

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

January 25, 2024
Noticed for 9:30 AM
Started at 10:16 AM

1. 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.

2. Introduction of Board Members and Others

Ms. Melissa Yetter, Chairperson called the meeting of the SC Board of Long Term Health Care Administrators to order at 10:16 a.m. The meeting was delayed from the noticed start time of 9:30 AM due to the absence of a court reporter. Though properly scheduled by Board staff, no court reporter was originally assigned. The meeting began upon arrival of a court reporter. - Other board members participating in the meeting were:

- Sarah Doctor-Greenwade, Vice Chairperson
- Elizabeth Schaper
- William Birmingham
- Edward Burton
- Vito Wicevic

LLR staff present included: Tara Nixon, Esq., Advice Counsel; Bob Horner, Esq., Senior Advice Counsel; Patrice Deas, Board Executive; Theresa Brown, Program Director; Sherri Butterbaugh, Esq.; ODC, Ervin Bond, OIE Lead Investigator; NaTasha Mitchell, OIE.

Others in attendance: Amanda Creel-Godfrey, Court Reporter; Larissa Kostal; Rachel McKenzie; Sarah Flathmann.

3. Approval of Excused Absences

No absences.

4. Approval of Agenda

Mr. William Birmingham made the motion to approve the agenda with the exception of 10a and 10d. Those hearings will not be heard today and will be rescheduled when Applicants contact Board staff. Ms. Sarah Doctor-Greenwade seconded the motion, and it carried.

5. Approval of Meeting Minutes

Board Meeting – October 19, 2023

Ms. Sarah Doctor-Greenwade made the motion to approve the minutes for October 19, 2023, Board meeting. Mr. Edward Burton seconded the motion, and it carried.

7. Board Mission and Member Statistics –Melissa Yetter

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 S.C. Code Ann. § 40-35-10(A), terms of the members are for three years and until their successors are appointed and qualified.

8. Administrative Reports

- a. OIE Report – For Information Only – Ervin Bond –** This report was for information purposes only and was given by Mr. Ervin Bond. Year to date through December 31, 2023, they have received a total of 59 cases, 19 active investigations and 29 closed cases.
- b. IRC Report – For Approval – Ervin Bond –** There are 6 cases that are being submitted for approval. The committee recommended 6 cases for dismissal. Ms. Elizabeth Schaper made a motion to approve the dismissals. Ms. Sarah Doctor-Greenwade seconded the motion and it carried.
- c. ODC Report – For Information – Sherri Butterbaugh, Esq. –** This report was for information purposes only and was given by Ms. Sherri Butterbaugh, Esq. As of January 22, 2024, there are 15 open cases, 2 are pending hearings and agreements, 0 pending closure, 0 closed, 0 appeals, 0 closed since October 9, 2023, and 0 closed since January 1, 2024.

9. Board Executive Report – Patrice Deas

a. Statement of Economic Interest

Ms. Deas reported to the Board, that the Statement of Economic Interest must be completed and electronically filed with the SC Ethics Commission no later than March 30, 2024. You will be receiving your notification within the next couple of weeks.

b. Consideration of Meeting Date Changes

Ms. Deas recommended changing the board meeting dates of April 25, 2024 and July 25, 2024, to April 18, 2024, and July 18, 2024.

Ms. Elizabeth Schaper made a motion to change the board meeting dates. Mr. Edward Burton seconded the motion, and it carried.

10. Application Hearing

a. Jennifer Kopp – Defer to the next meeting.

b. Rachel McKenzie

Ms. Rachel McKenzie appeared before the Board for an initial application hearing. She was not represented by counsel and was sworn in by the court reporter. Ms. Sarah Flathmann was a witness for Ms. McKenzie. Ms. Flathmann was sworn in by

the court reporter. Application hearings are recorded by a certified court reporter in the event a verbatim transcript is necessary.

Mr. William Birmingham made a motion to go into executive session for legal advice. Mr. Edward Burton seconded the motion, and it carried.

Ms. Elizabeth Schaper made a motion to return from executive session. Mr. William Birmingham seconded the motion, and it carried. No motions were made or votes taken during the executive session.

Mr. William Birmingham made a motion to authorize staff to approve the application when Ms. McKenzie submits her work experience within the last six months. Mr. Edward Burton seconded the motion and it carried.

c. Larissa Kostal

Ms. Larissa Kostal appeared before the Board for an initial 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. Elizabeth Schaper seconded the motion, and it carried.

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

Ms. Elizabeth Schaper made a motion to approve Ms. Kostal to sit for the CRCFA exam. Ms. Kostal meets the reciprocity requirements for South Carolina licensure found in S.C. Code Ann. § 40-35-45(F) due to her licensure and work experience in New York. Mr. William Birmingham seconded the motion, and it carried.

d. Angela Coleman – Defer to the next meeting.

11. Election of Board Chair & Vice Chair

Mr. William Birmingham made a motion to nominate Ms. Sarah Doctor-Greenwade as Vice Chair. Ms. Elizabeth Schaper seconded the motion and it carried.

Mr. William Birmingham made a motion to nominate Ms. Melissa Yetter as Chair. Ms. Elizabeth Schaper seconded the motion and it carried.

12. Public Comments

No public comments.

13. Adjournment

Ms. Sarah Doctor-Greenwade made a motion to adjourn the meeting 11:09 a.m. Mr. William Birmingham seconded the motion, and it carried.