

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

April 18, 2025 at 10:00 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 logon information, they emailed contact.lthca@llr.sc.gov.

1. Meeting Called to Order

Melissa Yetter, Chairperson, called the meeting to order at 10:01 am.

- Melissa Yetter
- Elizabeth Schaper
- Sara Doctor-Greenwade

LLR Staff Present:

- Patrice Deas, Board Executive
- Tara Nixon, Esq., Advice Counsel
- Tajuana Hall, Program Coordinator
- Sherrie Butterbaugh, Esq., ODC
- Jennifer Stillwell, Program Manager II
- Amelia Leeks, Program Manager

2. Disciplinary Resolution Guidelines

The Task Force discussed the LTHC Resolution Guidelines for IRC drafted document. This document was drafted by members of the Board and the Board Executive to streamline sanctioning and fines for different offenses. There was discussion on type of offense, severity of the offense, number of offenses, probation length, increasing fines per offense, suspension, possible revocation, board appearance, etc. The document contained a section of definitions and clarifications, examples of alleged issues, and possible resolutions for these offenses to present to the IRC. There was also discussion on information sharing time frames coming from DPH and how it effects how cases are dispositioned. Consideration for monthly FOIA request were discussed to expedite getting the necessary information to investigate and disposition complaints in a timely fashion.

3. Adjournment

The meeting adjourned at 11:09 am.