



WV NURSING HOME ADMINISTRATORS LICENSING BOARD

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MEETING MINUTES

May 8, 2025

10:00 a.m.

- (1) **Call to Order:** The meeting of the NHAL Board was called to order at 10:05 a.m. by Rodney L. Hannah, Chair.
- (2) **Members' Present:** Gregory K. Stephens, Dr. M. Raymond Alvarez, James A. Harris, Nathan Hanshew, and Shannon Schultheis.
- (3) **Others Present:** Veronica Cummings, Executive Director
Absent: Stephanie Compton
- (4) **Previous Minutes:** Minutes of February 13, 2025, meeting approved as written with motion by Nathan Hanshew and seconded by Gregory K. Stephens. Motion carried.
- (5) **Financial Statement/
P-Card Purchases** Financial statement of July 1, 2024, thru May 1, 2025:
Following a discussion of expense versus revenue, it was agreed to conduct a meeting to be scheduled following receipt of Oasis Excel Financial Reports, to be requested from the Auditor's Office, for the years of 2020 thru year-to-date Motion was made by James A. Harris, seconded by Nathan Hanshew. Motion carried.
- (6) **Reciprocity Applicants:** Raymond Bell was approved to sit for the State exam with a motion being made by James A. Harris and seconded by Dr. Alvarez. Motion carried, with Nathan Hanshew recusing himself and leaving the room prior to the vote. Mr. Bell is licensed in several states and is serving with a Temporary Permit at Webster Healthcare Center.

Patrick Cash was approved to sit for the State exam with motion made by James A. Harris and seconded by Nathan Hanshew. Motion carried. Mr. Cash is licensed in several states and is serving with a Temporary Permit at Cortland Acres Health & Rehabilitation Center

Curtis Woodward was approved to sit for the State exam with a motion made by Gregory K. Stephens and seconded by Shannon Schultheis. Motion carried. Mr. Woodward is licensed in several states and is serving with a Temporary Permit at Tygart Center.

Reciprocity cont. :

Elizabeth Madden was approved to sit for the State exam with a motion being made by Shannon Schultheis and seconded by Nathan Hanshew. Motion carried. Ms. Madden is licensed in PA and is serving with an Emergency Permit at Brightwood Center.

Jessica Price, having a valid license in Ohio and serving on a Temporary Permit at Belmont Healthcare Center, was approved to take the State exam with motion being made by Nathan Hanshew and seconded by James A. Harris, with Shannon Schultheis leaving the room prior to the vote. Motion carried.

Elizabeth Townsend, being licensed in several states, was approved to sit for the State exam. Ms. Townsend is currently serving with a Temporary Permit at Genesis Heritage Center. Motion was made by James A. Harris to approve the applicant, seconded by Gregory K. Stephens. Motion carried.

Mary Vorpahl, being licensed in Virginia, was approved to sit for the State exam, with motion being made by Nathan Hanshew and seconded by Dr. Alvarez. Motion carried.

(7) Application by Exam:

Matthew Crawford was approved to sit for exams with Nathan Hanshew recused himself and left the room prior to the motion. The motion was made by James A. Harris and seconded by Dr. Alvarez. Motion carried.

Jordan Gibson was approved to sit for exams with Shannon Schultheis making the motion and seconded by Nathan Hanshew. Motion carried.

Latasha Jones was approved to sit for exams with Gregory K. Stephens making a motion to approve and seconded by James A. Harris. Motion carried.

Amy Lusk was not approved to sit for exams based upon her position not being administrative and meeting the requirements according to the current Nursing Home Administrators 21-01 Rule. Motion was made by Gregory K. Stephens to participate in an AIT Program within a long-term care facility for 1000 hours, seconded by Nathan Hanshew. Motion carried.

Cynthia Hott was approved to sit for exams, pending receipt of her Regents Bachelor of Arts diploma, May 12, 2025; with motion being made by James A. Harris, and seconded by Dr. Alvarez. Nathan Hanshew and Shannon Schultheis recused themselves and left the room prior to the motion and vote. Motion carried.

(8) AIT Applicants:

Tiffany Tierney was approved to serve as an AIT at Hampshire Center with Michelle Smith, NHA, Preceptor. Due to Ms. Tierney's administrative experience, James A. Harris made a motion to waive 500 hours of the required 1000 hours, seconded by Dr. Alvarez. Motion carried.

Lucien A. Eloundou was approved to serve as an AIT at Cedar Ridge with Christina Starcher, NHA, Preceptor for 1000 hours. Motion was made by James A. Harris, and seconded by Nathan Hanshew. Motion carried.

Zoe Evans was approved to serve as an AIT at Wayne Healthcare Center with Ashley Scott, NHA, Preceptor. Motion was made by Gregory K. Stephens to serve 1000 hours, seconded by James A. Harris, with Nathan and Shannon Schultheis recusing themselves and leaving the room prior to the motion and vote. Motion carried.

Pamela Nutter was approved to serve as an AIT at Hilltop Center with Brian Chapman, NHA, Preceptor for 1000 hours with a motion by Dr. Alvarez, seconded by Gregory K. Stephens. Motion carried.

Kendra Lester withdrew her application until further notice.

(9) CEU Credit:

A request for CEU credit from FEMA, on disaster preparation, by Nicole Anderson for 1.6 hours, was approved with motion being made by Dr. Alvarez, seconded by James A. Harris. Motion carried.

A request for CEU credit by Jennifer Pagliaro, for 8 hours from the American College of Healthcare Executives, was approved with a motion by Dr. Alvarez, seconded by Gregory K. Stephens. Motion carried.

(10) Emergency Permits:

Emergency permits were issued for the following: Elizabeth Madden Brightwood Center (3 mo.), Toni Shingleton, Pine View Center, (3 mo.) Jordan Gibson, Trinity Healthcare Services of Logan, (3 mo.), Joanna Stevens, Canterbury Center (3 mo.), Keisha Williamson, Kingwood Healthcare Center (3 mo.)

(11) NAB HSE Endorsement/ Annual Conv.:

Further consideration for adopting the National Association of Board's Health Services Executive Endorsement, a handout was provided to review the advantages of adopting. The HSE is not a requirement, but a way to increase licensure portability, and is a nationwide approach.

Nathan Hanshew will check his calendar and will serve as the Delegate at the NAB Convention being held June 11-13, 2025, in Seattle, WA. All expenses paid by NAB.

- (12) **Emeritus Status:** An application for Emeritus Status was submitted by Angela Booker. Having met the licensure requirements for Emeritus Status, Gregory K. Stephens made a motion to approve the request, seconded by Nathan Hanshew. Motion carried.
- (13) **Exam Extension Request:** A request by Deanna Hunley for an extension of time to take her NAB exam, if she fails the exam the first time. The request was granted for 3 months, due to the death of her mother. The motion was made by James A. Harris, seconded by Gregory K. Stephens. Motion carried.
- (14) **Item for Discussion:** The current SB458 Universal Licensing will be discussed at the next Chapter 30 Association meeting and how the Bill could affect licensing of nursing home administrators.

Adjournment: With no further business, Rodney L. Hannah, Chair, adjourned the meeting at 12:15 p.m.

The next meeting is scheduled for August 14, 2025, at 10:00 a.m., at John XXIII Pastoral Center, 100 Hodges Rd., Charleston, WV.

Respectfully submitted,



Rodney L. Hannah, NHA, Chair



Gregory K. Stephens, Secretary