



# WV NURSING HOME ADMINISTRATORS LICENSING BOARD

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## MEETING MINUTES

August 25, 2016

- (1) **Call to Order:** The meeting of the NHAL Board was called to order at 9:30 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) **Topics of Discussion:** Final filing of rule/handout
- NAB has new testing services, will partner with PSI Services. Proexam, previous testing provider, will focus on research, and other lines of service. The Charleston testing center has closed and moved to Beckley.
- NAB annual meeting in Cleveland, OH was on June 8-10. They elected new leadership, reported on the progress towards the Health Services Executive (HSE) voluntary designation. NAB's goal is to establish guidelines that will be acceptable to the majority of states so that equivalency standards are established.
- (5) **Question:** Teiranee Henry, potential applicant, posed a question by e-mail concerning her position as social worker in a long term care facility. She indicated that she was part of management for 14 mo. as a social worker and wanted to know if taking 12 hours in healthcare administration would meet requirements to sit for the exam. Roger Topping made a motion that until the potential applicant could provide additional information concerning her management experience, the board could not act upon the question. The motion was seconded by Kay Cottrill. Motion carried.
- (6) **Disaster Policy** Due to the recent flooding in West Virginia, a number of nursing home administrators were affected by the flood due to loss of Internet service to complete CEU's required for renewal, loss of paperwork and/or renewal fees. The board felt it necessary to establish a disaster policy if a natural disaster should occur in the future. The policy established that the licensee would notify the board in writing within 10 days of the natural disaster explaining how the disaster has affected them and why they could not complete the requirements to renew their license. The board's policy would also require that any requirements needed would have to be completed within 30 days of the receipt of the letter of

explanation. It was further written that the nursing home administrator's license would expire as usual on June 30<sup>th</sup> of the current licensing year. Joan Armbruster made a motion to accept the disaster policy with a second made by Beverly Jezioro. Motion carried.

Belinda Stear, NHA in Nicholas County, had her paperwork, purse and fee destroyed by the flood. Dan Bucher made a motion to extend her renewal date 30 days to complete requirements with a second being made by Roger Topping. Motion carried.

- (7) **Previous Minutes:** Minutes of May 26, 2016 accepted as written.
- (8) **Financial Statement:** Financial statement from July 1, 2015 thru June 30, 2016 shows a beginning balance of \$164,231.35 on July 1, 2015, expenditures of \$85,464.20, deposits of \$81,900. Account balance of 161,267.15 for fiscal year 2016. Financial statement accepted as written.
- (9) **Applicants for Exam:** Motion made by Kay Cottrill to approve Christie Bailey to sit for exams. Seconded by Joan Armbruster. Motion carried. Roger Topping recused himself and left the room.

Motion made by Matthew Keefer to approve Linda Carter to sit for exams. Roger Topping seconded the motion. Motion carried with Tammy Jo Painter recusing herself and leaving the room.

Tara Shaver's application and request to take exams were tabled until supervisory capacity was made clearer as to the amount of time in each position. Also, the applicants signature was not on the application. Motion was made by Dan Bucher to review at the Board's December meeting, Joan Armbruster seconded the motion. Motion carried.

- (10) **Applicants for Reciprocity:** Karl Eck was approved for reciprocity with a motion made by Kay Cottrill and seconded by Matthew Keefer. Motion carried.

Joseph Shafer was approved for reciprocity with a motion made by Joan Armbruster and seconded by Roger Topping. Motion carried.

- (11) **AIT Applicant:** Rose Holicker was approved for the AIT position with Matthew Keefer as preceptor at Lakin Hospital for 1000 hours pending receipt of birth certificate and background check. Matthew Keefer recused himself and left the room. Roger Topping made the motion for approval and seconded by Beverly Jezioro. Motion carried.



- (12) **Exam Request:** A request was made by Faith Funderburk to extend her NAB exam testing window of time if she did not pass her next scheduled testing date. The Board took no action due to her timing of the request prior to her waiting to see if she would need an extension.
- (13) **SQC – Oak Ridge Center  
James Triana, NHA:** Tammy Jo Painter and Kay Cottrill, review committee, previously reviewed the survey citation from OHFLAC, the plan of correction, the IDR and the administrator's letter of response and upon a further thorough review by the Board; did not find violation of the WV 21 CSR rules. It was voted unanimously that no actions were required by our Board at this time. A letter will be sent to Mr. Triana notifying him of the decision.
- (14) **Board Response  
to PERD Request:** Dan Bucher made a motion that in the interest of the public and professional licensees, the Nursing Home Administrators Licensing Board respectfully disagrees with termination or modification of our Board. Furthermore, we recommend that the board continue its vital support of the frail and elderly. Kay Cottrill seconded the motion. Motion carried. The Board will be preparing a written response and be represented by our Board Chair, Tammy Jo Painter, at the scheduled Interim meetings of the Joint Committee on Government Operations, and the Joint Committee on Government Organization.

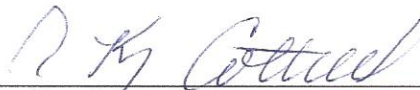
The next meeting is scheduled for Thursday, December 8, 2016 at 11 a.m. within the Blessed John Pastoral Center.

- (15) **Meeting  
Adjournment:** Tammy Jo Painter, Chair, adjourned the meeting at 11:40 a.m.

Respectfully submitted,



Tammy Jo Painter, NHA, Chair



Kay Cottrill, NHA, Secretary