

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

9:30 a.m., June 11, 2015  
Synergy Business Park  
110 Centerview Drive, Kingstree Building Room 204  
Columbia, South Carolina

**Thursday, June 11, 2015**

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

**1. Meeting Called to Order**

Julius Sonney Kinney, Acting Chairman, of Anderson, 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: Nikki Robertson of Columbia and Melvin K. Hiatt of Fairfax.

Staff members participating in the meeting included: Lee Ann F. Bundrick, Administrator, Stephanie Calhoun, Administrative Assistant, Mary League, 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 and Ramona Alston, Investigator, Office of Investigations and Enforcement.

Mr. Kinney 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.

**2. Pledge of Allegiance**

All present recited the Pledge of Allegiance.

**3. Introduction of Board Members and All Other Persons Attending**

Mr. Kinney introduced the members present.

**4. Consideration of Excuses for Absences of Board Members**

David Buckshorn and Daniel R. McLeod Jr. received excused absences.

**MOTION**

Mr. Hiatt made a motion to accept the excused absences for David Buckshorn and Daniel R. McLeod Jr. Ms Robertson seconded the motion, which carried unanimously.

**5. Chairman's Remarks**

There were no remarks.

## **6. Approval of the Meeting Minutes**

### **March 5, 2015 Board Meeting Minutes**

#### **MOTION**

Ms. Robertson made a motion to accept the minutes from the March 5, 2015 Board meeting minutes. Mr. Hiatt seconded the motion, which carried unanimously.

## **7. Compliance Reports**

### **IRC Recommendations**

#### **Dismissals**

#### **MOTION**

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

#### **Formal Complaints**

#### **MOTION**

Mr. Hiatt made a motion to accept the form complaints. Ms. Robertson seconded the motion which carried unanimously.

#### **Letters of Caution**

#### **MOTION**

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

#### **Office of Investigations**

Althea Myers presented the OIE report.

There were 10 cases received from March 1, 2015-May 31, 2015 and 38 cases closed from March 1, 2015-May 31, 2015.

#### **Office General Counsel Report**

Meghan Flannery presented the OGC report.

There were twenty (20) open cases, five (5) pending actions, seven (7) pending CA/MOAs, one (1) pending a hearing, four (4) pending final orders and seven (7) closed. These cases are as of May 28, 2015.

## **8. Applicant Appearances**

### **Celia Anderson Jackson**

#### **Executive Session In**

##### **MOTION**

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

#### **Executive Session Out**

##### **MOTION**

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

##### **MOTION**

Ms. Robertson made a motion to deny Ms. Jackson's application for licensure because she does not meet the six months of on-site work experience under the supervision of a licensed community residential care facility administrator. Mr. Hiatt seconded the motion which carried unanimously.

### **Lorenzo A. Whitfield**

#### **Executive Session In**

##### **MOTION**

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

#### **Executive Session Out**

##### **MOTION**

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

##### **MOTION**

Mr. Hiatt made a motion that Mr. Whitfield be allowed to continue the examination process with the Board. Ms. Robertson seconded the motion which carried unanimously.

### **Scottie Johnson**

Ms. Johnson did not show for the meeting.

## **9. New Business-Board Approval**

### **Case# 2014-15 Consent Agreement**

#### **MOTION**

Mr. Hiatt made a motion to accept the Consent Agreement-Case #2014-15. Ms. Robertson seconded the motion which carried unanimously.

### **Case# 2014-38 Consent Agreement**

#### **MOTION**

Ms. Robertson made a motion to accept the Consent Agreement-Case #2014-38. Mr. Hiatt seconded the motion which carried unanimously.

### **Case# 2012-27-Relinquishment**

#### **MOTION**

Mr. Hiatt made a motion to accept the Consent Agreement-Case #2012-27. Ms. Robertson seconded the motion which carried unanimously.

### **Case# 2014-30 and 2014-45-Consent Agreement**

This Consent Agreement was deferred to the next meeting.

### **Case# 2014-44-Consent Agreement**

#### **MOTION**

Ms. Robertson made a motion to accept the Consent Agreement-Case #2014-44. Mr. Hiatt seconded the motion which carried unanimously.

### **Case#2014-34 Consent Agreement**

#### **MOTION**

Mr. Hiatt made a motion to accept the Consent Agreement-Case #2014-34. Ms. Robertson seconded the motion which carried unanimously.

## **10. Disciplinary Hearings**

### **Case# 2012-61 and 2013-14 Final Board Hearing**

#### **Executive Session In**

#### **MOTION**

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

## **Executive Session Out**

### **MOTION**

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

### **MOTION**

Ms. Robertson made a motion to accept the Hearing Officer's recommendation. Mr. Hiatt seconded the motion which carried unanimously.

## **Case# 2014-26 Memorandum of Agreement**

### **MOTION**

Ms. Robertson made a motion to defer the Memorandum of Agreement-Case #2014-26 to the September 3, 2015 Board meeting. Mr. Hiatt seconded the motion which carried unanimously.

## **11. Administrator's Remarks**

### **2015 NAB Annual Meeting**

Stephanie Calhoun and Nikki Robertson attend the NAB Annual Meeting in June 3-5, 2015 at the Sonesta Hotel in Philadelphia, Pennsylvania.

### **State Executive Form**

Ms. Calhoun attended the State Executive Members Forum. The discussion ensued regarding getting State Boards online with the Health Services Executive License. Some states have presented the information to the Boards. There are about three to four Boards moving forward upon changes through legislation. South Carolina at this time will not move forward. The Board would like to see how this change is implemented and used by other states before making a decision.

Ms. Robertson stated that Randy Lindner, NAB is willing to come and present to the full Board how all licenses such as home base programs will be implemented under this new Health Services Executive License. The exam would encompass all of the core areas of each program. This will allow the licensee to display experience in all areas of home base programs.

The Leading Age and Healthcare Association leaders of these national associations have been very positive about the new license and are ready to move forward.

Ms. Calhoun also mentioned in the State Executive Forum meeting about the AIT changes in South Carolina regarding implementation of the programs in the schools. She did not get a positive or negative response from members present. Ms. Robertson also mentioned this information at the State Board Member Forum, which the members were excited about what South Carolina is doing with the program.

### **State Governance and Regulatory Issues Committee**

Ms. Calhoun and Ms. Robertson attended this Committee meeting. The meeting had break out groups. Ms. Calhoun attended the AIT Funding-Avenues of Opportunity group, while Ms. Robertson chaired the Concepts in Regulatory Change-State Agency /Board models and the process.

The AIT Funding group discussed and explored many different opportunities for funding the program. Opportunities discussed were Civil Monetary Funds (CMP), CMS Federal funds, and workforce training programs.

### **Continuing Education Meeting**

Ms. Calhoun attended the Continuing Education Meeting. They discussed monitoring the program, program evaluations and revamping the CE website to make it more user friendly. They requested \$100,000 from NAB to make changes to the website which passed at the Board of Governors Meeting.

### **State Board Member Forum**

Ms. Robertson chaired the State Board Member Forum. They updated the practice analysis which is the HSE. It was requested that each state update the NAB website with Board member information and licensure requirements. The NAB Preceptor Development Task Force discuss their accomplishments. They have finally drafted the training manual for AIT Candidates and AIT Preceptors so that it is universal for all states. This training will be free for all Boards to utilize. The preceptor will be able to receive training online while the AIT Candidate manual can be used in the facilities for training. The standard hours for AIT training would be one thousand hours.

### **Board of Governors Meeting**

Ms. Robertson sits on the Board of Governors Meeting as the delegate for South Carolina. She was nominated to sit on the Nomination Committee.

### **Regulations-Fees**

Ms. Bundrick said the regulation changes in fees went into laws on April 1, 2015 without the Governor's signature. Ms. Calhoun stated the fees have been moved to Chapter 10. The fees are on the Board's website.

Ms. Bundrick asked the Board for guidance on applications that are denied on staff level based on requirements. The Board recommends that the applicant provides additional information before appearing the Board to show relevant experience.

### **Office of Finance Report**

The Board reviewed the budgets for February, March, April and May. Ms. Bundrick mentioned that licenses are currently being renewed and should see an increase after the renewal period. Hopefully, this move the budget out of the red.

## **12. Committee Reports**

### **Credentials Committee**

The Board took the report of the Credentials Committee as information. The report showed eleven (11) Nursing Home Administrators (NHA), fourteen (14) Community Residential Care Facility Administrators (CRCF), and one (1) Dual administrators have been approved since May 29, 2015. The report shows no NHA provisional licenses, eleven (11) CRCFA provisional licenses and no Dual provisional licenses have been issued since May 29, 2015. It also showed nine (9) Nursing Home Administrators, thirteen (13) Community Residential Care Administrators and five (5) Dual Administrators licensed between March 3, 2015-May 29, 2015. Since January 1, 2015, sixteen (16) Nursing Home Administrators, twenty-two (22) Community Residential Care Administrators and six (6) Dual Administrators were licensed.

### **Education Committee**

Mr. Hiatt presented the Education Committee report. The report showed forty-one (41) approved Sponsor CE applications, eighteen (18) approved Administrator CE application between March 3, 2015-May 29, 2015. The report showed that fifty-three (53) approved Sponsor CE applications and thirty-three (33) approved Administrator CE applications between January 1, 2015 and May 29, 2015.

### **AIT Committee**

#### **AIT Current Trainings**

Mr. Kinney presented the AIT committee report. There are currently thirty-seven preceptors. Eleven preceptors out of the total can only train employees. Eight (8) AIT candidates are currently training and four (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.

Mr. Kinney has made contact with three of the major nursing home providers in the state. Covenant Dove has committed to having Ms. Calhoun provide Preceptor training for their Administrators. He will get in contact with Fundamentalist and White Oak Manor about training their Administrators. This training will cover at least nine more counties.

### **Adjournment**

#### **MOTION**

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

The June 11, 2015 Board meeting of the SC Board of Long Term Health Care Administrators adjourned at 1:30 pm.