, effective July 1, 2017. June 1, 2017 was the last day to apply for the current NHA exam through NAB; with June 17, 2017 being the last day to take the current exam.
- (7) **Applicants by Exam:** Motion made by Kay Cottrill and seconded by Joan Armbruster to approve Sarina Cutlip to sit for the exams. Motion carried.
- Roger Topping made motion to require 3 years of management experience for Kari Evans and seconded by Joan Armbruster. Upon further examination of Ms. Evans' transcript; it was noted that she held a Masters in Nursing and Health Care Systems Management; thus meeting requirements of 1000 hours. Both Roger Topping and Joan Armbruster withdrew their motions with another to approve Ms. Evans to sit for the exams. Motion carried.
- Tammy Jo Painter recused herself and left the room prior to Joan Armbruster making motion to approve Dorothy Frazier to sit for the exams, seconded by Beverly Jezioro. Motion carried.
- Roger Topping made motion for Elisha Greiner to sit for exams pending receipt of her official transcript from Ohio University, Kay Cottrill seconded. Motion carried.

(cont.)

Tammy Jo Painter recused herself and left the room prior to Dan Bucher making motion to approve Phillip Jerman, III to sit for exams, Joan Armbruster seconded. Motion carried.

Dan Bucher made motion for Rebecca Jude to sit for exams with a second being made by Beverly Jezioro. Motion carried.

Jay Michael Miller was approved to sit for exams with the motion being made by Kay Cottrill and seconded by Beverly Jezioro. Motion carried.

(8) Request College Credit:

Denise Campbell requested CEU credit for college courses working toward her Doctorate in Nursing Practice. Matthew Keefer made motion to accept her request and seconded by Kay Cottrill. Motion carried.

George Couch requested CEU credit for college courses working toward his Doctorate of HCA. Matthew Keefer made motion to accept his request and seconded by Roger Topping. Motion carried.

The next meeting is scheduled for Thursday, August 24, 2017 at 11 a.m. within the Blessed John Pastoral Center.

(9) Meeting

Adjournment:

Tammy Jo Painter, Chair, adjourned the meeting at 1:05 p.m.

Respectfully submitted,



Tammy Jo Painter, NHA, Chair



Kay Cottrill, NHA, Secretary