

LLR - BOARD OF LONG TERM HEALTH CARE ADMINISTRATORS
BOARD MEETING

9:30 A.M., Tuesday, January 7, 2003
Synergy Business Park, Kingstree Building
110 Centerview Drive, Kingstree Building, Room 111
Columbia, South Carolina 29210

MINUTES

Ms. Merry Anne Gaddy, Chairperson, called the meeting of the Board of Long Term Health Care Administrators to order at 9:30 a.m. Other members present for the meeting included: Mr. David Buckshorn, Mr. Leon Frishman, Mr. Melvin Hiatt, Mr. Julius Kinney, Jr., Mr. Brown McCallum, Jr. and Ms. Betty Tolbert.

Mr. Daniel McLeod and Dr. Brenna DeLaine were not present for the meeting.

Staff members participating during the meeting included: Stephanie Calhoun, Administrative Assistant; Sharon Dantzler, Deputy General Counsel, LLR-Office of General Counsel; Pat Hanks, Attorney, LLR-Office of General Counsel; Melissa Slagle, Investigator; Dana Welborn, Administrator; and Wayne Whitworth, Investigator.

Other attendees were: Randy Clark, DHEC, Division of Health Licensing staff person; Nicki Davis, Executive Director of the S.C. Association of Residential Care Homes; Dennis Gibbs, Director of the DHEC, Division of Health Licensing; Joann James, CRCFA; Gene Jones, CRCFA; and Jerry Paul, Bureau Chief of the DHEC, Bureau of Health Facilities Regulations.

WELCOME AND CALL TO ORDER Ms. Gaddy announced that the meeting was being 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.

APPROVAL OF MINUTES

December 4, 2002

MOTION

Mr. McCallum moved the board approve the minutes of the December 4, 2002 meeting as written. Mr. Hiatt seconded the motion, which carried unanimously.

LICENSE APPLICATIONS

Paulee Lemmons

Ms. Lemmons appeared before the board to request approval of her application for a community residential care facility administrator license. Ms. Lemmons gave the board background information about her practical nursing diploma education, nursing

experience, and her community residential care facility work experience for the previous two and a half years.

EXECUTIVE SESSION

The board went into executive session to discuss Ms. Lemmons' application and testimony.

RETURN TO PUBLIC SESSION

The board returned to public session to entertain a motion on Ms. Lemmons' application.

MOTION

Mr. Kinney moved Ms. Lemmons be granted the opportunity to sit for the examination. Mr. McCallum seconded the motion, which carried unanimously.

Margaret Milligan

Ms. Milligan appeared before the board to request approval of her application for a community residential care facility administrator license after board staff determined that her application could not be handled in a routine manner. Ms. Milligan gave the board background information about her education and her community residential care facility work experience.

EXECUTIVE SESSION

The board went into executive session to discuss Ms. Milligan's application and testimony.

RETURN TO PUBLIC SESSION

The board returned to public session to entertain a motion on Ms. Milligan's application.

MOTION

Mr. McCallum moved Ms. Milligan be allowed to sit for the examination. Mr. Kinney seconded the motion, which carried unanimously.

UNFINISHED BUSINESS

Policy Discussion

The Board discussed its definition of "normal business hours" for community residential care facility administrators with board staff and invited guests from DHEC, Division of Health Licensing, Ms. Joann James, CRCFA and former board member, Mr. Gene Jones, CRCFA and representative of small community residential care facilities from the S.C. Association of Residential Care Homes (SCARCH) and Ms. Nicki Davis, Executive Director of SCARCH. After much discussion, the following two-part motion was made.

MOTION

Mr. Kinney made a motion for the Board to define "normal business hours " to mean the hours between 7:00 a.m. and 7:00 p.m. Specifically for the Community Residential Care Facility Administrator of a facility with 10 beds or less, the minimum of twenty hours a week must be equitably distributed daily. In order to be "equitably distributed," four hours may be scheduled each day, Monday through Friday. In the alternative, up to 5 of

the hours can be accumulated on Saturday and Sunday and, if hours are accumulated on weekends, the hours worked Monday through Friday must be distributed over portions of at least three days.

As part of the same motion, Mr. Kinney moved the Board amend the board's regulations to require practicing administrators to post their normal work hours in a conspicuous place at the nursing home or community residential care facility where he or she is the Administrator. Work hours may vary from week to week if the posting is updated appropriately. Administrators will maintain records of their posted hours for at least one year.

Mr. McCallum seconded the motion, which carried unanimously.

NEXT MEETING

The next meeting of the Board of Long Term Care Administrators is scheduled for March 5-6, 2003 and will be held at the S.C. Department of Labor, Licensing and Regulation in conference room 108.

ADJOURN

The meeting was adjourned at 12:15 pm.