

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

9:30 a.m., September 20, 2012  
Synergy Business Park  
110 Centerview Drive, Kingstree Building Room 105  
Columbia, South Carolina

**Thursday, September, 2012**

**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**

Daniel R. McLeod, Jr., presiding Chairman, of Greenville, called the regular meeting of the Board of Long Term Health Care Administrators to order at 9:38 a.m. Other members present for the meeting included: David B. Buckshorn, Vice Chairman, of Greenwood, Marvin Hyatt, of Rock Hill; Nikki Robertson, of Columbia, and Julius B. Kinney, Jr., of Anderson, Pam Dukes, of Columbia .

Staff members participating in the meeting included: Stephanie Calhoun, Administrative Assistant, Georgia L. Lewis, Advice Attorney, Office of Advice Counsel, Suzanne Hawkins, Office of General Counsel, Ashley Bailey, Investigator, Office of Investigations and Enforcement, Yolanda Rogers, Investigator, Office of Investigations and Enforcement, David Love, Chief Investigator, Office of Investigations and Enforcement, Althea Myers, Chief Investigator, Office of Investigations and Enforcement and Jerry Merritt, 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.

**2. Pledge of Allegiance**

All present recited the Pledge of Allegiance.

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

Mr. McLeod introduced the members present.

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

Melvin K. Hiatt was granted excused absence.

**5. Chairman's Remarks**

There were no chairman remarks.

**6. Administrator's Remarks**

There were no administrator remarks

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

### **June 21, 2012 Board Meeting Minutes**

#### **MOTION**

Mr. Kinney made a motion the Board approve the minutes of the June 21, 2012 Board meeting. Mr. Hyatt seconded the motion which carried unanimously.

## **8. Old Business**

#### **Webinar**

Ms. Calhoun said the Board reviewed the request for the webinar at the March 7, 2012 meeting. The education committee reviewed the request again and express concerns that individuals will want to seek approval for webinars as well as other sponsors. The webinars will need to be reviewed under the NAB process, but there is no additional staff to do this process. After further discussion on the matter, it was referred back to the committee for further review.

#### **NAB Test Confidentiality and Attestation Document**

Ms. Calhoun presented the Board with the NAB Test Confidentiality and Attestation Document for Community Residential Care Administrators candidates. This same document was presented at the June 21, 2012 Board meeting for Nursing Home Administrator candidates.

#### **MOTION**

Mr. Buckshorn made a motion that the Board accepts the NAB Test Confidentiality and Attestation document with adding the CRCF exam form for South Carolina. Mr. Hyatt seconded the motion which carried unanimously.

## **9. New Business**

### **Committee Reports**

#### **Credentials Committee**

The Board took the report of the Credentials Committee as information. The report shows eleven (11) nursing home administrators (NHA), thirteen (13) Community Residential Care Facility Administrator (CRCF), and five (5) dual candidates have been approved since August 30, 2012. The report shows that one (1) NHA provisional licenses and seven (7) CRCFA provisional licenses and no dual provisional license have been issued since August 30, 2012. It also shows six (6) nursing home administrators, nine (9) community residential care administrators and three (3) dual administrator licensed since August 30, 2012. As of January 1, 2012, eighteen (18) nursing home administrators, thirty-three (33) community residential care administrators and seven (7) dual administrators were licensed.

#### **Education Committee**

The Board took the report of the Education Committee as information.

#### **AIT Committee**

##### **AIT Committee Report**

The Board took the AIT Committee report as information. The report shows seven (7) AIT candidates currently being trained by AIT Preceptors. It also shows one (1) candidate who completed the program. There are currently 37 Preceptors in South Carolina.

#### **a. AIT Committee-Preceptor Update**

Mr. Kinney stated that the Committee is trying to expand the number of preceptors in every county of the State. Upon the growth of the AIT Preceptors in the State, the committee would like to utilize the expertise of the AIT Preceptors to train candidates. Maps of available counties were presented to the Board. The committee members will divide the State and make contact with administrators in those areas. Also, Mr. Kinney mentioned an incentive of offering a \$50 gift certificate to boost the interest of administrator's participation in the program.

#### **Investigative Review Committee**

David Love presented the recommendations from the Investigative Review Committee meeting held on August 21, 2012.

#### **Letter of Caution**

##### **MOTION**

Mr. Kinney made a motion the Board approve the recommended letter of caution. Mr. Hyatt seconded the motion which carried unanimously.

#### **Dismissals**

##### **MOTION**

Mr. Kinney made a motion the Board approve the recommended dismissals. Mr. Buckshorn seconded the motion which carried unanimously.

#### **Formal Complaints**

##### **MOTION**

Mr. Kinney made a motion the Board approve the recommended formal complaints. Mr. Hyatt seconded the motion which carried unanimously.

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

Mr. Love presented the report from the Office of Investigations.

There are six (6) active investigation, sixteen (16) closed cases, nine (9) do not open cases, three (3) pending Board action cases, fifteen (15) pending Board Action, and one (1) pending Consent Agreement and one (1) pending Respondents Agreement. These cases were received from January 1, 2011 through December 31, 2010

There are sixteen (16) active investigation, four (4) closed cases, six (6) do not open cases, four (4) pending Board action cases, one (1) pending consent agreement, and eight (8) pending Board Action, one (1) Pending Investigation Review Committee and one (1) pending Office of General Counsel Action. These cases were received from January 1, 2012 through August 21, 2012.

#### **Consent Agreement**

##### **Case # 2012-6**

Suzanne Hawkins, Attorney, Office of General Counsel, presented the consent agreement-case #2012-6 to the Board.

##### **MOTION**

Mr. Kinney made a motion the Board approve the consent agreement. Mr. Hyatt seconded the motion which carried unanimously.

## **10. Applicant Appearance(s) - Background**

### **Deborah T. Rutland**

Ms. Rutland appeared before the Board because she answered “yes” to on the application which states, “*Have you ever been convicted or pled guilty or nolo contendere to any felony, misdemeanor, or crime of moral turpitude?*” According to her Criminal Background results, she was convicted of a fraudulent check in 1986.

### **MOTION**

Mr. Kinney made a motion that Ms. Rutland be allowed to sit for the national and state CRCF exams. Mr. Hyatt seconded the motion which carried unanimously.

### **Stephen P. Barrineau**

Mr. Barrineau is before the Board because he answered “no” to question 7 on the application which states, “*Have you ever been convicted or pled guilty or nolo contendere to any felony, misdemeanor, or crime of moral turpitude?*” According to his criminal background results, he was convicted of a fraudulent check on August 21, 1985, January 16, 1987 and June 26, 1987. His application is also before the Board for approval to sit for the national and state CRCF exams.

### **Executive Session**

### **MOTION**

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

### **Executive Session**

### **MOTION**

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

### **Executive Session**

### **MOTION**

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

### **Executive Session**

### **MOTION**

Mr. Kinney made a motion to come out of executive session. Mr. Hyatt seconded the motion. Which carried unanimously.

### **MOTION**

Mr. Kinney made a motion that Mr. Barrineau not be allowed to sit for the national and state exams until he presents 16 additional hours. Mr. Buckshorn seconded the motion which carried unanimously.

## **11. Applicant Appearance(s) - Qualification Approval**

### **Richard D. Widener**

Mr. Widener's application is before the Board for review and approval to sit for the community residential care national and state exams. He was originally licensed as a community residential care facility administrator December 5, 2005 and his license expired on June 30, 2006. During that time, he has not worked in the community residential care setting. However, as of July 17, 2012, he began working under a provisional license administrator.

### **Executive Session**

#### **MOTION**

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

### **Executive Session**

#### **MOTION**

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

#### **MOTION**

Ms. Robertson made a motion that Mr. Widener be allowed to sit for the national and state exams. Mr. Hyatt seconded the motion which carried unanimously.

### **Bertha B. Bullard**

Ms. Bullard does not meet the minimum education requirement for the CRCF license. Her diploma in practical nursing and work experience must be considered by the Board in accordance with the policy: Other certificate program in combination with CRCF and other health care work experience will be considered on a cases-by-case basis.

#### **MOTION**

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

## **12. Agency Reports From**

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

Mr. Hanks presented the Board with an overview of the cases in the Office of General Counsel. There are five (5) open cases, two (2) pending Consent Agreement/Memorandum of Agreement, and two (2) possible hearings.

### **Financial Report**

The Board reviewed the Financial Report. After some discussion it was taken as information.

## **13. Other New Business**

### **2012 Mid-Year NAB Meeting**

#### **MOTION**

Mr. Kinney made a motion to send two staff members to the 2012 Mid-Year NAB Meeting. Mr. Buckshorn seconded the motion which carried unanimously.

## **MOTION**

Mr. Kinney made a motion to send one Board member to the 2012 Mid-Year NAB Meeting. Mr. Buckshorn seconded the motion which carried unanimously.

### **2012 Renewal Update**

Ms. Calhoun presented an update of the license renewal for the renewal period of April 1 through June 30, 2012. A hand out of that information is in the Board notebook.

### **2012 CE Audit**

Ms. Calhoun gave an update on the CE audit. Out of 1,043 licenses a 10% percent random CE audit was conducted. A breakdown of licensees audited is in the Board notebook. So far, there are three (3) failed audits for 2012.

### **H3710 Military Spouses**

There was some discussion about the Bill H3710 and was taken as information.

## **14. Public Comments**

No public comments were made during this meeting.

## **15. Adjournment**

The September 20, 2012 meeting of the SC Board of Long Term Health Care Administrators adjourned at 12:45 pm.