

LLR - BOARD OF LONG TERM HEALTH CARE ADMINISTRATORS
Synergy Business Park, Kingstree Building
110 Centerview Drive, Kingstree Building, Room 108
Columbia, South Carolina 29210

MINUTES

WEDNESDAY, DECEMBER 7, 2005

8:30 AM

Merry Ann Gaddy, Chairperson, of Charleston, called the regular meeting of the Long Term Health Care Administrators to order at 8:40 a.m. Other members present for the meeting included: Julius Kinney, Jr., of Anderson; Leon Frishman, of Columbia; David Buckshorn, of Greenville; Brown McCallum, of Summerville; and Dan McLeod, Jr., of Greenville.

Melvin Hiatt, of Fairfax, was granted an excused absence.

Staff members participating during the meeting included: Stephanie Calhoun, Administrative Assistant; and Lee Ann Bundrick, Interim Administrator; Wayne Whitworth, Office of Investigations and Enforcement; Connie Huffstetler, Administrative Assistant; Yolanda Rogers, Office of Investigations and Enforcement; Sheridan Spoon, LLR-Office of General Counsel; and Sharon Dantzer, Deputy General Counsel, LLR-Office of General Counsel.

WELCOME AND CALL TO ORDER

Ms. Gaddy 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.

APPROVAL OF MINUTES OF THE SEPTEMBER 7, 2005 MEETING

MOTION

Mr. Kinney moved that the minutes be approved as written. Mr. Buckshorn seconded the motion, which carried.

COMMITTEE REPORTS

Executive Committee

Election of Officers

The committee recommended that the current officers serve another term.

MOTION

Mr. Kinney moved that Ms. Gaddy serve as chairperson and Mr. McLeod serve as vice-chairperson for the upcoming year. Mr. McCallum seconded the motion, which carried.

Ms. Gaddy noted that there were empty seats on the board that she would like to see filled. Mr. Kinney asked Ms. Bundrick if there were empty seats on the Pharmacy Board, and she answered that there were. She noted that vacancies exist on a number of LLR boards and commissions.

Investigative Review Committee

EXECUTIVE SESSION

MOTION

Mr. Kinney made a motion to enter Executive Session to hear the IRC report. The motion was seconded by Mr. Buckshorn and carried.

RETURN TO PUBLIC SESSION

MOTION

Mr. McCallum moved to return to Public Session. Mr. McLeod seconded the motion and it carried.

Cases Recommended for Dismissal

MOTION

Mr. McCallum moved the Board accept the IRC recommendation regarding cases for dismissal. Mr. McLeod seconded the motion, which carried.

Cases Recommended for Dismissal with Letters of Concern

MOTION

Mr. McCallum moved the Board accept the IRC recommendation regarding cases for dismissal with letters of concern. Mr. McCallum seconded the motion, which carried.

Cases Recommended for Formal Charges

MOTION

Mr. Buckshorn moved the Board accept the IRC recommendations for cases recommended for formal charges. Mr. McCallum seconded the motion, which carried.

Hearing Officer Recommendations

Mr. Spoon presented to the Board the recommendations made by the hearing officer in six cases heard on September 7, 2005.

MOTION

Mr. McCallum moved the Board approve the recommendations of the hearing officer in the cases heard on September 7, 2005. Mr. McLeod seconded the motion, which carried.

COMMITTEE REPORTS

Credentials Committee

Mr. McCallum presented the credentials report to the members for their review and comments. A discussion ensued regarding reciprocity and a proposal at the NAB meeting to develop a national database of licensees from all states. Mr. Kinney agreed to serve on the Credentials Committee with Mr. McCallum and Mr. Buckshorn to work on recommendations.

Education Committee

In Mr. Hiatt's absence, Ms. Gaddy noted that the Education Committee report was included in the members' packets for their review.

AIT Committee

Ms. Gaddy stated that the committee has not met since the last Board meeting. Ms. Bundrick noted that Tom Porter has done some preceptor training.

ADMINISTRATOR'S REPORT

Ms. Bundrick gave a brief report on the NAB Mid-Year Meeting, held November 16-18, 2005 in Charleston. She noted that board members Mr. Kinney and Mr. Buckshorn attended the meeting. Ms. Bundrick presented a brief report from Tom Porter, who attended the meeting as well.

Ms. Bundrick asked Mr. Kinney and Mr. Buckshorn for their comments on the meeting. Mr. Kinney noted that he reviewed four sets of exams at the meeting and that it was very tedious work. He remarked that the Board probably should do some similar work on the state exam.

Mr. Buckshorn commented on the Standards of Practice, noting that former administrator Dana Welborn was quite active in that area. He stated that he would like to see South Carolina remain at the forefront of

upholding high standards. Mr. McCallum observed that he feels the laws of our state are where they should be in regard to quality of care. A discussion ensued among the members and staff.

Ms. Bundrick presented to the members the proposed NAB budget for 2006, noting increases in member dues, meeting registration and exam fees.

Ms. Bundrick presented to the members, for their consideration, the NAB Endorsement Agreement. She asked that they be prepared to act on it later in the meeting.

Ms. Bundrick presented the Nursing Home AIT update and pointed out that Mr. Porter conducted two preceptor trainings that were not included because they were done after the members' packets were prepared.

Ms. Bundrick advised the members that the licensing database for the Board was converted to the ReLaes computer system as of September.

Ms. Bundrick introduced Yolanda Rogers, a new investigator for the Board, who will be working with Wayne Whitworth.

NAB ENDORSEMENT AGREEMENT

Ms. Gaddy brought the matter of the Endorsement Agreement before the members. A discussion ensued, with Ms. Dantzler recommending that the members endorse it.

MOTION

Mr. Kinney moved to accept the NAB Endorsement Agreement. Mr. McLeod seconded the motion, which carried.

CHANGE IN AGENDA

Ms. Gaddy proposed a change in the agenda at this time in order to hear the applicants for licensure.

LICENSE APPLICATIONS

Gabrielle Bouknight

Mr. McLeod and Ms. Gaddy recused themselves in the matter of Ms. Bouknight's application. Mr. McCallum presided over the application hearing.

Ms. Bouknight appeared before the Board in the matter of her Community Residential Care Facility Administrator license application

MOTION

Mr. Kinney moved to enter Executive Session. The motion was seconded by Mr. Buckshorn and carried.

MOTION

Mr. Kinney moved to return to Public Session. Mr. Buckshorn seconded the motion, which carried.

MOTION

Mr. Kinney moved to approve Ms. Bouknight's application. Mr. Buckshorn seconded the motion and it carried.

Chad S. Colby

Mr. Colby appeared before the Board in the matter of his Nursing Home Administrator license application.

MOTION

Mr. McCallum moved to enter Executive Session. Mr. Buckshorn seconded the motion, which carried.

MOTION

Mr. Kinney moved to return to Public Session. Mr. McCallum seconded the motion, which carried.

MOTION

Mr. Kinney made a motion to approve Mr. Colby's application. Mr. McLeod seconded the motion and it carried.

Robin Hartzog

Ms. Hartzog appeared before the Board in the matter of her Nursing Home Administrator license application.

MOTION

Mr. Kinney moved to enter Executive Session. Mr. McCallum seconded the motion, which carried.

MOTION

Mr. Kinney moved to return to Public Session. Mr. McLeod seconded the motion, which carried.

MOTION

Mr. Kinney moved to deny Ms. Hartzog's application at this time. The motion was seconded by Mr. McLeod and carried.

Mr. Kinney suggested that Ms. Hartzog be provided with the AIT guidelines. Mr. Kinney encouraged her to use that as a guide for completing her requirements, and to request appear before the Board again at a later date.

Cynthia J. Inkelaar

Ms. Inkelaar appeared before the Board in the matter of her Nursing Home Administrator license application.

MOTION

Mr. McCallum moved to enter Executive Session. Mr. Buckshorn seconded the motion and it carried.

MOTION

Mr. Kinney moved to return to Public Session. Mr. McLeod seconded the motion, which carried.

MOTION

Mr. McCallum moved to approve Ms. Inkelaar's application. Mr. McCallum seconded the motion, which carried.

Lisa S. Laughter

Ms. Laughter appeared before the Board in the matter of her Nursing Home Administrator license.

MOTION

Mr. McCallum moved to enter Executive Session. Mr. Kinney seconded the motion and it carried.

MOTION

Mr. Kinney moved to return to Public Session. Mr. McLeod seconded the motion, which carried.

MOTION

Mr. McCallum moved to approve Ms. Inkelaar's application. Mr. Buckshorn seconded the motion and it carried.

NEWSLETTER COMMITTEE

Mr. Kinney suggested that a committee be formed from members of the industry associations. After a brief discussion, the members agreed to bring recommendations for committee members to the next meeting.

APPLICANT REQUEST FOR EXAMINATION EXTENSION

The members were presented with a letter requesting an extension until January 15, 2006 to sit for the exam.

MOTION

Mr. McCallum moved to allow staff to grant an extension of up to 90 days for an applicant to sit for the exam, due to financial, health or other emergency situations as deemed reasonable and appropriate by the staff.

LICENSE APPLICATION

Chancellor C. Von Henner

Mr. Von Henner appeared before the Board in the matter of his application for a Community Residential Care Administrator license.

MOTION

Mr. Buckshorn moved to enter Executive Session. Mr. McCallum seconded the motion and it carried.

MOTION

Mr. Kinney moved to return to Public Session. Mr. Buckshorn seconded the motion, which carried.

MOTION

Mr. Kinney moved to approve Mr. Von Henner's application to take the exam and grant him a provisional license. Mr. Buckshorn seconded the motion and it carried.

ADJOURNMENT

There being no further business, the meeting was adjourned.