

**SOUTH CAROLINA BOARD OF LONG TERM HEALTH CARE ADMINISTRATORS
DISCIPLINARY RESOLUTION GUIDELINE TASK FORCE MINUTES**

March 21, 2025 at 2:00 PM - 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 via telephone or the internet were instructed to contact the Board for login information. No one requested such information.

1. Meeting Called to Order

Melissa Yetter, Chairperson, called the meeting to order at 2:02 pm.

Other Board members present were:

- Sarah Doctor-Greenwade, Vice Chairperson
- Elizabeth Schaper

LLR Staff present:

- Tara Nixon, Esq., Advice Counsel
- Patrice Deas, Board Executive
- Sherrie Butterbaugh, Esq., ODC
- Amelia Leeks, OIE

Ms. Patrice Deas reported the purpose of the Disciplinary Resolution Guideline Task Force is to discuss updating, changing, or adding to what's listed on the form for IRC pertaining to the Board's thoughts on appropriate disciplinary actions for various violations of the Practice Act and regulations.

2. Disciplinary Resolution Guidelines

The members of the Task Force discussed reviewing materials pertaining to cases, what or who they can ask about the matters, recusals, and what autonomy the Board members have to make decisions on these cases.

Tara Nixon, Esq., gave examples of parameters to consider when disciplinary resolutions are made, such as what mitigating and aggravating factors to consider, practice restrictions, probation, penalty ranges, types of education, and what would lead to Board appearances, etc.

Sherrie Butterbaugh, Esq., stated this would help during the IRC meetings for disposition of matters in alignment with what the Board believes is appropriate, such as when an LOC

or dismissal would be considered. Offenses or conduct could be put into categories so the IRC will know the Board's position on sanctioning.

The Board chair and two other members volunteered to review materials pertaining to conduct and discipline and give their feedback on potential sanctions to be reviewed at the next Task Force Meeting.

The next Task Force Meeting is scheduled for April 18, 2025, at 10:00 am.

3. Adjournment

The meeting adjourned at 3:21 pm.