

AGENDA

June 28, 2018

11 a.m.

Call Meeting to Order – Tammy Jo Painter, Chair

Executive Session – Personnel Review

- (Tab 1) **Minutes of March 29, 2018 Meeting**
- (Tab 2) **FY2018 Financial Statement/P-Card Purchases/
FY2019 Budget**
- (Tab 3) **Applicants by Exam:**
- Michelle Cutshall – Dir. of Social Services**
- Danielle Gunto - DON**
- Marcy Farinacci – Dir. of Social Services**
- Brooke Dempsey – Bus. Office Manager**
- Loren Russell Cullum – Culinary Director/Dietary
Manager**
- Jody Beall – PIC Braxton 6 Mo. (will graduate in July)**
- Sara Holler – Center Executive Dir.-In-Training
Genesis**
- Juanita Chapman – Dir. of Marketing & Adm./Dir. of
Guest Serv./Environ. Dir.**
- Pamela Brooke Francis – PIC Cameron**
- (Tab 4) **AIT – Melissa Sellers**
- (Tab 5) **Reciprocity**
- Tabitha Berg – KY/Temporary Permit Carehaven**
- (Tab 6) **Request for exam extension – Tammy Livingston**
- (Tab 7) **Request for CEU Hours – College Credit (Denise Campbell)**

Meeting Adjournment

NEXT BOARD MEETING: Nov. 1, 2018



WV NURSING HOME ADMINISTRATORS LICENSING BOARD

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MEETING MINUTES

June 28, 2018

- (1) **Call to Order:** The meeting of the NHAL Board was called to order at 11:00 a.m. by Tammy Jo Painter, Chairman.
- (2) **Members Present:** Tammy Jo Painter, Kay Cottrill, Dan Bucher, Beverly Jezioro, Roger Topping, Denise Campbell
- (3) **Others Present:** Veronica Cummings, Executive Director
- (4) **Members Absent:** Joan Armbruster
- (5) **Executive Session** Tammy Jo Painter called for executive session for the personnel evaluation of Veronica Cummings, Executive Dir., with her leaving the room. Upon reentering the meeting and coming out of executive session, Ms. Painter informed Ms. Cummings the Board had agreed to give her a merit increase of \$5,990 with no potential increase for two years. Ms. Painter discussed the evaluation that was completed by each board member and informed Ms. Cummings any areas where improvement was needed. The raise will be effective July 21, 2018.
- (6) **Previous Minutes:** Minutes of March 29, 2018 meeting accepted as written.
- (7) **Financial Statement/
P-Card Purchases:** Financial statement from July 1, 2017 thru June 30, 2018 had a beginning balance of \$117,658.43 with expenditures of \$85,325.45 and deposits of \$91,000, leaving an account balance of \$123,432.98. P-Card expenditures were \$740.64. Financial and P-Card expenditures accepted as written. Upon discussion of the FY2019 budget, the board voted to accept all projected expenditures with the exception of attorney fees. Eight hundred dollars was recommended to be increased to \$8,000; making the projected budget expenditures \$111,329.00. Roger Topping made motion to accept the budget pending the increase of \$8,000 for attorney fees, motion seconded by Dan Bucher. Motion carried. Ms. Cummings will have the amount increased and the board will vote at the November 1, 2018 meeting for final acceptance.
- (8) **Applicants by Exam:** Michelle Cutshall was approved to sit for the exams with motion made by Kay Cottrill and seconded by Dan Bucher. Motion carried. Tammy Jo Painter recused herself and left the room prior to the review of Ms. Cutshall.

Applicants by exam (cont.)

Danielle Gunto was approved to sit for the exams with motion made by Dan Bucher and seconded by Beverly Jezioro. Motion carried.

Prior to the review of Marcy Farinacci, Kay Cottrill recused herself and left the room. Roger Topping made motion to approve Ms. Farinacci to sit for the exams, Dan Bucher seconded the motion. Motion carried.

Brooke Dempsey was approved to sit for the exams with motion made by Dan Bucher and seconded by Roger Topping. Motion carried.

Loren Cullum was recommended to obtain the six month AIT Program due to not meeting pre-exam requirements with motion being made by Kay Cottrill and seconded by Dan Bucher. Motion carried.

Jody Beall was approved to sit for the exams pending graduation in July as she continues to serve as PIC at Braxton Health Care Center. Tammy Jo Painter recused herself and left the room prior to her review. Roger Topping made motion to approve with a second by Beverly Jezioro. Motion carried.

Sara Holler was approved to sit for the exams pending completion of her serving as PIC at the Sistersville Center in November. Motion was made by Kay Cottrill and seconded by Beverly Jezioro. Motion carried.

Juanita Chapman was recommended to obtain the six month AIT Program due to not meeting pre-exam requirements with motion being made by Denise Campbell and seconded by Roger Topping.

Pamela Brooke Francis was approved to sit for the exams pending graduation in August (BSN) and serving as PIC at Cameron Nursing & Rehabilitation Center in October. Dan Bucher made motion to approve with a second by Roger Topping. Motion carried. Tammy Jo Painter recused herself and left the room prior to the review.

(9) AIT Applicants:

Melissa Sellers was approved to begin her AIT at Clary Grove with Nancy Mason as preceptor beginning June 29, 2018 with motion made by Dan Bucher and seconded by Roger Topping. Motion carried.

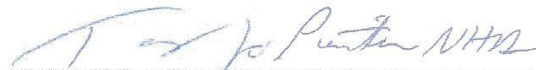
(10) Reciprocity Applicant:

Tabitha Berg was approved to sit for the State exam for reciprocity being licensed in Kentucky. Motion made by Dan Bucher and seconded by Kay Cottrill. Motion carried.

- (11) **Request Extension to Test:** Tammy Livingston, having been approved to test December 8, 2016, requested an extension to take the NAB exam. Motion was made by Dan Bucher and seconded by Kay Cottrill that request be denied due to the request being made six months past the one year limit. It was suggested that she reapply as a new applicant. Motion carried.
- (12) **Request for CEU's:** Denise Campbell requested continuing education credit in lieu of college credit in working toward her doctorate. Syllabi and transcript were reviewed and accepted in lieu of 20 continuing education hours for this licensure year with Dan Bucher making motion to accept and seconded by Kay Cottrill. Motion carried with Ms. Campbell disconnecting her phone prior to the vote with her request being the last item on the agenda.
- (13) **Meeting Adjournment:** Tammy Jo Painter, Chair, adjourned the meeting at 12:34 p.m.

The next meeting scheduled for November 1, 2018 at 11 a.m. within the Blessed John Pastoral Center.

Respectfully submitted,



Tammy Jo Painter, NHA, Chair



Kay Cottrill, NHA, Secretary