

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

9:42 a.m., June 2, 2011  
Synergy Business Park  
110 Centerview Drive, Kingstree Building Room 108  
Columbia, South Carolina

**Thursday, June 2, 2011**

**1. Meeting Called to Order**

J. B. "Sonny" Kinney, Acting Chairman, of Anderson, called the regular meeting of the Board of Long Term Health Care Administrators to order at 9:42 a.m. Other members present for the meeting included: Melvin Ken Hiatt of Fairfax; Pam Dukes of Columbia, Marvin Hyatt, of Rock Hill; and Nikki Robertson, of Columbia.

Staff members participating in the meeting included: Christa Bell, Associate General Counsel, Office of General Counsel; Lee Ann Bundrick, RPh, Administrator; Stephanie Calhoun, Administrative Assistant, James Saxon, Advice Attorney, Office of General Counsel; Lil Ann Gray, State's Attorney, Office of General Counsel; Rick Wilson, Esquire, RPP, Frank Sheheen, RPP and Yolanda Rodgers, Investigator, Office of Investigations and Enforcement.

Mr. Kinney 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. Kinney introduced the members present.

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

David B. Buckshorn and Daniel R. McLeod, Jr were granted excused absences.

**5. Legislative Update**

Ms. Bundrick gave the Board the status of the bill 3012 In-Home Care Providers Act. This bill passed and was ratified as of the week of May 16, 2011. Bill 3391 states deleting the passage of the national exam for nursing home administrators. Ms. Calhoun and Ms. Bundrick did research to determine the pass and fail rate of the exam and submitted the information to Mary Denis Cauthen. The research shows that only a small rate of individuals failed the exam within the past five years.

**6. Approval of the Meeting Minutes**

**March 2, 2011**

**MOTION**

Ms. Robertson made a motion the Board approve the minutes of the March 2, 2011 meeting. Ms. Hyatt seconded the motion which carried unanimously.

## **7. Old Business**

There was not old business at this time.

## **8. Chairman's Remarks**

There were no Chairman remarks.

## **9. New Business**

### **Committee Reports**

#### **Investigative Review Committee**

##### **Dismissals**

##### **MOTION**

Mr. Hyatt made a motion the Board approve the four cases recommended for dismissal. Mr. Hiatt seconded the motion which carried unanimously.

##### **Letter of Concern**

##### **MOTION**

Mr. Hiatt made a motion the Board approve the recommended letter of caution. Mr. Hyatt seconded the motion which carried unanimously.

#### **Credentials Committee**

The Board took the report of the Credentials Committee as information. The report shows 4 nursing home administrators (NHA), 13 Community Residential Care Facility Administrator (CRCF), and three dual candidates have been approved since May 26, 2011. It also shows that two NHA provisional licenses and 10 CRCFA provisional licenses and two dual provisional licenses have been issued since May 26, 2011.

#### **Education Committee**

The Board took the report of the Education Committee as information.

#### **AIT Committee**

##### **AIT Committee Report**

The Board took the AIT Committee report as information. The report shows two new preceptors have been certified since the last meeting. There are currently five candidates in the training course.

There was discussion about AIT Candidates contacting Preceptors out of their area. This is due to not getting responses from the Preceptors or they are currently training other candidates. The AIT committee will meet at a later date to discuss improvements on the program.

#### **Recovery Professional Program (RPP)**

Rick Wilson and Frank Sheheen appeared before the Board to give an overview of about the Recovery Professional Program. The Board was given a Memorandum of Agreement and a list of questions to respond to. The responses to the questions will help RPP determine the needs of the Board. Mr. Kinney stated that the members will review the information and be prepared to address at the next Board meeting.

#### **2011 Annual NAB Meeting**

The 2011 NAB Annual Meeting will be held on June 8-10, 2011 in Chicago, IL. Pam Dukes and Nikki Robertson will be attending the meeting on behalf of the Board.

### **Pro-rated Initial License Fees and Continuing Education (CE) hours**

Ms. Calhoun presented the Board with information regarding pro-rating fees and continuing education (CE) hours for new administrators.

#### **MOTION**

Mr. Hiatt made a motion the Board approve the pro-rated fees and continuing education (CE) hours for new administrators. Mr. Hyatt seconded the motion which carried unanimously.

### **Criminal Background.**

Ms. Calhoun asked the board about the length of time for background checks for administrators who would like to apply for a different license with the Board.

#### **MOTION**

Ms. Dukes made a motion that anything greater than one year requires another background check. Mr. Hyatt seconded the motion which carried unanimously.

### **CE Audits and Lapsed Licenses**

Ms. Calhoun requested guidance from the Board on how to handle discipline for CE Audits and lapsed licenses. There was discussion regarding this request.

#### **MOTION**

Ms. Robertson made a motion to refer the matter to the Credentials Committee. Mr. Hyatt seconded the motion which carried unanimously.

### **License Renewals**

The Board took the report of the Education Committee as information.

### **National and State Exam Policy**

Ms. Calhoun requested direction from the Board on how to handle applicants whose state exam or national exam expired beyond the five year policy time frame. Mr. Kinney stated that the Board would not recommend a policy right now and referred the matter to the Credentials Committee.

### **American College of Health Care Administrators (ACHCA)**

The Board reviewed the letter from ACHCA. Pamela Dukes and Nikki Robertson will get further information from Mr. Erick Hadley, Chief Operation Officer for ACHCA and report back to the Board at its next meeting.

## **10. Board Orders (s)**

### **Agreement to Relinquish**

Ms. Lewis reviewed the agreement to relinquish license in the matter of James L. Gardner case # 2009-36.

#### **MOTION**

Mr. Hyatt made a motion to accept the order of Agreement to Relinquish. Mr. Hiatt seconded the motion which carried unanimously.

### **Agreement to Voluntary Surrender**

Ms. Lewis reviewed the agreement to voluntary surrender license in the matter of Robert B. Reese case # 2009-37.

**MOTION**

Ms. Dukes made a motion to accept the Voluntary Surrender. Ms. Robertson seconded the motion which carried unanimously.

**10. Reports From  
Office of General Council Report**

The Board took the report of the Education Committee as information.

**Office of Investigations Report**

Mrs. Rodgers presented the report from the Office of Investigations.

**Financial Report**

Mrs. Bundrick presented the Financial Report.

**11. Applicant Appearance(s) – Qualification Approval  
Justin Smith**

Mr. Smith's application was reviewed and denied by staff and the Credentials Committee because it did not meet the CRCF requirements. Mr. Smith is requesting that his application and experience be reviewed by the full Board.

This proceeding was taken by a court reporter in order to produce a verbatim transcript should one be necessary.

**MOTION**

Ms. Robertson made a motion Mr. Smith be allowed to sit for the exam. Mr. Hyatt seconded the motion which carried unanimously.

**Barry S. James**

Mr. James' application was reviewed and denied by staff and the Credentials Committee because it did not meet the CRCF requirements. Mr. James is requesting that his application and experience be reviewed by the full Board.

This proceeding was taken by a court reporter in order to produce a verbatim transcript should one be necessary.

**Executive Session**

**MOTION**

Mr. Hyatt made a motion the Board enter executive session. Mr. Hiatt seconded the motion which carried unanimously.

**Return to Public Session**

**MOTION**

Mr. Hiatt made a motion the Board return to public session. Mr. Hyatt seconded the motion which carried unanimously.

**MOTION**

Ms. Robertson made a motion Mr. James be allowed to sit for the CRCF exam. Mr. Hyatt seconded the motion which carried unanimously.

**Casey J. Caddell**

Mr. Caddell's application was reviewed and denied by staff and the Credentials Committee because it did not meet the CRCF requirements. Mr. Caddell is requesting that his application and experience be reviewed by the full Board.

This proceeding was taken by a court reporter in order to produce a verbatim transcript should one be necessary.

**Executive Session**

**MOTION**

Ms. Robertson made a motion the Board enter executive session to seek legal advice on this matter. Mr. Hyatt seconded the motion which carried unanimously.

**Return to Public Session**

**MOTION**

Mr. Hyatt made a motion the Board return to public session. Mr. Kinney seconded the motion which carried unanimously.

**MOTION**

Ms. Roberts made a motion Mr. Caddell be allowed to sit for the exam on or after August 1, 2011, and after providing documentation to staff of his continued experience. Mr. Hyatt seconded the motion which carried unanimously.

**Daryl Orage**

Mr. Orage did not appear during this meeting. The Board took no action on the application.

This proceeding was taken by a court reporter in order to produce a verbatim transcript should one be necessary.

**12. Applicant Appearance(s) - Qualification Approval - Other Certificate Program**

**Mary L. Brakefield-Marzilli**

Ms. Marzilli does not meet the minimum education requirement for the CRCFA license. Her diploma in practical nursing and work experience must be considered by the full Board in accordance with the Board policy stating:

*Other certificate programs in combination with CRCF and other health care work experience will be considered on a case-by-case basis.*

This proceeding was taken by a court reporter in order to produce a verbatim transcript should one be necessary.

**MOTION**

Ms. Robertson made a motion Ms. Marzilli be allowed to sit for the CRCF exam. Ms. Dukes seconded the motion which carried unanimously.

**Sheila Wilson**

Ms. Wilson does not meet the minimum education requirement for the CRCFA license. Her diploma in practical nursing and work experience must be considered by the full Board in accordance with the Board policy stating:

*Other certificate programs in combination with CRCF and other health care work experience will be considered on a case-by-case basis.*

This proceeding was taken by a court reporter in order to produce a verbatim transcript should one be necessary.

**MOTION**

Mr. Hiatt made a motion Ms. Wilson be allowed to sit for the CRCF exam. Mr. Hyatt seconded the motion which carried unanimously.

**Mary S. Morrill**

Ms. Morrill's application is before the Board today to review her diploma in practical nursing and associate degree in business to determine if she meets the requirements for nursing home and community residential care administration.

This proceeding was taken by a court reporter in order to produce a verbatim transcript should one be necessary.

**Executive Session**

**MOTION**

Board made a motion to go into executive session.

**Return to Public Session**

**MOTION**

Ms. Robertson made a motion the Board return to public session. Mr. Kinney seconded the motion which carried unanimously.

**MOTION**

Ms. Robertson made a motion Ms. Morrill be allowed to sit for both the nursing home and the CRCF exam. Mr. Hyatt seconded the motion which carried unanimously.

**13. Applicant Appearance(s) - Qualification Approval - Criminal Background**

**Ada Nwankudu**

Ms. Nwankudu is before the Board today because she answered "yes" to the question on the application which states, " Have you ever been disciplined by another state licensure board?"

This proceeding was taken by a court reporter in order to produce a verbatim transcript should one be necessary.

**Executive Session**

**MOTION**

Ms. Robertson made a motion the Board enter executive session to seek legal advice in this matter. Mr. Hiatt seconded the motion which carried unanimously.

**Return to Public Session**

**MOTION**

Mr. Hiatt made a motion the Board return to public session. Ms. Robertson seconded the motion which carried unanimously.

### **MOTION**

Ms. Dukes made a motion Ms. Nwankudu be allowed to sit for the CRCF exam. Mr. Hiatt seconded the motion which carried unanimously.

### **Russell A. Unthank**

Mr. Unthank is before the Board today because he answered "yes" to the question on the application which states, "Have you ever been convicted or pled guilty or nolo contendere to any felony, misdemeanor, or crime of moral turpitude?"

Mr. Unthank's application is also before the Board regarding approval of his education and experience for the Community Residential Care Facility Administrator license.

This proceeding was taken by a court reporter in order to produce a verbatim transcript should one be necessary.

### **Executive Session**

#### **MOTION**

Ms. Robertson made a motion the Board enter executive session to seek legal advice in this matter. Mr. Hyatt seconded the motion which carried unanimously.

### **Return to Public Session**

#### **MOTION**

Mr. Hiatt made a motion the Board return to public session. Ms. Robertson seconded the motion which carried unanimously.

### **MOTION**

Ms. Robertson made a motion Mr. Unthank be allowed to sit for the CRCF exam. Mr. Hiatt seconded the motion which carried unanimously

### **14. Applicant Appearance(s) - Qualification Approval - Request to Retake Exam**

#### **Patricia Beaton**

Ms. Beaton is petitioning the Board to retake the exam after failing three times.

This proceeding was taken by a court reporter in order to produce a verbatim transcript should one be necessary.

### **MOTION**

Ms. Robertson made a motion Ms. Ford-Beaton be allowed to take the exam again once she has completed course work in basic business and accounting principles and provides documentation of completion of the coursework. Mr. Hyatt seconded the motion which carried unanimously.

### **15. Public Comments**

No public comments were made during this meeting.

### **16. Adjournment**

The June 2, 2011 meeting of the SC Board of Long Term Health Care Administrators adjourned at 2:12 pm.

The next meeting of the SC Board of Long Term Health Care Administrators is scheduled for September 1, 2011.