

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

July 18, 2024  
Noticed for 9:30 AM  
Started 9:32 AM

**1. Meeting Called to Order**

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 9:32 am. 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; Tajuana Hall, Program Coordinator; Natasha Mitchell, OIE; Billie Chambers, DOT.

Others in attendance: Cindy Patterson, Court Reporter; Jeff Patton, Sandra Ferguson, Allison McElveen, Shanice Eaddy, Snow Ozurumba, and Leetta Hart.

**3. Approval of Excused Absences**

No Absences

**4. Approval of Agenda**

There was a change to the agenda as written. Natasha Mitchell presented the OIE Report - For Information Only in lieu of Ervin Bond. Mr. William Birmingham made a motion to approve the agenda. Elizabeth Schaper seconded the motion, and it carried unopposed.

**5. Approval of Meeting Minutes – April 18, 2024**

Mr. William Birmingham made a motion to approve the minutes for the April 18, 2024 Board meeting. Sarah Doctor-Greenwade seconded the motion, and it carried unopposed.

**6. Board Mission and Member Statistics – Melissa Yetter**

Melissa Yetter gave the mission of the board and provided the current statistics of the board. At this time there are (3) vacant seats. The vacant seats include: an NHA Proprietary, NHA Consumer, and a CRCFA Consumer. Individuals interested in serving 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.

**7. Administrative Reports**

**a. OIE Report – For Information Only – Natasha Mitchell**

This report is for information purposes only and given by Natasha Mitchell. Year-to-date through July 12, 2024, there are 26 complaints, 13 active investigations, and 1 closed investigation.

**b. IRC Report – For Approval – Natasha Mitchell**

There are 5 dismissals. Mr. William Birmingham made a motion to approve the dismissals. Elizabeth Schaper seconded the motion, and it carried unopposed.

There is 1 Letter of Caution. Sarah Doctor-Greenwade made a motion to accept the letter of caution as written. Edward Burton seconded the motion, and it carried unopposed.

There are 5 formal complaints for approval. Elizabeth Schaper made a motion to accept the complaints as written. Sarah Doctor-Greenwade seconded the motion, and it carried unopposed.

**c. ODC Report – For Information Only – Sherri Butterbaugh, Esq.**

This report is for information purposes only and was given by Sherri Butterbaugh, Esq. There are 15 open cases, 6 pending hearings and agreements, and 3 closed cases since the last report in April 2024.

**8. Board Executive Report – Patrice Deas**

**a. Financial Report**

Patrice Deas reported that as of May 31, 2024, the Board has a cash balance of \$123,061.82.

**b. Total Number of Licensees**

Patrice Deas reported the board has 500 active CRCFA licensees; 291 Active NHA licensees; 160 Active Dual Licenses; 5 Active AIT Registrations; 38 Active AIT-NHA Registrations; 22 Active CRCFA Preceptor Licenses; 36 NHA Preceptor Licenses; 19 Active CRCFA Provisional; and 2 Active NHA Provisional.

## **9. Application Hearing**

### **a. Reinstatement Application Hearing – Sheanice Eaddy**

Sheanice Eaddy appeared before the Board for a reinstatement application hearing due to lapsing of a Dual NHA/CRCFA license asking for an extension to complete the required CEUs. She was not represented by counsel and was sworn in by the court reporter.

Sheanice Eaddy presented her case to the Board as to her need for an extension.

Sarah Doctor-Greenwade made a motion to go into an executive session for legal advice on the application. Mr. William Birmingham seconded the motion, and it carried unopposed.

Sarah Doctor-Greenwade made a motion to return from an executive session. Mr. William Birmingham seconded the motion, and it carried unopposed.

Mr. William Birmingham made a motion for Ms. Eaddy to complete a total of 87 continuing education hours of which half can be online and the other half must be in person. These courses must be Board or NAB approved. She will also need to submit the additional late fee of \$75 for April, May, and June. These actions must be completed no later than October 1, 2024, or she will need to reapply for licensure again. Edward Burton seconded the motion, and it carried unopposed.

### **b. Reexamination Application Hearing – Snow Ozurumba**

Snow Ozurumba appeared before the Board for a reexamination application hearing. She was not represented by counsel, and was sworn in by the court reporter.

Snow Ozurumba presented her case to the Board and asked to be allowed another opportunity to sit for the exam after failing at least 2 prior attempts.

Sarah Doctor-Greenwade made a motion to go into an executive session for legal advice on the application. Mr. William Birmingham seconded the motion, and it carried unopposed.

Mr. William Birmingham made a motion to come out of an executive session, and Edward Burton seconded the motion. It carried unopposed.

Sarah Doctor-Greenwade made a motion to approve Ms. Ozurumba to sit for the exam. She must wait 30 days from the date of the Order before she can reschedule for the exam. Edward Burton seconded the motion, and it carried unopposed.

## 10. Old Business

### Notice of Drafting Regulations

Melissa Yetter stated to the Board that they needed to decide on many different issues related to regulation changes. She indicated that there is a scrivener's error that needs correcting and an AIT program for Dual certification and licensure needs to be added.

Melissa Yetter suggested the board members have two special called meetings in the month of August. The dates agreed upon by all Board members were August 16, 2024, at 9:30 am for the discussion of said topics, and August 23, 2024, at 9:30 am for final approval on regulation changes. The August meeting dates were selected to ensure that the changes get published in the State Register by October to be able to go into effect by May 2025.

## 11. New Business

### a. Approval for 2025 Board Meeting Dates

- January 30, 2025
- April 17, 2025
- July 17, 2025
- October 16, 2025

Elizabeth Schaper made a motion to approve the dates for the 2025 board meetings. Sarah Doctor-Greenwade seconded the motion, and it carried unopposed.

### b. Inactive Status and Fees

Inactive Status and fees process will go on a future agenda for additional discussion.

### c. NAB Mid-Year Conference

November 13-15, 2024 Savannah GA

Elizabeth Schaper, Edward Burton, Tara Nixon, and Patrice Deas plan to attend the conference.

Two board members are already approved to attend. Mr. William Birmingham made a motion to allow 2 staff members and 1 Board member to attend the NAB Conference. Sarah Doctor-Greenwade seconded the motion, and it carried unopposed.

### c. Delegation of authority to approve change in Preceptors

Sarah Doctor-Greenwade made a motion to delegate the Board's authority to approve change of preceptor requests to the Board Executive/Staff to expedite the approvals and avoid an extended wait for the change due to Board meetings only being held quarterly. Mr. William Birmingham seconded the motion, and it carried unopposed.

## **12. Disciplinary Hearing – Closed Session**

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

### **a. 2022-67 – Memorandum of Agreement**

Respondent appeared before the Board. She and her legal counsel, Jeff Patton, Esq., were sworn in by the court reporter.

Mr. William Birmingham stated to the Board that he and Respondent have prior work history but he did not feel recusal was necessary. Advice Counsel asked Respondent's counsel if he had an objection to Mr. Birmingham participating in the hearing. Counsel indicated he had no objection.

Sarah Doctor-Greenwade made a motion to go into an executive session for legal advice on the Memorandum of Agreement. Sarah Elizabeth Schaper seconded the motion, and it carried unopposed.

Mr. William Birmingham made a motion to return from executive session. Elizabeth Schaper seconded the motion, and it carried unopposed.

Sarah Doctor-Greenwade made a motion to dismiss the complaint. Mr. William Birmingham seconded the motion, and it carried unopposed.

### **b. 2022-29 – Memorandum of Agreement**

Respondent appeared before the board. She was not represented by counsel and was sworn in by the court reporter.

Respondent presented her case to the board.

Mr. William Birmingham made a motion for an executive session for legal advice on the Memorandum of Agreement. Sarah Doctor-Greenwade seconded this motion, and it carried unopposed.

Mr. William Birmingham made a motion to return from executive session. Edward Burton seconded the motion, and it carried unopposed.

Sarah Doctor-Greenwade made a motion to dismiss the complaint with a Letter of Caution. Elizabeth Schaper seconded this motion, and it carried unopposed.

Sarah Doctor-Greenwade made a motion to return to open session. Elizabeth Schaper seconded this motion, and it carried unopposed.

**13. Public Comments**

No public comments

**14. Adjournment**

Mr. William Birmingham made a motion to adjourn the meeting at 12:56 pm. Sarah Doctor-Greenwade seconded the motion, and it carried unopposed.