

**MINUTES**  
**South Carolina Board of Long Term Health Care Administrators**  
**Board Meeting**

9:30 a.m., September 4, 2014  
Synergy Business Park  
110 Centerview Drive, Kingstree Building Room 204  
Columbia, South Carolina

**Thursday, September 4, 2014**

**Note: These minutes are a record of the motions and official actions taken by the Board and brief summary of the meeting.**

**1. Meeting Called to Order**

Daniel R. McLeod, Jr, Chairman, of Greenville, called the regular meeting of the Board of Long Term Health Care Administrators to order at 9:30 a.m. Other members present for the meeting included: Nikki Robertson of Columbia, and Julius B. Kinney, Jr. of Anderson and Melvin K. Hiatt of Fairfax.

Staff members participating in the meeting included: Lee Ann F. Bundrick, Administrator, Stephanie Calhoun, Administrative Assistant, Georgia L. Lewis, Advice Attorney, Office of Advice Counsel, Megan Flannery, Office of General Counsel, Ashley Bailey, Investigator, Office of Investigations and Enforcement,, Mark Sanders, Chief Investigator, Office of Investigations and Enforcement and Ramona Alston, Investigator, Office of Investigations and Enforcement.

Mr. McLeod announced that this meeting was held in accordance with Section 30-4-80 of the S.C. Freedom of Information Act by notice mailed to The State Newspaper, Associated Press, WIS-TV and all other requesting persons, organizations or news media. In addition, notice was posted on the bulletin boards at the main entrance of the Kingstree Building.

**2. Pledge of Allegiance**

All present recited the Pledge of Allegiance.

**3. Introduction of Board Members and All Other Persons Attending**

Mr. McLeod introduced the members present.

**4. Consideration of Excuses for Absences of Board Members**

David Buckshorn was granted an excuse absence.

**5. Chairman's Remarks**

There were no chairman remarks.

**6. Approval of the Meeting Minutes**

**June 12, 2014 Board Meeting Minutes**

## **MOTION**

Mr. Kinney made a motion to approve the June 12, 2014 Board meeting minutes. Ms. Robertson seconded the motion, which carried unanimously.

### **June 24, 2014 Conference Call Meeting Minutes**

## **MOTION**

Mr. Kinney made a motion to approve the June 24, 2014 Conference Call meeting minutes. Mr. Hiatt seconded the motion which carried unanimously.

## **7. Compliance Reports**

### **Dismissals**

## **MOTION**

Mr. Kinney made a motion to accept the letters of dismissal. Ms. Robertson seconded the motion, which carried unanimously.

### **Formal Complaints**

## **MOTION**

Mr. Kinney made a motion to accept the formal complaints. Ms. Robertson seconded the motion, which carried unanimously.

### **Letters of Caution**

## **MOTION**

Mr. Kinney made a motion to accept the letter of caution. Mr. Hiatt seconded the motion, which carried unanimously.

### **Office of Investigations**

Mark Sanders presented the OIE report.

There were twelve (12) active investigations and ten (10) closed cases. These cases were received from June 1, 2014 through August 31, 2014.

### **Office General Counsel Report**

Meghan Flannery presented the OGC report.

There were twenty (20) open cases, seven (7) pending actions, four (4) pending CA/MOAs, five (5) pending hearings, four (4) pending final orders and four (4) closed. These cases are as of August 25, 2014.

## **8. Applicant Appearances**

### **Florence O. Kolapo**

Ms. Kolapo appeared before the Board because her education could not be determined in a routine manner by staff. The World Education Services evaluation does not state if her education is accepted as an association degree or bachelor's degree.

### **Executive Session In**

#### **MOTION**

Mr. Kinney made a motion to go into executive session. Ms. Robertson seconded the motion, which carried unanimously.

### **Executive Session Out**

#### **MOTION**

Mr. Kinney made a motion to go come out of executive session. Mr. Hiatt seconded the motion, which carried unanimously.

#### **MOTION**

Mr. Kinney made a motion that Ms. Kolpao be allowed to sit for the national and states exams upon completion of her six months of experience in the current community residential care facility. Mr. Hiatt seconded the motion, which carried unanimously.

### **Eric S. Jones**

Mr. Jones appeared before the Board to petition to retake the national nursing home administrator exam again after failing the exam three times.

#### **MOTION**

Mr. Kinney made a motion that Mr. Jones be allowed to sit for the national nursing home administrator exam again. Mr. Hiatt seconded the motion, which carried unanimously.

## **9. Disciplinary**

### **Case 2010-14 Memorandum of Agreement**

The Memorandum of Agreement is continued until a later date.

### **Case 2012-43 Consent Agreement**

#### **MOTION**

Mr. Kinney made a motion to accept the Consent Agreement. Ms. Robertson seconded the motion, which carried unanimously.

## **Case 2013-39-Consent Agreement**

### **MOTION**

Ms. Robertson made a motion to accept the Consent Agreement. Mr. Kinney seconded the motion, which carried unanimously.

### **10. Administrator's Remarks**

#### **Office of Finance**

Ms. Calhoun gave the office of finance report for May 2014, June 2014 and July 2014. The Board took this report as information. She stated that the report indicates that the Board is no longer in the negative and should see more of an increase in the next year because of the fee changes.

#### **2014 NAB Annual Meeting**

The NAB Mid Year Meeting will be held November 12-14, 2014 in San Francisco, CA.

### **MOTION**

Mr. Kinney made a motion that two staff members and one board member attend the NAB Mid-Year Meeting.

#### **2014 CE Audit**

Out of 960 active licensees a random CE audit was conducted. At this time, two (2) CRCFs and one (1) NHA failed the 2014 audit. Fifty-six (56) active NHAs, thirty-three (33) active CRCFs and eighteen (18) Dual active administrators were audited. Those administrators who failed the audit will be offered a Consent Agreement. The agreement allows the administrator to continue to work provided they meet the Consent Agreement parameters.

#### **2014 Lapsed Licensees**

Lapsed license renewal letters were mailed in July and August. The final lapsed license renewal letter was mailed September 3, 2014. The letters were mailed to Thirty-three (33) active CRCFs, eighteen (18) inactive CRCFs, eight (8) active NHAs, three (3) inactive NHAs, nine (9) active Dual, and one (1) inactive dual administrator.

#### **2014 Renewed Licensees**

For licensure renewal 2014-2015, 1,069 Administrators renewed their license as active and inactive. A breakdown of Administrators renewing their licenses as follows: Five hundred twenty-eight (528) active CRCFs, sixty-three (63) inactive CRCFs, two hundred ninety (290) active NHAs, twenty-seven (27) inactive NHAs, one hundred thirty-six (136) active Dual and seventeen (17) inactive Dual Administrators.

#### **Board Order Extensions**

Ms. Calhoun requested guidance from the Board on how to handle penalty fee extension request from Administrators who signed Consent Agreements.

## **MOTION**

Mr. Kinney made a motion to give staff the ability to grant an extension not to exceed 90 days on hardship cases. Request beyond this timeframe, must come before the Board. Ms. Robertson seconded the motion, which carried unanimously.

### **Fee Adjustment**

The legislature passed fee adjustments in June 2014. There were no fee changes for the Board, since the fees are already established in the regulations. The fees will be taken out of the Board regulations 93 and placed in Chapter 10. The web site will make reference to where the fees are located. Although fees will be in Chapter 10, the Board still has control over making changes.

### **Reactivation of Inactive LTHCA Form**

In the past, licensees were told to send in a letter to request to reactive an inactive license to active status. Ms. Calhoun created an application for those inactive administrators to complete as stated in the law. This application will place their license on active status.

## **MOTION**

Mr. Hiatt made a motion to accept the Reactivation of Inactive Long Term Health Care Administrators License Form. Ms. Robertson seconded the motion, which carried unanimously.

## **11. Committee Reports**

### **Credentials Committee**

The Board took the report of the Credentials Committee as information. The report showed seven (7) Nursing Home Administrators (NHA), eleven (11) Community Residential Care Facility Administrators (CRCF), and no Dual administrators have been approved since August 28, 2014. The report shows no NHA provisional licenses, five (5) CRCFA provisional licenses and no Dual provisional licenses have been issued since August 28, 2014. It also showed six (6) Nursing Home Administrators, eleven (11) Community Residential Care Administrators and three (3) Dual Administrators licensed between June 12, 2014 and August 28, 2014. Since January 1, 2014, thirteen (13) Nursing Home Administrators, twenty-six (26) Community Residential Care Administrators and seven (7) Dual Administrators were licensed.

### **Education Committee**

The Board took the report of the Education Committee as information. The report showed seventeen (17) approved Sponsor CE applications, four (4) approved Administrator CE application between June 12, 2014 and August 28, 2014. The report showed that eighty-four (84) approved Sponsor CE applications and seventy-six (76) approved Administrator CE application between January 1, 2014 and August 28, 2014.

### **AIT Committee**

Mr. Kinney reported that there were no new preceptors added since the last Board meeting. The AIT Committee met August 8, 2014. The committee decided to request the assistance of the

Colleges and Universities that have Health Care Administration Degrees and Public Health Degrees to participate in the AIT program. George Washington University and Ohio State is approved by NAB to offer the AIT Program.

Mr. Kinney has contacted the Dean at Winthrop University and he is very interested in incorporating the AIT program with the curriculum.

The committee will meet again October 13, 2014 and plan to meet with the schools in January.

Mr. Kinney will contact the SC Healthcare Association about Ms. Calhoun conducting AIT Preceptor Training for their Winter Conference and Ms. Robertson will contact Leading Age regarding their Spring Conference.

#### **AIT Current Trainings**

Mr. Kinney presented the AIT committee report. There are currently thirty-nine preceptors. Eleven preceptors out of the total can only train employees. Six (6) AIT candidates are currently training and two (2) AIT candidates have completed the program. A list of current AIT preceptors was provided to the Board.

#### **AIT Preceptor Directory**

The directory was presented as information.

#### **Other Information**

Ms. Lewis explained to the Board that the Temporary Suspension Hearing held in August is a final hearing and will not come before the Board as a recommendation. Any disciplinary matters in addition to the TSO order will come before the Hearing Officer and a recommendation from the hearing will be presented to the Board. Memorandum of Agreements come before the Board because the respondent has agreed to the facts in the agreement and there is no evidence to provide the Board. The Board will decide based upon the facts what disciplinary sanctions should be imposed.

#### **Adjournment**

#### **MOTION**

Mr. Kinney made a motion to adjourn the meeting. Mr. Hiatt seconded the motion which carried unanimously.

The September 4, 2014 Board meeting of the SC Board of Long Term Health Care Administrators adjourned at 11:30 am.