

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

9:30 a.m., March 3, 2016  
Synergy Business Park  
110 Centerview Drive, Kingstree Building Room 204  
Columbia, South Carolina

**Thursday, December 3, 2015**

**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**

Daniel R. McLeod, Jr., 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, Shelly Kelly of Columbia and Melvin K. Hiatt of Fairfax.

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

Mr. McLeod 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. McLeod introduced the members present.

**CONSIDERATION OF EXCUSES FOR ABSENCES OF BOARD MEMBERS**

David Buckshorn received an excused absence.

**CHAIRMAN'S REMARKS**

There were no remarks.

## **APPROVAL OF MEETING MINUTES**

### **December 3, 2015 Board Meeting Minutes**

#### **MOTION**

Ms. Robertson made a motion to accept the December 3, 2015 Board meeting minutes. Mr. Kinney seconded the motion, which carried unanimously.

## **APPLICANT APPEARANCES**

### **Maleika N. Wright**

Ms. Wright appeared before the Board requesting to be allowed to take the national community residential care administrator licensing exam again after failing four times.

#### **MOTION**

Mr. Kinney made a motion to allow Ms. Wright to sit for the national community residential care administrator exam again after failing four times. Mr. Hiatt seconded the motion, which carried unanimously.

### **Beverly A. Strong**

Ms. Strong 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. Robertson made a motions that Ms. Strong be denied to sit for the national and state community residential care exams. Mr. Hiatt seconded the motion, which carried unanimously.

### **Kenneth L. James**

Mr. James appeared before the Board requesting to be allowed to take the national community residential care administrator licensing exam again after failing four times.

**MOTION**

Mr. Kinney made a motion to allow Mr. James to sit for the national community residential care administrator exam again after failing four times. Ms. Yetter seconded the motion, which carried unanimously.

**Felicia A. Gates-Cade**

Ms Cade appeared before the Board because she answered “no” to the question on the application which states, “Have you ever been convicted of or pled guilty or nolo contendere to any felony, misdemeanor, or crime of moral turpitude?” However, her background results indicate a felony (shoplifting), which could not be handled in a routine manner by staff.

**Executive Session In**

**MOTION**

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

**Executive Session Out**

**MOTION**

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

**MOTION**

Mr. Kinney made a motion to continue the review of the application pending clarification from Ohio of the disposition of the two (2) felony charges Ms. Yetter seconded the motion, which carried unanimously.

Ms. Cade was instructed by the Board to request clarification of charges from the Ohio Police Department or court.

**Virginia Merritt**

Ms. Merritt appeared before the Board requesting to be allowed to take the national community residential care administrator licensing exam again after failing three times.

**MOTION**

Mr. Kinney made a motion to allow Ms. Merritt to sit for the national community residential care administrator exam again after failing three times. Ms. Yetter seconded the motion, which carried unanimously.

**Patrina L. Rivers**

Ms. Rivers appeared before the Board requesting to be allowed to take the national community residential care administrator licensing exam again after failing three times.

### **MOTION**

Mr. Kinney made a motion to allow Ms. Rivers to sit for the national community residential care administrator exam again after failing three times. Ms. Robertson seconded the motion, which carried unanimously.

### **Sarah J. Deming**

Ms. Deming appeared before the Board to request reconsideration of a application to practice as a Community Residential Care Facility Administrator in South Carolina. Staff determined that she 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.

### **MOTION**

Ms. Robertson made a motion to allow Ms. Deming to sit for the national and state community residential care administrator exams. Mr. Kinney seconded the motion, which carried unanimously.

### **Hilary E. King**

Ms. King appeared before the Board requesting reconsideration of her application to practice as a Community Residential Care Facility Administrator in South Carolina. Staff reviewed the application and determined that the State of Illinois does not require a CRCF license to run a CRC facility. Therefore, Ms. King's application did not reveal that she had obtained supervisory and direct resident care responsibilities under a licensed CRCF Administrator in a licensed CRC facility.

### **MOTION**

Mr. Kinney made a motion to allow Ms. King to sit for the national and state community residential care administrator exams. Ms. Robertson seconded the motion, which carried unanimously.

### **Oliver K. Cecil, III**

Mr. Cecil appeared before the Board because Staff could not determine if his NHA AIT program in North Carolina would be accepted along with his nine months of NHA experience at White Oak Management as an Assistant Administrator. According to the AIT Program information from NC, his AL/CRCF experience was taken in consideration to allow him to exempt some of the areas of concentration in the program. South Carolina law does not allow CRCF experience to be accepted in lieu of NHA experience.

### **MOTION**

Ms. Robertson. Kinney made a motion to allow Mr. Cecil to sit for the state nursing home administrator exam. Ms. Robertson seconded the motion, which carried unanimously.

## **NEW BUSINESS-BOARD APPROVAL**

### **Case# 2013- 9-Relinquishment**

This case was taken as information.

## **DISCIPLINARY HEARING(S)**

### **Case# 2014-39-Final Order Hearing**

#### **MOTION**

Ms. Yetter made a motion to accept the Hearing Officer's recommendations. Ms. Robertson seconded the motion, which carried unanimously.

### **Case# 2014-43-Final Order Hearing**

#### **Executive Session In**

#### **MOTION**

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

#### **Executive Session Out**

#### **MOTION**

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

#### **MOTION**

Mr. Kinney made a motion to accept the Hearing Officer's Recommendations. Mr. Hiatt seconded the motion, which carried unanimously.

## **COMPLIANCE REPORTS**

### **IRC Recommendations and Office of Investigations Report**

#### **Office of Investigations Report**

There were four (4) cases received in the first quarter of the year 2016 and one (1) case closed in the first quarter of the year 2016.

#### **Dismissals**

#### **MOTION**

Mr. Kinney made a motion to accept the dismissals. Ms. Yetter seconded the motion which carried unanimously.

## **Formal Complaint(s)**

### **MOTION**

Ms. Robertson made a motion to accept the formal complaint. Ms. Yetter seconded the motion which carried unanimously.

## **Letters of Caution**

### **MOTION**

Mr. Kinney made a motion to accept the letters of caution. Ms. Yetter seconded the motion which carried unanimously.

## **Office General Counsel Report**

Meghan Flannery presented the OGC report.

There were eleven (11) open cases, three (3) pending actions, three (3) pending CA/MOAs, one (1) pending a hearing, three (3) final order hearings, one (1) pending scheduling and eight (8) closed. These cases are as of February 24, 2016.

## **ADMINISTRATOR'S REMARKS**

### **2016 NAB Annual Meeting**

The 2016 NAB Annual Meeting will be held June 8-10, 2016 in Cleveland, Ohio.

### **MOTION**

Mr. Kinney made a motion to allow one Board member and two staff to attend the 2016 NAB Annual Meeting. Mr. Hiatt seconded the motion, which carried unanimously.

### **Board Meeting Date Change for June 2016**

The National Association of Boards of Long Term Care Administrators will have their annual meeting the week June 6, 2016, which interferes with the Board meeting date.

### **MOTION**

Ms. Yetter made a motion to change the Board meeting date from June 9, 2016 to June 2, 2016 at 9:30 am in room 204. Mr. Kinney seconded the motion, which carried unanimously.

### **Office of Finance Report**

Lee Ann Bundrick gave the finance report for the months of November 2015, December 2015 and January 2016.

### **Nursing Home and Community Residential Facility Administrator Statute**

Staff asked for clarification on the Statute for Nursing Home Administrators and Community Residential Care Facility Administrators. After further discussion, it was determined that Staff's interpretation of the law is correct.

## **Media Designee**

According to the Board Member Handbook, there needs to be a Media Designee-a person who can answer questions on behalf of the Board with Lesia Kudelka, Communications and Governmental Affairs. After discussion on this matter the Board, motion was made.

## **MOTION**

Mr. Kinney made a motion to recommend David Buckshorn as the Media Designee to confer with Lesia Kudelka on Board matters. Ms. Robertson seconded the motion, which carried unanimously.

## **2016 Statement of Economic Interest (SEI) Report**

Board members were reminded to complete the 2016 Statement of Economic Interest by March 30, 2016 to avoid a penalty.

## **S.C. Code of Regulations Chapter 93**

The South Carolina Board of Long Term Health Care Administrators S.C. Code of Regulations Chapter 93 was passed through the legislator but has to be signed by the Governor, which will be the effective date.

## **COMMITTEE REPORTS**

### **Credentials Committee**

The Board took the report of the Credentials Committee as information. The report showed eight (8) Nursing Home Administrators (NHA), twenty-seven (27) Community Residential Care Facility Administrators (CRCF), and one (1) Dual administrator have been approved since February 26, 2016. The report shows three (3) NHA provisional license, seven (7) CRCFA provisional licenses and no Dual provisional licenses have been issued since February 26, 2016. The report shows five (5) Nursing Home Administrators, twelve (12) Community Residential Care Administrators and five (5) Dual Administrators licensed between December 3, 2015-February 26, 2016. Since January 1, 2016, four (4) Nursing Home Administrators, seven (7) Community Residential Care Administrators and three (3) Dual Administrators were licensed.

### **Education Committee**

The Board reviewed the Education Committee report. The report showed eleven (11) approved Sponsor CE applications, eight (8) approved Administrator CE application between December 3, 2015-February 26, 2016. The report showed that 10 (10) approved Sponsor CE applications and six (6) approved Administrator CE applications between January 1, 2016-February 26, 2016.

### **Examination Committee**

### **AIT Committee**

#### **AIT Current Trainings**

Mr. Kinney presented the AIT committee report. There are currently forty-five (45) preceptors. fifteen (15) preceptors out of the total can only train employees. Nine (9) AIT candidates are currently training and for (4) AIT candidates have completed the program.

### **AIT Preceptor Directory**

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

Stephanie Calhoun and Nikki Robertson provide AIT Preceptor Training to 8 Administrators on February 23, 2016. An updated listing of new preceptors will be provided at the June meeting.

### **ADJOURNMENT**

#### **MOTION**

Ms. Yetter made a motion to adjourn the meeting. Mr. Hiatt seconded the motion which carried unanimously.

The March 3, 2016 Board meeting of the SC Board of Long Term Health Care Administrators adjourned at 1:45 pm.