

**SOUTH CAROLINA BOARD OF LONG TERM HEALTH CARE ADMINISTRATORS
BOARD MEETING MINUTES (WEBEX CALL)**

October 16, 2024 at 9:30 AM
110 Centerview Drive, Kingstree Building, Upstate Room
Columbia, South Carolina 29210

1. Call 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

Sarah Doctor-Greenwade, Vice Chair, called the meeting of SC Long Term Health Care Administrators to order at 9:33 am.

Board Members participating in the meeting were:

Sarah Doctor-Greenwade
William Birmingham
Edward Burton
Elizabeth Schaper

LLR Staff Present included: Tara Nixon, Esq., Advice Counsel; Sherri Butterbaugh, Esq., Disciplinary Counsel; Patrice Deas, Board Executive; Tajuana Hall, Program Coordinator; April Howe, Lead Investigator; Amelia Leeks, Program Manager I.

Others in attendance: Robin Reibold, Court Reporter.

3. Approval of Excused Absences

Melissa Yetter, Vito Wicevic

Mr. William Birmingham made a motion to excuse the absence of Melissa Yetter and Vito Wicevic. Elizabeth Schaper seconded this motion and it carried unopposed.

4. Approval of Agenda

Mr. William Birmingham made a motion to amend the agenda to remove Item 6., Board Mission and Member Statistics due to Melissa Yetter not being present. Edward Burton seconded the motion, and it carried unopposed.

5. Approval of Meeting Minutes-

Board Meeting- July 18, 2024

Special Called Meetings:

August 16, 2024

August 23, 2024

September 20, 2024

Mr. William Birmingham made a motion to approve the minutes for the Board meeting on July 18, 2024, and all Special Call meetings listed. Elizabeth Schaper seconded the motion, and it carried unopposed.

6. Board Mission and Member Statistics – Melissa Yetter

This item was removed by an amendment to the agenda during Item 4, Approval of Agenda.

7. Administrative Reports

a. OIE Report – For Information Only – April Howe, Lead Investigator

Since Jan 1, 2024 – Oct 3, 2024 OIE has had 30 complaints, 9 active investigations, and 35 closed cases.

b. IRC Report – For Approval – April Howe, Lead Investigator

There were 5 recommended dismissals. Edward Burton made a motion to approve the dismissals. Elizabeth Schaper seconded the motion, and it carried unopposed.

There is 1 recommended letter of caution. Elizabeth Schaper made a motion to accept the letter of caution as written. Edward Burton seconded the motion, and it carried unopposed.

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

This report was given by Sarah Doctor- Greenwade due to technical difficulties on the call. There were 14 open cases, 3 pending hearings and agreements, 0 pending closures, 5 closed cases since July 9, 2024, 9 closed since January 1, 2024, and 0 appeals.

8. Board Executive Report – Patrice Deas

a. Financial Report

Patrice Deas reported that as of August 31, 2024, the Board has a cash balance of \$145,302.44.

b. Total Number of Licensees

Patrice Deas reported that as of October 14, 2024, the board has 525 active CRCFA licensees; 303 Active NHA licensees; 168 Active Dual Licenses; 4 Active AIT-CRCFA Registrations; 33 Active AIT-NHA Registrations; 22 Active CRCFA Preceptor Licenses; 37 NHA Preceptor Licenses; 19 Active CRCFA Provisional; and 4 Active NHA Provisional.

9. Old Business-

a. Ratify 2025 Board Meeting Dates

- January 23, 2025
- April 24, 2025
- July 24, 2025
- October 23, 2025

Elizabeth Schaper made a motion to ratify the dates for the 2025 Board meetings. Edward Burton seconded the motion, and it carried unopposed.

10. New Business

a. Expert Reviewer- Amelia Leeks

Amelia Leeks spoke to the Board about the need for expert reviewers. Expert reviewers are individuals that would review complex cases and give expert recommendation for case outcomes. Amelia Leeks provided the Board with information as to what the criteria for selecting an expert reviewer should be and the number of individuals needed for the role.

April Howe stated that LTHC has a variety of credentials and recommended that they would like to get experts in different fields, preferably those who are credentialed and active and perhaps even dual licensed. Once these individuals are recommended, they could be added to the agenda at the next meeting to be approved by the Board and to determine if those individuals can fill the role of expert reviewer.

11. Public Comments

There were no public comments.

12. Adjournment

Mr. William Birmingham made a motion to adjourn the meeting at 10:08 pm. Edward Burton seconded the motion, and it carried unopposed.