

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

July 27, 2023 at 9:30 AM

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
Sarah Doctor-Greenwade, Vice Chairperson
Elizabeth Schaper
Edward Burton

SCLLR STAFF PRESENT:

Joseph Epting, Office of Advice Counsel
Pat Hanks, Office of Disciplinary Counsel
Ashley McNair, Office of Investigation and Enforcement
LaTosha Mitchell, Office of Investigation and Enforcement

PRESENT:

Katherine Boone, Court Report
Reinaldo Hall
Kasatra Evans
Nankina McLaurin

CALL TO ORDER: Melissa Yetter, Chairperson called the meeting to order at 9:37 a.m.

PLEDGE OF ALLEGIANCE

BOARD MISSION AND MEMBER STATISTICS

The mission of the Board of Long Term Health Care Administrators is to promote the health, safety and economic well-being of the public through regulation and licensing of nursing home administrators, community residential care facility administrations and dual licensed administrators. The Board conducts application and disciplinary hearings in accordance with statute and regulation.

At this time there are currently (3) vacant seats and (4) expired seats.

Interested individuals wishing to serve as a public member may submit a cover letter and resume to the SC Office of Boards and Commissions. Per SC Code of Law 40-35-10(A), terms of the members are for three years and until their successors are appointed and qualify.

APPROVAL OF AGENDA

Motion: To approve the agenda.

Doctor-Greenwade/Schaper/Approved.

INTRODUCTION OF BOARD MEMBERS AND OTHERS

All Board members introduced themselves.

APPROVAL OF EXCUSED ABSENCES

Motion: To excuse William Birmingham.
Schaper/Burton/Approved.

APPROVAL OF MEETING MINUTES

Motion: To approve April 28, 2023 Board Meeting minutes.
Burton/Schaper/Approved.

REPORTS

Office of Investigations and Enforcement (OIE) Statistical Report

Ms. McNair reported on behalf of Mr. Bond. For the period of January 3, 2023 through July 17, 2023, there have been 23 complaints received, 23 cases opened, 23 cases closed and 23 active investigations.

Investigative Review Committee (IRC) Report

Ms. McNair reported on behalf of Mr. Bond. The committee met on July 17, 2023.

Motion: To accept the one (1) case for Letter of Caution.
Schaper/Burton/Approved.

Motion: To accept the four (4) cases for Formal Complaint.
Schaper/Burton/Approved.

Office of Disciplinary Counsel (ODC) Report

Mr. Hank reported on behalf of Ms. Butterbaugh. There are 15 open cases, 3 pending hearings and agreements, 0 pending closures, and 0 appeals. Since January 1, 2023, there have been 3 cases closed. Since April 13, 2023, there have been 3 cases closed.

APPLICATION HEARING

a. Reinaldo Hall

Mr. Hall appeared before the Board for reexamination request. 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.

Motion: To approve Mr. Hall to retake the exam.
Doctor-Greenwade/Schaper/Approved.

b. Kasatra Evans

Ms. Evans appeared before the Board for re-licensing 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 for legal advice.
Doctor-Greenwade/Burton/Approved.

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

Motion: To take 48 continuing education hours in person or live webinar by December 31, 2023. Hours will not apply for 2023 – 2024.

Motion: To enter an executive session for clarity and legal advice. Ms. Adams was asked to stay.
Doctor-Greenwade/Schaper/Approved.

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

Motion: To amend the motion. Forty-eight (48) of continuing education are to be completed via in-person or live webinar by December 31, 2023. License will remain lapsed until CE's are completed.
Burton/Doctor-Greenwade/Approved.

REPORT

Administrator's Report

Ms. Adams reported to date, the Board has 528 active CRCFA licensees, 294 active NHA licensees, 159 active Dual licensees, 10 active CRCFA AIT's, 21 CRCFA Preceptors, 77 NHA AIT's and 71 NHA Preceptors. Additionally, there are 5 provisional CRCFA licensees, and 2 provisional dual licensees.

As of July 1, 2023, 67 CRCFA licensees, 43 NHA licensees and 23 Dual licensees didn't complete their continuing education hours or renew their license.

The Board's current cash balance as of May 31, 2023 is \$303,293.40.

A working group will be set up to review the state exams. After the review, new questions will be formed.

Forms and applications will be reviewed and changes made, if needed, to comply with the new regulations.

OLD BUSINESS

a. NAB Conference

Ms. Doctor-Greenwade reported at the NAB Conference, the continuing education committee reviewed some of the CE sponsors' curriculums. There are four states that are "sun downing" boards. The question remains on how is that going to affect Long Term Health Care when certain states does not have boards? The NAB Conference will be held in New Orleans in the fall. Ms. Doctor-Greenwade was nominated to serve on the nominating committee for NAB.

Mr. Burton may consider serve on the exam writing committee.

Ms. Doctor-Greenwade, Ms. Schaper, Mr. Burton, Ms. Sherrie Butterbaugh and Ms. Adams will attend the NAB Conference in New Orleans.

b. Legislative Update

As of May 26, 2023, the new regulations are in effect.

NEW BUSINESS

a. Renewal Fees

Renewal fees will be looked into more in the future.

b. Conference in Columbia – CE Broker

Ms. Adams has asked CE Broker to be present at the conference held by SCALA in November 30 – December 3, 2023. If they can't attend in person, they will attend virtually.

Motion: To approve for Melissa Yetter to attend the SC Health Care Association "Summer Splash" Conference on August 7, 2023 – August 8, 2023.

Doctor-Greenwade/Schaper/Approved.

c. Preceptors

i. Renewals

Ms. Adams reported that preceptors' renewals are expiring due to the preceptors aren't being notified. Ms. Adams will be look into it more.

ii. Documentation

Ms. Adams is working to update the website. This will provide links to resources to assist applicants pass the NAB exam. Ms. Adams will continue to work on improving reporting of AIT/Preceptor hours.

iii. Tour of Facilities

Ms. Doctor-Greenwade, Ms. Adams, and Mr. Epting toured several small and large CRCFA facilities. It provided a great opportunity to see the challenges that the facilities face.

PUBLIC COMMENTS

No public comments.

NEXT MEETING

October 19, 2023 at 9:30 am.

ADJOURNMENT

Motion: To adjourn.

Doctor-Greenwade/Burton/Approved.

The meeting was adjourned at 11:38 a.m.