

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

January 23, 2025 at 9:30 AM

110 Centerview Drive, Kingstree Building, Pee Dee 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**

Melissa Yetter, Board Chair, called the meeting of SC Long Term Health Care Administrators to order at 9:36 am.

Board Members participating in the meeting were:

Melissa Yetter  
Sara Doctor-Greenwade  
William Birmingham  
Edward Burton  
Elizabeth Schaper  
Vito Wicevic

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

Others in attendance: Julie Taradash, Court Reporter; Michelle Herron, Respondent, 2021-13.

**3. Approval of Excused Absences**

There were no absences.

**4. Approval of Agenda**

Elizabeth Schaper made a motion to approve the agenda. William Birmingham seconded the motion, and it carried unopposed.

**5. Approval of Meeting Minutes**

October 16, 2024

Edward Burton made a motion to approve the minutes for the Board meeting on October 16, 2024. Elizabeth Schaper seconded the motion, and it carried unopposed.

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

This item was read by Patrice Deas, Board Executive, due to technical difficulties on the call.

**7. Administrative Reports**

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

From January 4, 2024, to January 9, 2025, OIE has had 43 complaints, 6 active investigations, and 47 closed complaints.

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

There were 3 recommended dismissals. Edward Burton made a motion to approve the dismissals. William Birmingham seconded the motion, and it carried unopposed.

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

There were 14 open cases, 5 pending hearing and agreements, and 0 pending closures since the beginning of the year.

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

**a. Financial Report**

Patrice Deas reported that as of December 31, 2024, the Board has a cash balance of \$187,852.20.

**b. Total Number of Licensees**

Patrice Deas reported as of January 21, 2025, the Board has 538 active CRCFA licensees; 315 Active NHA licensees; 173 Dual Licensees; 5 Active CRCFA-AIT Registrations; 30 NHA-AIT Registrations; 22 CRCFA-AIT Preceptor Licenses; 37 NHA -AIT Preceptor Licenses; 18 Active CRCFA Provisional Licenses; 5 NHA Provisional; 1 Dual Provisional License and 4 SC HSE Qualified.

**c. Statement of Economic Interest**

Patrice Deas reported as a reminder Board members must electronically file a Statement of Economic Interest with the SC State Ethics Commission annually, no later than March 30th, at noon.

## **9. Application Hearing**

### **a. Reexamination Application Hearing – Erica Amiker**

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

Erica Amiker presented her case to the Board and asked to be allowed another opportunity to sit for the exam after failing 3 prior attempts.

Sarah Doctor-Greenwade made a motion to approve Ms. Amiker to sit for the exam. Elizabeth Schaper seconded the motion, and it carried unopposed.

## **10. Final Order Hearings**

### **2021-13 & 2022-32**

Vice Chair, Sarah Doctor-Greenwade, recused herself from both final order hearings. See attached Statements of Recusal for specific reason for recusals in accordance with S.C. Code Ann. § 8-13-700.

Respondent Michele Herron appeared before the Board for a final order hearing. She was not represented by counsel, waived the right to counsel, and was sworn in by the court reporter.

Sherrie Butterbaugh, Esq. represented the State and gave the Board a summary of the case, the facts pertaining to the case, and the Hearing Officer's recommendations.

Respondent informed the Board that her facility had been sold, and she was no longer serving as the AOR for two facilities more than 40 miles apart.

Edward Burton made a motion to go into executive session for legal advice on the matter. Elizabeth Schaper seconded the motion, and it carried unopposed.

Elizabeth Schaper made a motion to come out of executive session. Edward Burton seconded the motion, and it carried unopposed. No votes were taken and no motions were made in executive session.

William Birmingham made a motion to adopt the Hearing Officer's recommendation (absent recommendation 1 as Respondent has sold the second facility), as detailed below. Elizabeth Schaper seconded the motion, and it carried unopposed.

*Respondent should take and successfully complete continuing education courses in the following subjects within ninety (90) days of the date of the Final Order:*

- a. Documentation*
- b. Life Safety*
- c. Facility Inspection*

*Each course should be at least one (1) hour in length and must be offered by a National Association of Long Term Care Administrator Boards-approved provider.*

*Respondent should be assessed the reasonable costs of Six Hundred Dollars (\$600.00) incurred in the investigation of this matter, to be paid in full within ninety (90) days of the date of the Final Order.*

**a. 2022-70**

Respondent Troy Bell was not present.

Sherrie Butterbaugh gave the Board a summary of the case, the facts pertaining to the case, and the Hearing Officer's recommendations. She presented information to the Board showing that Respondent had been properly noticed as to this final order hearing.

Elizabeth Schaper made a motion to adopt the Hearing Officer's recommendation, as detailed below. William Birmingham seconded the motion, and it carried unopposed.

*The Board finds that the State failed to meet its burden of proving that Respondent's conduct was in violation of S.C. Code Ann. § 40-35-110(2) or S.C. Code Ann. Regs. 93-65(B)(4) as no evidence was presented that Respondent served as the administrator of record of Bell's during the period in question. NOW, THEREFORE, IT IS RECOMMENDED that the above-captioned case should be dismissed.*

**11. New Business**

**a. CBC Guidance**

Patrice informed the Board that there was guidance needed on what can be approved at staff level by the Board Executive pertaining to criminal

background checks. Clarification is also needed on what may need to come before the Board for review.

Elizabeth Schaper made a motion to go into executive session for legal advice. Patrice Deas was asked to stay. Sarah Doctor-Greenwade seconded the motion, and it carried.

Elizabeth Schaper made a motion to come out of executive session. No motions were made and no votes were taken in executive session. Edward Burton seconded the motion, and it carried unopposed.

There were no votes or motions made on this agenda item.

**b. Task Force for Disciplinary Resolution Guidelines**

Sarah Doctor-Greenwade made a motion to delegate Melissa Yetter and Elizabeth Schaper to be on the Task Force for Disciplinary Resolution Guidelines. William Birmingham seconded the motion, and it carried unopposed.

**c. Delegation of Authority to Review and Approve Continuing Education**

Elizabeth Schaper made a motion to delegate Sarah Doctor- Greenwade to review and approve continuing education. William Birmingham seconded the motion, and it carried unopposed.

**d. Legislative Update**

Tara Nixon read and gave the Board information from the summary provided by LLR's Director of Governmental Affairs Virginia Wetzel pertaining to House Bill H.3021, Small Business Regulatory Freedom Act.

**e. Expert Reviewer**

- i. Theresa Smelser
- ii. Eric Hadley

Elizabeth Schaper made a motion to accept Theresa Smelser and Eric Hadley as expert reviewers. Edward Burton seconded the motion, and it carried unopposed.

**f. Approval for Potential Hearing Officer**

- i. Rick Sellars

William Birmingham made a motion to approve Rick Sellars as a hearing officer. Edward Burton seconded the motion, and it carried unopposed.

**12. NAB Conference – Seattle, Washington - June 9-13, 2025**

William Birmingham made a motion to have two Board members, two staff members, and the Program Director attend the NAB conference in Seattle, Washington on June 9-13, 2025. Elizabeth Schaper seconded the motion, and it carried unopposed.

### **13. Election of Board Chair & Vice Chair**

William Birmingham made a motion to have the Board Chair and Vice Chair retain their current positions. Elizabeth Schaper seconded the motion, and it carried unopposed.

### **14. Public Comments**

There were no public comments.

### **15. Adjournment**

Sarah Doctor-Greenwade made a motion to adjourn the meeting at 11:48 am. Elizabeth Schaper seconded the motion, and it carried unopposed.

## **STATEMENT OF RECUSAL**

In accordance with SC Law, I hereby abstain from all votes, deliberations and other action on the following matter(s):

**Michele A Herron**

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### **REASONS FOR DISQUALIFICATION:**

**I personally do not know Mrs. Herron. I was recently asked by the buyer,**  
**purchasing the facility, to assist in acquiring a Licensed Administrator, as Mrs.**  
**Herron is no longer able to be the licensed administrator for the facility.**

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Signature

**01/23/2025**  
Date

## STATEMENT OF RECUSAL

In accordance with SC Law, I hereby abstain from all votes, deliberations and other action on the following matter(s):

**Troy Bell**

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### REASONS FOR DISQUALIFICATION:

I know Mr. Bell professionally. We have worked together in the past with  
the state association, and on regulation issues and concerns.

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Signature

01/23/2025  
Date