



WV NURSING HOME ADMINISTRATORS LICENSING BOARD

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

MEETING MINUTES

August 24, 2017

- (1) **Call to Order:** The meeting of the NHAL Board was called to order at 11:02 a.m. by Tammy Jo Painter, Chair with her welcoming Denise Campbell as the new member of the board appointed by Gov. Jim Justice. Ms. Campbell is to replace Matthew Keefer on June 30, 2017.
- (2) **Members Present:** Tammy Jo Painter, Kay Cottrill, Denise Campbell, Dan Bucher, Joan Armbruster, Beverly Jezioro, Roger Topping.
- (3) **Others Present:** Veronica Cummings, Executive Director
- (4) **Previous Minutes:** Minutes of May 25, 2017, accepted as written.
- (5) **Financial Statement/
P-Card Purchases:** Financial Statement from July 1, 2016 thru June 30, 2017 shows a beginning balance of \$194,217.15 with expenditures of \$76,908.31 with final balance of \$117,308.85. P-Card purchases were \$480.59 from July 1, 2016 thru May 25, 2017. Financial statement accepted as written. Budget not approved pending correction of retirement amount to be removed due to Ms. Cummings not being a member.
- (6) **Topics of Discussion:**

A summary of the NAB Convention in Salt Lake City, UT in June was given by Veronica. Highlights were the new service being provided by NAB for licensee's being able to maintain their continuing education courses in a registry providing easy access and confirmation of hours obtained for licensure renewal by both the licensee and our board. The application for those licensee's desiring to meet qualifications for the Health Services Executive endorsement was presented.

Veronica was confirmed to be the voting delegate attending the Mid-Year NAB Convention in Savannah, GA, Nov. 8-10. Expenses for the trip are 100% paid for by NAB and not our board.

A request to all agencies from the Joint Comm. on Govt. and Finance and the Legislative Rule-Making Review Comm.; that has rule-making authority, to review and evaluate all active rules that have a similar federal counterpart due to the passage of SB 619, Regulatory Reform Act during the 2016 Regular Session. A comment period for the public will be listed on our website as soon as the committees make a press release. Our board will begin work on the report that is due before November 1, 2017.

(7) Applicants by Exam:

Motion made by Kay Cottrill and seconded by Dan Bucher to approve Bradley Stump to sit for the exams. Motion carried.

Joshua Kidd made a request for approval of his 1000 hrs. of AIT/administrative experience pending completion of his hours on September 13, 2017 so that he would not have to wait until our November 30, 2017 meeting to begin testing to become licensed. Beverly Jezioro made a motion to approve the request pending completion of his requirements. Roger Topping seconded the motion. Motion carried.

Motion was made by Joan Armbruster and seconded by Denise Campbell that Robin Taylor's application to become licensed not be approved pending additional clarity that needs to be made by her concerning the services provided by Valley HealthCare System in Morgantown, WV that would align to the boards Title 21 Rule on the definition of long term care; also, clarification was needed on a more specific time period served as director of nursing. Motion carried. She will be notified by letter of the board's request for the additional information.

Trista Hamrick was approved to sit for the exams with a motion made by Kay Cottrill and seconded by Beverly Jezioro. Motion carried.

Julie Mylar was approved to sit for the exams with a motion made by Dan Bucher and seconded by Kay Cottrill. Motion carried.

Tammy Jo Painter, recused herself and left the room before the board reviewed the application of Sherry Foltz to sit for the exams. Upon completion of the review, Kay Cottrill made motion to approve the application, Dan Bucher seconded. Motion carried.

(8) AIT Applicants:

Matthew Moore's application for the AIT Program was approved to serve at Huntington Health & Rehabilitation Center for 1000 hours with James Rife as preceptor.

Roger Topping, designated preceptor for John Pruett, recused himself and left the room prior to the application review. Upon further review of the application, John having a Master's in Health Care Adm. and having served a long term care facility internship for the degree, Dan Bucher made motion to approve John to sit for the exams, Kay Cottrill seconded. Motion carried. The applicant will be notified by letter of the decision.

(9) Reciprocity Applicants:

Todd Switzer was approved to sit for the state exam through reciprocity from Iowa with Kay Cottrill making the motion and seconded by Joan Armbruster. Motion carried.

Amee Kearns was approved to sit for the state exam through reciprocity from Maryland and Virginia with Dan Bucher making the motion and seconded by Roger Topping. Motion carried.

Jennifer Richmond was approved to sit for the state exam through reciprocity from Oklahoma with Roger Topping making the motion and seconded by Joan Armbruster. Motion carried.

(10) SQC Survey

A SQC Survey for White Sulphur Springs Center with Carrington Carter, NHA, was received by OHFLAC May 15, 2017 with a tag number of F223, a scope and severity level of J, Immediate Jeopardy. The other tag number was F322 with a scope and severity level of J, Immediate Jeopardy. Upon the response from the NHA and a thorough review of the 2567's, with plans of correction by the review committee on July 6, 2017; the board did not find any violation of the WV 21CSR1 rules or the ACHCA Code of Ethics. Motion was made by Joan Armbruster and seconded by Beverly Jezioro. Motion carried.

SQC Survey

A SQC Survey was conducted at Maples Nursing Home with Elizabeth Lockett, NHA, was received by OHFLAC July 14, 2017; the exit date was February 9, 2017. The tag number was F253 with a scope and severity level of F. No actual harm with potential for causing more than minimal harm. The other tag number was F323 with a scope and severity level of K, Immediate Jeopardy. Upon the response from the NHA and a thorough review of the 2567's and plans of correction by the review committee on August 17, 2017; the board did not find any violation of the WV 21CSR1 rules or the ACHCA Code of Ethics. Motion was made by Joan Armbruster and seconded by Denise Campbell. Motion carried.

The next meeting is scheduled for Thursday, November 30, 2017 at 11 a.m. within the Blessed John Pastoral Center.

Meeting

Adjournment:

Tammy Jo Painter, Chair, adjourned the meeting at 12:35 p.m.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "T Jo Painter", written over a horizontal line.

Tammy Jo Painter, NHA, Chair

A handwritten signature in blue ink, appearing to read "Kay Cottrell NHA Secretary", written over a horizontal line.

Kay Cottrell, NHA, Secretary