

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

9:30 a.m., February 21, 2020  
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:**

William Birmingham, Vice-Chair  
Timothy Slice  
Sarah Doctor-Greenwade  
William Birmingham  
Elizabeth Schaper

**SCLLR STAFF PRESENT:**

Georgia Lewis, Office of Advice Counsel  
Meredith Buttler, Administrator  
Greg Hinson, Office of Investigations  
Wendy Taylor, Program Coordinator

**PRESENT:**

Kitty Lindler, Court Reporter

**CALL TO ORDER:** Vice-Chairman Birmingham called the meeting to order at 9:31 a.m.

**PLEDGE OF ALLEGIANCE**

All present recited the Pledge of Allegiance.

**APPROVAL OF AGENDA**

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

**INTRODUCTION OF BOARD MEMBERS**

Each Board member provided a brief introduction of themselves.

**APPROVAL OF EXCUSED ABSENCES**

**Motion:** To approve Melissa Yetter absence.  
Slice/Schaper/approved.

## **APPROVAL OF MEETING MINUTES**

**Motion:** To approve the minutes from the December 05, 2020 meeting.  
Doctor-Greenwade/Schaper/approved.

## **STAFF REPORTS**

### OIE Statistical Report

Greg Hinson reported for the first quarter of 2020, the Board has received a total of 5 complaints. A report showing the breakdown of complaints by alleged issues was provided to the Board as information. Additionally within the reported time period, OIE has closed 2 cases.

### IRC Report

Mr. Hinson informed the Board that the IRC met on February 13, 2020. The IRC Report recommends 6 cases for dismissal and 2 formal complaints.

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

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

### ODC Report

On behalf of Megan Flannery, Ms. Buttler reported there are currently 9 cases open: 7 pending ODC action, and 23 closed.

## **ADMINISTRATOR REPORT**

The Board Licensee reports were provided to members to review. Currently there are 577 active CRCFA licenses, 323 active NHA licenses and 183 active Dual licenses. The report included breakdowns of the Select Inactive licenses and pending application numbers. The Board's current account balance \$218,513.15.

Ms. Buttler reminded Board members the Statement of Economic Interest report is due to the Ethics Commission by noon on March 30, 2020. Members are to contact the Board office should they need another copy of their fiscal report from LLR.

Ms. Buttler reported everything has been approved for CE Broker rollout. Notification will be sent to licensees shortly encouraging them to activate their free account. The utilization of CE Broker will not be mandatory for the 2020 renewal cycle but will be required for the 2021 renewal cycle. Renewal notices will be sent out and renewals opened on April 1, 2020. Similar to last year, an email verification has been sent out to all licensees prior to the renewal notice.

The Regulation revision Document 4852 is set to go into effect February 28, 2020. Ms. Buttler will update the Board should any changes occur. On February 12, 2020, the Regulation Revision Document 4892 passed the House Full Regulation and Administrative Procedures Committee. Ms. Buttler was present at the meeting to represent the Board.

Per last Board Meeting, the Board requested additional information regarding the clarification for 93-65 Interpretive Guidelines. Upon review, Ms. Buttler and Ms. Lewis determined that

additional research and review is needed prior to bringing to the Board's attention. It will be placed on the May 28<sup>th</sup> meeting agenda.

## **NEW BUSINESS**

### a. State Exam Review Committee

Ms. Buttler stated that at the bequest of Board Chair, Melissa Yetter, she had looked into the Board's ability to review the two state exams for Nursing Home Administrators and Community Residential Care Facility Administrators. Per PSI stipulations, they require designated officials who are then given access to review the exam questions and make notations within their secured site. The information is compiled and shared with the Board Administrator. The exams will be reviewed to ensure compliance with the current DHEC Regulations.

**Motion:** To approve Melissa Yetter and Sarah Doctor-Greenwade as committee members to review the state exams for Nursing Home Administrators and Community Residential Care Facility Administrator.  
Schaper/Slice/approved

### b. Clarification of Regulation 93-80(D)(3)

The Board office had been questions as to whether the requirement of licensed experience to be a Preceptor was for SC licensure only or could licensed out-of-state practice count towards the requirement.

**Motion:** To allow in-state or out-of-state, active and continuous licensure for three years preceding the date of Nursing Home Administrator Preceptor application as per Regulations 93-80(D)(3)(a).  
Doctor-Greenwade/Slice/approved

**Motion:** To allow in-state or out-of-state, active and continuous licensure for two years preceding the date of Community Residential Care Facility Administrator Preceptor application as per Regulation 93-80(D)(3)(b).  
Doctor-Greenwade/Schaper/approved

### c. Travel approval for NAB Annual Meeting

**Motion:** To approve travel for two board members and the administrator to the NAB Annual Meeting, June 3-5, 2020 in Monterey, CA.  
Slice/Doctor-Greenwade/approved

### d. Travel approval for NAB Mid-Year Meeting

**Motion:** To approve travel for two board members and the administrator to the NAB Mid-Year Meeting, November 11-13, 2020.  
Doctor-Greenwade/Schaper/approved

## **PUBLIC COMMENTS**

There were no public comments

**ANNOUNCEMENT**

Next Board Meeting date May 28, 2020.

**ADJOURNMENT**

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

The February 21, 2020, meeting of the S.C. Long Term Health Care Administrators Board adjourned at 10:14 a.m.

The next meeting of the S.C. Long Term Health Care Administrators Board is scheduled for May 28, 2020, in room 204.