

**SOUTH CROLINA BOARD OF LONG TERM HEALTH CARE ADMINISTRATORS  
BOARD MEETING MINUTES**

October 20, 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 MEMBER PRESENT:**

Melissa Yetter, Chairperson  
Sarah Doctor-Greenwade, Vice Chairperson  
Elizabeth Schaper  
Bentley White  
William Birmingham

**SCLLR STAFF PRESENT:**

Joseph Epting, Esq., Office of Advice Counsel  
Rowland Alston, Esq., Office of Disciplinary Counsel  
Sherrie Buttlerbaugh, Esq., Office of Disciplinary Counsel  
Meredith Buttler, Administrator  
Jacquelyn White, Program Coordinator  
Amanda Branham, Office of Investigations and Enforcement  
Ashley Bailey, Office of Investigations and Enforcement  
Jennifer Hollis, Office of Investigations and Enforcement  
Bianca Smith, Office of Investigations and Enforcement  
Byron Ray, Office of Investigations and Enforcement

**PRESENT:**

Katherine Boone, Court Reporter

**CALL TO ORDER:** Melissa Yetter, Chairperson called the meeting to order at 9:31 a.m.

**PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was recited by all that was present.

**APPROVAL OF AGENDA**

To move items 7b. and 7c. to New Business.

**Motion:** To approve the agenda as amended.  
Schaper/Birmingham/Approved.

**INTRODUCTION OF BOARD MEMBERS AND OTHERS**

All board members introduced themselves.

**APPROVAL OF EXCUSED ABSENCES**

Mr. Edward Burton was excused.

## **APPROVAL OF MEETING MINUTES**

**Motion:** To approve July 28, 2022 Board Meeting minutes.  
Birmingham/Doctor-Greenwade/Approved.

## **REPORTS**

### Office of Investigations and Enforcement (OIE) Statistical Report:

Ms. Branham reported for the period of July 21, 2022 through October 12, 2022, there have been twenty-three (23) cases received, twenty-three (23) opened cases, nine (9) cases closed and twenty-three (23) active cases investigating.

### Investigative Review Committee (IRC) Report:

Ms. Branham reported the committee met September 29, 2022.

**Motion:** To accept the thirteen (13) cases for dismissal.  
Birmingham/Schaper/Approved.

**Motion:** To accept the five (5) cases for Letter of Caution.  
Birmingham/Doctor-Greenwade/Approved.

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

### Office of Disciplinary Counsel (ODC) Report:

Mr. Alston reported there are (4) open cases, one (1) pending hearings, and one (1) closed case. Since January 1, 2022, there have been fourteen (14) closed cases and (0) appeals.

Mr. Alston introduced Ms. Butterbaugh as the new attorney. Ms. Butterbaugh will take the remainder of the cases except one, Mr. Alston will keep that case.

## **OLD BUSINESS**

### Regulatory Review Report

Mr. Epting, Esq., reported the Board has to complete a Regulatory Review every five (5) years. The Board discussed the proposed Regulatory revisions as presented.

**Motion:** To approve the proposed regulatory changes as set forth in the proposed Amended Regulations (with noted changes made by the Board) and to authorize the Board chairperson, Melissa Yetter to sign the submission on behalf of the Board of LTHCA. Further, to authorize the chairperson to correct any scrivener's error in the amended regulations prior to its submission.  
Birmingham/Doctor-Greenwade/Approved.

**Motion:** To approve the Regulatory Review report (with amendments) and to authorize the chairperson, Melissa Yetter to sign the report on behalf of the Board of LTHCA. Further, to authorize the chairperson to correct any scrivener's error in the report prior to its submission.  
Schaper/Doctor-Greenwade/Approved.

**NEW BUSINESS**

Approval of the 2023 Board Meeting Dates

There weren't any complaints with the meeting dates.

Travel Approval – 2022 NAB Mid-Year Meeting on November 2-4, 2022 in Palm Springs, CA

**Motion:** To approve Ms. Yetter, Ms. Doctor-Greenwade and Ms. Schaper to attend.  
Birmingham/Doctor-Greenwade/Approved.

SCALA Annual Meeting on December 1, 2022 in Columbia, SC – Board Representative

Ms. Doctor-Greenwade will represent the Board.

**PUBLIC COMMENTS**

No public comments.

**NEXT MEETING – JANUARY 26, 2023**

**ADJOURNMENT**

**Motion:** To adjourn.  
Doctor-Greenwade/Birmingham/Approved.

The meeting was adjourn at 11:21 a.m.