

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

9:30 a.m., December 3, 2015  
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: David Buckshorn, Vice Chair, of Greenwood, Julius Sonny Kinney, Jr. of Anderson, Melissa Yetter of Simpsonville 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**

Nikki Robertson and Shelly Kelly received excused absences.

**CHAIRMAN'S REMARKS**

There were no remarks.

## **APPROVAL OF MEETING MINUTES**

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

#### **MOTION**

Mr. Kinney made a motion to accept the September 3, 2015 Board meeting minutes with corrections to page 1-change Mr. Daniel R. McLeod's home location and page 6-change the person who seconded the motion to David Buckshorn. Mr. Buckshorn seconded the motion, which carried unanimously.

## **DISCIPLINARY HEARINGS**

### **Final Order Hearing-Case# 2014-70**

It was noted in the record that the respondent waived the 30 day notice.

#### **MOTION**

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

## **APPLICANT APPEARANCES**

### **Dale K. Surrett**

Mr. Surrett appeared before the Board requesting consideration for approval of his CRCF application for licensure. Upon receipt of the documented information from Mr. Surrett's supervisor, staff determined that Mr. Surrett did not have supervisory experience for at least six months under the supervision of a licensed CRCF administrator as established by law.

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

#### **MOTION**

Mr. Buckshorn made a motion that Mr. Surrett be allowed to sit for the national and state CRCF examinations. Mr. Kinney seconded the motion. Ms. Yetter voted against the motion. The motion passed with a majority vote.

**Valerie Taylor**

Ms. Taylor appeared before the Board because she answered “yes” to the question on the Administrator in Training (AIT) application which states, “Have you ever been disciplined by a state licensure Board? The disciplinary order from the State of Missouri was provided for Board review.

**MOTION**

Mr. Kinney made a motion that Ms. Taylor be allowed to receive an Administrator in Training (AIT) permit. Ms. Yetter seconded the motion, which carried unanimously.

**Kelly Carleton**

Ms. Carleton appeared before the Board because she answered “yes” to the question on the CRCF application which states, “Have you ever been disciplined by a state licensure Board? The disciplinary order from the State of Vermont was provided for Board review. Ms. Carleton was previously licensed as an NHA and CRCF Administrator in South Carolina from October 16, 2007 to June 30, 2014. She is asking the Board to waive retaking the RCAL national exam because of her continuous work in the industry.

**Executive Session In**

**MOTION**

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

**Executive Session Out**

**MOTION**

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

**MOTION**

Ms. Yetter made a motion that Ms. Carleton be allowed to reinstate her CRCF license provided that she submit 18 CE hours to cover licensure year 2014 and pay the initial license fee of \$150.

**Felicia A. Gates-Cade**

Ms. Cade’s contacted staff and ask to be rescheduled for the March 3, 2016 Board Meeting.

**Raymond A. Kirkland**

Mr. Kirkland appeared before the Board requesting reconsideration for approval of his NHA application for licensure. Upon review of his application and other letters of work experience, staff determined that Mr. Kirkland did not have the seconded area of supervision in either business and fiscal management or supporting services as established by law.

### **Executive Session In**

#### **MOTION**

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

### **Executive Session Out**

#### **MOTION**

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

#### **MOTION**

Mr. Kinney made a motion that Mr. Kirkland be allowed sit for the national and state NHA examinations. Ms. Yetter seconded the motion, which carried unanimously.

### **Kevin W. Dixon**

Mr. Dixon appeared before the Board because his CRCF license expired June 30, 2009. His application indicated CRCF work experience more than five years ago. The work experience from the facilities listed in his application could not be confirmed because of ownership change. The original companies are no longer in existence as stated in the letter Mr. Dixon provided in his application. Therefore, his 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. Mr. Buckshorn seconded the motion, which carried unanimously.

### **Executive Session Out**

#### **MOTION**

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

#### **MOTION**

Mr. Kinney made a motion that Mr. Dixon be allowed to sit for the national and state examinations. Mr. Buckshorn seconded the motion, which carried unanimously.

### **Yolanda White**

Ms. White appeared before the Board to request that she be allowed to sit for the NHA national exam again after failing the exam three times.

### **MOTION**

Mr. Kinney made a motion that Ms. White be allowed to sit for the NHA national exam for the fourth time. Ms. Yetter seconded the motion, which carried unanimously.

### **NEW BUSINESS-BOARD APPROVAL**

#### **Case# 2012- 41 Relinquishment**

This case was taken as information.

#### **Case# 2015-5 Consent Agreement**

### **MOTION**

Mr. Kinney made a motion to accept the Consent Agreement-Case# 2015-5. Mr. Hiatt seconded the motion, which carried unanimously.

### **COMPLIANCE REPORTS**

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

Althea Myers presented the OIE report.

#### **Dismissals**

### **MOTION**

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

#### **Formal Complaint(s)**

### **MOTION**

Mr. Kinney made a motion to accept the formal complaint. Mr. Hiatt 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 of Investigations**

Althea Myers presented the OIE report.

There were thirty (30) cases received in the third quarter of the year 2015 and one (1) case closed in the third quarter of the year 2015.

## **Office General Counsel Report**

Meghan Flannery presented the OGC report.

There were thirteen (13) open cases, two (2) pending actions, four (4) pending CA/MOAs, seven (7) pending hearings, no final order hearings, no formal complaints and twenty-six (26) closed. These cases are as of November 23, 2015.

## **ADMINISTRATOR'S REMARKS**

### **2015 NAB Mid Year Meeting**

The NAB Mid-Year Meeting was held November 11-13, 2015 in Naples, Florida. Lee Ann Bundrick, Stephanie Calhoun, Nikki Robertson and Melissa Yetter attended the meeting.

Ms. Calhoun gave the NAB report on behalf of Ms. Robertson. Ms. Robertson facilitated the State Board Member Committee held on November 11, 2015. There was an elevator speech presented for review, changes were made and approved to send to the Board of Governors. The speech was "NAB is the national authority for licensing Health Services Executives in the Long Term Continuum dedicated to delivering quality". Next the Value Proposition was reviewed, changes were made and it was approved to send to the Board of Governors. During the meeting there were several workgroups that broke out to discuss topics such as how to best market the new AIT manual. There was a presentation of the AIT manual layout. There were ideas on how to better market the new AIT manual.

Ms. Robertson also attended the State Governance and Regulatory Issues Committee on November 12, 2015. At this meeting was a recap on the Conference Call which happened prior to the meeting. Randy Lindner discussed working on a new State Board Member Orientation Manual in hopes to better assist the Boards. He did not have an expected release date. There were several breakout sessions and Ms. Robertson attended a session that discussed AIT Affiliation Support Network-A provider prospective. Ideas were shared from each session to the entire group.

Ms. Calhoun and Ms. Bundrick attended the State Governance and Regulatory Issues Committee. The breakout session they participated in was the NAB Draft Qualifications for the Health Services Executive License. In this session, qualifications were reviewed. It was mentioned that many states will have to go through a legislative change to meet these qualifications. This license would encompass NHA, CRCF and other community base agencies. Some states provide licensing under one agency for all of these licenses. Ms. Calhoun stated that the South Carolina Board is not opposed to the HSE license, but would like to see how well it is implemented in other states before making a move in that direction.

Ms. Yetter attended the NAB meeting for the first time. She attended the Exam Development Orientation which was offered to members interested in serving on the NHA or RCAL Exam Committee or as an item writer. There is a lot of time and energy that goes into test writing. Ms. Yetter also attended the Continuing Education Committee and felt that she would be qualified to review CE credit hours for them and be a monitor. While attending the State Governance and

Regulatory Issues Committee, she found that South Carolina is far advanced in the licensing process than other states.

### **Office of Finance Report**

Lee Ann Bundrick gave the finance report for the months of August 2015, September 2015 and October 2015.

### **2016 Board Meeting Dates**

The Board reviewed and approved the Board meeting dates for 2016.

### **MOTION**

Mr. Kinney made a motion to accept the Board meeting dates for 2016. Mr. Hiatt seconded the motion, which carried unanimously.

### **Election of Officers**

Mr. Kinney nominated Daniel R. McLeod, Jr. as Board chair.

### **MOTION**

Mr. Kinney made a motion that Daniel R. McLeod, Jr. be the Board chair for 2016. Ms. Yetter seconded the motion, which carried unanimously.

Ms. Yetter made a motion that David Buckshorn be the Board Vice chair for 2016.

### **MOTION**

Ms. Yetter made a motion that David Buckshorn be the Vice chair for 2016. Mr. Kinney seconded the motion, which carried unanimously.

### **CRCF AIT Program Guidelines-Students and NHA AIT Program Guidelines-Students**

The AIT Committee met to review the CRCF AIT Program Guidelines and the NHA AIT Program Guidelines. The college's curriculums were compared to the guidelines to determine which areas of concentration could be exempt from the AIT training program. Changes were made to both guidelines to meet the standards.

Ms. Lewis ask if the wording "hardship cases" could be removed from the last sentence of the CRCF and NHA AIT Guidelines to make the request for an extension easier for the candidate. Mr. Kinney explained that the wording is not to discourage the candidate from requesting additional time, but encourage them to take the examinations, so that they won't forget what they have learned. It is understood that there may be situations that prevent them from taking the exams within one year after completion of the AIT program.

### **MOTION**

Mr. Kinney made a motion to accept the CRCF AIT Program Guidelines-Students. Ms. Yetter seconded the motion, which carried unanimously.

## **MOTION**

Mr. Kinney made a motion to accept the NHA AIT Program Guidelines-Students. Ms. Yetter seconded the motion, which carried unanimously.

### **Initial Lapse License Requirements**

Staff asked for guidance on Reinstatement of Lapsed License as it relates to the licenses that are lapsed more than one year. According to 93-70 a licensee must re-apply by meeting the requirements. It appeared to be a discrepancy on whether a licensee should retake the national and state exams. After extensive discussion, the Board recommended staff to follow the law that requires the licensee to reapply and retake the national and state exams.

## **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 November 24, 2015. The report shows one (1) NHA provisional license, eight (8) CRCFA provisional licenses and no Dual provisional licenses have been issued since November 24, 2015. The report shows six (6) Nursing Home Administrators, five (5) Community Residential Care Administrators and one (1) Dual Administrator licensed between September 3, 2015-November 24, 2015. Since January 1, 2015, thirty (30) Nursing Home Administrators, thirty-eight (38) Community Residential Care Administrators and ten (10) Dual Administrators were licensed.

### **Education Committee**

The Board reviewed the Education Committee report. The report showed twenty-nine (21) approved Sponsor CE applications, thirteen (13) approved Administrator CE application between September 3, 2015-November 24, 2015. The report showed that one-hundred nine (109) approved Sponsor CE applications and seventy-eight (78) approved Administrator CE applications between January 1, 2015-November 24, 2015.

### **AIT Committee**

#### **AIT Current Trainings**

Mr. Kinney presented the AIT committee report. There are currently forty-one (36) preceptors. Eleven (11) preceptors out of the total can only train employees. Nine (9) AIT candidates are currently training and five (5) AIT candidates have completed the program.

#### **AIT Preceptor Directory**

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



## **ADJOURNMENT**

### **MOTION**

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

The December 3, 2015 Board meeting of the SC Board of Long Term Health Care Administrators adjourned at 1:44 pm.