



WV NURSING HOME ADMINISTRATORS LICENSING BOARD

P.O. BOX 522

WINFIELD, WEST VIRGINIA 25213

PHONE (304) 586-4070

FAX (304) 586-4079

December 21, 2021

The Honorable Jim Justice
State Capitol Building
1900 Kanawha Blvd. East
Charleston, WV 25305

Dear Governor Justice:

Re: Annual Report FY2021

In accordance to West Virginia Code §30-1-12(b), I do hereby certify that the following West Virginia Nursing Home Administrator's Licensing Board FY2021 Annual Report is a true assessment of the activities of the Board.

Respectfully,

A handwritten signature in cursive script, reading "Rodney L. Hannah".

Rodney L. Hannah, NHALB Chair

A handwritten signature in cursive script, reading "Denise L. Campbell".

Denise L. Campbell, NHALB Secretary

Cc: Secretary of State
Clerk of the Senate
Clerk of the House of Delegates
Archives and History
Legislative Library

2021 ANNUAL REPORT



WEST VIRGINIA NURSING HOME ADMINISTRATOR'S LICENSING BOARD

13049 Winfield Road
Winfield, WV 25213
Physical Address

PO Box 522
Winfield, WV 25213
Mailing Address

Telephone: (304) 586-4070
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**CURRENT BOARD MEMBERS
FY2021**

BOARD MEMBERS

Rodney L. Hannah, Chair
293 Santa Claus Lane
Ripley, WV 25271

Dr. Denise Campbell, Secretary
395 Maple Lane
Elkins, WV 26241

Dr. M. Raymond Alvarez, Citizen Member
521 Valley Falls Road
Fairmont, WV 26554

James A. Harris, Citizen Member
PO Box 317
Anmoore, WV 26323

Rhonda Quattrochi, Board Member
16 Powell Road
Weirton, WV 26062

Shannon Schultheis, Board Member
180 Blackwater Lane
Davisville, WV 26142

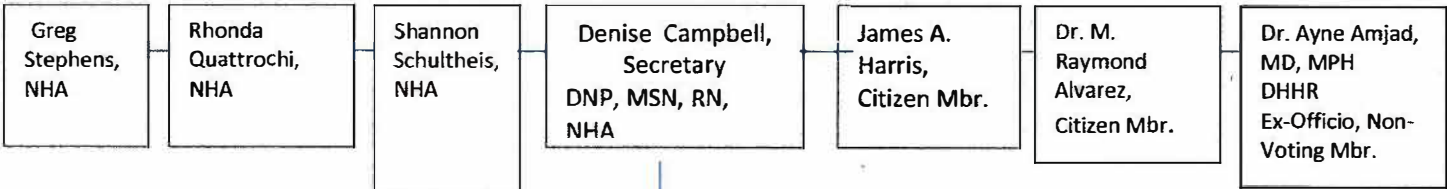
Greg Stephens, Board Member
11094 Dupont Road
Washington, WV 26184

Veronica S. Cummings, Exec. Director
PO Box 595
Winfield, WV 25213

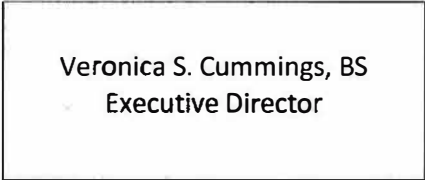
**ORGANIZATIONAL CHART
FY2021**

WV NURSING HOME ADMINISTRATOR'S LICENSING BOARD
Rodney Hannah, Board Chair, NHA

Appointed Members



Board Staff



**BOARD HISTORY – MISSION STATEMENT
FY2021**

West Virginia Nursing Home Administrator's Licensing Board History

The first meeting of the West Virginia Nursing Home Administrator's Licensing Board (WVNHALB) was held on March 22, 1978. Earl L. Fisher, M.D. was elected the first Chairman of the Board.

The newly created Board carried out many of the functions of the current Licensing Board; assuring candidates meet the criteria for licensing, assuring continuing education requirements are met, and approving administrator-in-training applicants and preceptors.

The Board has continued to evolve over the decades due to changes in both federal and state regulations. We have developed close alliances with the National Association of Examiners of Nursing Home Administrators and the American College of Health Care Administrators.

One of the major changes occurred due to federal law that required the Office of Health Facilities Licensure and Certification to report administrators with nursing homes under their direction that receive substandard quality deficiencies during surveys. The Board is responsible for investigating these reports to assure the administrator did not violate any State regulation or any violation of the American College of Health Care Administrator's Code of Ethics. Also, the WVNHALB receives complaints against nursing home administrators received by the public and investigates for violations by the administrator's.

Over the years the Board has developed and enforced regulations that govern the practice of nursing home administration in West Virginia to protect the public good.

The Nursing Home Administrator's Licensing Board may consist of five nursing home administrators, two citizen members, and the Commissioner of the Bureau for Public Health or his/her designee as ex-officio, non-voting member.

The Board meets four times per year to determine candidate eligibility, establish policies, promulgate rules and regulations, develop, impose and enforce standards, investigate complaints and see to disciplinary matters.

MISSION STATEMENT: The primary purpose of the Board grounded on law (federal and state) is to protect the public good by developing and enforcing regulations to govern the practice of nursing home administration in West Virginia.

**AGENDAS/MEETING MINUTES
FY2021**

AGENDA

July 23, 2020

10 a.m.

Call Meeting to Order – Rodney Hannah, Chair

Attendance by phone – Mark Weiler, Attorney, Office of Attorney General

(Tab 1) **Minutes of June 10, 2020 Meeting/Conference Call**

(Tab 2) **Review, discussion, and vote of proposed Consent Agreement and Order for Case No. FY2020#7**

(Tab 3) **FY2020 End of Year Financial Statement/P-Card Purchases
FY2021 Budget Appropriation**

(Tab 4) **Applicants by Exam:**

**Kimberly Davis
Debra Dean
Eppie Saunders**

(Tab 5) **Reciprocity Applicants:**

**Christopher Peter, valid Indiana license
Susan Richmond, previously licensed in WV, valid VA
license
Spencer Stevens, valid KY license**

(Tab 6) **AIT Applicant:**

Isaac Judy, AIT – Preceptor, Nancy Mason, NHA – Clary Grove

(Tab 7) **NAB Annual Meeting Rescheduled October 28-30, 2020 - Delegate
Monterey, CA**

(Tab 8) **Discussion: Process of Accounts Payable, Accounts Receivable,
IET**

Meeting Adjournment

**Next meeting of possible dates: October 22nd or October 29th, 2020 – 11 a.m.
John XXIII Pastoral Center, 100 Hodges Rd., Charleston, WV**



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MEETING MINUTES

July 23, 2020

10 a.m.

- (1) **Call to Order:** The meeting of the NHAL Board was called to order at 10:06 a.m. by Rodney L. Hannah, Chairman.
- (2) **Members Present:** Rodney Hannah, Denise Campbell, Secretary, Dan Bucher, Beverly Jezioro, Joan Armbruster, Kay Cottrill, by phone.
- (3) **Others Present:** Veronica Cummings, Executive Director, Mark Weiler, Esq., Attorney General Office, by phone.
- (4) **Member Absent:** Roger Topping
- (5) **Previous Minutes:** Minutes of June 10, 2020 meeting approved as written with motion by Dan Bucher and seconded by Joan Armbruster. Motion carried.
- (6) **Executive Session:** Rodney Hannah, Chair called for motion to go into executive session. Motion was made by Kay Cottrill to go into executive session at 10:15 a.m. to discuss SQC FY2020 #7, seconded by Denise Campbell. Motion carried. Motion was made by Kay Cottrill to come out of executive session at 11:05 a.m. and seconded by Denise Campbell, Secretary. Motion carried.
- (7) **SQC FY2020#7:** A proposed Consent Agreement and Order will be offered to the administrator that will consist of the administrator's license held on probation until such time that the administrator completes an annual WV OHFLAC survey and reports to the Board at the conclusion of that survey. Additionally, a fine will be imposed on the administrator of \$250.00. This was after discussion with the Board attorney, who will prepare the consent agreement.
Motion was made by Denise Campbell, Secretary, to accept the terms of the Consent Agreement and Order to be offered, Dan Bucher seconded with motion being carried.
The administrator will be notified of the consent agreement with her option to pursue this matter through appropriate administrative and/or court proceedings and she will be made aware of her legal rights regarding this matter by certified mail.

- (8) Financial Statement/
P-Card Purchases/
FY2021 Budget:** Financial statement from July 1, 2019 thru June 30, 2020 had a beginning balance of \$99,713.80 with expenditures of \$101,784.60 and deposits of \$104,050.00, leaving an account balance of \$101,979.20. P-Card expenditures were \$1,547.06. Financial and P-Card expenditures were accepted as written. FY2021 budget is \$113,578, accepted as written.
- (9) Applicants by Exam:** Kimberly Davis was approved to sit for the exams with motion made by Beverly Jezioro and seconded by Dan Bucher. Motion carried.
- Denise Campbell, Secretary, recused herself and left the room prior to the approval of Debra Dean to sit for exams with Dan Bucher making motion to approve, seconded by Kay Cottrill. Motion carried.
- Eppie Saunders was approved to sit for exams with motion being made by Kay Cottrill and seconded by Joan Armbruster. Motion carried.
- (10) Reciprocity Applicants:** Christopher Deane Peter was approved by reciprocity being licensed in Indiana as a NHA to sit for the state exam with motion being made by Dan Bucher and seconded by Beverly Jezioro. Motion carried.
- Susan Richmond, being previously licensed as a NHA in West Virginia, and currently licensed in Virginia; was approved to sit for the state exam with an issued temporary permit pending receipt of her college transcript and background check. Motion was made by Dan Bucher, seconded by Joan Armbruster. Motion carried.
- Spencer Stevens was approved by reciprocity being licensed in Kentucky as a NHA to sit for the state exam. Motion was made made by Kay Cottrill and seconded by Joan Armbruster. Motion carried.
- (11) AIT Applicant:** Isaac Judy was approved to begin his AIT at Clary Grove with Nancy Mason, Preceptor, for a period of six months. Motion was made by Joan Armbruster and seconded by Denise Campbell. Motion carried.
- (12) NAB Annual Meeting:** Due to the COVID-19 virus, the decision for a delegate to attend the NAB annual meeting October 28-30 in Monterey, California was tabled until the next meeting. NAB pays all expenses for the delegate.

(13) Office Financials:


To give board members a clearer understanding of the accounting process, samples of the Excel deposit form, with the procedure, was discussed by Veronica S. Cummings, Executive Director. At the next meeting the accounts payable process will be explained.

**(14) Meeting
Adjournment:**

With no further business to be discussed, Rodney L. Hannah, Chair, adjourned the meeting at 11:45 p.m.

The next meeting is scheduled for October 22, 2020 at 11 a.m. within the Blessed John Pastoral Center.

Respectfully submitted,



Rodney L. Hannah, NHA, Chair



Denise Campbell, NHA, Secretary

AGENDA

October 22, 2020

11 a.m.

Call Meeting to Order – Rodney Hannah, Chair

- (Tab 1) **Minutes of July 23, 2020 Meeting**
- (Tab 2) **SQC Survey FY2020 #7 – Nursing Home Administrator Present**
- (Tab 3) **Financial Statement/P-Card Purchases**
- (Tab 4) **Reciprocity Applicant:**
Geoffrey Hugh Brisker – Active Ohio License
Applicant for Exams – Nicole Anderson
- (Tab 5) **AIT Applicant:**
Jonathan Crow, Hilltop Center (Brian Chapman – Preceptor)
- (Tab 6) **Emergency Permit – Board Approval/Board Chair**
- (Tab 7) **Destruction of Old SQC Files – list available – action taken**
- (Tab 8) **Continuing Education Requirements (COVID-Virus)**
- (Tab 9) **Complaints/FY2021 Complaints #1-3**
Complaint Procedure
- (Tab 10) **Discussion: Process of Accounts Payable**
Certemy Software/Database
Fairmont State University AIT Externship

Meeting Adjournment

Next meeting of possible dates: January 21st or February 4, 2021 – 11 a.m.
John XXIII Pastoral Center, 100 Hodges Rd., Charleston, WV



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MEETING MINUTES

October 22, 2020

- (1) **Call to Order:** The meeting of the NHAL Board was called to order at 11:20 a.m. by Rodney L. Hannah, Chairman.
- (2) **Members Present:** Rodney L. Hannah, Chair, Denise Campbell, Secretary, present by phone, Joan Armbruster, present by phone, Kay Cottrill, Dan Bucher, Beverly Jezioro
- (3) **Others Present:** Veronica Cummings, Executive Director
- (4) **Members Absent:** Roger Topping
- (5) **Previous Minutes:** Minutes of July 23, 2020 meeting approved as written with motion by Dan Bucher and seconded by Kay Cottrill. Motion carried.
- (6) **SQC Survey FY2020 #7:** The nursing home administrator, at the time of OHFLAC's survey at Dunbar Center, was invited to appear before the Board to discuss the deficiencies received. A phone call was received from the administrator stating her reason for not attending was due to her son being out of school because of potential COVID-19 exposure. A certified letter was mailed to the administrator informing her of the next scheduled meeting of January 28, 2020 at 11 a.m.
- (7) **Financial Statement/
P-Card Purchases:** Financial statement from July 1, 2020 thru October 22, 2020 had a beginning balance of \$101,979.20 with expenditures of \$27,374.07 and deposits of \$8,171.25, leaving an account balance of \$82,776.38. P-Card expenditures were \$283.55. Kay Cottrill made motion to accept the financial statement with a second by Dan Bucher. Rodney Hannah made motion to accept P-Card expenditures with a second by Dan Bucher. Both motions carried.
- (8) **Reciprocity Applicant:** Geoffrey Hugh Brisker, licensed in Ohio, was approved to sit for the state exam with motion being made by Dan Bucher and seconded by Beverly Jezioro. Motion carried.
- (9) **Applicant for Exams:** Nicole Anderson was approved to sit for exams pending receipt of her transcript with motion made by Beverly Jezioro and seconded by Dan Bucher. Motion carried.
- (10) **AIT Applicant:** Jonathan Crow, Hilltop Center (Brian Chapman-Preceptor) was approved to begin his AIT training for six months with a motion by Kay Cottrill and seconded by Joan Armbruster, Motion carried.

**(11) Emergency Permit:
Issuance**

The issuance of emergency permits issued to a facility when the licensed nursing home administrator is unable to continue as the administrator for an unexpected cause, the owner, governing body, or other appropriate person in charge of the nursing home involved, may designate an acting authority as person in charge (PIC). Upon discussion on the approval of the emergency permit, Joan Armbruster made motion that the current board chair would approve the issuance. Dan Bucher seconded, motion carried.

(12) SQC Files:

SQC files were voted upon to be shredded according to WV State Record Retention & Disposal Guidelines and the policy of the WV Nursing Home Administrator's Licensing Board for eleven files dating from May 14, 2003 to April 10, 2009. (see attached log for SQC details). Beverly Jezioro made motion to approve for the destruction of eleven files and seconded by Kay Cottrill. Motion carried.

(13) CEU's/COVID-19

It was discussed, due to the COVID-19 virus, that there could be a reduction of the required 20 NAB approved continuing education hours. It was decided upon to wait until the next meeting to make a final decision with a motion by Denise Campbell, Secretary and seconded by Dan Bucher. Motion carried.

**(14) Complaints FY2021
#1-3**

FY2021 Complaint #1-3, Eastbrook Center, NHA, the review committee could not confirm the allegations, nor determine that a violation of the ACHCA Code of Ethics, or the WV Nursing Home Administrator's Licensing Board rules or regulations occurred. It was also determined by the review committee that the complaints appeared to fall under human resource issues and the complainant's had sent more appropriately, information to the WV Human Rights Commission and the Office of Health Facility Licensure and Certification. Joan Armbruster made a motion to accept the review committee's recommendation, with a second by Denise Campbell, Secretary. Motion carried with the review committee not voting. The complainants and administrator will be notified of the determination.

(15) Discussion:

The process of DHHR Accounts Payable was briefly explained with an example of billing from WV American Water, the financial codes, and stamp of approval.

A summary was given on Certemy Software, a database that assists with renewals, complaints, verification of licenses and the application process. The cost factor was discussed with further information to be gathered from other Chapter 30 Boards to see what software is used, as recommended by Veronica Cummings, ED.

(cont.)

Fairmont State University's AIT/Externship Program was briefly discussed concerning the alignment with the NHALB's rule, Policy and Procedure for College Internships. Students enrolling in the MS Degree in Healthcare Management are preparing to enroll, according to Dr. M. Raymond Alvarez, Professor, Healthcare Management Program at FSU.

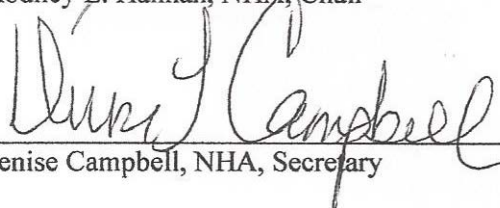
Adjournment: With no further business, Rodney L. Hannah, Board Chair, adjourned at 12:28 p.m.

The next meeting is scheduled for January 28, 2021 at 11 a.m. within the Blessed John Pastoral Center.

Respectfully submitted,



Rodney L. Hannah, NHA, Chair



Denise Campbell, NHA, Secretary

AGENDA

**Nursing Home Administrator's Licensing Board
January 28, 2021
11 a.m.**

Call Meeting to Order – Rodney Hannah, Chair

(Tab 1) **Minutes of October 22, 2020 Meeting**

(Tab 2) **SQC Survey #7FY2020 – Nursing Home Administrator**

(Tab 3) **Financial Statement/P-Card Purchases**

(Tab 4) **Reciprocity Applicants:**

Christopher Bailey– Active PA License

Mark Wilson – Active PA and KS License

Sherry Anderson Shires – Active KY License

(Tab 5) **AIT Applicants:**

Tammy Huffman – (Julie Brenneman, NHA – Preceptor, Glenville Center)

Lacey Hupp – (Ashley Adkins, NHA – Preceptor, Heritage Center)

David Quick – (James Ragland, NHA – Preceptor, Trinity Health)

(Tab 6) **Application by Exam:**

Kelli Berry Adkins

Jennifer Browning Brooks

Stori Pugh

(Tab 7) **Request for Extension to Test**

(Tab 8) **Continuing Education Requirements (COVID-Virus)**

(Tab 9) **Complaint #4FY2021**

Complaint #5FY2021

(Tab 10) **Fairmont State University AIT Internship Program**

(Tab 11) **CEU Request**



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MEETING MINUTES

January 28, 2021

- (1) **Call to Order:** The meeting of the NHAL Board was called to order at 11:15 a.m. by Rodney L. Hannah, Chairman.
- (2) **Members Present:** Rodney L. Hannah, Chair, Denise Campbell, Secretary
Kay Cottrill, Dan Bucher, Beverly Jezioro, present by phone
Dan Bucher, Beverly Jezioro
- (3) **Others Present:** Veronica Cummings, Executive Director, Jessica Fowler, NHA
- (4) **Members Absent:** Roger Topping, Joan Armbruster
- (5) **Previous Minutes:** Minutes of October 22, 2020 meeting approved as written with motion by Dan Bucher and seconded by Beverly Jezioro. Motion carried.
- (6) **SQC Survey FY2020 #7:** The nursing home administrator, at the time of OHFLAC's survey at Dunbar Center, was invited to appear before the Board to discuss the deficiencies received, and was present for the meeting.
- (7) **Financial Statement/
P-Card Purchases:** Financial statement from July 1, 2020 thru January 28, 2021 had a beginning balance of \$101,979.20 with expenditures of \$50,859.20 and deposits of \$16,297.25, leaving an account balance of \$67,417.26. P-Card expenditures were \$793.62. Denise Campbell made motion to accept the financial statement with a second by Kay Cottrill. Motion carried.
- (8) **Reciprocity Applicants:** Christopher B. Bailey, licensed in Pennsylvania, was approved to sit for the state exam with motion being made by Dan Bucher, seconded by Kay Cottrill. Motion carried. Prior to the approval, Denise Campbell recused herself and left the room.

Mark Wilson, licensed in Kansas and Texas, was approved to sit for the state exam with motion being made by Kay Cottrill and seconded by Dan Bucher. Motion carried.

Sherry Shires, licensed in Kentucky, was approved to sit for the state exam with motion being made by Dan Bucher, seconded by Kay Cottrill. Motion carried.

- (9) AIT Applicants:** Tammy Huffman was approved as an AIT with Julie Brenneman, NHA as preceptor at Glenville Center for six months, with a motion by Dan Bucher and seconded by Denise Campbell. Motion carried.
- Lacey Hupp was approved, pending the receipt of her final transcript as an AIT at Heritage Center for six months; with Ashley Adkins, NHA as preceptor. Motion made by Dan Bucher, seconded by Kay Cottrill. Motion carried.
- David Quick was approved as an AIT with James Ragland, NHA as preceptor at Trinity Health Care for six months. Motion made by Dan Bucher and seconded by Denise Campbell. Motion carried.
- (10) Applicants by Exam:** Kelli Berry Adkins did not meet requirements to sit for exams due to not having served under an approved internship. Dan Bucher made motion that Ms. Adkins serve as an AIT for six months with an approved preceptor and reapply. Motion seconded by Denise Campbell, motion carried.
- Jennifer Browning Brooks did not meet management experience of three years as assistant director of nursing. Dan Bucher made Motion for her to reapply upon an additional six months of experience. Motion was seconded by Kay Cottrill, motion carried.
- Stori Pugh was approved to sit for exams with a motion made by Kay Cottrill and seconded by Dan Bucher. Motion carried.
- (11) Extension to test:** Monica Brown requested an extension to take her final exam due to illness within her family affected by COVID-19. Denise Campbell made motion to extend her exam time for 90 days, seconded by Dan Bucher. Motion carried.
- (13) CEU's/COVID-19** It was discussed, due to the COVID-19 virus, that there be a reduction of the required 20 NAB approved continuing education hours to 10 NAB approved hours for the upcoming renewal period. Motion was made by Dan Bucher and seconded by Denise Campbell. Motion carried. The NHALB website will be updated with this information and be included in the letter to all licensees.
- (14) Complaint FY2021#4** FY2021 Complaint #4, Eastbrook Center, NHA, the review committee could not confirm the allegations, nor determine that a violation of the ACHCA Code of Ethics, or the WV Nursing Home Administrator's Licensing Board rules or regulations occurred. It was also determined by the review committee that

(cont.)

the complaint appeared to fall under human resource issues. Denise Campbell, Secretary, made motion to accept the review committee's determination with a second by Beverly Jezioro. Motion carried. The review committee did not vote. The complainant will be notified.

- (15) Complaint FY2021#5:** An anonymous complaint was received by staff at The Maples concerning the unprofessional nature of the nursing home administrator, retaliatory behavior to employees, and improper procedure for discharging of a resident. Due to the fact that the allegations were sent anonymously, there was no complainant to respond to, nor dates of occurrences. The review committee determined that the complaint was under the purview of the Office of Health Facility Licensure and Certification with the complaint to be forwarded to that agency. There was no violation of the WV21CSR rule or the ACHCA Code of Ethics. No action was recommended at this time. Denise Campbell, Secretary made motion to accept the recommendation by the review committee with a second by Beverly Jezioro. Motion carried with the review committee not voting.

- (16) FSU Internship:** Fairmont State University's AIT/Externship Program was discussed concerning the alignment with the NHALB's rule, Policy and Procedure for College Internships. There are two students enrolled at the present time in the Health Care Management Program according to Dr. M. Raymond Alvarez, Professor, Healthcare Management Program at FSU.

The 500 hours of internship is within a long term care facility under the direction of a licensed nursing home administrator as preceptor.

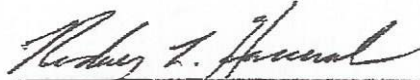
- (17) CEU Request:** A request for CEU credit of 4.5 hours, sponsored by the Centers for Medicare & Medicaid Services, targeting COVID-19 training for nursing home management; was requested by Jennifer Pagliaro, NHA. It was noted that a number of nursing home administrators had participated. A motion was made by Beverly Jezioro and seconded by Kay Cottrill to accept the request. Motion carried.

A second course, offered by University of NM School of Medicine, on COVID-19 preparedness, safety and infection control requested by Ms. Pagliaro, was not approved. Any two employees within a facility did not have to be an administrator.

Due to the aforementioned stipulation, Denise Campbell, Secretary, made motion not to approve, seconded by Kay Cottrill. Motion carried.

Adjournment: With no further business, Rodney L. Hannah, Board Chair, adjourned at 1:20 p.m.
The next meeting is scheduled for April 29, 2021 at 11 a.m. within the Blessed John Pastoral Center.

Respectfully submitted,



Rodney L. Hannah, NHA, Chair



Denise Campbell, NHA, Secretary

AGENDA

Nursing Home Administrator's Licensing Board

April 29, 2021

11 a.m.

Call Meeting to Order – Rodney Hannah, Chair

(Tab 1) **Minutes of January 28, 2021 Meeting**

(Tab 2) **Executive Session – Employee Appraisal**

(Tab 3) **Financial Statement/P-Card Purchases/Budget FY2022**

(Tab 4) **Reciprocity Applicants:**

Joshua Barnette, Temp. Permit Stonerise Rainelle, VA License

Benjamin Katsevich, Temp. Permit, Mound View, PA License

Julie Bishop, Temp. Permit, Hidden Valley, KY License

Robert Morris, OH License

Curtis Woodward, OH License

Brewier Welch, Temp. Permit, Teays Valley Center, NC, GA, KY License

(Tab 5) **AIT Applicants:**

Ashley Gooch – (Joseph Preast–Preceptor, Clarksburg Center, Stonerise)

Timothy Holster – (Nathan Hanshew-Preceptor, Stonerise Lewisburg)

Clayton Smith – (Terri Nelson – Preceptor, Trinity of Mingo)

(Tab 6) **Application by Exam:**

Stephanie Clay

Dominique Fusco Davis

Kirstin Reed

(Tab 7) **Request for Extension to Test – Brittany Maynard**

(Tab 8) **Request to Reinstate License – Stephanie Shoemaker**

(cont. 4-29-21 Agenda)

(Tab 9) **Lockbox Update**

(Tab 10) **Audit FY2021/Policy-Notice of Non-Renewal of Licenses**

(Tab 11) **HB2007 Amended**

(Tab 12) **Certemy Software Proposal**



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MEETING MINUTES

April 29, 2021

- (1) **Call to Order:** The meeting of the NHAL Board was called to order at 11:05 a.m. by Veronica S. Cummings, ED.
- (2) **Members Present:** Denise Campbell, Secretary Dan Bucher, Beverly Jezioro, Roger Topping, Joan Armbruster
- (3) **Others Present:** Veronica Cummings, Executive Director
- (4) **Members Absent:** Rodney Hannah, Chair, due to possible COVID. Kay Cottrill
- (5) **Previous Minutes:** Minutes of January 28, 2021 meeting approved as written with motion by Roger Topping and seconded by Denise Campbell. Motion carried.
- (6) **Employee Evaluation:** Motion was made by Joan Armbruster to table the employee evaluation until the August meeting with a second by Beverly Jezioro. Motion carried.
- (7) **Financial Statement/
P-Card Purchases:** Financial statement from July 1, 2020 thru April 29, 2021 had a beginning balance of \$101,979.20 with expenditures of \$72,604.93 and deposits of \$27,547.25, leaving an account balance of \$56,921.52. P-Card expenditures were \$1256.67. Roger Topping made motion to accept the financial statement, seconded by Joan Armbruster. Motion carried.
- (8) **Reciprocity Applicants:** Joshua Barnett, licensed in Virginia, was approved to sit for the state exam with motion being made by Dan Bucher, seconded by Joan Armbruster. Motion carried.

Benjamin Katsevich, licensed in Pennsylvania, was approved to sit for the state exam with motion being made by Roger Topping seconded by Joan Armbruster. Motion carried. Prior to the review and motion being made, Denise Campbell recused herself and left the room.

Julie Bishop, with a license forthcoming from Kentucky, action was tabled with a motion made by Roger Topping and seconded by Joan Armbruster until license was received. Motion carried.

Robert Morris, licensed in Ohio, was approved to sit for the state exam with motion being made by Joan Armbruster and seconded by Beverly Jezioro. Motion carried.

(8) Reciprocity (cont.)

Curtis Woodward, licensed in Ohio, was approved to sit for the state exam with motion being made by Dan Bucher and seconded by Roger Topping. Motion carried.

Lacey Hupp was approved, pending the receipt of her final transcript as an AIT at Heritage Center for six months; with Ashley Adkins, NHA as preceptor. Motion made by Dan Bucher, seconded by Kay Cottrill. Motion carried.

Brewier Welch, licensed in North Carolina, Georgia, and Kentucky, was approved to sit for the state exam with motion being made by Joan Armbruster and seconded by Beverly Jezioro. Motion carried.

(9) AIT Applicants:

Ashley Gooch was approved to serve as an AIT with Joseph Preast, Preceptor, Clarksburg Center, Stonerise. Motion was made by Dan Bucher and seconded by Joan Armbruster. Motion carried.

Timothy Holster was approved to serve as an AIT with Nathan Hanshew, Preceptor, Stonerise Lewisburg. Motion was made by Roger Topping and seconded by Beverly Jezioro. Motion carried.

Clayton Smith was approved to serve as an AIT with Terri Nelson, Preceptor at Trinity of Mingo. Mr. Smith was approved with 520 hours to serve due to his Bachelor and Master's in Healthcare Administration, an internship of 160 hours at Marshall University and his administrative experience as Human Resources Director. Motion was made by Roger Topping and seconded by Joan Armbruster. Motion carried.

(10) Application by Exam:

Stephanie Clay was approved to sit for exams with a motion made by Roger Topping and seconded by Beverly Jezioro. Motion carried.

Dominique Fusco Davis was approved to sit for exams upon completion of the approved 500 hour AIT Program through Fairmont State University. The hours were spent within a long term care facility with a licensed nursing home administrator as preceptor. Motion was made by Beverly Jezioro and seconded by Dan Bucher. Motion carried.

Kirstin Reed was approved to sit for exams with a motion made by Roger Topping and seconded by Joan Armbruster. Motion carried.

(11) Request – Exam Extension:

Brittany Maynard withdrew her request for an extension to test.

(12) Request – Reinstate License:

Stephanie Shoemaker requested to have her license reinstated due to not having renewed her license or placed on the inactive list. Her reason for not renewing was the inability to obtain a position within a reasonable travel distance from her home. Her request was denied and with a motion by Dan Bucher that she apply as a new applicant, taking both exams to meet requirements to become licensed. The motion was seconded by Denise Campbell. Motion carried.

(13) Policy Notice – License Renewal

Roger Topping made a motion to table the discussion on the notice to be sent for non-renewal of licenses until the next meeting, seconded by Joan Armbruster. Motion carried.


Adjournment: With no further business, Veronica S. Cummings, ED, adjourned at 1:16 p.m.

The next meeting is scheduled for August 5, 2021 at 11 a.m. within the Blessed John Pastoral Center.

Respectfully submitted,



Rodney L. Hannah, NHA, Chair



Denise Campbell, NHA, Secretary

**MEETING MINUTES
CONFERENCE CALL MEETING
May 10, 2021**

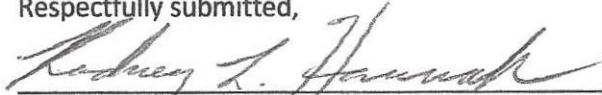
1. **Call To Order:** The meeting of the NHAL Board was called to order by Rodney L. Hannah, Chair at 2:03 p.m.
2. **Members Participating:** Joan Armbruster, Beverly Jezioro, Denise Campbell
3. **Member Absent:** Voted by Proxy, Kay Cottrill, Dan Bucher, Roger Topping
4. **Others Present:** Veronica Cummings, Executive Director
5. **Purpose:** License Requirement and License Received
6. No other business was discussed. The conference call/meeting was adjourned at 2:23 p.m. by Rodney Hannah, Chair

Joan Armbruster made a motion that was based upon the following for reconsideration of a denial for reinstatement of Ms. Shoemaker's license, dated, April 29, 2021: Stephanie Shoemaker's letter on education from WVU in psychology, Master of Health Admin. from UK, the internships and practicum hours in the nursing home setting; Ms. Shoemaker is also Health Administrator and Public Health Threat Preparedness Coordinator, working with nursing homes in Hampshire Co., and has fulfilled CEU requirements for the current year of 2021.

With a motion given by Joan Armbruster to grant Ms. Shoemaker permission to sit for the NAB exam and State exam for licensure as a nursing home administrator, motion was seconded by Beverly Jezioro, motion carried.

Julie Bishop applied for licensure through reciprocity and her application was reviewed at the April 29, 2021 meeting. Dan Bucher made a motion to table the approval to test for the state exam due to her Kentucky license being granted but had not been received. Ms. Bishop's Kentucky nursing home administrator's license was received May 6, 2021. A motion from Joan Armbruster was made to approve the reciprocity application for Ms. Bishop to test, with a second by Beverly Jezioro. Motion carried.

Respectfully submitted,



Rodney L. Hannah, NHA, Chair



Denise Campbell, NHA, Secretary

**FINANCIAL STATEMENT
FY2021**

NURSING HOME ADMINISTRATOR'S LICENSING BOARD
End of Year Financial Statement July 1, 2020 thru June 30, 2021
FY2021

Item Name	Total
Payroll	\$66,872.04
Annual Increment/\$420 pd. end of FY	480.00
Personnel Fee (\$50 per quarter)	200.00
Workers Compensation (0.09%)	55.47
Social Security Matching (7.65%)	5,115.71
Board Member Per Diems @ \$150 per meeting	3,300.00
Social Security Matching (Board)	252.45
Board Member Travel to Meetings	1980.29
OPEB (\$116 per mo. per employee)	1,392.00
Pension & Retirement (14%) Non-Member	0.00
NAB Association Dues (\$1,500 Annual) Jan.	1,500.00
Office Rent (\$600)	7,200.00
Utilities/AEP/Water/Sewer	1,267.55
Web Service/Server	1,210.00
P-Card (Postage, Office Supplies, Ink Office Sup.)	1,421.67
Misc. (Refunds, Credits)* (\$500) Kellie Adkins	525.74
Reimbursements: Stamp	
Office & Comm./Frontier/Equip. Repairs	1,171.04
Legal Expenses	2,450.00
Meeting Room Accommodations	200.00
PEIA Adm. Fee	50.00
Div. of Personnel Admin. Fee (\$180)	180.00
TOTAL EXPENDITURES	\$96,823.96

Beginning Balance (July 1, 2020)	\$ 101,979.20
Revenue Deposits July 1, 2020-June 30, 2021	92,997.25
Balance	\$ 194,976.45
Expenditures	\$ 96,823.96
 Final Balance	 \$98,152.49

**SUBSTANDARD CARE NOTICES/COMPLAINTS
FY2021**

NURSING HOME ADMINISTRATORS LICENSING BOARD
Annual Report
Fiscal Year 2021

The Nursing Home Administrators Licensing Board received one Substandard Quality of Care Notice by the Office of Health Facility Licensure and Certification (OHFLAC)

POLICY-Substandard Care Deficiencies (Amended)

As a result of sections 1819(a), (b), (c), (d), and 1919(a), (b), (c), and (d) of The Social Security Act, state survey agencies like the West Virginia Department of Health and Human Resources (DHHR), Office of Health Facility Licensure and Certification (OHFLAC) are required to advise state boards responsible for licensing nursing home administrators when a Medicare/ Medicaid certified nursing facility is cited for deficiencies which constitute substandard quality of care. Inasmuch as there are no further directives for interpretation as to how state licensing boards will manage such notifications, it is the prerogative of each state's board to define its policy.

In view of the aforementioned circumstance, effective September 8, 2005, it will be the policy of the West Virginia Nursing Home Administrators Licensing Board to pursue the following plan in discharging its duties:

1. Upon notification from OHFLAC, a certified letter will be sent to the administrator of record* for the facility alleged to have offered substandard quality of care indicating same and requesting a response from the administrator to each of the allegations. The administrators reply must be post marked no later than thirty (30) days after receipt of the board's letter. (Refer to Exhibit A.)

2. Upon receipt of the response from the administrator and within ninety (90) days of the day the board receives notification from OHFLAC, under the direction of the chair of the West Virginia Nursing Home Administrators Licensing Board, an assessment by staff, members of the board, a hearing officer, and/or a representative from the Attorney General's Office will be made of all documents received (i.e., HCFA-2567 Statements of Deficiency and Plans of Correction, administrator's response, etc.). From that point a brief written assessment of the facts will be made and filed with the chairman of the board indicating whether or not it is believed nursing home administrator licensing regulations were violated. If the written assessment establishes that the nursing home administrators licensing regulations were violated, the chair of the board will be responsible for seeing that an interview is scheduled with the administrator to assess his/her knowledge and soundness of judgement in being able to adequately discharge the functions of a nursing home administrator (NHA). If it is shown by a preponderance of the evidence that nursing home administrator licensure rules were violated, a written order with findings of fact and conclusions of law will be sent to the administrator with a copy filed in the person's record defining the course of action that will follow. Likewise, if it is shown by a

preponderance of the evidence that there were no violations of nursing home administrator licensure rules, a letter will be sent to the administrator so advising with a copy of the correspondence to be retained in the licensee's file.

3. Related to the aforementioned point and establishment of grounds for potential action against a nursing home administrator for violation of nursing home administrators licensure rules, with legal guidance, ie., the West Virginia Attorney General's Office, private counsel, etc., section 6.1 of Title 212 legislative rule effective July 3, 2003 will be implemented pertinent to suspension, revocation, hearing, and judicial review. Final disposition of the review will be completed as quickly as possible but not to exceed 150 days from date of the first notification of substandard quality of care by the OHFLC. Proceedings in regard to final disposition will be made in the record and retained in the board's file for the NHA under review.

If within twenty-four months of first being advised by the OHFLAC a second notice is received by the Nursing Home Administrators Licensing Board alleging substandard quality of care in a facility under the direction of the same licensed nursing home administrator, within the same time lines as previously described, at the direction of the chair of the board; the board will conduct a second interview on the issue of substandard quality of care. Facts from the first review will be revisited along with all new allegations of repeat deficiencies. The process identified in previous points 2 and 3 will be replicated relative to section 6.1. Final disposition of the board's action will be recorded and retained in appropriate INHA and/ or board files.

From the time the West Virginia Nursing Home Administrators Licensing Board is first advised by OHFLAC of alleged substandard quality of care in a West Virginia licensed nursing facility, all correspondence and records pertinent to the administrator and/or administrators in question will be retained for thirty months. During this period, if follow up reviews by OHFLAC do not result in subsequent referrals to the Nursing Home Administrators Licensing Board for matters of substandard quality of care, the board at its discretion may order cases closed with files destroyed, If this occurs, such action will be considered at a duly called board meeting with the decision recorded in board minutes.

- If the administrator of record has been at the facility for less than one year, the previous administrator of record will also be contacted to address in writing each allegation of substandard quality of care.

WEST VIRGINIA NURSING HOME ADMINISTRATOR'S LICENSING BOARD

Fiscal Year 2021

July 1, 2020 thru June 30, 2021

Substandard Quality of Care Notices – Office of Health Facility Licensure and Certification (OHFLAC)

Substandard Quality of Care Notice of February 7, 2020 #7FY2020 – Jessica Fowler, NHA Dunbar Center, Dunbar, WV was NHA at the time of the survey. Ms. Fowler was found to be in violation of the ACHCA Code of Ethics, Expectation 1 as determined by the review committee.

Due to this being Ms. Fowler's second substandard quality of care deficiency within two years, it was determined by the Board, at its meeting on June 10, 2020, that Ms. Fowler be invited to appear at the next regularly scheduled meeting. It was determined that Ms. Fowler would have her license suspended for an undetermined period of time if there was a violation of the ACHCA Code of Ethics within a one-year period. At the August 5, 2021 meeting, the Review Committee Member, Dan Bucher, made a motion to finalize SQC #7FY2020 and seconded by Kay Cottrill. Motion carried due to no additional violations of the ACHCA Code of Ethics with the review committee not voting.

WEST VIRGINIA NURSING HOME ADMINISTRATORS LICENSING BOARD

FISCAL YEAR 2021

COMPLAINTS

August 10, 2020, a written complaint was received for Eastbrook Center, Charleston, West Virginia, with James McBurney, NHA, being named in the complaint. FY2021 #1C, was filed by Julie Bowe, employee. Additional information pertaining to the complaint was received on two additional occasions.

The review committee determined that the employee complaint fell under human resource issues and that the complainant had already sent more appropriately, information for review to the WV Human Rights Commission and the Office of Health Facility Licensure and Certification. The review committee did not find a violation of the ACHCA Code of Ethics or the WV Nursing Home Administrator's Licensing Board rules or regulations. The Board concurred with the decision of the review committee, being voted upon at the October 22, 2020 meeting. The complainant and nursing home administrator were notified of the decision.

October 2, 2020, a written complaint was received for Eastbrook Center, Charleston, West Virginia, with James McBurney, NHA, being named in the complaint. FY2021 #2C, was filed by Jahmal Reeves, an employee at Eastbrook Center.

The review committee determined that the employee complaint fell under human resource issues and the complainant had sent more appropriately, information for review to the WV Human Rights Commission, and the Office of Health Facility Licensure and Certification. The review committee did not find a violation of the ACHCA Code of Ethics or the WV Nursing Home Administrator's Licensing Board rules or regulations. The Board concurred with the decision of the review committee, being voted upon at the October 22, 2020 meeting. The complainant and nursing home administrator were notified of the decision.

October 14, 2020, a written complaint was received for Eastbrook Center, Charleston, West Virginia, with James McBurney, NHA, being named in the complaint. FY2021 #3C, was filed by Chrystia Thornton, an employee at Eastbrook Center.

The review committee determined that the employee complaint fell under human resource issues. The review committee did not find a violation of the ACHCA Code of Ethics or the WV Nursing Home Administrator's Licensing Board rules or regulations. The Board concurred with the decision of the review committee, being voted upon at the October 22, 2020 meeting. The complainant and nursing home administrator were notified of the decision.

October 23, 2020, a written complaint was received for Eastbrook Center, Charleston, West Virginia, with James McBurney, NHA, being named in the complaint. FY2021 #4, was filed by Shirley Camp, former employee.

The review committee determined that the former employee's complaint did not violate the ACHCA Code of Ethics or the WV Nursing Home Administrator's Licensing Board rules or regulations. The Board concurred with the decision of the review committee, being voted upon at the January 28, 2021 meeting. The complainant and nursing home administrator were notified of the decision.

December 21, 2020, an anonymous complaint was received from the "Maple's Staff" regarding Jennifer Marrs, NHA of the Maple's Nursing Home, Bluefield, West Virginia, FY2020 #5C. There was no complainant for the WV Nursing Home Administrator's Licensing Board to respond to as no name was given on the complaint. Additionally, the Board could not send a letter of receipt of the complaint. There was no date of the events which is the subject of the complaint and no name of any person who may have seen the person after the alleged incident.

The review committee determined that the complaint is under the purview of the Office of Health Facility Licensure and Certification and the Board forwarded a copy of the complaint to that agency. It was also recommended that there be no action required at that time.

There was no violation of the ACHCA Code of Ethics or the WV Nursing Home Administrator's Licensing Board rules or regulations. The Board concurred with the decision of the review committee, being voted upon at the January 28, 2021 meeting.

**LICENSES, PERMITS ISSUED
FY2021**

GOVERNOR'S ANNUAL REPORT
NURSING HOME ADMINISTRATOR'S LICENSING BOARD
FY2021 – Licenses & Permits Issued 7/1/20 thru 6/30/21

License or Permit	Number Issued
New NHA Licenses Issued	25
Renewal Licenses	224
Administrator-in-Training Permits	8
Temporary Permits	12
Emergency Permits	5
*Inactive Licenses (May be activated at any time With required continuing education hours)	28

**CURRENT LICENSEES
FY2021**

First Name	Last Name	Address 1	City	County	State	ZIP	**Inactive
Ashley	Adkins	6216 Brenda Ct.	Huntington	Cabell	WV	25705	
Deatra	Adkins	6216 Brenda Ct.	Huntington	Cabell	WV	25705	
Patrick	Airson	12834 Maysville Williams Road	Logan	Logan	OH	43138	Inactive
Tanatha	Amos	8930 Windy Ridge Road	Sandyville	Jackson	WV	25275	
Nicole	Anderson	241 Mountain View Avenue	Bluefield	Mercer	WV	24701	
Christie	Bailey	1609 Hilltop Drive	Princeton	Mercer	WV	24740	
Christopher	Bailey	416 S. Lynne Avenue	Somerset	Somerset	PA	15501	
Shellie	Bailey	PO BOX 11	Pipestem	Summers	WV	25979	
Sonia	Bailey-Gibson	2111 Hillary Drive	Morgantown	Monongalia	WV	26505	
Amanda	Ball	119 Central Ave.	Logan	Logan	WV	25601	
Staci	Banton	229 Shady Oak Lane	Lewisburg	Greenbrier	WV	24901	
Nicole	Banzhoff	302 Drewery Lane	Falling Waters	Berkeley	WV	25419	
Megan	Barbour	503 Branch Line Road Apt. #24	Odenton	Anne Arundel	MD	21113	Inactive
George	Barker	407 Mercury Road	S Charleston	Kanawha	WV	25309	
Joshua	Barnette	963 Ridgemont Road	Charleston	Kanawha	WV	25314	
Dorian	Baughman	389 Woodmen Lane	Napier	Braxton	WV	26631	
Jody	Beall	405 Oak Street	Sutton	Braxton	WV	26601	
Tabitha	Berg	34 Magellan Drive	Martinsburg	Berkeley	WV	25405	Inactive
Ronald	Berlingo	25 Woodland Avenue	Greensburg	Westmoreland	PA	15601	
Christina	Bernstein	50 Beechwood Dr.	Berkeley Springs	Morgan	WV	25411	Inactive
Debra	Bess	202 Creek Side	Fayetteville	Fayette	WV	25840	
Tammy	Beveridge	173 Rich View Drive Apt. 644	Kingwood	Harrison	WV	26537	Inactive
Frank	Bibbee	282 Big Ben Road	Ravenswood	Jackson	WV	26164	Inactive
Julie	Bishop	202 Mohican Lane	Prosperity	Raleigh	WV	25880	
Pamela	Blankenship	111 Pine Park Pl	Beckley	Raleigh	WV	25801	
Angela	Booker	133 Ringleben St.	Beckley	Raleigh	WV	25801	
Aimee	Bragg	45 Walnut St.	Ansted	Fayette	WV	25812	
Rebecca	Bramer-Dixon	1805 N. 20th St.	Clarksburg	Harrison	WV	26301	
Julie	Brenneman	1740 Barnes Run Road	Mt. Zion	Calhoun	WV	26151	
Geoffrey Hugh	Brisker	566A Wheelers Mill Road	Wheelersburg	Scioto	OH	45694	
Cody	Brooks	61 Saint Luke Drive	Franklin	Pendleton	WV	26807	
Jennifer	Brooks	4827 Westmoreland Road	Huntington	Cabell	WV	25704	
Keith	Buchanan	Sedgewood Townhouse #14	Bluefield	Mercer	VA	24605	

Jason	Bucher	4174 Meyer Drive	Hamilton	Heath Twnsp	MI	49419	Inactive
Joseph	Bucher	P.O. Box 261	Harman	Randolph	WV	26270	
Ashlee	Bullock	47 Cooper Run Road	Lovettsville	Loudoun	VA	20180	
Kathy Ann	Byers	102 South Harwich Circle	Morgantown	Monongalia	WV	26508	
Denise	Campbell	595 Maple Lane	Elkins	Randolph	WV	26241	
Connie	Cantrell	3194 Walker Dr.	Charleston	Kanawha	WV	25312	Inactive
Linda Sue	Carter	46400 SR-160	Vinton	Galia	OH	45686	
Michael	Caruso	114 Elm Street	Wheeling	Ohio	WV	26003	
Samantha	Cason	57 Mudlick Run Road	Fairmont	Marion	WV	26554	
Brandon	Chaddock	305 Cemetery Road	Sistersville	Tyler	WV	26175	
Brian	Chapman	3919 Grandview Rd.	Beaver	Raleigh	WV	25813	
Juanita	Chapman	117 Willowwood Road	Beckley	Raleigh	WV	25801	Inactive
Angela	Cleland	45262 Baum Addition	Pomeroy	Meigs	OH	45769	
Stephanie	Cleland	32014 Minersville Road	Racine	Meigs	OH	45771	Inactive
Beth	Clevenger	P.O. Box 203	Thomas	Tucker	WV	26292	
Bonnie	Cogar	101 Ash St.	Summersville	Nicholas	WV	26651	
Mary Christine	Colombo	248 Williams Hill Rd.	Glen Easton	Marshall	WV	26039	
Stefanie	Compton	205 Wallingford Rd.	Princeton	Mercer	WV	24739	
David	Conaway	PO Box 232189	Las Vegas	Clark	NV	89105	
Larry	Conaway	2318 Highland Ave.	Parkersburg	Wood	WV	26101	
Mariah Nicole	Cook	120 Bell Acres	Scott Depot	Putnam	WV	25560	
Stacey	Cook	418 West Central Avenue	Ashland	Boyd	KY	41102	Inactive
Cindy	Cooper	5197 Altizer Ave.	Huntington	Cabell	WV	25705	
Gregory	Costello	2421 Darcey Ct.	Perrysburg	Wood	OH	43551	
Roberta Kay	Cottrill	2159 River Bend Road	Lost Creek	Harrison	WV	26385	
Dr. George	Couch	472 Ironwood Drive.	Canonsburg	Washington	PA	15317	
Shelda	Cox	9234 Judson Rd.	Hinton	Summers	WV	25951	
Michele	Crandall	2134 East Grafton Road	Fairmont	Marion	WV	26554	
Joshua	Crist	20473 Midland Trail	Ansted	Fayette	WV	25812	
Sarina	Cutlip	4323 Fairmont Road	Morgantown	Monongalia	WV	26501	Inactive
George	Dakovic	9 Oakmont Road	Wheeling	Ohio	WV	26003	
Lora	Dawson	45 Hoss Hill Road	Harts	Lincoln	WV	25524	
Brooke	Dempsey	401 Whispering Lane	Fayetteville	Raleigh	WV	25840	
Tricia Calamine	Dolan	7886 Buckhannon Pike	Mt. Clare	Harrison	WV	26408	

Phillip	Donnelly	342 Wilson Ave.	Morgantown	Monongalia	WV	26501
Shannon	Dorsey-Dunlap	113 Pinehurst Drive	Tornado	Kanawha	WV	25202
Jason	Dunigan	305 Tyree Circle	Elkview	Kanawha	WV	25071
Eric	Eberhart	130 Open Ridge Road	Morgantown,	Monongalia	WV	26508
Shawn	Eddy	5109 Briar Meadow Dr.	Cross Lanes	Kanawha	WV	25313
Linlee	Eidell	P.O. Box 434	Beverly	Randolph	WV	26253
Shasta	Eidell	7786 Georgetown Road	Beverly	Randolph	WV	26253
Thomas R.	Eidell Jr.	399 Ferguson Road	Elkins	Randolph	WV	26241
Michael	Elam	926 20th St.	Vienna	Wood	WV	26105
Helen Lynn	Elliott	P. O. Box 277	Cannelton	Fayette	WV	25036
Amanda	Eskew	14 Hunting Bow Trail	Huntington	Cabell	WV	25705
Kari	Evans	1130 High Knob Farm Road	Maysville	Grant	WV	26833
Marcy	Farinacci	3457 Smithtown Road	Morgantown	Monongalia	WV	26508
Shawn	Farley	1585 Virginia Street East	Charleston	Kanawha	WV	25311
Scott	Fehr	113 Pinecrest Drive	St. Clairsville	Belmont	OH	43950
Mary	Ferrell	19 Kitchen Lane	Fayetteville	Fayette	WV	25840
Matthew	Fife	610 Leah Dr.	Princeton	Mercer	WV	24739
Mary	Findley	44422 Yost Road	Racine	Meigs	OH	45771
Pamela	Fink	619 Old Pisgah Road	Princeton	Mercer	WV	24740
Linda	Fisher	4872 Woods Edge Lane	Morgantown	Monongalia	WV	26508
Sherry A.	Foltz	PO Box 776	Oceana	Wyoming	WV	24870
Tanya	Ford	313 Teel Rd.	Beckley	Raleigh	WV	25801
Jessica	Fowler	1707 Four Mile Rd.	Charleston	Kanawha	WV	25312
James D.	Fox	494 Rodgers Road	Chester	Hancock	WV	26034
Scott	Fox	731 Penn Avenue Apt. 306	Pittsburgh	Allegheny	PA	15222
Dorothy	Frazier	PO Box 636	Branchland	Lincoln	WV	25506
Faith	Funderburk	139 Sable Point Drive	Hurricane	Putnam	WV	25526
Dominique	Fusco Davis	296 Kimberly Circle	Fairmont	Marion	WV	26554
Steven	Gardner	1325 Valentine Circle	Nitro	Putnam	WV	25143
Cynthia	Garinger	14 Cornerstone Circle	Culloden	Cabell	WV	25510
Brandon	George	10 Leslie Street	Uniontown	Fayette	PA	15401
Michael D.	Gore	4 Bartlett Street	Milton	Cabell	WV	25541
Jeffrey	Grewell	47249 Township Road 204	Coshocton	Coshocton	OH	43812
Charles	Griffith	416 Ridge View Drive	Berkeley Springs	Berkeley	WV	25411

Danielle	Gunto	550 Yoho Lane	Proctor	Wetzel	WV	26055	
Kathy	Haddon	113 Don Street	Follansbee	Brooke	WV	26037	
Teresa	Halliday	569 Valley View Road	Moorefield	Grant	WV	26836	
Sue	Hampson	1191 Scenic Lane	Ridgeley	Mineral	WV	26753	
Trista	Hamrick	139 Main Street PO Box 289	Harman	Grant	WV	26270	
Rodney L.	Hannah	293 Santa Claus Lane	Ripley	Jackson	WV	25271	
Jo Clare	Hanshew	P.O. Box 541	Ansted	Fayette	WV	25812	
Nathan	Hanshew	8415 Williamsburg Rd.	Frankford	Greenbrier	WV	24938	
Jeffrey M.	Harkins	22 Twin Oaks Drive	Huntington	Cabell	WV	25701	
Trevor	Harman	209 Mauzy Drive	Petersburg	Grant	WV	26847	
Beth	Harris	80 Bolton Lane	Fairmont	Marion	WV	26554	
Pamela	Hedrick	33 Lorentz Lane	Buckhannon	Upshur	WV	26201	
Jacob	Helman	682 National Avenue	Winchester	Frederick	VA	22601	
Teiranee	Henry	5019A Jonquil Drive	Charleston	Kanawha	WV	25306	
Michael	Herald	90 West 34th Street	Belle	Kanawha	WV	25015	
Michael	Hicks	27 Bates Road	Morgantown	Monongalia	WV	26505	
Deborah	Hill	40 Weeping Willow Lane	Mt. Nebo	Nicholas	WV	26679	
Ronald Jason	Hill	1430 Ithaca Drive	Columbus	Franklin	OH	43228	
Bonnie	Hitt	2311 Bailey Ridge Road	Buckhannon	Upshur	WV	26201	
Sara	Holler	108 Pleasant Meadows	Oakland	Allegany	MD	21550	
Brenda	Holster	5999 Gatewood Road	Fayetteville	Fayette	WV	25840	
Tia	Hovatter	321 Kelly Road	Morgantown	Monongalia	WV	26508	
John	Huddleston	105 Rosewood Drive	Hurricane	Putnam	WV	25562	
Julie	Huron	1811 11th Avenue	Huntington	Cabell	WV	25701	
Naomi June	Hutchinson	P.O. Drawer 1007	Craigsville	Nicholas	WV	26205	Inactive
Shayne	Hutchinson	239 Fieldstone Drive	Fraziers Bottom	Putnam	WV	25062	
Ashley M.	Ince	6019 Skylark Lane	Charleston	Kanawha	WV	25312	
Patricia	Ingram	172 Right Fork Turkey Road	Ansted	Fayette	WV	25812	
Cara-Lyn	Janeczko	20 Robin Court	Wheeling	Marshall	WV	26003	
Jennifer	Jeffrey	5 Hampton Crossing	Hurricane	Putnam	WV	25526	
Sheila	Jones-Marino	219 Santorini Avenue	Morgantown	Monongalia	WV	26508	
Rebecca Marie	Jude	1448 Washington Blvd.	Huntington	Cabell	WV	25705	
Benjamin	Katsevich	3653 Buffalo Creeek Road	Avella	Washington	PA	15312	
Matthew	Keefer	525 Ann Drive	Gallipolis	Galia	OH	45631	

Thomas	Kelley Jr.	148 Peach Ridge Road	Hurricane	Putnam	WV	25526	Inactive
Tammy	Keough	83 Irish Lane	Bridgeport	Harrison	WV	26330	Inactive
Ashlee	Ketterman	PO Box 318	Maysville	Grant	WV	26833	
Joshua	Kidd	4490 Country Club Drive	South Charleston	Kanawha	WV	25309	
Todd A.	Kimble	1862 Mud Run Road	Ripley	Jackson	WV	25271	
Donald	Kirsch	1511 Atlas Road	Wheeling	Ohio	WV	26003	
Christina	Kittle	339 Marysville Run Road	Belington	Barbour	WV	26250	
Deanna	Kramer	PO Box 1191	Charleston	Kanawha	WV	25301	
Michelle	Lane-Gaydos	22395 South Calhoun HWY	Chloe	Calhoun	WV	25235	
Anthony	Larson	168 Pine Valley Drive	Dunmore	Pocahontas	WV	24934	
Crystal	Larson	PO Box 225	Greenbank	Hardy	WV	24944	
Alvin	Lawson	707 Hillcrest Dr.	Ravenswood	Jackson	WV	26164	
Karen	Lawson	707 Hillcrest Dr.	Ravenswood	Jackson	WV	26164	
Elizabeth	Lockett	523 Buck Fork Road	Dobson	Surry	NC	27017	
Mark	Lubic	PO Box 146	St. Marys	Pleasants	WV	26170	Inactive
Patty	Lucas	261 Buckhorn Street	North Tazewell	Tazewell	VA	24630	
Michele	Magnus	81 Cedar Hill Drive	Swanton	Garrett	MD	21561	
Jennifer	Marrs	1231 Lebanon Street	Bluefield	Mercer	WV	24701	
Christopher	Marshall	450 Blackberry Ridge Drive	Morgantown	Monongalia	WV	26508	
William Scott	Marshall	420 Pine Lane	Lucasville	Scioto	OH	45648	
Joseph	Mason	58 Knotty Pine Way	Merrells Inlet	Georgetown	SC	29576	
Nancy	Mason	56 Holden Dr.	Martinsburg	Berkeley	WV	25401	
Amy	Maxwell	12839 Lime Kiln Road	Highland	Howard	MD	20777	
Christopher	McBee	40 Summit Drive	Williamstown	Wood	WV	26187	
James	McBurney	2699 Trace Fork Road	South Charleston	Kanawha	WV	25505	
Robert	McClintic, II	2152 Pocahontas Trail	White Sulphur Springs	Greenbrier	WV	24986	
Teresa	McCormick	589 Ridge View Hill Road	Jane Lew	Lewis	WV	26378	
Thomas	McCracken	23 Ridgewood Avenue	Wheeling	Ohio	WV	26003	
Thomas	McGraw	P.O. Box 667	Smithers	Fayette	WV	25186	
Tomi	McMillian	17 Brentwood Circle	Nitro	Putnam	WV	25143	
Diane	Miller	74 Elmwood Drive	Triadelphia	Ohio	WV	26059	
Jay Michael	Miller	1972 Ashby Ridge Road	Parkersburg	Wood	WV	26104	
Michael	Miller	1 Millers Landing	Parkersburg	Wood	WV	26104	
Kimberly	Mitchell	5301 Edgebrook	Cross Lanes	Kanawha	WV	25313	

Judith	Mohr	2328 Miletus Road	Salem	Harrison	WV	26426	
Anthony	Mollica	74 Monroe Dr.	Russel	Greenup	KY	41169	Inactive
Carlene	Moore	800 Memorial Road	Fairview	Marion	WV	26570	Inactive
Cherie	Moore	871 Woodyard Creek Rd.	Washington	Wood	WV	26181	
Haley	Moore	728 Glenridge Road	Charleston	Kanawha	WV	25304	
Charles	Morgan	6 Rivercrest Court	Vienna	Wood	WV	26105	
Carol	Morris	131 Castle Rock Drive	Elkins	Randolph	WV	26241	
Susan	Moten	672 Loops Road	Rainelle	Summers	WV	25962	
Morgan	Murphy	7 Rockledge Road	Wheening	Ohio	WV	26003	
Matthew	Murray	147 DelorasLane	Chester	Hancock	WV	26034	
Pamela Brooke	Myers	3260 Dragon Highway	Cameron	Marshall	WV	26033	
Julie	Mylar	56 Endicott Lane	Huntington	Cabell	WV	25705	
Joseph	Neil	305 Lone Tree Dr.	Summersville	Nicholas	WV	26651	
Terri	Nelson	115 Ott St.	Logan	Logan	WV	25601	
Mark	Nesland	11 Jack Reed Rd.	Motesville	Barbour	WV	26445	
Kelly	Nibert	PO Box 122,2411 Lee Circle	Syracuse	Meigs	OH	45779	
Jennifer	Pagliari	48 Springston Drive	Fairmont	Marion	WV	26554	
Tammy Jo	Painter	6003 Bobolink Lane	Charleston	Kanawha	WV	25312	
Lee Ann	Parsons	108 Riverview Drive	Tornado	Kanawha	WV	25202	
Shannon	Parsons	41160 St. Rt. 7	Reedsville	Dorchester	OH	45772	
Kourtney	Pennington	125 Burnshire Pl	Princeton	Mercer	WV	24740	
Angela	Peterson	P.O. Box 311	Princeton	Mercer	WV	24740	
Jo	Peterson	150 Blue Sage Court	Morgantown	Monongalia	WV	26508	
Tara	Pletcher	401 Winter Avenue	Wheeling	Ohio	OH	26003	Inactive
Matthew	Poorman	6846 Valley Brook Drive.	Charleston	Kanawha	WV	25312	
Joseph	Prest	109 Emerson Road	Clarksburg	Harrison	WV	26301	
Jessica	Price	40200 State Route 800	Woodsfield	Monroe	OH	43793	Inactive
Stacy	Pridemore	PO Box 665	Ansted	Fayette	WV	25812	
John	Pritt	1234 Alpine Lake Road	Terra Alta	Preston	WV	26764	
Kristine	Provan	218 Maybank Ct.	Gahanna	Franklin	OH	43230	
Rhonda	Quattrochi	161 Powers Road	Weirton	Hancock	WV	26062	
James	Ragland	113 Ott Street	Logan	Logan	WV	25601	
Melissa	Raynes	1258 Jasper Lake Drive	Burnside	Pulaski	KY	42519	
Sherri	Reed	622 Fall Avenue	Weston	Lewis	WV	26452	

Casey	Richards	129 Powers Road	Weirton	Hancock	WV	26062	
Susan	Richmond	203 Homewood Drive	Beckley	Raleigh	WV	25801	
James	Rife, Sr.	148 Pioneer Drive Apt. #9	Lebanon	Russell	VA	24266	
Patricia	Roan	1640 King St.	South Charleston	Kanawha	WV	25303	
Terri	Rodeheaver	415 Bishoff Road	Friendsville	Allegany	MD	21531	
Pamela Rae	Russell	576 East Mt. Lookout Road	Mt. Lookout	Nicholas	WV	26678	
Matthew	Rutherford	8906 Union Ridge Road	Lesage	Cabell	WV	25537	
Candy	Sanchez	1127 Ferry Street	Shrewsbury	Kanawha	WV	25015	
Eppie	Saunders	PO Box 5126	Princeton	Mercer	WV	24740	
Shannon	Schultheis	180 Blackwater Lane	Davisville	Wood	WV	26142	
Amanda	Scott	325 South Mimosa Lane, Apt. #4	Bridgeport	Harrison	WV	26330	
Joseph	Seese	224 Kimberly Lane	Kingwood	Preston	WV	26537	
Keith	Sexton	1515 Pluto Road	Shady Springs	Raleigh	WV	25918	
Tara	Shaver	55 Meadow View Lane	Beverly	Randolph	WV	26253	
Stephanie	Shoemaker	105 Sheridan Lane	Keyser	Mineral	WV	26726	
Dr. Jeffrey	Shrewsbury	424 Parkway Street	Bluefield	Mercer	WV	24701	
Ricky	Shrewsbury	1767 Nubbins Ridge Road	Beeson	Summers	WV	25951	
Barbara	Sisarcick	16 Courtland Avenue	Wheeling	Marshall	WV	26005	
Jeffrey	Smith	1495 Ravinia Road	Charleston	Kanawha	WV	25314	
Jo Ann	Smith	302 Ada Dell Ct.	Hurricane	Putnam	WV	25526	
Michelle	Smith	363 Ridgewood Dr.	Ft. Ashby	Mineral	WV	26719	
Ronnie	Smith, Jr	9 Steiner Blvd.	Barboursville	Cabell	WV	25501	Inactive
Aaron	Snodgrass	2718 Iva Durst Road	Leon	Mason	WV	25123	
Misty	Spiroff	3101 North Greystone Drive	Morgantown	Monongalia	WV	26508	
Annica	Stansberry	P.O. Box 670	Hurricane	Putnam	WV	25526	
Christina A.	Starcher	235 Chapman Avenue	Spencer	Jackson	WV	25276	
Rebecca	Steadman	9106 Carriage Lane	Fairmont	Harrison	WV	26554	Inactive
Belinda	Stear	1858 Song Convention Road	Mt. Nebo	Nicholas	WV	26679	
Gregory	Stephens	11094 Dupont Road	Washington	Wood	WV	26181	
Spencer	Stevens	37 Red Mulberry Way Apt. #4	Charleston	Kanawha	WV	25306	
Shelia	Stewart	P.O. Box 217	Bolt	Raleigh	WV	25817	Inactive
Deborah	Stoffel	3652 Moonlight Road	Scotland Neck	Guilford	NC	27874	Inactive
Joshua	Stone	1031 Quarrier St. Unit 301	Charleston	Kanawha	WV	25301	
Kristen	Stotler	1923 Main St.	Wellsburg	Brooke	WV	26070	

Patricia	Stover	14126 Greater Pines Blvd.	Clermont	Lake	FL	34711	Inactive
Bradley	Stump	PO Box 883	Shady Spring	Raleigh	WV	25918	
Patricia	Summerfield	254 Glade Run Road	Moatsville	Barbour	WV	26405	
Robin	Sutphin	4300 Staunton Ave.	Charleston	Kanawha	WV	25304	
Christine	Tarr	118 Alexander Estates	Tridelpia	Ohio	WV	26059	
Katrina	Taylor	62 Spaniel Rd.	Martinsburg	Berkeley	WV	25404	
Robin	Taylor	815 13th Avenue	Marlinton	Pocahontas	WV	24954	
Drema	Thompson	4551 Rutledge Drive	Oakwood	Hall	GS	30566	
Connie	Tomshack	81 Baxter Addition	Colliers	Brooke	WV	26035	
Kimberly	Toney	139 Lock Lane	Alum Creek	Lincoln	WV	25003	
Roger	Topping	1016 Meador Street.	Princeton	Mercer	WV	24740	
Melanie	Torok	230 Union Street	Mount Pleasant	Jefferson	OH	43939	
Joseph	Triana	175 Intimidator Lane	Given	Jackson	WV	25245	
Matthew	Tucker	5509 Toledo Ave.	Charleston	Kanawha	WV	25304	
Angela	Urse	1 Cacapon Circle	Fairmont	Harrison	WV	26554	
Pauline	Vance	219 Jefferson Street	Moorefield	Hardy	WV	26836	
Oodayyun	Wagoner	264 Hunters Fork Road	Belington	Barbour	WV	26250	
Valerie	Wall	12 Elwood Avenue	Huntington	Cabell	WV	25705	
Danelle	Wandling	4804 Ripley Road	Point Pleasant	Mason	WV	25550	
Rachel	Weikle	157 Grace Lane	Union	Monroe	WV	24983	
Brewier	Welch	2156 State Route 133	Bethel	Clermont	OH	45106	
Stacy	Wellman	1888 George Washington Highway	Grafton	Taylor	WV	26354	
Eileen	Wheeldon	124 Township Road #1432	South Point	Lawrence	OH	45680	
Diana L.	White	140 Hunter Dr.	Buckhannon	Upshur	WV	26201	
Lisa	White	330 Ridgeway Dr.	Bridgeport	Harrison	WV	26330	
Laura	Wiley	591 Parkview Terrace	Athens	Mercer	WV	24712	
Angel	Williams	40 Gunny Lane	Sinks Grove	Greenbrier	WV	24976	
Brandon	Williams	1525 Greentown Loop Rd.	Oak Hill	Fayette	WV	25901	
Mischelle	Williams	1869 Maple Fork Road	Mount Hope	Raleigh	WV	25880	
Mark	Wilson	140 Packett Drive	Charles Town	Jefferson	WV	25414	
Curtis	Woodward	310 Mohave Trail	Montpelier	Lucas	OH	43543	
Denise	Worley	103 Yorktown Ct.	Beckley	Raleigh	WV	25801	
Randy	Wright	1718 Caywood Road	Marietta	Washington	OH	45750	Inactive

**Inactive status - meets requirements to activate with form, fee and required hrs. with a request each year