



# WV NURSING HOME ADMINISTRATORS LICENSING BOARD

P.O. BOX 522

WINFIELD, WEST VIRGINIA 25213

PHONE (304) 586-4070

FAX (304) 586-4079

## MEETING MINUTES

November 16, 2023

11 a.m.

- (1) **Call to Order:** The meeting of the NHAL Board was called to order at 11:00 a.m. by Rodney L. Hannah, Board Chair.
- (2) **Members Present:** Rodney L. Hannah, Chair, Dr. M. Raymond Alvarez, Rhonda Quattrochi, Nathan Hanshew, Shannon Schultheis, James A. Harris, and Gregory K. Stephens, Secretary (by phone)
- (3) **Others Present:** Veronica Cummings, Executive Director, Joshua Crist, NHA Hilltop Center.
- (4) **Meeting Minutes:** The minutes of the August 17, 2023 meeting were approved with a motion being made by James A. Harris and seconded by Nathan Hanshew. Motion carried.
- (5) **Financial Statement  
P-Card Purchases:** Financial Statement from July 1, 2023 thru November 13, 2023, had a beginning balance of \$85,004.03 with expenditures of \$75,254.36 and deposits of \$16,500.00, leaving an account balance of \$26,250.67. P-Card purchases were \$302.24. Motion was made by James A. Harris to accept the financial statement and P-Card purchases and seconded by Gregory K. Stephens, Secretary. Motion carried.
- (6) **Reciprocity Application:** Ashley Wensyel was approved to sit for exam having met requirements with a current license in Kentucky. Motion was made by Nathan Hanshew and seconded by Gregory K. Stephens for approval. Motion carried.
- (7) **Application by Exam:** Madison Argabrite was approved to sit for exams, having met requirements with motion being made by Dr. Alvarez and seconded by Shannon Schultheis, after Nathan Hanshew recused himself and left the room. Motion carried.
- Paige Francisco was approved to sit for exams, having met requirements, with motion being made by James A. Harris and seconded by Dr. Alvarez. Motion carried.
- Amber Howington was approved to sit for exams, having met requirements with motion being made by James A. Harris and seconded by Shannon Schultheis, after Nathan Hanshew recused himself and left the room. Motion carried.
- David Richards was approved to sit for exams, having met requirements with motion being made by James A. Harris and seconded by Dr. Alvarez. Motion carried.

**(7) cont.**

Dorian Williams was approved to sit for exams, having met requirements with motion being made by Dr. Alvarez and seconded by Nathan Hanshew. Motion carried.

**(8) AIT Applicants:**

John Amos was approved to serve as an AIT at Pierpont Center, Fairmont, WV, through Fairmont State University with Eric Eberhart, Preceptor. Motion was made by Nathan Hanshew and seconded by James A. Harris, after Dr. Alvarez recused himself and left the room. Motion carried.

Marquita Smith was approved to serve as an AIT at Willow Tree Healthcare, Charles Town, WV, with Jacob Helman, NHA to serve as preceptor. Motion was made by Shannon Schultheis to approve, with a second by Nathan Hanshew. Motion carried.

**(9) FY2023 SQC #4:**

An annual survey was conducted at Hilltop Center with an exit date of June 15, 2022 and received April 20, 2023, from OHFLAC. Upon review of the survey, plan of correction and response from the NHA, the Board invited the administrator to respond to additional questions to be addressed at the November 16, 2023 meeting.

Rodney L. Hannah, Board Chair introduced Mr. Crist. With additional questioning concerning resident rights and safety concerning an employee and with responses given by Mr. Crist, NHA, Rodney L. Hannah, Board Chair, thanked Mr. Crist for attending the meeting.

With further discussion by the Board, Gregory K. Stephens made motion for the NHA to enroll in 6 hours of continuing education for abuse, neglect and reporting, in addition to the required 20 hours of continuing education required each year. In addition, if another such tag is received within 6 months, the NHA would need to appear before the Board for further questioning. The motion was seconded by Shannon Schultheis. Motion carried, with the Review Committee not voting. The NHA will be notified of the decision made by the Board.

**FY2024 SQC #1:**

An annual recertification survey was conducted at Putnam Center with an exit date of February 10, 2022 and received from OHFLAC on July 17, 2023. The facility administrator at the time of the citation was Michael Herald. A certified letter was sent to Mr. Herald to respond within 30 days. No response was received from Mr. Herald as required in 21 CSR 1 Rule.

A phone call was made to Mr. Herald, saying that he would send a response to the Executive Director, Veronica Cummings, by November 13, 2023. The response request was not received.

**FY2024 SQC #1:** Mr. Herald is no longer employed at Putnam Center. The Review Committee did not vote but recommended that Mr. Herald's license be placed either on inactive status until he responds to the Board and/or further action may be required due to no response from Mr. Herald. Motion was made by James A. Harris to place the license on inactive status until Mr. Herald appears before the Board, seconded by Dr. Alvarez. Motion carried. The nursing home administrator will be notified.

**FY2024 SQC #2:** An annual recertification survey was conducted at Stonerise Berkeley Springs with an exit date of March 29, 2023, and received July 17, 2023. The Review Committee recommended there was no violation of the WV 21 CSR rules or the ACHCA Code of Ethics. James A. Harris made motion to accept the recommendation made by the Review Committee, seconded by Dr. Alvarez. Motion carried with the Review Committee not voting. The NHA will be contacted of the outcome made by the Board.

**FY2024 SQC #3:** An annual recertification and licensure survey was conducted at Mountain View Care Center with an exit date of June 29, 2023, and received September 1, 2023 from OHFLAC, with Michael Herald as the administrator.

At the time of the November 16, 2023 meeting, Mr. Herald had not responded to the survey information received from OHFLAC. An email was sent to the current NHA, Lora Dawson, and she responded that the IJ tag had been removed. The Review Committee recommended that no action had to be taken by the Board at this time.

**(10) Internship Policy:** Dr. Alvarez, having previously discussed at the previous meeting, the possible need to update the current Internship Policy from the required 160 hours to a higher number of hours. With Dr. Alvarez recusing himself from the room, due to his position at Fairmont State University, having oversight in the internship program requirements. The Board discussed the possibilities and came to an agreement with a motion made by James A. Harris, the current Internship Policy remain the same, seconded by Nathan Hanshew. Motion carried, with Dr. Alvarez returning to the room.

**(11) WV HCA:** It was moved to adopt the WV Health Care Association as a provider of continuing education, to be reviewed every 2 years as previously discussed. Motion was made by Shannon Schultheis, seconded by Nathan Hanshew. Motion carried.

**(12) Employee Evaluation:** At 12:03 p.m. the Board went in to executive session with motion made by James A. Harris and seconded by Shannon Schultheis. Motion carried with the Executive Director, Veronica S. Cummings, leaving the room.

Motion was made by Nathan Hanshew, Board Member and Rhonda Quattrochi, Board Member, to come out of executive session at 12:35 p.m. Motion carried with Veronica S. Cummings, ED, returning to the room. Details of the evaluation will be discussed after the close of the meeting with Ms. Cummings, by Chair, Rodney L. Hannah.

**(13) Items for Discussion:**

Rodney L. Hannah, Chair and Veronica S. Cummings, ED, attended the Auditor's Annual Seminar on November 2, 2023, at the Holiday Inn & Suites, in South Charleston, WV. Handouts from the meeting are on the website.


NAB Mid-Year Meeting in New Orleans on October 25-27-2023, was paid for by NAB, with Shannon Schultheis, Board Member, attending as the delegate. The health services endorsement was discussed and the CEO and President of NAB, Randy Lindner, will be invited at a later date to discuss the health services endorsement.

Emergency permit, issued by Rodney L. Hannah, Chair, was for Fayetteville Center for 3 months, issued October 30, 2023.

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 February 15, 2024, at 11 a.m. by Google Meet, due to potential winter weather conditions.

Respectfully submitted,

  
Rodney L. Hannah, NHA, Chair

  
Gregory K. Stephens, NHA, Secretary