

## **AGENDA**

**August 22, 2019  
11 a.m.**

- (Tab 1) **Call to Order:** 11:20 a.m. – Kay Cottrill, Chair
- (Tab 2) **Members Present:** Kay Cottrill, Denise Campbell, Secretary, Dan Bucher, Roger Topping, Rodney Hannah, Beverly Jezioro, Joan Armbruster
- (Tab 3) **Others Present:** Veronica Cummings, ED, Prof. Raymond Alvarez, Fairmont State University, graduate student
- (Tab 4) **FSU – HCM Master's Program:** Raymond Alvarez presented to the board the Plan for a 500 hr. externship in directed long term care administration as part of a Master's degree in Healthcare Management. A survey is planned with input suggested by Prof. Alvarez to be the NHALB, licensed nursing home administrators and others with expertise in post-acute care. With the results from the survey, a summary would be presented to the NHALB for further discussion on how the externship would be arranged and monitored by a faculty member as well as a designated administrator at a later date.
- (Tab 5) **Previous Minutes:** Minutes of May 23, 2019 Meeting/Conference Call 5/30/19 and June 18, 2019 Conference Call with motion made by Rodney Hannah and seconded by Joan Armbruster to approve as written. Motion carried.
- (Tab 6) **Financials:** FY2019 Financial Statement/P-Card Purchases  
FY2020 Budget
- (Tab 7) **Applicants by Exam:**
- Joshua Crist  
Christina Mullenax  
Charles Morgan, \*Pending  
Mariah Naylor  
David Richards  
Jo Ann Smith

**(Tab 8) Reciprocity Applicants:**

**Samantha Cason, KY  
Deborah Stoffel, VA, NC**

**(Tab 9) SQC Surveys:**

**FY#122019 Summersville Regional Medical Center,  
Joseph Neil, NHA**

**FY#132019 Morgantown Health and Rehabilitation Center  
Matthew Moore, NHA (less than 1 yr.), Misty Spiroff, NHA  
(previous NHA)**

**FY#122020 Eastbrook Center, Robin Sutphin, NHA**

**(Tab 10) Revision of AIT Reports**

**(Tab 11) Retention and Destruction of SQC Files/applicant files/  
personnel files/financial files/e-mails-legal files**

**(Tab 12) NAB Convention Delegate – highlights  
Retention policy update of alignment with State Retention  
Policy  
Internship requirements for accredited college programs**

**Meeting Adjournment**

**NEXT BOARD MEETING: November 14<sup>th</sup> or November 21st**



## WV NURSING HOME ADMINISTRATORS LICENSING BOARD

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### MEETING MINUTES

August 22, 2019

- (1) **Call to Order:** The meeting of the NHAL Board was called to order at 11:20 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, Prof., Raymond Alvarez, Fairmont University, graduate assistant
- (4) **Fairmont Univ. MA – Healthcare Management:** Raymond Alvarez presented to the board the plan for a 500 hr. practicum in directed long term care administration as part of a Master's degree in Healthcare Management. A survey is planned with input suggested by Professor Alvarez to be the NHALB, licensed administrators and others with expertise in post-acute care. With the results from the survey, a summary would be presented to the NHALB for further discussion on how the internship would be arranged and monitored by a faculty member as well as a designated administrator at a later date.
- (5) **Previous Minutes:** Minutes of May 23, 2019 meeting approved with a motion made by Rodney Hannah and seconded by Joan Armbruster. Motion carried.
- Conference Call:** May 30, 2019 SQC Survey, Riverside Health & Rehabilitation, Dee Kramer, NHA. Minutes approved as written.
- Conference Call:** June 18, 2019 SQC Survey, Cedar Ridge, Thomas Kelley, Jr., NHA. Minutes approved as written.
- (6) **Financial Statement/ P-Card Purchases:** Financial statement from July 1, 2018 thru June 30, 2019 had a beginning balance of \$123,432.98 with expenditures of \$97,069.18, deposits of \$73,350.00 with a final balance of \$99,713.80. P-Card expenditures were \$1,522.21. Financial and P-Card expenditures were accepted as written. FY2020 Budget was presented with a request by Rodney Hannah for a 5-year report on license trends for nursing home administrators to assist in keeping abreast of revenue. FY2020 budget was accepted with a motion by Rodney Hannah and seconded by Beverly Jezioro. Motion carried.
- (7) **Applicants by Exam:** Joshua Crist – was approved to sit for the exams with motion made by Dan Bucher and seconded by Joan Armbruster. Motion carried.

Christina Mullenax was approved to sit for the exams. Motion was made by Rodney Hannah and seconded by Joan Armbruster. Motion carried.

Charles Morgan was not approved to sit for the exams until after the completion of his 6 months of administrative experience as Person-in-Charge at Care Haven Nursing Home, November 13, 2019. Motion was made by Joan Armbruster and seconded by Denise Campbell. Motion carried.

Mariah Naylor was approved to sit for the exams. Motion was made by Dan Bucher and seconded by Rodney Hannah. Motion carried.

David Richards was approved to sit for the exams. Motion was made by Dan Bucher and seconded by Roger Topping. Motion carried.

Jo Ann Smith was approved to sit for the exams. Motion was made by Rodney Hannah and seconded by Joan Armbruster. Motion carried.

**(8) Reciprocity Applicants:**

Samantha Cason, licensed in Kentucky, was approved to sit for the State exam. Motion was made by Dan Bucher and seconded by Joan Armbruster. Motion carried.

Deborah Stoffel, licensed in Virginia and previously licensed in West Virginia, was approved to sit for the State exam. Motion was made by Denise Campbell and seconded by Beverly Jezioro. Motion carried.

**(9) SQC Surveys:**

A notice of substandard quality of care deficiencies was received from OHFLAC for Summersville Regional Medical Center, Joseph Neil, NHA – May 9, 2019. (FY#122019)

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 with Joan Armbruster's motion to accept the recommendations and seconded by Rodney Hannah. Motion carried with the review committee not voting.

A notice of substandard quality of care deficiencies was received from OHFLAC for Morgantown Health and Rehabilitation Center with Matthew Moore, NHA less than one year, and Misty Spiroff, NHA, previous to Mr. Moore, May 9, 2019. (FY#132019)



Upon review of the 2567 deficiency report, the 2567 plan of correction, and the letters of response from the nursing home administrators, the review committee did not find any violation of the WV 21 CSR rules or the ACHCA Code of Ethics. Joan Armbruster made motion to accept the recommendations with a second by Beverly Jezioro. Motion carried with the review committee not voting.

A notice of substandard quality of care deficiencies was received from OHFLAC for Eastbrook Center, Robin Sutphin, NHA, July 19, 2019. (FY#12020)

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 the 21 CSR rules or the ACHCA Code of Ethics. Rodney Hannah made motion to accept the recommendation from the review committee with a second from Roger Topping. Motion carried with the review committee not voting.

**(10) Revisions AIT Reports:** Added to the Preceptors Quarterly Reports for Administrator-in-Training was the notation of 1000 hours/250 hours per report (4) in addition to a place for the printed name and signature. A verification form will be submitted with the 4<sup>th</sup> quarter AIT report that the AIT has worked a minimum of 1000 hours and that if asked by the Board, the hours could be verified by payroll or other such records.

**(11) SQC Retention/  
Destruction  
Policy #8-2019:** The policy for retention and destruction of SQC files received from OHFLAC was accepted with a motion from Joan Armbruster and seconded by Denise Campbell. Files will be maintained according to the WV State Record Retention & Disposal Guidelines 4.4.004 as follows: All files pertinent to the alleged substandard quality of care in a licensed nursing facility, will be retained in the Board office for the current year plus six years. The Board, at its discretion, may order cases closed with all files destroyed by shredding. Such action will be considered at a duly called board meeting with the decision recorded in board minutes. The Executive Director of the WVNHALB will maintain a list of all such destroyed files with the name of the administrator, nursing facility receiving the deficiency, the exit date of the survey, date of the decision of action or inaction of the WVNHALB, and the date the files were destroyed. The list will be a permanent file in the Board office. Motion carried and **Policy #8-2019 SQC Retention/Destruction Files** was accepted.

**(11) Topics of Discussion:**

Denise Campbell, Secretary and delegate to the NAB Convention held in Charleston, SC. June 12-14, 2019, gave highlights of the meetings. A report from Virginia's Healthcare Workforce Data Center discussed the aging population and average age of NHA's.

The Health Services Executive endorsement assists in the portability of licensure from state-to-state and is being adopted by many states.

The Continuing Ed Registry was also highlighted with this being a free file space for NHA's to keep their CEU's for renewing their licenses, enabling multiple state licensure reports to be sent efficiently by the administrator.

The Mid-Year NAB Convention will be held in Las Vegas, Nevada, November 12-14. Veronica Cummings, Executive Director, will be in attendance. All expenses for the trip will be provided by NAB.

Retention policy of office records is being worked on and will be in alignment with the State Retention Policy.

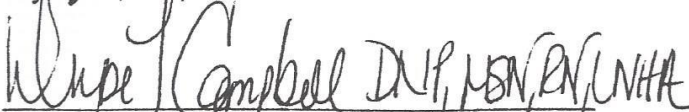
Internship requirements for accredited college programs discussed with perhaps having a board policy on minimum requirements. Further discussion to follow at the next meeting.

Adjournment: With no further business, Roger Topping made a motion to adjourn at 1:50 p.m., seconded by Rodney Hannah. Motion carried.

The next meeting is scheduled for November 21, 2019 at 11 a.m. within the Blessed John Pastoral Center.

Respectfully submitted,

  
Kay Contrill, NHA, Chair

  
Denise Campbell, NHA, Secretary