

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

9:30 a.m., March 7, 2019  
Synergy Business Park  
110 Centerview Drive, Kingtree Building Room 204  
Columbia, South Carolina

Public notice of this meeting was properly posted at the S.C. Board of Environmental Certification office, Synergy Business Park, Kingtree Building, and on the board website and provided to all requesting persons, organizations, and news media in compliance with Section 30-4-80 of the South Carolina Freedom of Information Act.

**BOARD MEMBERS PRESENT:**

Melissa Yetter, Chairman  
Elizabeth Schaper  
Julius Kinney  
Sarah Doctor-Greenwade

**SCLLR STAFF PRESENT:**

Georgia Lewis, Office of Advice Counsel  
Meredith Buttler, Administrator  
Kathy Burgess, Program Coordinator  
Megan Flannery, Office of Disciplinary Counsel  
Greg Hinson, Office of Investigations  
Holly Beason, Office of Communication and Governmental Affairs

**PRESENT:**

Kitty, Court Reporter

**CALL TO ORDER:** Chairman Yetter called the meeting to order at 9:30 a.m.

**PLEDGE OF ALLEGIANCE**

All present recited the Pledge of Allegiance.

**APPROVAL OF AGENDA**

**Motion:** To approve the agenda.  
Kinney/Doctor-Greenwade/approved.

**APPROVAL OF ABSENT BOARD MEMBER**

**Motion:** To approve the absence of William Birmingham, Shelly Kelly and Timothy Slice due to work obligations.  
Kinney/Schaper/approved.

**INTRODUCTION OF BOARD MEMBERS**

Each Board member provided a brief introduction of themselves.

## **APPROVAL OF MEETING MINUTES**

**Motion:** To approve the minutes from the December 6, 2018 meeting.  
Schaper/Kinney/approved.

## **CHAIRMAN'S REMARKS**

Chairman Yetter state she did not have any remarks.

## **DIRECTOR OF LLR**

Due to scheduling conflicts, Director Farr was not able to attend the meeting.

## **STAFF REPORTS**

### **Administrator Report**

Ms. Buttler reported that the Board Licensee reports have been provided to members to review.

Board members are reminded to submit their Statement of Economic Interest to the Ethics Commission before March 31, 2019. If additional information is needed to complete this, please contact board staff.

Board renewals are slated to open April 1, 2019. Board staff is currently working to revise and update renewals forms. Additionally, an email verification was sent out to all licensees. Those who verified the email will receive an electronic renewal notice. Those who do not verify their email, will received the paper renewal notice.

### **OIE Statistical Report**

Greg Hinson reported from January 1, 2019 to February 26, 2019, the Board has received 23 complaints. During the same time period, one case has been closed by Administrative Dismissal.

Mr. Hinson also reported on the OIE Investigator training completed in 2018 and year to date in 2019.

### **IRC Report**

Greg Hinson informed the Board that the IRC met on February 14, 2019. The IRC Report recommends two cases for dismissal, one letter of caution, and five formal complaints.

**Motion:** To approve the recommendations for dismissals on the IRC report.  
Kinney/Doctor-Greenwade/approved.

**Motion:** To approve the recommendations for letter of caution on the IRC report.  
Kinney/Schaper/approved.

**Motion:** To approve the recommendations for formal complaints on the IRC report.  
Kinney/Doctor-Greenwade/approved.

### **ODC Report**

Megan Flannery reported there are currently 19 cases open: 1 pending panel hearing, 2 pending ODC action, 9 pending CA/MOAs, 7 pending Board hearings/action, and 6 closed. Ms. Flannery

stated that since the report was published on February 28, 2019, there are currently 8 cases pending Board hearings/action.

#### Legislative Update

Holly Beason was not present at the time of the report. Sarah Doctor-Greenwade provided a report on her testimony for LLR Regulation Doc. No. 4852. The committee motioned a continuance due to time constraints.

### **APPLICANT APPEARANCES**

#### Curtis Inabinett

Mr. Curtis Inabinett appeared before the Board for an Application Hearing. He was not represented by counsel and was sworn in by the court reporter. Application hearings are recorded by a certified court reporter in the event a verbatim transcript is necessary.

#### Executive Session

**Motion:** For the Board to enter into executive session to seek legal advice regarding application hearing.  
Kinney/Schaper/approved.

#### Return to Public Session

**Motion:** For the Board to return to public session  
Kinney/Schaper/approved.

Board Chairman, Melissa Yetter, noted for the record that no votes or actions were taken while in executive session.

**Motion:** To deny Mr. Inabinett a license due to lack of work experience.  
Doctor-Greenwade/Kinney/approved.

Ms. Yetter stated that upon successful completion of the required work experience under a licensed Community Residential Care Administrator and submission of new background check show no further issues, the Board would then be able to process Mr. Inabinett's license application.

#### Laverne Skipper

Ms. Laverne Skipper appeared before the Board for an Application Hearing. She was not represented by counsel and was sworn in by the court reporter. Application hearings are recorded by a certified court reporter in the event a verbatim transcript is necessary.

#### Executive Session

**Motion:** For the Board to enter into executive session to seek legal advice regarding application hearing.  
Doctor-Greenwade/Kinney/approved.

#### Return to Public Session

**Motion:** For the Board to return to public session

Doctor-Greenwade/Kinney/approved.

Board Chairman, Melissa Yetter, noted for the record that no votes or actions were taken while in executive session.

**Motion:** To deny Ms. Skipper a reinstatement license due insufficient continuing education.  
Kinney/Schaper/approved.

Ms. Yetter recommended Ms. Skipper resubmit the reinstatement application, clarifying her work experience hours and required continuing education documentation. The Board has waved the application fee for the required resubmittal.

## **DISCIPLINARY HEARINGS**

### Case #2018-29 Memorandum of Agreement

Executive Session

**Motion:** For the Board to enter into executive session to seek legal advice regarding disciplinary hearing.  
Kinney/Doctor-Greenwade/approved.

Return to Public Session

**Motion:** For the Board to return to public session  
Kinney/Doctor-Greenwade/approved.

Board Chairman, Melissa Yetter, noted for the record that no votes or actions were taken while in executive session.

**Motion:** To approve the MOA, issue of a Letter of Caution and retract all fines imposed.  
Kinney/Schaper/approved

### Case #2018-31 Memorandum of Agreement

Executive Session

**Motion:** For the Board to enter into executive session to seek legal advice regarding disciplinary hearing.  
Kinney/Schaper/approved.

Return to Public Session

**Motion:** For the Board to return to public session  
Kinney/Schaper/approved.

Board Chairman, Melissa Yetter, noted for the record that no votes or actions were taken while in executive session.

**Motion:** To approve the MOA, issue of a Letter of Caution and reduce the fines to \$500.  
Kinney/Schaper/approved

### Case #2018-27 Consent Agreement

**Motion:** To approve accept the Consent Agreement as presented.  
Kinney/Schaper/approved

Case #2018-26 Consent Agreement

**Motion:** To approve accept the Consent Agreement as presented.  
Kinney/Doctor-Greenwade/approved

Case #2018-37 Consent Agreement

**Motion:** To approve accept the Consent Agreement as presented.  
Kinney/Doctor-Greenwade/approved

Case #2018-39 Consent Agreement

**Motion:** To approve accept the Consent Agreement as presented.  
Kinney/Schaper/approved

Case #2018-38 Consent Agreement

**Motion:** To approve accept the Consent Agreement as presented.  
Kinney/Schaper/approved

Case #2018-28 Consent Agreement

**Motion:** To approve accept the Consent Agreement as presented.  
Kinney/Doctor-Greenwade/approved

**OLD BUSINESS**

Health Services Executive (HSE) Credential Discussion

Ms. Yetter stated that Mr. X was preparing to present on the new Health Services Executive credential at the upcoming SCALA Conference. Currently the Board does not recognize the HSE as a credential. Discussion ensued as to if the Board had the jurisdiction to add or accept the new credential. Advise counsel, Ms. Lewis, recommended tabling the discussion for a later meeting. This will allow staff to do further research into the credential and report to the Board if and how the credential could be incorporated should the Board choose to move forward with it.

**LEGISLATIVE UPDATE**

Ms. Beason joined the meeting and gave an update on LLR Regulation Doc. No. 4852 and other relevant legislation.

**NEW BUSINESS**

SCALA Trade Show

**Motion:** To approve travel for two board member and two staff to the Spring SCALA Trade Show and Conference in Columbia, SC.  
Kinney/Doctor-Greenwade/approved

The Board will vote on the Fall SCALA Conference at a later time

SC Health Care Association Conference

**Motion:** To approve travel for two staff to the SCHCA Conference in April.  
Kinney/Schaper/approved

NAB Annual Meeting

**Motion:** To approve travel for two board member and two staff to the NAB Annual meeting in Charleston, SC.

Doctor-Greenwade/Kinney/approved

Reschedule June Board Meeting

**Motion:** To reschedule the June board meeting for June 6, 2019.

Kinney/Schaper/approved

**PUBLIC COMMENTS**

There were no comments from the public.

**ANNOUNCEMENT**

Next Board Meeting date June 6, 2019.

**ADJOURNMENT**

**Motion:** To adjourn the meeting.

Kinney/Schaper/approved

The March 7, 2019, meeting of the S.C. Long Term Health Care Administrators Board adjourned at 1:50 p.m.

The next meeting of the S.C. Long Term Health Care Administrators Board is scheduled for June 6, 2019, in room 105.