

AGENDA

**February 28, 2019
11 a.m.**

Call Meeting to Order – Kay Cottrill, Chair

- (Tab 1) **Minutes of November 1, 2018 Meeting**
- (Tab 2) **FY2019 Financial Statement/P-Card Purchases**
- (Tab 3) **Applicants by Exam:**
Jennifer Marrs – Maples Healthcare, Bluefield, WV
Michael Caruso
Mark Lubic
- (Tab 4) **AIT Applicants:**
Shannon Dunlap – Robin Sutphin, Preceptor, Eastbrook
Cameron Huddleston – Jennifer Jeffrey, Preceptor, Madison Park
Rachel Weikle – Angel Williams, Preceptor, Springfield Center
Michael Wolfgang Roggenbach – Mark Nesland, Preceptor, Hopemont Hospital
- (Tab 5) **SQC Parkersburg Center-Jessica Price, NHA**
SQC Trinity Health Care-Mark Noe, NHA
6/25/18 (Presently reviewing-waiting on response)
- (Tab 6) **Office Lease Expiring – April 30, 2019 (3 year lease)**
(\$50 increase per month)
- (Tab 7) **NAB Annual Meeting, Charleston, SC – June 12-14, 2019**
Election of Delegate

(Tab 8)

Topics of Discussion:

Summary of Auditors Seminar – November 27, 2019

Retention Policy of Files:

SQC Deficiencies – Title 21 Rule

Applications not completed/submitted for review

Files of licensee's 20 plus years with no correspondence

Draft for key stakeholders, including our Board to have input in offering 500 hours of a practicum AIT as part of the Master's in Health Care Management pertaining to curriculum (M. Raymond Alvarez Program Coordinator, Health Care Management/Fairmont University)

Letter to State Health Officer and Commissioner of DHHR's Bureau for Public Health, Catherine C. Slemp, MD, MPH (Ex-Officio Nonvoting Member of Board)

Office key to nearest board member

Meeting Adjournment

NEXT BOARD MEETING: May 23rd, May 30th



WV NURSING HOME ADMINISTRATORS LICENSING BOARD

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

MEETING MINUTES

February 28, 2019

- (1) **Call to Order:** The meeting of the NHAL Board was called to order at 11:03 a.m. by Kay Cottrill, Chairman.
- (2) **Members Present:** Kay Cottrill, Denise Campbell, Secretary, Dan Bucher, Roger Topping, Rodney Hannah, Beverly Jezioro, Joan Armbruster
- (3) **Others Present:** Veronica Cummings, Executive Director
- (4) **Previous Minutes:** Minutes of November 1, 2018 meeting approved as written.
- (5) **Financial Statement/
P-Card Purchases** Financial statement from July 1, 2018 thru February 28, 2019 had a beginning balance of \$123,432.98 with expenditures of \$32,431.00 and deposits of \$25,100.00, leaving an account balance of \$116,061.98. P-Card expenditures were \$1,219.97. Financial and P-Card expenditures were accepted as written.
- (6) **Applicants by Exam:**

Jennifer Marrs – was approved to sit for the exams with motion made by Roger Topping and seconded by Joan Armbruster. Motion carried.

Michael Caruso was approved to sit for the state exam, having been licensed in WV previously. Motion was made by Dan Bucher and seconded by Beverly Jezioro. Motion carried.

Mark Lubic was approved to sit for the exams with motion made by Dan Bucher and seconded by Denise Campbell. Motion carried.
- (7) **AIT Applicants:**

Shannon Dunlap was approved to begin her AIT at Eastbrook Healthcare with Robin Sutphin, Preceptor, for a period of five months, having served as PIC for one month at Mound View Health Care, Inc. Motion was made by Joan Armbruster and seconded by Beverly Jezioro. Motion carried.

John Huddleston was approved to begin his AIT at Madison Park Healthcare with Jennifer Jeffrey, Preceptor. Motion was made by Dan Bucher and seconded by Rodney Hannah. Motion carried.

Rachel Weikle was approved to begin her AIT at Springfield Center with Angel Williams, Preceptor. Motion was made by Denise Campbell and seconded by Joan Armbruster. Motion carried.

AIT Applicants (cont.)

Michael M. Wolfgang Roggenback was approved to begin his AIT at Hopemont Hospital with Mark Nesland, Preceptor. Motion was made by Joan Armbruster and seconded by Dan Bucher. Motion carried.

(8) SQC#5FY2019

A notice of substandard quality of care deficiencies was received from OHFLAC for Parkersburg Center with Jessica Price, as NHA.

Upon review of the 2567 deficiency report, the 2567 plan of correction and the letter of response from the nursing home administrator, the review committee did not find any violation of WV 21 CSR rules or the ACHCA Code of Ethics. The board concurred with the findings of the Review Committee, Kay Cottrill and Dan Bucher. The review committee did not vote. Ms. Price will be notified of the outcome.

SQC#6FY2019

A notice of substandard quality of care deficiencies was received from OHFLAC for Trinity Health Care of Logan with Mark Noe as NHA. Upon review of the 2567 deficiency report, the 2567 plan of correction, phone interview and the letter of response from the nursing home administrator, the review committee did not find any violation of WV 21 CSR rules or the ACHCA Code of Ethics. The board concurred with the findings of the review committee with the committee not voting. Mr. Noe will be notified of the board vote.

(9) Office Lease

The lease for the rental of office space at 13049 Winfield Road, Winfield, WV expires April 30, 2019. The term of the lease is 3 years for 594 sq. ft. The owners, H. E. and Virginia Lewis, are requesting an increase of \$50 per month. There has been no increase since the original lease in 2010. Roger Topping made a motion to accept the increase and renew the lease for 3 additional years. Beverly Jezioro seconded the motion. Motion carried.

(10) NAB Annual Meeting

NAB's annual meeting will be held in Charleston, SC, June 12-14, 2019. All expenses are paid by NAB for one voting delegate to attend. Motion was made by Joan Armbruster for Denise Campbell to go with the alternate delegate, Veronica Cummings, to attend if Denise could not. Rodney Hannah seconded the motion. Motion carried.

(11) Topics of Discussion

Summary of Auditors Seminar – November 27, 2019 sent by e-mail with no questions or comments.

Future retention policies discussed for SQC deficiencies, applications not completed, and licensee files having 20 plus years with no correspondence.

(11) cont. Topics

Letter of invitation to be sent to M. Raymond Alvarez, Program Coordinator, Health Care Management at Fairmont University. Discussion for key stakeholders to have input in offering practicum AIT hours as part of the Master's in HCM.

Letter of notification and invitation to be sent to the State Health Officer and Commissioner of DHHR's Bureau for Public Health, Catherine C. Slemp, MD, MPH, (Ex-Officio Nonvoting Board Member.)

(12) Office Key

It was discussed and voted upon, for an office key to be given to to the nearest board member, in case of an emergency. Joan Armbruster made motion with Beverly Jezioro seconding and Roger Topping abstaining, being the closest board member to the office in Winfield, WV. Motion carried.

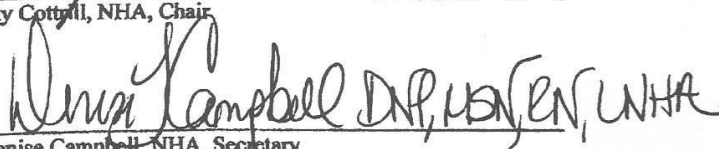
(13) Meeting Adjournment:

With no further business to be discussed, Kay Cottrill, Chair, adjourned the meeting at 12:50 p.m.

The next meeting is scheduled for May 23, 2019 at 11 a.m. within the Blessed John Pastoral Center.

Respectfully submitted,


 Kay Cottrill, NHA, Chair


 Denise Campbell, NHA, Secretary