

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

9:30 a.m., July 22, 2021

Public notice of this meeting was properly posted at the S.C. Board of Long Term Health Care Administrators office, Synergy Business Park, Kingstree Building, and on the board website and provided to all requesting persons, organizations, and news media in compliance with Section 30-4-80 of the South Carolina Freedom of Information Act.

**BOARD MEMBERS PRESENT:**

Melissa Yetter, Chair  
Sarah Doctor-Greenwade  
Elizabeth Schaper  
Bentley White

**SCLLR STAFF PRESENT:**

Donnell Jennings, Office of Advice Counsel  
Meredith Buttler, Administrator  
Megan Flannery, Office of Disciplinary Counsel  
Byron Ray, Office of Investigations  
Doris Cochran, Office of Investigations  
Bianca Smith, Office of Investigations  
Jennifer Hollis, Office of Investigations

**PRESENT:**

Creel Court Reporting  
Bradley Ericksen  
Jacqueline Mintz

**CALL TO ORDER:** Chairman Yetter called the meeting to order at 9:34 a.m.

**PLEDGE OF ALLIGIANCE**

**APPROVAL OF AGENDA**

**Motion:** To approve the agenda.  
Doctor-Greenwade/Schaper/approved.

**INTRODUCTION OF BOARD MEMBERS**

Each Board member provided a brief introduction of themselves.

**APPROVAL OF EXCUSED ABSENCES**

**Motion:** To approve Timothy Slice and William Birmingham's absence.  
Doctor-Greenwade/Schaper/approved.

**APPROVAL OF MEETING MINUTES**

**Motion:** To approve the minutes from the April 29, 2021 meeting.  
Schaper/Doctor-Greenwade/approved.

## **STAFF REPORTS**

### **OIE Statistical Report**

On behalf of Ashley Bailey, Byron Ray reported for the third quarter of 2021 to date, the Board has received thirteen (13) cases and closed eight (8) cases. Mr. Ray provided an overview of the Office of Investigations and Enforcement staff training, most of which has been conducted virtually.

### **IRC Report**

On behalf of Ashley Bailey, Byron Ray reported the IRC met on July 1, 2021. The IRC Report recommends six (6) cases for dismissal and one (1) for letter of caution.

**Motion:** To approve six (6) cases for dismissal and one (1) case for letter of caution.  
Schaper/Doctor-Greenwade/approved.

### **ODC Report**

Ms. Megan Flannery reported there are currently five (5) cases open: one (1) pending action, four (4) pending CA/MOAs, one (1) pending hearing, and zero (0) cases closed.

## **DISCIPLINARY HEARING**

- a. 2019-44 – MOA  
Case is continued to next scheduled Board meeting.

## **APPLICANT APPEARANCE**

- a. Bradley Ericksen  
Mr. Ericksen appeared before the Board for an application hearing. He was not represented by counsel and was sworn in by the court reporter. Application hearings are recorded by a certified court reporter in the event a verbatim transcript is necessary.

### **Executive Session**

**Motion:** For the Board to enter into executive session to seek legal advice. Ms. Buttler to remain in executive session.

Schaper/Doctor-Greenwade/approved.

### **Return to Public Session**

**Motion:** For the Board to return to public session

Schaper/Doctor-Greenwade/approved.

Board Chairman, Melissa Yetter, noted for the record that no votes or actions were taken while in executive session.

**Motion:** To approve the application and allowing Mr. Ericksen to sit for the exams.  
Schaper/Doctor-Greenwade/approved.

## **ADMINISTRATOR REPORT**

The Board Licensee reports were provided to members to review. Currently there are 551 active CRCFA licenses; 304 active NHA licenses; and 173 active Dual licenses. The report included breakdowns of the Select Inactive licenses and pending application numbers. The Board's current account balance as of March 31, 2021 is \$225,279.43.

Ms. Buttler reported renewals closed at midnight on June 30, 2021. A total of 88 licenses were lapsed. Licensees wishing to renew their administrator's license may do so by submitting the late renewal application along with CE documentation and statement of practice. The Board office randomly selected 5% of each license type for a CE audit. Audited licensees have been sent notice and will have till August 31, 2021 to submit CE documentation.

On May 28, 2021, Doc.4987 was ratified. This is an amendment to the Board Regulations that now allows an AIT Preceptor to supervise up to two AIT candidates concurrently.

## **NEW BUSINESS**

a. NAB New Domains of Practice

Ms. Buttler presented NAB's new domains of practice. Every five years the National Association of Long Term Care Administrator Boards (NAB) conducts a Professional Practice Analysis (PPA) to ensure that the NAB licensure exams accurately represent the current scope of practice of the profession of Senior Living and Health Services. The changes will go into effect March 1, 2022. More information can be found on the NAB website.

b. 2022 Board Meeting Dates

**Motion:** To the 2022 Board meeting dates.

Doctor-Greenwade/Schaper/approved.

## **PUBLIC COMMENTS**

None.

## **ANNOUNCEMENT**

Next Board Meeting date October 14, 2021.

## **ADJOURNMENT**

**Motion:** To adjourn the meeting.

Schaper/Doctor-Greenwade/approved

The July 22, 2021, meeting of the S.C. Long Term Health Care Administrators Board adjourned at 10:23 a.m.

The next meeting of the S.C. Long Term Health Care Administrators Board is scheduled for October 14, 2021.