

**South Carolina Board of Long Term Health Care Administrators**  
**9:30 a.m., Thursday, June 4, 2009**  
**Synergy Business Park**  
**Kingstree Building**  
**110 Centerview Drive, Conference Room 108**  
**Columbia, South Carolina**

**MINUTES**

**Call to Order**

Dan McLeod, chairman, of Greenville, called the regular meeting of the Board of Long Term Health Care Administrators to order at 9:33 a.m. Other members present for the meeting included: David Buckshorn, vice chairman, of Greenwood; Pam Dukes, of Columbia; Melvin Hiatt, of Fairfax; Julius Kinney, Jr., of Anderson; and Brown McCallum, of Summerville.

Staff members participating in the meeting included: Lee Ann Bundrick, RPh, Administrator; Stephanie Calhoun, Administrative Assistant, Sharon Dantzler, Associate General Counsel; Sandra Dickert, Administrative Assistant; Connie Huffstetler, Customer Care Center; and Yolanda Rodgers, Investigator, Office of Investigations and Enforcement.

Mr. McLeod announced that this meeting was being 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.

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

All members were present.

**Adoption of Agenda**

**MOTION**

Ms. Dukes made a motion to approve. Hiatt seconded, carried,

**Approval of the December 4, 2008 Meeting Minutes**

**MOTION**

Mr. Kinney made a motion the Board approve the minutes of the December 4, 2008 meeting. Mr. Buckshorn seconded the motion, which carried unanimously.

**Chairman's Remarks:**

1. Advisory Opinions, If Needed, Office of General Counsel

No advisory opinions were given during this meeting.

2. Legislative Update, If Needed, Legislative Liaison Office

No legislative update was given during this meeting.

**Administrator's Remarks, For Information**

1. 2009 NAB Annual Meeting

Ms. Dukes will be attending the NAB meeting scheduled to be held in Alexandria, Virginia on June 10-12, 2009. The Board will receive a report during the September 2009 meeting.

## **New Business**

### **Committee Reports**

#### **1. Investigative Review Committee**

Ms. Rogers stated the IRC met on February 23, 2009 and May 13, 2009. The committee considered fifteen cases during these two meetings.

#### *Dismissals*

##### **MOTION**

Mr. Kinney made a motion the Board approve the eight cases for dismissal. Mr. McCallum seconded the motion, which carried unanimously.

#### *Formal complaints*

##### **MOTION**

Mr. Kinney made a motion the Board approve the three cases for formal complaints. Mr. McCallum seconded the motion, which carried unanimously.

#### *Letters of Caution*

##### **MOTION**

Mr. Kinney made a motion the Board approve the two cases for letters of caution. Mr. McCallum seconded the motion, which carried unanimously.

#### *Reconsideration*

##### **MOTION**

Mr. Kinney made a motion the Board approve the two cases for reconsideration. Mr. McCallum seconded the motion, which carried unanimously.

#### **2. Credentials Committee**

Mr. McCallum gave the Credentials Committee report.

#### **3. Education Committee**

Mr. Hiatt gave the committee's report on the approved continuing education courses.

#### **4. AIT Committee**

Mr. Buckshorn stated currently there are two individuals going through the AIT program.

#### **5. Office of Licensure and Compliance**

Mr. David Christian, III did not attend the meeting.

#### **6. CEU Webcasts**

Mr. Buckshorn briefed the members regarding the Board's current policy and procedure regarding the approval of webcasts. He is asking the Board to reconsider changing the fee structure to a per-hour charge of and to set a cap on the total fee. He suggested \$25 per hour.

Mr. Kinney recommended getting the associations to share information. Mrs. Dantzler recommended no changes in fees be made until comments can be submitted. The Board asked that the comments be submitted for the September 2009 meeting.

#### **7. Proposed Policy for Disciplinary Actions**

Mrs. Dantzler stated the agency is asking to remove certain orders from the web page after a period of time.

### **MOTION**

Mr. Kinney moved the Board accept the recommendation. Mr. McCallum seconded the motion, which carried unanimously.

#### **8. Pro-rated CEU Hours and Fees**

Mrs. Bundrick stated the agency is moving toward biennial licensure in an effort to streamline licensing procedures. She noted the licenses issued for this renewal period will have an expiration date of June 30, 2011. The Board's current policy is to prorate initial licensure fees and continuing education hours for applicants who become administrators during various times of the year. Due to the change moving from annual renewal to biennial renewal, it would be feasible for the Board to terminate the prorated policy. Other state boards only charge an initial licensure fee for all individuals regardless of when they obtain their license.

The Board agreed to the recommendation.

#### **9. Proposed Legislation**

Mrs. Dantzler stated a bill concerning the licensure of long term health care facilities was introduced by an outside entity. She wanted the Board to know what was going on. Ms. Dukes briefed the Board on the proposed legislation.

The Board asked that the agency track this bill.

#### **10. Board Member Positions and Vacancies**

Mr. McLeod noted the Board currently has three vacant positions. He noted the Board received a memo which states the positions would not be filled until next legislative session.

#### **11. LLR-Budget Letter-Agency Director**

Mrs. Bundrick stated this letter is for the Board's information only.

#### **12. Customer Care Center**

Mrs. Connie Huffstetler briefed the Board on the agency's customer care center.

### **Applicant Appearance(s) – Qualification Approval**

#### **1. Angela Dubois**

Ms. Dubois did not appear during this meeting.

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

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

Ms. Desrosiers did not appear during this meeting.

#### **3. Diane G. Hinkle**

Ms. Hinkle's application is before the Board for consideration because she does not meet the minimum education requirement for the NHA license. She is requesting the Board consider her diploma in practical nursing in combination NHA experience under the Board policy: Other certificate programs in combination with NHA and other health care work experience will be considered on a case-by-case basis.

This proceeding was recorded by a court reporter in order to produce a verbatim transcript if requested in accordance with the law.

**MOTION**

Mr. Kinney made a motion the Board take this matter to executive session for legal advice. Mr. McCallum seconded the motion, which carried unanimously.

**MOTION**

Mr. Buckshorn made a motion the Board allow Ms. Hinkle to move forward with her application. Mr. Kinney seconded the motion, which carried unanimously.

4. Cari L. Keegan

Cari Keegan's application is before the Board for consideration because she does not meet the minimum education requirement for the CRCFA license. She is requesting the Board consider her diploma in practical nursing in combination CRCFA experience under the Board policy: Other certificate programs in combination with CRCFA and other health care work experience will be considered on a case-by-case basis.

This proceeding was recorded by a court reporter in order to produce a verbatim transcript if requested in accordance with the law.

**MOTION**

Mr. Kinney made a motion Ms. Keegan be allowed to take the exam. The motion died due to lack of a second.

**MOTION**

Mr. Buckshorn made a motion the Board enter executive session for legal advice. Mr. McCallum seconded the motion, which carried unanimously.

**MOTION**

Mr. Kinney made a motion Ms. Keegan be allowed to take the CRCF exam. Ms. Dukes seconded the motion, which carried unanimously.

5. Michelle Page

Michelle Page's application is before the Board for consideration because she does not meet the minimum education requirement for the CRCFA license. She is requesting the Board consider her diploma in practical nursing in combination CRCFA experience under the Board policy: Other certificate programs in combination with CRCFA and other health care work experience will be considered on a case-by-case basis.

This proceeding was recorded by a court reporter in order to produce a verbatim transcript if requested in accordance with the law.

**MOTION**

Mr. Kinney made a motion the Board allow Ms. Page sit for the exam. Ms. Dukes seconded the motion, which carried unanimously.

6. Quentin J. McClintock

Quentin McClintock's application is before the Board for consideration because the results of his criminal background check indicates that on April 2, 2009 he was arrested for tax evasion. This matter could not be handled in a routine manner by Board staff and the Credentials Committee.

This proceeding was recorded by a court reporter in order to produce a verbatim transcript if requested in accordance with the law.

**MOTION**

Mr. Buckshorn made a motion to enter executive session for legal advice. Mr. McCallum seconded the motion, which carried unanimously.

**MOTION**

Mr. Kinney made a motion that the Board defer decision on Mr. McClintock's application until the outstanding charges have been settled relating to Mr. McLintock's tax issues. Mr. Buckshorn seconded the motion, which carried unanimously.

**Public Comments**

No public comments were made during this meeting.

**Adjournment**

**MOTION**

Mr. McCallum made a motion the meeting be adjourned. Mr. Buckshorn seconded the motion, which carried unanimously.

The June 4, 2009 meeting of the SC Board of Long Term Health Care Administrators adjourned at 11:40 a.m.