

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

9:30 a.m., September 23, 2019
Synergy Business Park
110 Centerview Drive, Kingstree Building Room 204
Columbia, South Carolina

Public notice of this meeting was properly posted at the S.C. Board of Long Term Health Care Administrators office, Synergy Business Park, Kingstree 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
William Birmingham

SCLLR STAFF PRESENT:

Georgia Lewis, Office of Advice Counsel
Meredith Buttler, Administrator
Erica Diaz, Program Coordinator
Megan Flannery, Office of Disciplinary Counsel
Greg Hinson, Office of Investigations

PRESENT:

Tina Behles, Court Reporter

CALL TO ORDER: Chairman Yetter called the meeting to order at 9:32 a.m.

PLEDGE OF ALLEGIANCE

All present recited the Pledge of Allegiance.

INTRODUCTION OF BOARD MEMBERS

Each Board member provided a brief introduction of themselves.

APPROVAL OF EXCUSED ABSENCES

Motion: To approve Gwen Thompson's absence.
Birmingham/Doctor-Greenwade/approved.

APPROVAL OF AGENDA

Motion: To approve the agenda.
Schaper/Birmingham/approved.

APPROVAL OF MEETING MINUTES

Motion: To approve the minutes from the June 6, 2019 meeting.
Birmingham/Schaper/approved.

CHAIRMAN'S REMARKS

Chairman Yetter state she did not have any remarks.

STAFF REPORTS

OIE Statistical Report

Greg Hinson reported from January 1, 2019 to September 12, 2019, the Board has received a total of 64 complaints. A report showing the breakdown of complaints by alleged issues was provided to the Board as information. Also within reported time period, OIE has closed 58 cases.

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 August 15, 2019. The IRC Report recommends ten cases for dismissal, three letter of caution, and one formal complaints.

Motion: To approve the recommendations for dismissals on the IRC report.
Slice/Birmingham/approved.

Motion: To approve the recommendations for letter of caution on the IRC report.
Slice/Doctor-Greenwade/approved.

Motion: To approve the recommendations for formal complaints on the IRC report.
Birmingham/Schaper/approved.

ODC Report

Megan Flannery reported there are currently 12 cases open: 6 pending ODC action, 1 pending CA/MOAs, 5 pending Board hearings/action, and 7 closed.

DISCIPLINARY HEARINGS

Case #2017-37 & 2018-7 – Consent Agreement

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

Case #2018-32 - Consent Agreement

Motion: To approve accept the Consent Agreement as presented.
Birmingham/Slice/approved

APPLICANT HEARINGS

a. Cassie Jones

Ms. Jones was not present and the case was deferred till later in the meeting.

b. Shannon Bennett

Ms. Shannon Bennett 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. Board staff to remain.
Birmingham/Doctor-Greenwade/approved.

Return to Public Session

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

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

Motion: To approve Ms. Bennett's renewal application and continuing education documentation.
Doctor-Greenwade/Schaper/approved.

Mr. Birmingham stated that the continuing education courses taken during the current CE cycle to satisfy the 2019-2020 renewal cannot be counted towards the current CE cycle. Ms. Bennett will be required to complete an additional twenty hours for the 2020-2021 renewal.

c. Veronica A. Oguna

Ms. Veronica Oguna 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. Administrator to remain.
Doctor-Greenwade/Birmingham/approved.

Return to Public Session

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

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

Motion: To approve Ms. Oguna's application for licensure as a Community Residential Care Facility Administrator.
Slice/Schaper/approved.

Mr. Birmingham recommended that with her experience, Ms. Oguna does qualify to apply for the Nursing Home Administrator. The Board encourages Ms. Oguna to apply and upon successful completion of the examinations she would become a Dual Nursing Home and Community Residential Care Facility Administrator.

d. Michael Heath

Mr. Michael Heath 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. Board staff to remain.
Birmingham/Schaper/approved.

Return to Public Session

Motion: For the Board to return to public session
Birmingham/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 Mr. Heath's application for licensure as a Nursing Home Administrator.
Birmingham/Doctor-Greenwade/approved.

a. Cassie Jones

Executive Session

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

Return to Public Session

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

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

Motion: To deny Ms. Jones' application for renewal due to failure to comply with continuing education requirements. Ms. Jones' may apply to reinstate her license within one year by submitting application and continuing education in compliance with S.C. Code of Law 40-35-45(C). Ms. Jones' license is currently lapsed and she is advised that practice is not allowed. The Board recommends Ms. Jones' to seek alternative "in-person" hours available for completing the CE requirements.
Birmingham/Doctor-Greenwade/approved.

ADMINISTRATOR REPORT

Ms. Buttler introduced the Board's new Program Coordinator, Erica Diaz. Ms. Diaz moved over to the Board from the Board of Nursing. Prior to her joining the LLR team, Ms. Diaz served ten years in the US Military. Ms. Buttler expressed her excitement in Ms. Diaz joining the team.

The Board Licensee reports were provided to members to review. Currently there are 564 active CRCFA licenses, 331 active NHA licenses and 169 active Dual licenses. The report included breakdowns of the Select Inactive licenses and pending application numbers. The Board's current account balance \$279,188.04.

Ms. Buttler stated that everything has been approved for the announcement of CE Broker. Board staff is currently working to get all information posted to the website, with the announcement to follow. Licensees will be encouraged to activate their free account with CE Broker. Use of CE Broker will not be mandatory for the 2020 renewal cycle but will be required for the 2021 renewals. There was an attempt to build a reporting system bridge between NAB CE Registry and CE Broker; however it is not able to be done at the present time. CE Broker will allow licensees to upload their report from NAB and receive credit that way

Ms. Buttler reported that in June 2019, Ms. Yetter, Ms. Doctor-Greenwade, Ms. Burgess and she attended the NAB Annual meeting held in Charleston, SC. Ms. Buttler stated she found the meeting very informative and networking to be very useful.

NEW BUSINESS

Approval for Chair to sign Consent Agreements

Ms. Buttler and Ms. Lewis presented to the Board the option for the Board Chair to sign off on Consent Agreements reached by Office of Disciplinary Counsel (ODC). Instead of Consent Agreements (CA) being brought before the Board at the meetings, ODC would submit the CA to the Board's Advice Counsel for review and then to the Board Chair for review and approval. If the Board Chair has questions, they can consult with the Advice Counsel. The Chair would be allowed to recommend the CA come before the full board for hearing, in which case the Chair would then recuse themselves during the hearing.

Motion: To approve delegation of authority to Board Chair to sign Consent Agreements on behalf of the Board.

Doctor-Greenwade/Birmingham/approved

Criminal Background Check – Staff Approval

Ms. Buttler presented the Board with the option to allow staff to review and approve felony charges greater than five years from the application dates. Ms. Buttler stated that other boards she works with have delegated this authority and wanted to present it as an option for the Board.

Motion: To continue the review and approval process of felony charges as is. Staff must bring applications with felony charges to the Board for review and approval.

Birmingham/Doctor-Greenwade/approved

Examination Clarification – PES and LEEDS scores

Ms. Buttler reported to the Board that the current license verification form has noted on it “PES” examination. Ms. Buttler asked the Board for guidance on acceptance of PES and other exams such as LEEDS. Board members were not familiar with the PES exam and asked board staff to research the examination further and present the findings at the December 5, 2019 meeting.

Travel Approval: SCALA Fall Conference

No Board members requested travel approval to attend

Travel Approval: NAB Mid-Year Meeting

Motion: To approve travel for Melissa Yetter and Sarah Doctor-Greenwade to attend the 2019 NAB Mid-Year Meeting in Las Vegas, NV.
Slice/Schaper/approved

Approval of 2020 Board Meeting Dates

Motion: To approve the 2020 Board Meeting Dates.
Birmingham/Slice/approved.

EXECUTIVE SESSION

Executive Session

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

Return to Public Session

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

PUBLIC COMMENTS

There were no public comments

ANNOUNCEMENT

Next Board Meeting date December 5, 2019.

ADJOURNMENT

Motion: To adjourn the meeting.
Doctor-Greenwade/Slice/approved

The September 23, 2019, meeting of the S.C. Long Term Health Care Administrators Board adjourned at 12:45 p.m.

The next meeting of the S.C. Long Term Health Care Administrators Board is scheduled for December 5, 2019, in room 204.