

**South Carolina Board of Long Term Health Care Administrators
Wednesday, September 3, 2008, at 9:30 am
Synergy Business Park
Kingstree Building
110 Centerview Drive, Conference Room 108
Columbia, South Carolina**

AGENDA

Call to Order

David Buckshorn, vice chairman, of Greenwood, called the regular meeting of the Board of Long Term Health Care Administrators to order at 9:40 a.m. Other members present for the meeting included: Pam Dukes, of Columbia; 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; P. C. Faglie, Office of Investigations and Enforcement; and Yolanda Rodgers, Investigator, Office of Investigations and Enforcement.

Mr. Buckshorn 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.

Consideration of excuses for absences of Board Members

Dan McLeod, Jr., chairman, of Greenville and Melvin Hiatt, of Fairfax, were granted excused absences.

Approval of the June 4, 2008 Meeting Minutes and August 27, 2008 Meeting Minutes

MOTION

Mr. McCallum made a motion the Board approve the minutes of the June 4, 2008 and the August 27, 2008 meetings as submitted. Mr. Kinney seconded the motion, which carried unanimously.

Chairman's Remarks

1. *Advisory Opinions, If Needed, Office of General Counsel*
2. *Legislative Update, If Needed, Legislative Liaison Office*

There were no advisory opinions or legislative update given during this meeting.

Administrator's Remarks, For Information

1. NAB Mid Year Meeting

Mrs. Bundrick presented the members with documentation regarding the NAB mid year meeting, which is scheduled for October 29-31, 2008 and would be held in Palm Coast, Florida. She asked that anyone wish to attend the meeting contact Ms. Calhoun no later than September 15, 2008.

2. 2008 NAB Annual Meeting Highlights

Mrs. Bundrick presented the members with highlights from the annual meeting which was held June 11-13, 2008 in Minneapolis, Minnesota.

3. 2009 Board Meeting Dates

The Board reviewed the following 2009 Board meeting dates.

March 5-6, 2009 June 4-5, 2009 September 3-4, 2009 December 3-4, 2009

New Business

Committee Reports

1. Investigative Review Committee

A. *2008 IRC Report*

Mr. Faglie stated the Board is again under his supervision of OIE. He further stated an additional investigator has been hired to assist the Board with the investigations. He noted this investigator recently retired from the SC Department of Mental Health Police department.

Ms. Yolanda Rogers presented the members with the IRC report from August 27, 2008.

Dismissals

| | | | | |
|---------|---------|---------|---------|----------|
| 2006-67 | 2007-12 | 2007-35 | 2007-42 | 2008-1 |
| 2008-10 | 2008-13 | 2008-18 | 2008-21 | 22008-25 |

MOTION

Mr. McCallum made a motion to approve the IRCs recommendation regarding cases for dismissal. Ms. Dukes seconded the motion, which carried unanimously.

Formal Complaints

| | | | |
|---------|---------|---------|---------|
| 2007-17 | 2007-21 | 2007-39 | 2008-23 |
|---------|---------|---------|---------|

MOTION

Mr. McCallum made a motion, seconded by Ms. Dukes and unanimously carried, the Board accept the IRCs recommendation regarding the formal complaints.

Letter of Caution

2008-19

MOTION

Mr. McCallum made a motion the Board approve the IRCs recommendation regarding the case involving the letter of caution. Ms. Dukes seconded the motion, which carried unanimously.

2. Credentials Committee

As of August 28, 2008 the credentials committee has approved seven NHA and 13 CRCFA candidates. The committee has also approved four NHA, six CRCFA, and three dual provisional licenses as of August 28, 2008. Between June 1, 2008 and August 28, 2008 one NHA license, 21 CRCFA licenses and four dual licenses have been issued. Sixteen NHA licenses, 43 CRCFA licenses, and nine dual licenses have been issued since January 1, 2008.

3. Education Committee

Between June 1, 2008 and August 28, 2008 the Education Committee approved 29 sponsor continuing education applications and 42 administrator continuing education applications. Since January 1, 2008 93 sponsor continuing education applications have been approved and 162 administrator continuing education applications have been approved.

4. AIT Committee

Robert E. Austin of Richard M. Campbell Veteran Nursing Home has been added to the preceptor list, which brings the total number of active preceptors in South Carolina to 31. Three AIT programs have been completed since the June 2008 Board meeting.

5. Board Meeting Information on CD

Mrs. Bundrick stated several boards within the agency have adopted the idea of inserting board meeting information on CDs for the meetings which are then mailed to the Board members. She noted the conference rooms are equipped with laptops and projectors which allow the members to see the information. She requested the members consider adopting this format for future meetings.

MOTION

Mr. Kinney made a motion the Board accept Mrs. Bundrick's recommendation regarding board meeting information on CDs. Mr. McCallum seconded the motion, which carried unanimously.

Applicant Appearance(s)-Qualification Approval

1. *Carrol A. Carlisle*

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

Ms. Carlisle does not meet the minimum education requirement for a NHA license. However, she is requesting the Board to consider her diploma in practical nursing in combination with her NHA experience.

MOTION

Mr. Kinney made a motion, seconded by Mr. McCallum and unanimously carried, the Board allow Ms. Carlisle sit for the state exam.

2. *Linda Crisp*

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

Ms. Crisp does not meet the minimum education requirements for a CRCF license. Therefore, she is requesting the Board accept her experience in lieu of the education requirements.

MOTION

Mr. Kinney made a motion the Board enter executive session to seek legal advice. Mr. McCallum seconded the motion, which carried unanimously.

MOTION

Mr. McCallum made a motion, seconded by Mr. Kinney and unanimously carried, the Board return to public session.

MOTION

Mr. Kinney made a motion the Board encourage Ms. Crisp to proceed with her education; however, based on the information received the Board deny her request to sit for the exam at this time. Mr. McCallum seconded the motion, which carried unanimously.

3. *Patricia Robinson*

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

Ms. Robinson does not meet the minimum education requirement for the CRCF license. However, she is requesting the Board consider her diploma in practical nursing in combination with her CRCF experience.

MOTION

Mr. Kinney made a motion, seconded by Mr. McCallum and unanimously carried, the Board enter executive session to seek legal advice.

MOTION

Mr. Kinney made a motion, seconded by Mr. McCallum and unanimously carried, the Board return to public session.

MOTION

Mr. McCallum made a motion, seconded by Mr. Kinney and unanimously carried, the Board deny Ms. Robinson's request to sit for the exam at this time; however, the Board encourages her to further her education at a technical college.

4. Susan F. Shipman

Ms. Shipman contacted staff and asked that her applicant hearing be deferred to the next meeting.

Ms. Dukes left the meeting at this time and Mr. Ken Hiatt joined the meeting by telephone.

Consent Agreements

Case #2006-84

MOTION

Mr. McCallum made a motion, seconded by Mr. Kinney and unanimously carried, the Board accept the consent agreement regarding case #2006-84.

Case #2006-43

MOTION

Mr. Kinney made a motion the Board accept the consent agreement regarding case #2006-43. Mr. McCallum seconded the motion, which carried unanimously.

Case #2007-24

MOTION

Mr. Kinney made a motion the Board, seconded by Mr. McCallum and unanimously carried, the Board accept the consent agreement regarding case #2007-24. Mr. McCallum seconded the motion, which carried unanimously.

Case #2006-96

MOTION

Mr. Kinney made a motion, seconded by Mr. McCallum and unanimously carried, that the Board accept the consent agreement for case #2006-96.

Public Comments

No public comments were made during the September 3, 2008 meeting.

Adjournment

MOTION

There being no further business to be discussed by the Board at this time Mr. Kinney made a motion, seconded by Mr. McCallum and unanimously carried, the meeting be adjourned.

The September 3, 2008 meeting of the SC Board of Long Term Health Care Administrators adjourned at 11:05 a.m.