

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

April 18, 2024

Noticed for 9:00 AM

Started at 9:30 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 9:30 a.m. Other Board members participating in the meeting were:

- William Birmingham
- Edward Burton
- Vito Wicevic
- Sarah Doctor-Greenwade

LLR staff present included: Tara Nixon, Esq., Advice Counsel; Patrice Deas, Board Executive; Theresa Brown, Program Director; Sherri Butterbaugh, Esq., ODC; Jacquelyn White, Program Coordinator; Ervin Bond, OIE Lead Investigator; NaTasha Mitchell, OIE; Billie Chambers, DOT.

Others in attendance: Gina Johnson, Court Reporter; Angela Coleman, Janaya Frazier, Patricia Thomas, Charlie Fincannon, Jordan King, Rusty Flathmann, Glenn Ferrere, Michele A. Herron.

**3. Approval of Excused Absences**

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

**4. Approval of Agenda**

Mr. Edward Burton made a motion to approve the agenda. Mr. William Birmingham seconded the motion and it carried.

**5. Approval of Meeting Minutes – January 25, 2024**

Mr. William Birmingham made a motion to approve the minutes for the January 25, 2024, Board meeting. Mr. Vito Wicevic seconded the motion and it carried.

## **7. 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. The vacant seats include: an NHA Proprietary, NHA Consumer and a CRCFA Consumer. 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** – Ervin Bond, Lead Investigator – This report was for information purposes only and was given by Mr. Ervin Bond. January 1, 2024 through April 15, 2024, they received a total of 2 cases. They have closed a total of 6 cases, 1 board action, 3 administrative dismissals, 1 consent agreement/public, and 1 investigation.
- b. IRC Report** – Ervin Bond, Lead Investigator – There were 2 cases submitted for approval. The committee recommended 2 cases for dismissal. Mr. William Birmingham made a motion to approve the dismissals. Mr. Edward Burton seconded the motion and it carried.
- c. ODC Report** – Sherri Butterbaugh, Esq. – This report was for information purposes only and was given by Ms. Sherri Butterbaugh, Esq. There are 18 open cases, 6 are pending hearings and agreements, 0 pending closure, 1 closed since last report January 22, 2024, 1 closed since January 1, 2024, and 0 appeals.

## **9. Board Executive Report – Patrice Deas**

### **a. Financial Report**

Ms. Deas reported, as of March 31, 2024, the Board has a cash balance of \$119,461.37.

### **b. Total Number of Licensees**

Ms. Deas reported the Board has 557 active CRCFA licensees; 323 active NHA licensees; 169 active Dual licensees; 12 active AIT CRCFA registrations; 90 active AIT NHA registrations; 26 active CRCFA Preceptor licensees, 79 active NHA Preceptor licensees, 11 active CRCFA Provisional licensees and 2 active NHA Provisional licensees.

## **10. Application Hearings**

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

### **a. Initial Application Hearing – Jennifer Kopp – No Show.**

Ms. Melissa Yetter made a motion to deny the application. Mr. Edward Burton seconded the motion and it carried.

### **b. Reexamination Application Hearing – Janaya Frazier**

Ms. Janaya Frazier appeared before the Board for a reexamination application hearing due to failing to pass the exam 3 times. She was not represented by counsel and was sworn in by the court reporter. Ms. Patricia Thomas was a witness for Ms. Frazier. Ms. Thomas was sworn in by the court reporter. Mr. William Birmingham made a motion to approve Ms. Frazier to retake the exam. Mr. Edward Burton seconded the motion and it carried.

### **c. Reexamination Application Hearing – Angela Coleman**

Ms. Angela Coleman appeared before the Board for a reexamination application hearing due to failing to pass the exam 3 times. She was not represented by counsel and was sworn in by the court reporter. Mr. Edward Burton made a motion to approve Ms. Coleman to retake the exam. Mr. William Birmingham seconded the motion and it carried.

### **d. Reinstatement Application Hearing – Shirley Robinson – No show.**

Ms. Melissa Yetter made a motion to deny the application. Mr. William Birmingham seconded the motion and it carried.

### **e. Reinstatement Application Hearing – Sheanice Eaddy – No show**

Ms. Melissa Yetter made a motion to defer the hearing to the next meeting. Mr. William Birmingham seconded the motion and it carried.

### **f. Request to Change Preceptor – Jordan King**

Mr. Jordan King appeared before the Board for approval to change Preceptors. He was not represented by counsel and was sworn in by the court reporter.

Mr. William Birmingham made a motion to allow Mr. King to change preceptors and continue with the program. Mr. Edward Burton seconded the motion and it carried.

**g. Request to Change Preceptor – Charles Fincannon**

Mr. Charles Fincannon appeared before the Board for approval to change Preceptors. He was not represented by counsel and was sworn in by the court reporter. Mr. Rusty Flathmann was a witness for Mr. Fincannon. Mr. Flathmann was sworn in by the court reporter.

Mr. William Birmingham made a motion to allow Mr. Fincannon to change preceptors and continue with the program. Ms. Sarah Doctor-Greenwade seconded the motion and it carried.

Mr. William Birmingham explained that the initial preceptor must notify the Board when there is a change.

**11. New Business**

**a. Pocket Cards**

Ms. Patrice Deas reported the agency is moving to a secure license paper. The certificate does not come with a pocket card. If a licensee wants a pocket card, they can print one offline for free.

Mr. William Birmingham made a motion to approve the new license format. Mr. Edward Burton seconded the motion and it carried.

Ms. Melissa Yetter made a motion to go into executive session for legal advice.

Ms. Patrice Deas was asked to stay. Mr. Edward Burton seconded the motion and it carried.

Ms. Sarah Doctor-Greenwade made a motion to return from executive session.

Mr. Vito Wicevic seconded the motion and it carried. No motions were made or votes taken during the executive session.

**b. Licensing/AIT Task Force**

Mr. Edward Burton made a motion to set up a Special Task Force to review the AIT Program licensing regulations, and also issue a notice of drafting for regulatory changes. Ms. Sarah Doctor-Greenwade seconded the motion and it carried.

**c. Dual AIT Program**

No action taken.

## **12. Disciplinary Hearing**

Disciplinary hearings for a Memorandum of Agreement Hearing are recorded by a certified court reporter in the event a verbatim transcript is necessary.

### **a. 2022-37 – Memorandum of Agreement**

The respondent appeared before the Board. He was not represented by counsel and was sworn in by the court reporter. Ms. Butterbaugh presented the findings of the case.

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

Ms. Sarah Doctor-Greenwade 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 executive session.

Ms. Sarah Doctor-Greenwade made a motion to issue a Letter of Caution. Mr. Edward Burton seconded the motion and it carried.

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

Ms. Sarah Doctor-Greenwade 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 executive session.

Ms. Sarah Doctor-Greenwade made a motion to have the chair make decisions for applicants to retake exams and reciprocity for applications. Mr. William Birmingham seconded the motion and it carried.

Ms. Sarah Doctor-Greenwade made a motion to reaffirm the current Hearing Officer, Nikki Robinson and to seek an alternate Hearing Officer. Mr. Edward Burton seconded the motion and it carried.

## **13. NAB Conference**

Ms. Sarah Doctor-Greenwade made a motion that three (3) Board members and two (2) staff attend the NAB conference in June. Mr. William Birmingham seconded the motion and it carried.

## **14. Public Comments**

No public comments.

## **15. Adjournment**

Mr. William Birmingham made a motion to adjourn the meeting at 12:16 p.m. Ms. Sarah Doctor-Greenwade seconded the motion and it carried.