

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

9:05 a.m., September 1, 2011  
Synergy Business Park  
110 Centerview Drive, Kingstree Building Room 108  
Columbia, South Carolina

**Thursday, September 1, 2011**

**Note: These minutes are a record of the motions and official actions taken by the Board and brief summary of the meeting. A transcript of this meeting providing more detail will be available on the Board's website: [www.llr.state.sc.us/pol/](http://www.llr.state.sc.us/pol/)**

**1. Meeting Called to Order**

Daniel R. McLeod, Chairman, of Greenville, called the regular meeting of the Board of Long Term Health Care Administrators to order at 9:05 a.m. Other members present for the meeting included: Melvin Ken Hiatt of Fairfax; Pam Dukes of Columbia, Marvin Hyatt, of Rock Hill; and Nikki Robertson, of Columbia, Julius B. Kinney, Jr., of Anderson

Staff members participating in the meeting included: Lee Ann Bundrick, RPh, Administrator; Stephanie Calhoun, Administrative Assistant, Sheridan Spoon, Advice Attorney, Office of General Counsel; Rick Wilson, Esquire, RPP, Frank Sheheen, RPP and Yolanda Rodgers, 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**

David B. Buckshorn was granted excused absence.

**5. Chairman's Remarks**

There were no Chairman remarks

**6. Administrator's Remarks**

Ms. Bundrick informed the Board that Cease and Desist letters were sent out to administrators who have not renewed their license. She also stated that a random ten percent CE audit will be done to request copies of CE certificates.

**7. Approval of the Meeting Minutes**

**June 2, 2011**  
**July 25, 2011**

### **MOTION**

Mr. Kinney made a motion the Board approve the minutes of the June 2, 2011 Board meeting and July 25, 2011 Credential Committee Meeting. Mr. Hiatt seconded the motion which carried unanimously.

## **8. Old Business**

### **Recovering Professional Program (RPP)**

Mr. Sheheen gave a brief overview of what the Recovering Professional Program was about and answered Board member questions. The Board pursued further discussion on the matter.

### **MOTION**

Mr. Kinney made a motion that the Board enter into a contract with Recovering Professional Program. Mr. Hyatt seconded the motion which carried unanimously.

### **American College of Health Care Administrators (ACHCA)**

Ms Robertson stated that she talked with someone with the ACHCA about the letter sent to the Board regarding approaching South Carolina administrators about the opportunities that ACHCA offers to the profession. This letter is not a mandate for administrators to join. It was a concern that the letter would appear to be coming from the Long Term Health Care Board administrator. Lee Ann Bundrick felt like this would not be appropriate. At the end of the discussion, the Board decided to take the letter as information.

### **National and State Exam Policy**

Ms. Robertson gave an update to the Board on the Credentials Committee meeting, regarding the national and State Exam policy. There were no votes taken and decisions made in the committee meeting. There was more discussion on the updating of the state exam for nursing home administrator and community residential care administrators.

### **MOTION**

Mr. Kinney made a motion that the recommendation to update exam questions for both SNF and ALF be referred to the examination committee. Mr. Hiatt seconded the motion which carried unanimously.

### **CE Audits and Lapse Licenses**

Ms. Robertson talked about the disciplinary actions an administrator would incur should they fail the CE audit. After much discussion, it was agreed that the committee should meet again to come up with more acceptable disciplinary parameters as it relates to the law.

## **9. New Business**

### **Committee Reports**

#### **Investigative Review Committee**

#### **Letter of Caution**

### **MOTION**

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

## **Formal Complaints**

### **MOTION**

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

The Board at this time resume discussion about the language in the Letter of Caution.

### **Letter of Caution**

Mr. Kinney made a motion to approve the 2011 letter of caution with modifications. Mr. Hiatt seconded the motion which carried unanimously.

### **Credentials Committee**

The Board took the report of the Credentials Committee as information. The report shows 6 nursing home administrators (NHA), 15 Community Residential Care Facility Administrator (CRCF), and three dual candidates have been approved since May 26, 2011. It also shows that 4 NHA provisional licenses and 9 CRCFA provisional licenses and no dual provisional licenses have been issued since May 26, 2011.

### **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 one new preceptor has been certified since the last meeting. There are currently five candidates in the training course.

Mr. Kinney stated that the committee has not met again to discuss getting the educational institutions to help expand the preceptor base and to get support from the associations and possible scholarships for AIT candidates.

### **2011 Annual NAB Meeting**

Pam Dukes and Nikki Robertson attended the 2011 NAB Annual Meeting held on June 8-10, 2011 in Chicago, IL. Mrs. Dukes give a brief overview of the meeting.

Mr. Kinney said that it would be in the best interest of the Board to have staff attend the National Association of Boards for Long Term Health Care Administrator (NAB) annual meetings. Mrs. Bundrick stated that in order for staff to be allowed to attend these meetings, the request would need to be in the form of a motion.

### **MOTION**

Mr. Kinney made a motion that Board staff participate in the NAB national meetings. Mr. Hyatt seconded the motion which was carried unanimously.

### **Alternate Investigative Review Committee (IRC) Chair**

Ms. Bundrick explained the need for the an alternate IRC chair in case the chair was not available and if there is a conflict of interest.

**MOTION**

Mr. Kinney made a motion that the IRC committee add a position of alternate chair for such situations as conflict of interest or absences. Mrs. Dukes seconded the motion which carried unanimously.

**10. Reports From**

**Office of General Council Report**

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

**Office of Investigations Report**

Ms. Rodgers presented the report from the Office of Investigations.

**Financial Report**

Ms. Bundrick presented the Financial Report and answered Board member questions.

**11. Applicant Appearance(s) – Qualification Approval**

**Christy L. Drinkard**

Ms Drinkard's application is before the Board because the Credentials Committee determined that her combination of education and experience must be reviewed by the full Board.

This proceeding was taken by a court reporter in order to produce a verbatim transcript should one be necessary.

**MOTION**

Mr. Kinney made a motion Ms. Drinkard be allowed to sit for the exam. Mr. Hyatt seconded the motion which carried unanimously.

**Christine L. Flansburg**

Ms. Flansburg's application is before the Board because the Credentials Committee determined that her combination of education and experience must be reviewed by the full Board.

This proceeding was taken by a court reporter in order to produce a verbatim transcript should one be necessary.

**MOTION**

Mr. Kinney made a motion Ms. Flansburg be allowed to sit for the exam. Mr. Hyatt seconded the motion which carried unanimously.

**Teressa L. Tabor**

Ms Tabor's application was reviewed and denied by staff and the Credentials Committee because it did not meet the NHA requirements. Ms. Tabor is requesting that her education and experience be reviewed by the full Board.

This proceeding was taken by a court reporter in order to produce a verbatim transcript should one be necessary.

## **MOTION**

Mr. Kinney made a motion Ms. Tabor be allowed to sit for the exam. Mr. Hyatt seconded the motion which carried unanimously.

### **12. Applicant Appearance(s) - Qualification Approval - Other Certificate Program**

#### **Sabrina H. Desrosiers**

Ms. Desrosiers does not meet the minimum education requirement for the CRCFA license. Her diploma in practical nursing and work experience must be considered by the full Board in accordance with the Board policy stating:

*Other certificate programs in combination with CRCF and other health care work experience will be considered on a case-by-case basis.*

This proceeding was taken by a court reporter in order to produce a verbatim transcript should one be necessary.

## **MOTION**

Ms. Robertson made a motion that Ms. Desrosiers be allowed to sit for the exam after she completes additional on-the-job training in the areas of business and financial management and have the supervisor submit a letter to the Board detailing her progress and additional training in those areas.

This proceeding was taken by a court reporter in order to produce a verbatim transcript should one be necessary.

### **13. Applicant Appearance(s) - Qualification Approval - Criminal Background**

#### **Rick A. Williams**

Mr. Williams is before the Board today because the results of the criminal background check indicates that he was charged/convicted of criminal domestic violence 2001.

This proceeding was taken by a court reporter in order to produce a verbatim transcript should one be necessary.

## **MOTION**

Mr. Kinney made a motion that Mr. Williams appear before the Board providing evidence satisfactory as to the disposition of the felony charge in Florida. Before being granted licensure in this State. Mr. Hiatt seconded the motion which carried unanimously.

### **14. Applicant Appearance(s) - Qualification Approval - Request to Retake Exam**

#### **Terry L. Hughes**

Ms. Hughes did not appear before the Board.

#### **Harriett D. Moore**

Ms. Moore is petitioning the Board to retake the exam after failing three times.

**MOTION**

Mr. Kinney made a motion that Ms. Moore be allowed to sit for the exam for the fourth time. Hyatt seconded the motion which carried unanimously.

**15. Public Comments**

No public comments were made during this meeting.

**16. Adjournment**

The September 1, 2011 meeting of the SC Board of Long Term Health Care Administrators adjourned at 12:56 pm.

The next meeting of the SC Board of Long Term Health Care Administrators is scheduled for March 8, 2012.