

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

9:30 a.m., September 1, 2016  
Synergy Business Park  
110 Centerview Drive, Kingstree Building Room 204  
Columbia, South Carolina

**Thursday, September 1, 2016**

**Note: These minutes are a record of the motions and official actions taken by the Board and brief summary of the meeting.**

**MEETING CALLED TO ORDER**

Daniel R. McLeod, Jr., 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.

Daniel R. McLeod, Jr., Chairman, of Greenville, called the regular meeting of the Board of Long Term Health Care Administrators to order at 9:30 a.m. Other members present for the meeting included: Julius Sonny Kinney, Jr. of Anderson, Shelly Kelly of Columbia, Melvin K. Hiatt of Allendale, Timothy Slice of Chapin and Sarah D. Doctor-Greenwade of Columbia.

Staff members participating in the meeting included: April Koon, Administrator, Stephanie Calhoun, Program Coordinator I, Georgia Lewis, Office of Advice Counsel, Megan Flannery, Office of General Counsel, Ashley Bailey, Investigator, Office of Investigations and Enforcement, Althea Myers, Chief Investigator, Office of Investigations and Enforcement.

**PLEDGE OF ALLEGIANCE**

All present recited the Pledge of Allegiance.

**INTRODUCTION OF BOARD MEMBERS AND ALL OTHER PERSONS ATTENDING**

Mr. McLeod introduced the members present.

**CONSIDERATION OF EXCUSES FOR ABSENCES OF BOARD MEMBERS**

David Buckshorn and Melissa Yetter received excused absences.

**CHAIRMAN'S REMARKS**

Mr. McLeod introduced the two new Board members: Timothy Slice (CRCF Proprietary) and Sarah D. Doctor-Greenwade (CRCF-10beds or less).

## **APPROVAL OF MEETING MINUTES**

### **June 2, 2016 Board Meeting Minutes**

#### **MOTION**

Mr. Kinney made a motion to accept the minutes. Mr. Hiatt seconded the motion, which carried unanimously.

## **APPLICANT APPEARANCES**

### **Jeanette M. Blankenship**

Ms. Blankenship appeared before the Board to request reconsideration of her NHA application because staff could not determine a second area of experience. The letter from the Administrator indicates that business and fiscal management relates to the positions: MDS Coordinator, Admission/Marketing Director and Assistant Director of Nursing. All under direct patient care.

#### **MOTION**

Mr. Kinney made a motion to allow Ms. Blankenship to sit for the NHA national and state exams. Mr. Hiatt seconded the motion, which carried unanimously.

### **Shazia Arroyo**

Ms. Arroyo appeared before the Board to request that she be allowed to take the national community residential care licensing exam again after failing three times.

#### **MOTION**

Mr. Kinney made a motion to allow Ms. Arroyo to sit for the CRCF national exam again. Mr. Hiatt seconded the motion, which carried unanimously.

### **Virginia Merritt**

Ms. Merritt appeared before the Board requesting to be allowed to take the national community residential care administrator licensing exam again after failing four times.

#### **MOTION**

Mr. Kinney made a motion to allow Ms. Merritt to sit for the CRCF national exam again. Ms. Greenwade seconded the motion, which carried unanimously.

### **Kim Duncan**

Ms. Duncan appeared before the Board requesting to be allowed to take the national community residential care administrator licensing exam again after failing four times.

#### **MOTION**

Mr. Kinney made a motion to allow Ms. Duncan to sit for the CRCF national exam again. Mr. Hiatt seconded the motion, which carried unanimously.

**Charlene A. Washington**

Ms. Washington appeared before the Board because staff determined her CRCF experience is more than five years ago. Therefore the application could not be handled in a routine manner by staff.

**Executive Session In**

**MOTION**

Mr. Kinney made a motion to go into executive session for legal advice. Ms. Greenwade seconded the motion, which carried unanimously.

**Executive Session Out**

**MOTION**

Mr. Kinney made a motion to go come out executive session. Mr. Slice seconded the motion, which carried unanimously.

**MOTION**

Mr. Kinney made a motion to allow Ms. Washington to sit for the CRCF national and state exams provided that she submit documentation of work hours for years 2007 and 2008 as well as current experience in 2015. Ms. Hiatt seconded the motion, which carried unanimously.

**Amanda Inman Gallman**

Ms. Gallman appeared before the Board because staff could not determine a second area of responsibility after reviewing the detailed description of job duties for the Business Office, Social Services, Quality Care Responsibilities, Environmental Services and Supervisory/People Management Responsibilities.

**MOTION**

Mr. Kinney made a motion to allow Ms. Gallman to sit for the NHA national and state exams. again. Mr. Slice seconded the motion, which carried unanimously.

**Sarah C. Blackwelder**

Ms. Blackwelder appeared before the Board to request reconsideration of her NHA application because staff determine by law, with her non-health related degree, she does not have at least two years of practical experience in nursing home administration.

**MOTION**

Mr. Kinney made a motion to allow Ms. Blackwelder to sit for the NHA national and state exams. Mr. Hiatt the motion, which carried unanimously.

**Harrison W. Cecil**

Mr. Cecil appeared before the Board because he answered “yes” to the question on the NHA application which states, “Have you ever been convicted of or pled guilty or nolo contendere to felony of any kind or to a non felony crime of moral turpitude or a crime involving financial misconduct, drugs or physical violence? His application and documents regarding

discipline were present to the Board.

**MOTION**

Mr. Kinney made a motion to allow Mr. Cecil to sit for the NHA national and state exams. Mr. Hiatt the motion, which carried unanimously.

**NEW BUSINESS-BOARD APPROVAL**

**Consent Agreement-2015-31**

**MOTION**

Mr. Kinney made a motion to accept the Consent Agreement. Mr. Hiatt seconded the motion, which carried unanimously.

**DISCIPLINARY HEARINGS**

**Case#2014-42**

**MOTION**

Mr. Kinney made a motion to accept the recommendations of the hearing officer. Mr. Hiatt seconded the motion, which carried unanimously.

**COMPLIANCE REPORTS**

**IRC Recommendations and Office of Investigations Report**

Ms. Myers presented the recommendations from the Investigative Review Committee. There were five (5) dismissals, four (4) formal complaints and three (3) letters of caution.

**Dismissals**

**MOTION**

Mr. Kinney made a motion to accept the dismissals. Ms. Greenwade seconded the motion, which carried unanimously.

**Formal Complaints**

**MOTION**

Mr. Kinney made a motion to accept the formal complaints. Mr. Hiatt seconded the motion, which carried unanimously.

**Letters of Caution**

**MOTION**

Mr. Kinney made a motion to accept the letters of caution. Mr. Hiatt seconded the motion, which carried unanimously.

### **Office of Investigations Report**

There were five (5) cases received in the second quarter of the year 2016 for CRCF Administrators, two (2) for Dual Administrators and two (2) for NH Administrators. There were no cases closed for the second quarter of the year 2016 for CRCF Administrators, Dual Administrators and NH Administrators.

The Office of Investigations report also revealed trainings for the investigative staff.

### **Office General Counsel Report**

Meghan Flannery presented the OGC report.

There were twelve (12) open cases, one (1) pending actions, four (4) pending CA/MOAs, three pending Board hearings/Action one (1) pending new OIE case, three (3) pending scheduling, three (3) closed and no appeals. These cases are as of August 25, 2016.

### **ADMINISTRATOR'S REMARKS**

#### **Health and Human Services Coordinating Council Seat**

Ms. Leech addressed the Board concerning the Board seat from the Health and Human Services Long Term Care Committee. This Committee no longer exists. There was discussion about looking at all the positions. It was decided to review the most immediate position, Health and Human Services Long Term Care Committee since it can no longer be filled. Mr. Kinney suggested that the Legislative Committee meet to determine how to address the position change. The date for this Committee meeting was set for September 8, 2016.

Ms. Lewis stated that there was discussion in the past concerning the qualified hospital administrator position. It will be difficult to replace this position, since there are only a few individuals in the industry who would meet the qualifications. No decision was made on this matter.

#### **2016 Renewed Licenses**

Ms. Calhoun presented the totals for the active and inactive license renewals for 2016. There were five hundred thirty-nine (539) active CRCFs, Fifty-five (55) inactive CRCFs, three hundred four (304) active NHAs, twenty eight (28) inactive NHAs, one hundred forty-one (141) active Duals and seventeen (17) inactive Duals. The 2015 totals were presented for comparison.

Ms. Calhoun mailed renewal notices the first week of April 2016 and May 2016. The final renewal notice was emailed the first week of June 2016.

Ms. Calhoun mailed out approximately 35 Cease and Desist Orders in July 2016 for CRCF, 12 Cease and Desist Orders for NHA and 5 Cease and Desist Orders for NHA.

### **2016 CE Audit**

Ms. Calhoun gave the report on the 2016 CE Audit. Out of 983 active licensees a random CE audit was conducted. There were thirty (30) active NHAs, seventy-eight (78) active CRCFs and fifteen (15) active Duals.

### **2016 NAB Annual Meeting**

Stephanie Calhoun, Nikki Robertson and Melissa Yetter attended the NAB Annual Meeting June 8-10, 2016 in Cleveland, OHIO.

Ms. Roberson and Ms. Yetter were not in attendance at the Board meeting so the report was given by Ms. Calhoun.

Ms. Calhoun attended the State Governance Committee meeting. The committee discussed ways to finalize the Health Services Executive (HSE) rollout, as well as promote the AIT support network to alleviate financial and career hurdles for AITs. A power point on the HSE was shown on Thursday at the meeting.

Ms. Calhoun also attended the State Executive Forum where Mr. Linder provided updates on the administrator-in-training model, the preceptor training program, review of the new examination form for the HSE and the transition of testing centers from Prometric to PSI. Due to issues experienced by others who have experienced this same transition, there was a suggestion to hold approval of candidates until PSI takes over on June 21, 2016. Doing this assures that candidates aren't scheduled for a Prometric site when PSI takes over. Candidates who are scheduled in Prometric facilities at that time will need to reschedule with PSI at that time. Mr. Linder asked that boards to let him know if they experience problems with the transition to PSI.

### **2016 NAB Mid-Year Meeting**

The 2016 NAB Mid-Year Meeting will be held November 9-11, 2016 at the Renaissance Atlanta Midtown Hotel.

The Board discussed having the two new Board members to attend the meeting. This would be a great opportunity for them to see how other states handle licensing processes.

### **MOTION**

Mr. Kinney made a motion that two staff members and two Board members attend the meeting in Atlanta, GA. Mr. Hiatt second the motion, which carried unanimously.

### **CEU Laws and Procedures**

Ms. Calhoun requested clarification on obtaining continuing education hours online through NAB approved courses. The current procedures states that Administrators may obtain half of the continuing education hours online that are National Association of Long Term Administrators Board (NAB) approved. After further discussion, the Board provided clarification for staff and the licensees.

## **MOTION**

Mr. Kinney made a motion that the CE criteria state that Administrators may obtain no more than half of the CE hours online through NAB approved courses. Mr. Hiatt seconded the motion, which carried unanimously.

Ms. Koon said that she and staff can look at what other states are doing in terms of CE requirements. The Education Committee can meet after the NAB meeting to discuss the information that was obtained by staff.

## **Office of Finance Report**

The Board reviewed the finance reports for the months of May 2016, June 2016 and July 2016. These reports were taken as information.

## **COMMITTEE REPORTS**

### **Credentials Committee**

The Board took the report of the Credentials Committee as information. The report showed eight (8) Nursing Home Administrators (NHA), twenty-six (26) Community Residential Care Facility Administrators (CRCF), and one (1) Dual administrator have been approved since August 25, 2016. The report shows three (3) NHA provisional license, four (4) CRCFA provisional licenses and no Dual provisional licenses have been issued since August 25, 2016. The report shows nine (9) Nursing Home Administrators, fourteen (14) Community Residential Care Administrators and six (6) Dual Administrators licensed between June 2, 2016-August 25, 2016. Since January 1, 2016, twenty-two (22) Nursing Home Administrators, thirty-two (32) Community Residential Care Administrators and thirteen (13) Dual Administrators were licensed.

### **Education Committee**

The Board reviewed the Education Committee report. The report showed nineteen (19) approved Sponsor CE applications, fourteen (14) approved Administrator CE application between June 2, 2016-August 25, 2016. The report showed that eighty-nine (89) approved Sponsor CE applications and seventy-two (72) approved Administrator CE applications between January 1, 2016-August 25, 2016.

### **AIT Committee**

#### **AIT Current Trainings**

Mr. Kinney presented the AIT committee report. There are currently seventy (70) preceptors. eighteen (18) preceptors out of the total can only train employees. Nine (9) AIT candidates are currently training and five (5) AIT candidates have completed the program.

The AIT Committee will meet on September 8, 2016 to review and make changes in the regulation for the AIT program requirements 93-80.

#### **AIT Preceptor Directory**

A list of current AIT preceptors were provided to the Board and taken as information.

**PUBLIC COMMENTS**

There were no comments from the public.

**ADJOURNMENT**

**MOTION**

Mr. Kinney made a motion to adjourn the meeting. Mr. Hiatt seconded the motion which carried unanimously.

The September 1, 2016 Board meeting of the SC Board of Long Term Health Care Administrators adjourned at 12:55 pm.