

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

9:30 a.m., March 6, 2014  
Synergy Business Park  
110 Centerview Drive, Kingstree Building Room 204  
Columbia, South Carolina

**Thursday, March 6, 2014**

**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**

David B. Buckshorn, presiding Chairman, of Greenwood, called the regular meeting of the Board of Long Term Health Care Administrators to order at 9:45 a.m. Other members present for the meeting included: Nikki Robertson, of Columbia, and Julius B. Kinney, Jr., of Anderson, Stefanie Corbett, 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 L. Lewis, Advice Attorney, Office of Advice Counsel, Megan Flannery, Office of General Counsel, Ashley Bailey, Investigator, Office of Investigations and Enforcement, Enforcement, Althea Myers, Chief Investigator, Office of Investigations and Enforcement and Ramona Alston, 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.

**2. Pledge of Allegiance**

All present recited the Pledge of Allegiance.

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

Mr. Buckshorn introduced the members present.

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

Daniel R. McLeod, Jr. was granted an excuse absence.

**MOTION**

Mr. Kinney made a motion to accept the excuse absence of Daniel R. McLeod, Jr. Ms. Robertson seconded the motion which carried unanimously.

**5. Chairman's Remarks**

There were no chairman remarks.

**6. Approval of the Meeting Minutes  
December 12, 2013**

**MOTION**

Mr. Kinney made a motion to approve the December 12, 2013 Board meeting minutes with corrections. Mr. Hiatt seconded the motion which carried unanimously.

**January 23, 2014**

**MOTION**

Mr. Kinney made a motion to approve the January 23, 2014 Conference Call meeting minutes. Ms. Robertson seconded the motion which carried unanimously.

**7. Applicant Appearances**

**Rosabell T. Booker**

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

**MOTION**

Mr. Kinney made a motion to approve Ms. Booker to sit for the national and state examinations. Ms. Robertson seconded the motion which carried unanimously.

**Stephen J. Maglione**

Mr. Maglione appeared before the Board to request reconsideration of his community residential care facility administrator application, after being denied by staff and the Credentials Committee because his experience is more than sixteen years ago.

**Executive Session In**

**MOTION**

Mr. Hiatt made a motion to go into executive session. 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.

**Executive Session In**

**MOTION**

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

## **Executive Session Out**

### **MOTION**

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

### **MOTION**

Ms. Robertson made a motion that Mr. Maglione be allowed to sit for the national and state exam provided that he completes three months of on-site work experience in a community residential care facility with a minimum of 192 documented work hours under a licensed community residential care facility administrator. Mr. Hiatt seconded the motion which carried unanimously.

### **Natasha Barthwell**

Ms. Barthwell appeared before the Board because the Credentials Committee determined that her education and experience needs to be reviewed by the full Board.

## **Executive Session In**

### **MOTION**

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

## **Executive Session Out**

### **MOTION**

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

### **MOTION**

Mr. Kinney made a motion that Ms. Barthwell be allowed to sit for the national and state examinations pending she obtain 36 hours of business and fiscal management or supporting services in a supervisory capacity under a licensed nursing home administrator for a minimum of six months. Another option is that she goes through the AIT program to obtain the experience in business and fiscal management or supporting services to meet the requirements for nursing home administration. Ms. Robertson seconded the motion which carried unanimously.

### **Kathryn J. McAlevy**

Ms. McAlevy appeared before the Board because her nursing home administrator experience is more than 5 years ago. Therefore the application could not be handled in a routine manner by staff.

### **MOTION**

Mr. Kinney made a motion that Ms. McAlevy be allowed to sit for the national and state examinations. Mr. Hiatt seconded the motion which carried unanimously.

## **8. Consent Agreement**

Ms. Flannery stated that the consent agreement is continued until the next Board meeting.

## **9. Compliance Reports**

### **Investigative Review Committee**

#### **Dismissals**

#### **MOTION**

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

#### **Formal Complaints**

#### **MOTION**

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

#### **Office of Investigations**

Althea Myers presented the OIE report.

There are eight (8) active investigations, twenty-four (24) closed cases, two (2) do not open cases and, ten (10) pending Board action cases. These cases were received from January 1, 2013 through December 31, 2013.

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

Meghan Flannery presented the OGC report.

There are seventeen (17) open cases, nine (9) pending actions, seven (7) pending CA.MOAs, one (1) pending final order and five (5) closed. These cases are as of February 25, 2014.

## **10. Administrator's Remarks**

#### **Office of Finance**

Ms. Bundrick gave the office of finance report for November 2013, December 2013 and January 2014. The Board took this report as information.

#### **2014 NAB Annual Meeting**

The 2014 NAB Annual meeting will be held June 4-6, 2014 in Louisville, KY.

#### **MOTION**

Mr. Kinney made a motion to allow two staff and one Board member to attend the meeting. Ms. Robertson seconded the motion, which carried unanimously.

The Board meeting date June 4, 2014 is in conflict with the 2014 NAB Annual Meeting.

### **MOTION**

Mr. Kinney made a motion to change the Board meeting date from June 5, 2014 to June 12, 2014. Ms. Robertson seconded the motion, which carried unanimously.

### **NAB Delegate-Annual and Mid Year Meeting**

The Board appointed a delegate to the NAB Annual and Mid-Year meetings.

### **MOTION**

Mr. Kinney made a motion to approve Nikki Robertson as the delegate for the Board and a staff member as the alternate. Mr. Hiatt seconded the motion which carried unanimously.

### **Statement of Economic Interest**

Ms. Bundrick reminded the Board to file their 2014 Statement of Economic Interest by March 30, 2014.

### **Administrator Leave of Absence**

Ms. Calhoun stated that the Leave of Absence recommendation in place is in conflict with the Board regulations 93-160. She also mentioned that Department of Health and Environmental Control-Division of Health Licensing has a regulation 61-17 603(D) and 61-84 502(C) in place for nursing home administrators and community residential care facility administrators which requires the administrators to designate in writing a staff member to act in the absence of the administrator, e.g., a listing of the lines of authority by position title, including the names of the persons filling these positions. After further discussion the Board voted to change the recommendation. The recommendation is as follows: "When an administrator is out of the facility a designee (DON, Dept head etc) would be in charge. It must be in writing in the facility. If the administrator is going to be out beyond two months, it is recommended to obtain the services of another administrator."

### **Governor's Regulatory Task Force-Response Letter**

Ms. Bundrick presented the Board with a copy of the letter sent to the Governor's Regulatory Task Force with the Board's decision regarding changes to Regulation 93-65(B).

## **11. Committee Reports**

### **Credentials Committee**

The Board took the report of the Credentials Committee as information. The report shows five (5) nursing home administrators (NHA), thirteen (13) community residential care facility administrators (CRCFA), and two (2) dual candidates have been approved since February 27, 2014. The report shows two (2) NHA provisional license, five (5) CRCFAs provisional licenses and zero (0) dual provisional licenses have been issued since February 27, 2014. It also shows three (3) NHAs, nine (9) CRCFAs and one (1) dual administrator licensed between December 12, 2013 and February 27, 2014. Since January 1, 2014, three (3) NHAs, eight (8) CRCFAs and one (1) dual administrator were licensed.

### **Education Committee**

The Board took the report of the Education Committee as information. The report shows fifty-five (55) approved Sponsor CE applications, seven (7) approved Administrator CE application between December 12, 2013 and February 27, 2014. The report shows that fifty-two (52) approved Sponsor CE applications and seven (7) approved Administrator CE application between January 1, 2014 and February 27, 2014.

### **AIT Committee**

Mr. Kinney present the AIT committee report. There are currently forty-five preceptors. Nine (9) AIT candidates are currently training. Three (3) AIT candidates have completed the program. A list of current AIT preceptors was provided to the Board. Mr. Kinney mentioned the number of counties with preceptors and the number of counties without preceptors.

### **Legislative Update**

Ms. Bundrick gave an update on the Statute and Regulation changes for the Board. Once the Statute is approved, the regulations will hopefully be approved provided that there are no problems.

### **12. Public Comments**

Ms. Bundrick mentioned that staff is planning to attend the SC Healthcare Association Conference in April.

### **16. Adjournment**

#### **MOTION**

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

The March 6, 2014 meeting of the SC Board of Long Term Health Care Administrators adjourned at 12:55 pm.