



# WV NURSING HOME ADMINISTRATORS LICENSING BOARD

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## MEETING MINUTES

August 17, 2023

11 a.m.

- (1) **Call to Order:** The meeting of the NHAL Board was called to order at 11:02 a.m. by Rodney L. Hannah, Board Chair.
- (2) **Members Present:** M. Raymond Alvarez, James A. Harris, Rhonda Quattrochi, Shannon Schultheis, Gregory K. Stephens, with Nathan Hanshew attending by phone.
- (3) **Others Present:** Veronica Cummings, Executive Director and Marty Wright, CEO, W VHCA
- (4) **Guest:** Marty Wright was welcomed by the Board
- Mr. Wright reported on W VHCA's status as an approved vendor provider, (on a probationary status) for NHA CEU requirements.
- Mr. Wright reported that 10 hours of CEUs were limited during the 2022-23 reporting cycle.
- It was reported by Mr. Wright that 1 CEU hour was provided by virtual attendance on: CDC and CMS End of Public Health Emergency with speakers from OHFLAC and W VHCA. It was further reported W VHCA maintains internal controls and recordkeeping, both virtual and in person attendance, with tracking of minutes. The attendance and hours are converted to a master spreadsheet of the event with the hours earned and license number. A certificate is issued for completion of the CEU hours, with the attendee adding any CEU hours to their final transcript. A year-end report is finally issued to the WVNHALB.
- Ms. Cummings commented on how smoothly the service provided by the W VHCA went for the renewal period, with a listing of the course provided and the attendees who participated.
- (5) **Meeting Minutes:** The minutes of the August 17, 2023 meeting were approved with a motion being made by James A. Harris and seconded by Shannon Schultheis. Motion carried.
- (6) **Financial Statement/  
P-Card Purchases  
Budget:** Financial statement from July 1, 2022 thru June 30, 2023, had a beginning balance of \$95, 837.74, with expenditures of \$93,983.71 and deposits of \$83,150.00, leaving an account balance of \$85,004.03. James A. Harris made motion to accept the financial statement with a second by M. Raymond Alvarez. Motion carried.

**(6) cont.**

P-Card expenditures were \$2,329.95 with Gregory K. Stephens making motion to accept the P-Card expenditures, seconded by Rhonda Quattrochi. Motion carried.

Budget for FY2025 was recommended by Veronica S. Cummings, ED, to increase Information Services & Communication for updating website, server, etc. by \$2,000 and also a recommended increase for board member per diems, due to an increase from \$150.00 to \$200.00 as a result of SB 740. James A. Harris made motion to approve the FY2025 budget and seconded by M. Raymond Alvarez. Motion carried.

- (7) Reciprocity Applicants:** Megan Heffner was approved to sit for exam with a motion made by James A. Harris and seconded by Shannon Schultheis. Motion carried with Ms. Heffner being licensed in Virginia with no discipline on her license.

Luis Jimenez was approved to sit for exam with a motion made by James A. Harris and seconded by M. Raymond Alvarez. With Mr. Jimenez being licensed in Virginia and Kansas with no discipline on his license, motion carried.

- (8) Application by Exams:** It was recommended that Madison Argabrite resubmit her application in November based upon her needing 1 year of experience in management with her MBA in Healthcare Management and her current position as assistant administrator. James A. Harris made the motion with a second by Gregory K. Stephens. Motion carried.

Crystal Parks was approved to sit for exams with a motion made by James A. Harris, seconded by M. Raymond Alvarez. Motion carried.

- (9) Emeritus Status:** Motion was made by Rhonda Quattrochi and seconded by Gregory K. Stephens for Joseph Bucher's application be approved for Emeritus Status with having met requirements according to the Nursing Home Administrator's 21CSR1 rule. Motion carried.

**(10) SQC#3 FY2023:**

An annual survey was conducted at Canterbury Center with an exit date of July 14, 2022, and notification from OHFLAC being received April 20, 2023.

Upon review of the 2567 deficiency report, plan of correction, and response from the nursing home administrator, the review committee reported that there was no violation of the 21CSR1 rule or the ACHCA Code of Ethics.

**(10) cont.**

It was recommended that no action be required by the Board at this time. Motion was made by Nathan Hanshew to accept the recommendation by the review committee with motion seconded by James A. Harris. Motion carried with the review committee not voting. The nursing home administrator will be notified by letter.

**SQC#4 FY2023:**

An annual survey was conducted at Hilltop Center with an exit date of June 15, 2022, and notification from OHFLAC being received April 20, 2023.

Upon review of the survey, the plan of correction and response from the nursing home administrator, the Board determined additional questions needed to be addressed by the nursing home administrator.

With motion to invite the administrator to the November 16, 2023 meeting, made by James A. Harris, and seconded by M. Raymond Alvarez, motion carried.

The administrator will receive notice of the invitation concerning additional questions to be addressed.

**(11) Preceptor CEU Credit:**

Board Chair, Rodney L. Hannah, presented to the Board the possibility for the Board to provide CEU credit for nursing home administrators serving as preceptors to an AIT. With discussion on the advantage of encouraging nursing home administrators to serve as preceptors, this would provide an ongoing service to those applicants wanting to become licensed in the State of West Virginia.

With final discussion, it was decided to give twenty hours of CEU credits to those administrators supervising an AIT for one year and those AIT's that are in the Fairmont State University AIT program for 6 months, 10 CEU's would be allowed.

Gregory K. Stephens made the motion, with M. Raymond Alvarez seconding the motion. Motion carried.

**(12) Internship Policy:**

Rodney L. Hannah, Chair, brought the possibility of changing the current Internship Policy of 160 college hours required with specific guidelines, to waive the AIT program to a number of hours higher, perhaps to 500 college hours as requested by M. Raymond Alvarez.

It was decided to table the discussion and examine the language within the current College Internship Policy. The motion was made by James A. Harris, seconded by Shannon Schultheis, with M. Raymond Alvarez recusing himself and leaving the room. Motion carried.

**(13) Items Discussed:**

With SB740 being passed, the per diem rate per meeting for Board members was increased from \$150.00 to \$200.00. The paperwork is in progress and should be reflected at the next meeting.

Chapter 30 Licensing Board Seminar is November 1, 2023, at the Holiday Inn & Suites, South Charleston, WV. Rodney L. Hannah, Board Chair and Veronica S. Cummings, ED, will be in attendance.

The Legislative Rule-Making Review Committee meeting, August 9, 2023, approved the Board's amended rule as Written by the Committee. The rule must now go before the House and Senate to be voted upon.

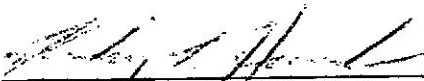
An emergency permit was issued for Glenwood Healthcare Center, Princeton, WV, August 7, 2023, 3 months. The DON is the PIC, with someone taking her position. Crystal Parks, has been in that position for 8 years and has made application to sit for exams to become licensed as a nursing home administrator.

Audit Follow-Up – to be presented at the Interim meeting of The Joint Committee on Government Organization, September 10-12, 2023, with the attendance of Veronica S. Cummings, ED, as requested.

Adjournment: With no further business, Rodney L. Hannah adjourned the meeting at 1:05 p.m. with a motion by Gregory K. Stephens and seconded by James A. Harris. Motion carried.

The next meeting is scheduled for November 16, 2023, at 11 a.m. within the Blessed John Pastoral Center.

Respectfully submitted,

  
 Rodney L. Hannah, NHA, Chair

  
 Gregory K. Stephens, NHA, Secretary