

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

January 26, 2023 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 – via Telephone  
William Birmingham  
Edward Burton

**SCLLR STAFF PRESENT:**

Hardwick Stuart, Esq., Office of Advice Counsel  
Rowland Alston, Esq., Office of Disciplinary Counsel  
Sherrie Buttlerbaugh, Esq., Office of Disciplinary Counsel  
Tracy Adams, 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  
Byron Ray, Office of Investigations and Enforcement

**PRESENT:**

Katherine Boone, Court Reporter

**CALL TO ORDER:** Melissa Yetter, Chairperson called the meeting to order at 9:30 a.m.

**PLEDGE OF ALLEGIANCE**

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

**APPROVAL OF AGENDA**

**Motion:** To change items 8a, 8b, and 8d to application hearings.  
Schaper/Birmingham/Approved.

**Motion:** To move item 9 above item 8.  
Schaper/Birmingham/Approved.

**INTRODUCTION OF BOARD MEMBERS AND OTHERS**

All board members introduced themselves.

**APPROVAL OF EXCUSED ABSENCES**

No absences

### **APPROVAL OF MEETING MINUTES**

**Motion:** To approve October 20, 2022 Board Meeting minutes.  
Birmingham/Schaper/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 (17) complaints received, (17) opened cases, (24) cases closed and (17) active cases investigating.

#### Investigative Review Committee (IRC) Report:

Ms. Branham reported the committee met January 12, 2023.  
Ms. Branham requested (13) dismissals to be accepted.

**Motion:** To accept (11) of the of the (13) dismissals  
Schaper/Approved.

**Motion:** To go into Executive Session for legal advice  
Doctor-Greenwade/Schaper/Approved.

**Motion:** To go into come out of Executive Session  
Birmingham/Burton/Approved.

**Motion:** To change #1 and #13 dismissals to Letter of Caution with clarification by Ms. Doctor-Greenwade  
Schaper/Birmingham/Approved.

**Motion:** To accept the five (5) cases for Formal Complaint.  
Birmingham/Schaper/Approved.

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

Mr. Alston introduced Ms. Sherrie Butterbaugh as the new attorney. Ms. Butterbaugh will take the remainder of the cases except case 2018-20. Mr. Alston will remain as attorney.

Ms. Butterbaugh reported there are (6) open cases, (1) pending hearings, and (0) pending closure. Since October 6, 2022, there have been (2) closed cases and (0) appeals.

### **DISCIPLINARY HEARING**

#### 2018-20 – Hearing Officer Recommendations

The respondent appeared before the Board for consideration of the Hearing Officer's recommendations. 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.  
Doctor-Greenwade/Burton/Approved.

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

**Motion:** To accept the Hearing Officer's recommendations and \$120 fine.  
Schaper/Birmingham/Approved.

#### **APPLICATION HEARING**

a. **Diana Sullivan – Examination Request**

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 with Ms. Adams present.  
Doctor-Greenwade/Schaper/Approved.

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

**Motion:** To denied the application.  
Doctor-Greenwade/Schaper/Approved

The Board recommended Ms. Sullivan re-submit a new application without gaps of employment and with signed and dated references.

b. **Cheryl Vaulx – Examination Request**

Ms. Vaulx 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 with Ms. Adams present.  
Doctor-Greenwade/Birmingham/Approved.

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

**Motion:** To approve the application request to take the examination  
Birmingham/Schaper/Approved.

c. **Lavene Smith – Reexamination Request**

Ms. Smith 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 approve the request for reexamination.  
Birmingham/Burton/Approved.

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

d. **Kasatra Evans – Reinstatement**

Ms. Evans 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 with Ms. Adams present.  
Schaper/Burton/Approved.

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

**Motion:** To reinstate license **with conditions**.  
Doctor-Greenwade/Schaper/Approved.

#### **NEW BUSINESS**

Clarification of Preceptor Restrictions

#### **ELECTION OF OFFICERS**

**Motion:** To re-elect the Chairperson and Vice Chairperson.  
Birmingham/Schaper/Approved.

#### **PUBLIC COMMENTS**

No public comments.

**NEXT MEETING** – April 27, 2023

#### **ADJOURNMENT**

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

The meeting was adjourn at 12:32pm.