

# AGENDA

## **NURSING HOME ADMINISTRATORS LICENSING BOARD**

**May 23, 2019**

**11 a.m.**

### **Call Meeting to Order – Kay Cottrill, Chair**

(Tab 1) **Minutes of February 28, 2019 Meeting**

(Tab 2) **FY2019 Financial Statement/P-Card Purchases**

(Tab 3) **Applicants by Exam:**

**Amanda Ball**

**Staci Banton**

**John Pritt**

(Tab 4) **Reciprocity Applicants:**

**Jacob Helman, PA**

**Haley Moore, KY**

**Candace Workman-Whitman, CO**

(Tab 5) **SQC Surveys:**

**FY#62019 Trinity Health Care of Logan, Mark Noe, NHA**

**FY#72019 Riverside Health & Rehabilitation Center,  
Matthew Rutherford, NHA/Lee Ann Parsons, NHA (less than  
1 year)**

**FY#82019 Care Haven Center, Tabitha Berg, NHA**

**FY#92019 Princeton Health Care, Stephanie Compton, NHA**

**FY#102019 Hopemont Hospital, Mark Nesland, NHA**

**FY#112019 Cedar Ridge, Thomas Kelley, Jr, NHA**

(Tab 6) **CEU Request – Thomas Clevenger (new rules on infection  
control)**

- (Tab 7)            **Request Emeritus Status – Thomas Clevenger**
- (Tab 8)            **Policy – Board Office Keys**
- (Tab 9)            **Policy – Board Office Access**
- (Tab 10)           **Policy Draft – Retention and Destruction of Substandard  
Quality of Care Files**
- (Tab 11)           **Policy Draft – Destruction of Incomplete Applications for  
Administrator, Reciprocity, Emeritus Status, and AIT  
Files**
- (Tab 12)           **Revision of AIT Reports**
- (Tab 13)           **Approval to Terminate AIT/Preceptor Agreement  
Hopemont Hospital**
- (Tab 14)           **FY2020 Budget**
- (Tab 15)           **Topics of Discussion:**
- Future Policy for Shredding of Files/Timeline Options  
SQC Files/Policy Draft**
- College internship program requirements**
- Tammy Jo Painter recipient of McKnight's Hall of Honor  
for Women of Distinction**

### **Meeting Adjournment**

**NEXT BOARD MEETING: August 22<sup>nd</sup> or 29<sup>th</sup>**



## WV NURSING HOME ADMINISTRATORS LICENSING BOARD

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### MEETING MINUTES

May 23, 2019

- (1) **Call to Order:** The meeting of the NHAL Board was called to order at 11:00 a.m. by Kay Cottrill, Chairman.
- (2) **Members Present:** Kay Cottrill, Chair, Denise Campbell, Secretary present by phone, Dan Bucher, Rodney Hannah, Roger Topping, Beverly Jezioro, Joan Armbruster
- (3) **Others Present:** Veronica Cummings, Executive Director
- (4) **Previous Minutes:** Minutes of February 28, 2019 meeting approved as written.
- (5) **Financial Statement/  
P-Card Purchases:** Financial statement from July 1, 2018 thru May 23, 2019 had a beginning balance of \$123,432.98 with expenditures of \$83,364.57 and deposits of \$34,850.00, leaving an account balance of \$74,917.43. P-Card expenditures were \$1,144.26. Dan Bucher made motion to accept financial statement and P-card expenditures with a second by Roger Topping. Motion carried.
- (6) **Applicants by Exam:** Amanda Ball was approved to sit for the exams with motion made by Rodney Hannah and seconded by Joan Armbruster. Motion carried.
- Staci Banton was approved to sit for the state exam. Motion made by Dan Bucher and seconded by Roger Topping. Motion carried.
- John Pritt was approved to sit for the exams with motion made by Joan Armbruster and seconded by Beverly Jezioro. Motion carried.
- (7) **Reciprocity Applicants:** Jacob Helman, current license Pennsylvania, was approved to sit for the State Exam with a motion by Dan Bucher and seconded by Rodney Hannah. Motion carried.
- Haley Moore, current license Kentucky, was approved to sit for the State Exam with a motion by Dan Bucher and seconded by Roger Topping. Motion carried.
- Candace Workman was denied application for reciprocity from Colorado due to expired license but met requirements for licensure by taking the NAB and State exam. Motion was made by Dan Bucher and seconded by Joan Armbruster. Motion carried.

**(8) 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, 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.

**SQC#7FY2019:**

A notice of substandard quality of care deficiencies was received from OHFLAC for Riverside Health & Rehabilitation Center, February 13, 2019, with Matthew Rutherford as NHA. Due to the length of time being less than a year for the current administrator listed in OHFLAC's SQC memo, the Interim Administrator, Lee Parsons, serving while the current NHA, Deanna Kramer, was attending a meeting, had to be notified. With responses from Mr. Rutherford and Ms. Parsons, the review committee found no violation of WV 21 CSR rules or the ACHCA Code of Ethics. Due to Ms. Kramer's time to respond, the review committee recommended that a conference call be set once the response was received from the current NHA, Ms. Kramer, for committee findings and recommendation to the board for vote, with the review committee not voting. The NHA's will be notified by certified letter of the board vote with the completion of the conference call.

**SQC#8FY2019:**

A notice of substandard quality of care deficiencies was received from OHFLAC for Care Haven Center with Tabitha Berg as NHA. Upon review of the 2567 deficiency report, the plan of correction and response from the administrator, the review committee did not find any violation of WV 21 CSR rules or the ACHCA Code of Ethics. With a motion made by Roger Topping and seconded by Beverly Jeziorro, the board concurred with the findings of the review committee. The review committee did not vote. Ms. Berg will be notified by certified letter of the outcome.

**SQC#9FY2019:**

A notice of substandard quality of care deficiencies was received from OHFLAC for Princeton Health Care Center with Stephanie Compton, NHA. Upon review of the 2567 deficiency report, the plan of correction and response from the administrator, the review committee did not find any violation of WV 21 CSR rules or the ACHCA Code of Ethics. With a motion made by Rodney Hannah and seconded by Joan Armbruster, motion carried, with Roger Topping leaving the room prior to any discussion on the SQC deficiency. The review committee did not vote. Ms. Compton, NHA will be notified by certified letter of the board vote.



**SQC#9FY2019:**

A notice of substandard quality of care deficiencies was received from OHFLAC for Princeton Health Care Center with Stephanie Compton, NHA. Upon review of the 2567 deficiency report, the plan of correction and response from the administrator, the review committee did not find any violation of WV 21 CSR rules or the ACHCA Code of Ethics. With a motion made by Rodney Hannah and seconded by Joan Armbruster, motion carried, with Roger Topping leaving the room prior to any discussion on the SQC deficiency. The review committee did not vote. Ms. Compton, NHA will be notified by certified letter of the board vote.

**SQC#10FY2019:**

A notice of substandard quality of care deficiencies was received from OHFLAC for Hopemont Hospital with Mark Nesland, NHA. Upon review of the 2567 deficiency report, the plan of correction, and response from the administrator, the review committee did not find any violation of WV 21 CSR rules or the ACHCA Code of Ethics. With a motion made by Joan Armbruster and seconded by Roger Topping, the board concurred with the findings of the review committee. The review committee did not vote. Mr. Nesland, NHA will be notified by certified letter.

**SQC#11FY2019:**

A notice of substandard quality of care deficiencies was received from OHFLAC for Cedar Ridge Center with Thomas Kelley, Jr., NHA. Upon review of the 2567 deficiency report, the plan of correction and the response from the administrator, the review committee did not find any violation of WV 21 CSR rules. However, regarding the ACCA Code of Ethics, reviewer Dan Bucher, did not feel he had enough information to determine Section 1, bullet 1 and 2 of the code that states "the level of resources or constraints that could impact the quality of services being provided by any particular administrator." He wanted to bring the matter to the board for discussion.

After discussion, the board concurred that if this was a material issue on future SQC's, more direct questioning of the NHA would be in order.

Joan Armbruster made a motion that an interview should be conducted with Thomas Kelley, Jr., with a second by Denise Campbell. Motion accepted with the review committee not voting. Mr. Kelley will be notified for a convenient time and date for the interview.

**(9) CEU Approval:**

Thomas Clevenger requested approval for 19 hrs. offered by the Center for Disease Control that will soon be revised regulations on infection control. Rodney Hannah made motion to accept the request, seconded by Joan Armbruster. Motion carried.

- (10) **Emeritus Status:** Thomas Clevenger submitted an Emeritus Status application with the board denying his request based upon the WV 21 CSR rule requiring the position of a nursing home administrator to have 20 years of practice, with the last 10 years being in West Virginia. Dan Bucher made motion to deny the request, seconded by Roger Topping. Motion carried.
- (11) **Policy/ Office Keys:** Being the responsibility of the WV Nursing Home Administrator's Licensing Board to assure the security and responsibility of all keys to Board office, desks, and files, etc.; all keys issued by the board become the responsibility of the employee to whom the key is assigned. The executive director is responsible for opening and closing the office and to notify the chairman of the board immediately if misplaced or lost so that the locks can be rekeyed. Roger Topping made motion for **Policy wvnhalbofficekeys5-19** be adopted, Dan Bucher seconded. Motion carried.
- (12) **Policy/ Office Access:** In the event that the executive director is not able to access the office due to incapacity or absence, the WVNHALB will assure that a designated board member who lives in the closest proximity to the board office, will be issued a key. Roger Topping lives closest to the board office and agreed to be issued a key with the board motion from Rodney Hannah to adopt **Policy wvnhalboardofficeaccess5-19**, seconded by Roger Topping. Motion carried.
- (13) **Policy -Retention/  
Destruction SQC  
and Additional Files:** To properly retain and destroy files relating to substandard quality of care complaints received from OHFLAC according to WV Rules and Regulations, the board will continue the discussion at our next meeting to allow additional questions to be answered, pertaining to other files, such as, financial records, personnel files, e-mails, etc. The comparison will be with other Chapter 30 Boards as suggested by Kay Cottrill, Board Chair. The Board was in agreement.
- (14) **Revision-AIT Reports:** With further discussion needed for revisions of the Preceptors Reports for AIT, motion was made by Roger Topping and seconded by Joan Armbruster to table until the next meeting. Motion carried.
- (15) **Termination of  
AIT/Preceptor  
Agreement:** An e-mail was received, April 30, 2019, from Mark Nesland, NHA, Preceptor, stating that Michael Roggenbach resigned from his position Monday, April 29, 2019 at Hopemont Hospital. Mr. Nesland stated that he could not complete his Administrator- in -Training. According to the Nursing Home Administrator's Licensure Rule, the AIT and preceptor shall report the discontinuance of the AIT Program to the board within 30 days after the discontinuance, **page 7, (4.3.c5)** Joan Armbruster made motion to accept the termination of the AIT/Preceptor Agreement, seconded by Rodney Hannah. Motion carried.

**(16) FY2020 Budget:**

FY2020 Budget was presented to the Board by Veronica Cummings, Executive Director, with prior year actuals of \$88,972, current year \$101,126 with an appropriation request of \$113,223.21 for the FY2020 budget. With some discussion and agreement, it was recommended that a report of the FY2019 actuals be presented for acceptance of the budget. The FY2020 budget will be presented as requested at the next meeting.

**(17) College Internship Program Requirements:**

College internship program requirements discussed with further questions to be answered at our next meeting.

**(18) McKnight's Hall of Honor:**

Tammy Jo Painter, NHA and former Board Chair, was recognized as a recipient of the McKnight's Hall of Honor for Women of Distinction. The elite class of 19 women in the joint *McKnight's Long-Term Care News and McKnight's Senior Living's* program comprise top providers at an executive level in skilled nursing or senior living organizations.


Ms. Painter is Vice President of Compliance and Operations, American Medical Facilities Management, Charleston, WV.

The next board meeting will be at 11 a.m., August 22, 2019.

With no additional business to be conducted, the meeting was adjourned by Kay Cottrill, Board Chair, at 2:51 p.m.

Respectfully submitted,

  
 Kay Cottrill, NHA, Chair

  
 Denise Campbell, NHA, Secretary