

SOUTH CAROLINA BOARD OF LONG TERM HEALTH CARE ADMINISTRATORS
BOARD MEETING MINUTES
October 19, 2023 at 9:30 AM

Meeting Called to Order

- a. 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.

1. Pledge of Allegiance

2. Board Mission and Member Statistics

Ms. Yetter gave the mission of the board and provided the current statistics of the board. 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 Laws 40-35-10(A), terms of the members are for three years and until their successors are appointed and qualified.

3. Approval of Agenda

Ms. Sarah Doctor-Greenwade made a motion to approve the agenda. Mr. Edward Burton seconded the motion and it carried.

4. Introduction of Board Members and Others

Melissa Yetter, Chairperson called the meeting of the Long Term Health Care Administrators to order at 10:08 a.m. Other board members participating in the meeting were:

- Sarah Doctor-Greenwade, Vice Chairperson
- Annette Schaper
- Edward Burton

LLR staff present included: Megan Flannery, Esq., Advice Counsel, Tracy Adams, Board Executive, Jacquelyn White, Program Coordinator, Jennifer Mitchell, Sherri Butterbaugh, Esq., ODC, Ervin Bond, OIE, and Natasha Mitchell, OIE.

Others in attendance: Nadine Garrett, Court Reporter, Christine Johnson, Tina Metcalf, Kayla Cline and Tyree Bush.

5. Approval of Excused Absences

Mr. Edward Burton made a motion to approve the absence of Mr. William Birmingham. Ms. Annette Schaper seconded the motion and it carried.

6. Approval of Meeting Minutes – July 27, 2023

Ms. Sarah Doctor-Greenwade made a motion to approve the minutes for the July 27, 2023, Board meeting. Mr. Edward Burton seconded the motion and it carried.

7. Reports

- a. **OIE Report** – For Information – Ervin Bond – This report was for information purposes only and was given by Mr. Ervin Bond. Year to date through October 6, 2023. They have received a total of 49 cases, 4 opened cases, 3 closed cases and 18 active investigations.
- b. **IRC Report** – For Approval – Ervin Bond – There are 4 cases that are being submitted for approval. The committee recommended 2 cases for dismissal and 2 cases for letter of caution.

Ms. Sarah Doctor-Greenwade made a motion to approve the dismissals. Ms. Annette Schaper seconded the motion and it carried.

Ms. Sarah Doctor-Greenwade made a motion to approve the letters of caution. Mr. Edward Burton seconded the motion and it was carried.

- c. **ODC Report** – For Information – Sherri Butterbaugh, Esq. – This report was for information purposes only and was given by Ms. Sherri Butterbaugh, Esq. There are 15 open cases, 1 is pending hearings and agreements, 0 pending closure, 0 closed, 0 appeals, 0 closed since July 13, 2023 and 3 closed since January 1, 2023.

8. Application Hearing

- a. **Ty'ree Bush**

Ms. Ty'ree Bush appeared before the Board for a reexamination 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.

Ms. Sarah Doctor-Greenwade made a motion to approve Mr. Bush to retake the exam. Mr. Edward Burton seconded the motion and it carried.

- b. **Christine Johnson**

Ms. Christine Johnson appeared before the Board for an 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.

Ms. Sarah Doctor-Greenwade made a motion to go into executive session for legal advice. Ms. Tracy Adams was asked to stay. Mr. Edward Burton seconded the motion and it carried.

Mr. Edward Burton made a motion to return from executive session. Ms. Sarah Doctor-Greenwade seconded the motion and it carried. No motions were made or votes taken during the executive session.

Ms. Sarah Doctor-Greenwade made a motion to deny the application due to not meeting the requirements of licensure. Mr. Edward Burton seconded the motion and it carried.

c. Tina Metcalf

Ms. Tina Metcalf 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.

Ms. Sarah Doctor-Greenwade knows the applicant. They have agreed for Ms. Doctor-Greenwade to remain during the hearing.

Ms. Sarah Doctor-Greenwade made a motion to go into executive session for legal advice. Ms. Tracy Adams was asked to stay. Ms. Annette Schaper seconded the motion and it carried.

Mr. Edward Burton made a motion to return from executive session. Ms. Annette Schaper seconded the motion and it was carried. No motions were made or votes taken during the executive session.

Ms. Sarah Doctor-Greenwade made a motion to reinstate the license with conditions. The conditions are Ms. Tina Metcalf must complete 90 continuing education hours for the past 5 years, 18 hours for 2023, and 18 hours for 2024. She will have to pay \$350 reinstatement fee and \$150 initial application fee. Ms. Metcalf has 6 months from the date of the order to complete the continuing education hours. Mr. Edward Burton seconded the motion and it was carried.

d. Kayla Cline

Ms. Kayla Cline 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.

Ms. Sarah Doctor-Greenwade made a motion to go into executive session for legal advice. Ms. Annette Schaper seconded the motion and it carried.

Mr. Edward Burton made a motion to return from executive session. Ms. Sarah Doctor-Greenwade seconded the motion and it carried. No motions were made or votes taken during the executive session.

Ms. Sarah Doctor-Greenwade made a motion to reinstate the license with conditions. The conditions are Ms. Kayla Cline must complete 90 continuing education hours for the past 5 years, 18 hours for 2023 and 18 hours for 2024. She will have to pay \$350

reinstatement fee and \$150 initial application fee. Ms. Cline has 6 months from the date of the order to complete the continuing education hours. Mr. Edward Burton seconded the motion and it carried.

9. Report

- a. Ms. Tracy Adams reported, to date, the Board has 538 active CRCFA licensees; 305 active NHA licensees, 165 active Dual licensees, 11 active AIT CRCFA registrations, and 80 active AIT NHA registrations. There are 21 active CRCFA Preceptor licenses and 74 NHA Preceptor licenses. Additionally, there are 10 active CRCFA provisional licensees and 2 active NHA provisional licensees.

The Board's current cash balance as of October 19, 2023 is \$303,589.27.

Ms. Adams informed the Board the state exam questions will be reviewed. Ms. Sarah Doctor-Greenwade and Mr. Edward Burton will review the CRCFA questions and Ms. Annette Schaper and Ms. Melissa Yetter will review the NHA questions.

The perimeters are being set.

Ms. Sarah Doctor-Greenwade, Ms. Sherri Butterbaugh, Ms. Tracy Adams and Mr. Edward Burton will be attending the NAB Conference in New Orleans, Louisiana October 23, 2023 - October 27, 2023.

CE Broker is making a video of "how to set up accounts" and it will be posted to the website.

10. Public Comments

No public comments.

11. Next Meeting

January 25, 2024

12. Adjournment

Ms. Sarah Doctor-Greenwade made a motion to adjourn the meeting at 12:17 p.m. Mr. Edward Burton seconded the motion and it carried.