

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

**SPECIAL CALLED MEETING MINUTES**

February 6, 2025 at 9:30 AM - WebEx

110 Centerview Drive, Kingstree Building

Columbia, South Carolina 29210

This meeting was held using video and teleconference. Members of the public who wished to attend did so by telephone or the internet. For telephone or internet login information, they emailed [contact.lthca@lhr.sc.gov](mailto:contact.lthca@lhr.sc.gov).

**1. Meeting Called to Order**

Sarah Doctor-Greenwade, Vice Chair called the meeting to order at 9:31 am.

- Sarah Doctor-Greenwade
- Elizabeth Schaper
- William Birmingham

LLR Staff Present:

- Patrice Deas, Board Executive
- Tara Nixon, Esq., Advice Counsel
- Tajuana Hall, Program Coordinator

Others Present:

Sallye Nelson, Court Reporter

**2. Approval of Excused Absences**

**Melissa Yetter, Edward Burton, Vito Wicevic**

William Birmingham made a motion to excuse the absences of Melissa Yetter, Edward Burton, and Vito Wicevic. Elizabeth Schaper seconded the motion, and it carried unopposed.

**3. Approval of Agenda**

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

**4. New Business**

**A. CBC Guidance**

Elizabeth Schaper made a motion that CBCs with misdemeanors 5 years or older will be reviewed for approval at the discretion of the Board Executive. A committee of two Board members, Elizabeth Schaper and Melissa Yetter, will review anything related to felonies. William Birmingham seconded the motion, and it carried unopposed.

**B. Revised Updated Application**

William Birmingham made a motion to approve the revised updated application as written and to remove the requirement for a credit report. Elizabeth Schaper seconded the motion, and it carried unopposed.

**C. NAB Conference Delegate- June 10-13, 2025**

Elizabeth Schaper made a motion for Edward Burton to be the Delegate for the SC Long Term Healthcare Administrators Board for the June 2025 NAB conference. William Birmingham seconded the motion, and it carried unopposed.

**5. Adjournment**

William Birmingham made a motion to adjourn the meeting at 9:48 am. Elizabeth Schaper seconded the motion, and it carried unopposed.