

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

9:30 a.m., June 2, 2016
Synergy Business Park
110 Centerview Drive, Kingstree Building Room 204
Columbia, South Carolina

Thursday, June 2, 2016

Note: These minutes are a record of the motions and official actions taken by the Board and brief summary of the meeting.

MEETING CALLED TO ORDER

David Buckshorn, Vice Chairman, of Greenville, called the regular meeting of the Board of Long Term Health Care Administrators to order at 9:30 a.m. Other members present for the meeting included: Julius Sonny Kinney, Jr. of Anderson, Melissa Yetter of Simpsonville, Nikki Robertson of Columbia, and Shelly Kelly of Columbia.

Staff members participating in the meeting included: Stephanie Calhoun, Administrative Assistant, Georgia Lewis, Office of Advice Counsel, Megan Flannery, Office of General Counsel, Ashley Bailey, Investigator, Office of Investigations and Enforcement, Althea Myers, Chief Investigator, Office of Investigations and Enforcement.

Mr. Buckshorn 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.

PLEDGE OF ALLEGIANCE

All present recited the Pledge of Allegiance.

INTRODUCTION OF BOARD MEMBERS AND ALL OTHER PERSONS ATTENDING

Mr. Buckshorn introduced the members present.

CONSIDERATION OF EXCUSES FOR ABSENCES OF BOARD MEMBERS

Daniel R. McLeod Jr. and Melvin K. Hiatt received excused absences.

MOTION

Mr. Kinney made a motion to accept the excuse absences for Daniel R. McLeod Jr. and Melvin K. Hiatt. Ms. Robertson seconded the motion, which carried unanimously.

CHAIRMAN'S REMARKS

There were no remarks.

APPROVAL OF MEETING MINUTES

March 3, 2016 Board Meeting Minutes

MOTION

Ms. Robertson made a motion to accept the March 3, 2016 Board meeting minutes. Ms. Yetter seconded the motion, which carried unanimously.

APPLICANT APPEARANCES

Jeffrey S. Gruber

Mr. Gruber appeared before the Board to request reconsideration of his application to practice as a Community Residential Care Facility Administrator in South Carolina. Staff determined that he did not have on-site supervisory and direct resident care responsibilities under the supervision of a licensed Community Residential Care Facility Administrator as required by law.

Executive Session In

MOTION

Mr. Kinney made a motion to go into executive session for legal advice. Ms. Yetter seconded the motion, which carried unanimously.

Executive Session Out

MOTION

Mr. Kinney made a motion to come out of executive session. Ms. Yetter seconded the motion, which carried unanimously.

Eileen M. Parsons

Ms. Parsons appeared before the Board to request consideration of CRCF experience obtained in Connecticut. This state does not license Assisted Living/Community Residential Care Administrators. The review of this application could not be approved at staff level.

Executive Session In

MOTION

Mr. Kinney made a motion to go into executive session for legal advice. Ms. Robertson seconded the motion, which carried unanimously.

Executive Session Out

MOTION

Mr. Kinney made a motion to come out of executive session. Ms. Yetter seconded the motion, which carried unanimously.

MOTION

Ms. Yetter made a motion that Ms. Parson's application is denied in reference of section 40-35-40(B)(4)(c) which states the specific licensure requirements. Mr. Kinney seconded the motion, which carried unanimously.

Audrey L. Townsend

Ms. Townsend appeared before the Board because her community residential care experience is more than 5 years ago. Therefore the application could not be handled in a routine manner by staff.

Executive Session In

MOTION

Mr. Kinney made a motion to go into executive session for legal advice. Ms. Robertson seconded the motion, which carried unanimously.

Executive Session Out

MOTION

Mr. Kinney made a motion to come out of executive session. Ms. Yetter seconded the motion, which carried unanimously.

MOTION

Ms. Yetter made a motion to allow Ms. Townsend to sit for the national and state exams once information is provided to staff under regulation 40-35-40(B)(4)(c) which states the specific requirements. Mr. Kinney seconded the motion, which carried unanimously.

Lindsay R. Anderson

Ms. Anderson appeared before the Board because Staff determined that her experience as a Social Services Director, Admissions Direct and Human Resources Director needs to be reviewed by the full Board along with additional job description provided by the Administrator. It was not clear to Staff if the applicant's experience covers a second area, particularly the business and fiscal management of the facility.

MOTION

Mr. Kinney made a motion to allow Ms. Anderson to sit for the national and state NHA examinations. Ms. Robertson seconded the motion, which carried unanimously.

COMPLIANCE REPORTS

IRC Recommendations and Office of Investigations Report

Office of Investigations Report

There were five (5) cases received in the second quarter of the year 2016 for CRCF Administrators, two (2) for Dual Administrators and two (2) for NH Administrators. There were no cases closed for the second quarter of the year 2016 for CRCF Administrators, Dual Administrators and NH Administrators.

The Office of Investigations report also revealed trainings for the investigative staff.

Dismissals

MOTION

Mr. Kinney made a motion to accept the dismissal of five cases presented for dismissal. Ms. Robertson seconded the motion, which carried unanimously.

Formal Complaint(s)

MOTION

Mr. Kinney made a motion to accept the formal complaint. Ms. Robertson seconded the motion, which carried unanimously.

Office General Counsel Report

Meghan Flannery presented the OGC report.

There were eleven (11) open cases, four (4) pending actions, two (2) pending CA/MOAs, one (1) pending new OIE case, three (3) pending scheduling, three (3) closed and no appeals. These cases are as of May 26, 2016.

Ms. Lewis advised the Board to secure the services of another hearing officer in case the officer in place is not able to hear cases. The hearing officer could be a Board member. Names of potential hearing officers may be emailed to Ms. Calhoun so that she may contact them to see if they would be interested in serving as a hearing officer.

ADMINISTRATOR'S REMARKS

SC Health Care Association Spring Conference

Stephanie Calhoun attended the SC Health Care Association Spring Conference the last week of April 2016. She setup a booth on behalf of the Board providing AIT Program information, CE requirements and the 2016 renewal information. Attending this meeting annually has allowed licensees to see that we support them and are available.

Introduction of New Board Administrator

Dean Griggs introduced April Koon as the new Board Administrator. Stephanie Calhoun will remain on staff with the Board.

Office of Finance Report

Stephanie Calhoun gave the finance report for the months of February 2016, March 2016 and April 2016.

COMMITTEE REPORTS

Credentials Committee

The Board took the report of the Credentials Committee as information. The report showed nine (9) Nursing Home Administrators (NHA), twenty-nine (29) Community Residential Care

Facility Administrators (CRCF), and one (1) Dual administrator have been approved since May 26, 2016. The report shows two (2) NHA provisional license, twelve (12) CRCFA provisional licenses and no Dual provisional licenses have been issued since May 26, 2016. The report shows eight (8) Nursing Home Administrators, eleven (11) Community Residential Care Administrators and three (3) Dual Administrators licensed between March 3, 2016-May 26, 2016. Since January 1, 2016, thirteen (13) Nursing Home Administrators, seventeen (17) Community Residential Care Administrators and seven (7) Dual Administrators were licensed.

Education Committee

The Board reviewed the Education Committee report. The report showed forty-six (46) approved Sponsor CE applications, thirty (30) approved Administrator CE application between March 3, 2016-May 26, 2016. The report showed that sixty-nine (69) approved Sponsor CE applications and forty-two (42) approved Administrator CE applications between January 1, 2016-May 26, 2016.

Examination Committee

The Committee met to review and revise the NHA NSBL state exam questions to meet the regulatory changes for DHEC's regulations 61-17.

AIT Committee

AIT Current Trainings

Mr. Kinney presented the AIT committee report. There are currently sixty-seven (67) preceptors. Sixteen (16) preceptors out of the total can only train employees. Eight (8) AIT candidates are currently training and five (5) AIT candidates have completed the program.

Since the last meeting there were five NH Administrators trained to be Preceptors. This number is included in the current total of 67 preceptors.

AIT Preceptor Directory

A list of current AIT preceptors were provided to the Board and taken as information.

ADVISE COUNSEL REVIEW

SC Code of Regulations 93

Ms. Lewis told the Board that the regulation changes were approved March 28, 2016.

Ms. Lewis said the Board has the opportunity to make changes to the regulations in regards to the AIT program and also changes which would allow the Board to provide combinations of education and experience.

MOTION

Mr. Kinney made a motion that the AIT Committee review and make recommendations for changes to the regulations regarding requirements. Ms. Robertson seconded the motion, which carried unanimously.

PUBLIC COMMENTS

There were no comments from the public.

ADJOURNMENT

MOTION

Mr. Kinney made a motion to adjourn the meeting. Ms. Robertson seconded the motion which carried unanimously.

The June 2, 2016 Board meeting of the SC Board of Long Term Health Care Administrators adjourned at 12:00 pm.