

**SOUTH CAROLINA LONG TERM HEALTH CARE ADMINISTRATORS  
BOARD MEETING MINUTES  
April 28, 2022 at 9:30 a.m.**

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, Chairperson  
Sara Doctor-Greenwade, Vice Chairperson  
Elizabeth Schaper  
Timothy Slice  
Bentley White

**SCLLR STAFF PRESENT:**

Hardwick Stuart, Office of Advice Counsel  
Joseph M Epting, Jr., Office of Advice Counsel  
Rowland Alston, Office of Disciplinary Counsel  
Meredith Buttler, Administrator  
Amanda Branham, Office of Investigations and Enforcement  
Ashley Bailey, Office of Investigations and Enforcement  
Doris Cochran, Office of Investigations and Enforcement  
Stacey Mundy-Oswald, Administrative Assistant

**PRESENT:**

Nadine Garrett, Court Reporter  
Hattie Fields  
Annette Goodwin  
Diana Sullivan  
Mary Pait  
Rochelle Porterfield  
Tiffany Richardson  
Hollie Crosby

**CALL TO ORDER:** Melissa Yetter, Chairperson called the meeting to order at 9:32 a.m.

**PLEDGE OF ALLEGIANCE**

**APPROVAL OF AGENDA**

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

**INTRODUCTION OF BOARD MEMBERS AND OTHERS**

All board members introduced themselves.

**APPROVAL OF EXCUSED ABSENCES**

**Motion:** To excuse William Birmingham.  
Schaper/Slice/Approved.

**APPROVAL OF MEETING MINUTES**

**Motion:** To approve January 27, 2022 Board Meeting minutes.  
Doctor-Greenwade/Slice/Approved.

**STAFF REPORTS**

Office of Investigations and Enforcement (OIE) Statistical Report:

Ms. Branham reported for the period of January 20, 2022 through April 20, 2022, there have been thirteen (13) cases received, eleven (11) opened cases, thirteen (13) cases closed and eleven (11) cases in active investigation.

Investigative Review Committee (IRC) Report:

Ms. Branham reported the IRC met April 20, 2022. The IRC recommends four (4) cases for dismissal and one (1) case for formal complaint.

**Motion:** To accept the four (4) cases for dismissal.  
Schaper/Doctor-Greenwade/Approved.

**Motion:** To accept the one (1) case for Formal Complaint.  
Schaper/Slice/Approved.

Office of Disciplinary Counsel (ODC) Report:

Mr. Alston reported there are thirteen (13) open cases, twelve (12) pending hearings, and zero (0) closed cases. Since January 6, 2022, there have been three (3) cases closed, since January 1, 2022, there have been three (3) closed and zero (0) appeals.

**DISCIPLINARY HEARING**

2021-15 MOA

The respondent appeared before the Board for a Memorandum of Agreement Hearing. Respondent was not represented by counsel and was sworn in by the court reporter. Disciplinary hearings are recorded by a certified court reporter in the event a verbatim transcript is necessary.

**Motion:** To enter an executive session for legal advice. Ms. Buttler was requested to remain.  
Doctor-Greenwade/Schaper/Approved.

**Motion:** To return to public session.  
Doctor-Greenwade/Schaper/Approved.

**Motion:** To accept the Memorandum of Agreement and order, one (1) year probation and \$500 fine.  
Doctor-Greenwade/Schaper/Approved.

**APPLICATION HEARING**

a. Hollie Crosby

Ms. Crosby appeared before the Board for reexamination request. She 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.

**Motion:** To enter an executive session.  
Schaper/Doctor-Greenwade/Approved.

**Motion:** To return to public session.  
Doctor-Greenwade/Schaper/Approved.

**Motion:** To approve the request for reexamination with the stipulation it may not be taken before November 1, 2022. Recommend practical experience.  
Schaper/Slice/Approved.

The Board recommended Ms. Crosby review the examination preparation reading materials listed on the NAB website.

b. Rochelle Porterfield

Ms. Porterfield appeared before the Board for reexamination request. She was not represented by counsel and sworn in by the court reporter. Application hearings are recorded by a certified court reporter in the event a verbatim transcript is necessary.

**Motion:** To enter an executive session.  
Schaper/Slice/Approved.

**Motion:** To return to public session.  
Schaper/Slice/Approved.

**Motion:** To approve the request for reexamination with the stipulation it may not be taken before January 1, 2023.  
Doctor-Greenwade/Schaper/Approved.

The Board recommended, Ms. Porterfield review the examination preparation reading materials listed on the NAB website.

c. Annette Goodwin

Ms. Goodwin appeared before the Board for a reinstatement application hearing. She 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.

**Motion:** To enter an executive session for legal advice.  
Slice/Doctor-Greenwade/Approved.

**Motion:** To return to public session.  
Doctor-Greenwade/Slice/Approved.

**Motion:** To accept application upon submission of one (1) hour CE to administrator.  
Doctor-Greenwade/Slice/Approved.

d. Tiffany Richardson

Ms. Richardson appeared before the Board for an application hearing. She was not represented by counsel and was sworn in by the court reporter. Applications hearings are recorded by a certified court reporter in the event a verbatim transcript is necessary.

**Motion:** To enter an executive session for legal advice. Ms. Buttler was requested to remain.  
Schaper/Slice/Approved.

**Motion:** To return to public session.  
Schaper/Doctor-Greenwade/Approved.

**Motion:** To deny the application as it does not meet the provisional licensure definition.  
Schaper/Slice/Approved.

The Board recommended, Ms. Richardson apply for regular licensure or engage in the Administrator in Training program.

- e. Mary Pait  
Ms. Pait appeared before the Board for an application hearing. She was not represented by counsel and was sworn in by the court reporter. Applications hearings are recorded by a certified court reporter in the event a verbatim transcript is necessary.

**Motion:** To enter an executive session for legal advice. Ms. Buttler was requested to remain.  
Doctor-Greenwade/Schaper/Approved.

**Motion:** To return to public session.  
Doctor-Greenwade/Slice/Approved.

**Motion:** To approve application and sit for exam.  
Schaper/Doctor-Greenwade/Approved.

## **REPORTS**

### **Administrator Report**

Ms. Buttler reported to date, the Board has 90 active CRCFA licenses; 505 active in renewal CRCFA licenses; 35 active NHA licenses; 292 active in renewal NHA licenses; 20 active Dual licenses; 168 active in renewal Dual licenses; 73 active AIT NHA registration, 7 active AIT LCR registration and 77 active Preceptors licenses. At present are 29 select inactive CRCFA licenses, 14 select inactive NHA licenses, and 12 select inactive Dual licenses. Additionally, there are 6 provisional CRCFA licenses, and 7 provisional NHA licenses.

The Board's current cash balance as of March 31, 2022 is \$273,927.67.

Ms. Buttler reminded the Board the online renewal is now open and will close at midnight on June 30, 2022. Licensees were sent notice regarding the Board's clarification on live-streaming events being included in the in-person course categorization.

## **APPLICATION HEARINGS**

- f. Diana Sullivan  
Ms. Sullivan appeared before the Board for an application hearing. She was not represented by counsel and was sworn in by the court reporter. Applications hearings are recorded by a certified court reporter in the event a verbatim transcript is necessary.

**Motion:** To enter an executive session for legal advice.  
Doctor-Greenwade/Slice/Approved.

**Motion:** To return to public session.  
Slice/Schaper/Approved.

**Motion:** To deny application due to lack of credibility, time discrepancy, employment discrepancy and signature discrepancy.  
Schaper/Doctor-Greenwade/Approved.

#### **NEW BUSINESS**

a. Notice of Drafting for Regulatory Review

Ms. Buttler reported that the required regulatory review was coming up. Mr. Stuart further elaborated on the process. Notice of drafting is not required at this time.

b. IRC Disciplinary Parameters

Ms. Buttler and Mr. Rowland presented a proposal for IRC Disciplinary Parameters. IRC is wanting more clarity on how the board would like to deal with certain complaints that come in. Mr. Rowland presented recommendations how to deal with cases involving unlicensed practice. Mr. Rowland suggested the Board to take into consideration issuing a letter of caution in lieu of a consent agreement when a license has lapse for less than 30 days. The Board reviewed and amended each of the presented parameter. Additional discussion of “normal business hours” and “availability” will be discussed at the meeting in July.

**Motion:** To approve the disciplinary parameters as amended.  
Schaper/Slice/Approved.

#### **PUBLIC COMMENTS**

No public comments.

#### **NEXT MEETING**

July 28, 2022 at 9:00 a.m.

#### **ADJOURNMENT**

**Motion:** To adjourn.

Schaper/Doctor-Greenwade/Approved.

The meeting was adjourn at 2:45 p.m.