

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

April 24, 2025 at 9:30 AM
110 Centerview Drive, Kingtree Building, Midlands 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, Kingtree 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 the SC Long Term Health Care Administrators to order at 9:32 am.

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; Ashley Bailey McNair, Investigator IV; Ryan Belton, DOTS.

Others in attendance: Julie Taradash, Court Reporter; Jordan McDowell, Apprentice.

3. Approval of Excused Absences

There were no absences.

4. Approval of Agenda

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

5. Approval of Meeting Minutes

May 30, 2024 -AIT Task Force

Elizabeth Schaper made a motion to approve the AIT Task Force minutes for May 30, 2024. William Birmingham seconded the motion, and it carried unopposed.

January 23, 2025 -Board Meeting

William Birmingham made a motion to approve the Board Meeting minutes for January 23, 2025. Edward Burton seconded the motion, and it carried unopposed.

February 6, 2025 -Special Called Meeting

Edward Burton made a motion to approve the Special Called Meeting minutes for February 6, 2025. Elizabeth Schaper seconded the motion, and it carried unopposed.

February 28, 2025 -Special Called Meeting

William Birmingham made a motion to approve the Special Called Meeting minutes for February 28, 2025. Edward Burton seconded the motion, and it carried unopposed.

March 21, 2025 -Resolution Guidelines Task Force

Elizabeth Schaper made a motion to approve the Resolution Guidelines Task Force Meeting minutes for March 21, 2025. William Birmingham seconded the motion, and it carried unopposed.

7. Board Mission and Member Statistics – Melissa Yetter

Melissa Yetter, Board Chair, read the Board mission and member statistics.

8. Administrative Reports

a. OIE Report – For Information Only – Amelia Leeks, Program Manager I

This report was presented by Ashley Bailey McNair. From January 1, 2025, to April 9, 2025, OIE has received 11 complaints, has 8 active complaints, and has closed 10 complaints.

Sarah Doctor- Greenwade made a motion to go into executive session for legal advice on the IRC report. William Birmingham seconded the motion, and it carried unopposed.

Edward Burton made a motion to come out of executive session. Sarah

Doctor-Greenwade seconded the motion, and it carried unopposed. No motions were made, and no votes were taken in executive session.

b. IRC Report – For Approval – Amelia Leeks, Program Manager I

Sarah Doctor- Greenwade made a motion to go into closed session in accordance with the investigation confidentiality provision found in S.C. Code Ann. § 40-35-190. William Birmingham seconded the motion, and it carried unopposed.

This report was presented by Ashley Bailey McNair. There were cases 2 cases for approval. For case 2024-3, Sarah Doctor- Green wade made a motion to approve the dismissal with corrections. Elizabeth Schaper seconded the motion, and it carried unopposed.

For case 2024-36, Elizabeth Schaper made a motion to approve the dismissal. Sarah Doctor- Greenwade seconded the motion, and it carried unopposed.

Sarah Doctor- Greenwade made a motion to come out of closed session. Elizabeth Schaper seconded the motion, and it carried unopposed.

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

There were 11 open cases, 5 cases pending hearing and agreements, and 3 closed cases.

9. Board Executive Report – Patrice Deas

a. Financial Report

Patrice Deas reported the cash balance as of March 31, 2025, is \$108,587.88.

b. Total Number of Licensees

Patrice Deas reported as of April 21, 2025, there are 34 Active CRCFA licensees; 499 Active in Renewal CRCFA licensees; 12 Active NHA licensees, 302 Active in Renewal NHA licensees; 15 Active Dual licensees, 161 Active in Renewal Dual licensees; 5 Active CRCFA-AIT, 30 Active NHA-AIT; 22 Active CRCFA-AITP; 38 Active NHA-AITP; There are 18 Active CRCFA Provisionals; 4 Active NHA Provisionals; 1 Active Dual Provisional and 4 SC HSE Qualified.

c. SC Code of Ethics

Patrice Deas, Board Executive, asked the Board members to review the SC LTHC Licensee Code of Ethics that is currently on the website to determine if the information was still valid or if it needed to be removed. The Board agreed the information was still valid and to keep it on the website.

10. 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, waived that right on the record, and 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 four (4) prior attempts.

William Birmingham made a motion to approve Ms. Amiker to retest. Edward Burton seconded the motion, and it carried unopposed.

11. Request to Modify Prior Order: 2021-13 and 2022-32

Sarah Doctor- Greenwade recused herself from the matter. A statement of recusal was provided to the court reporter, and a copy is attached to these minutes.

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

William Birmingham made a motion to come out of executive session. Edward Burton seconded the motion, and it carried unopposed.

Elizabeth Schaper made a motion to accept the requested modification to the final order for 2021-13 and 2022-32, and allow Ms. Herron to receive credit for the SCALA Boot Camp Course to fulfill the terms of her order since the course will be approved by NAB in June of 2025. William Birmingham seconded the motion, and it carried unopposed.

12. Final Order Hearings

a. 2021-3, 2021-5, and 2021-18

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

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

William Birmingham made a motion to accept the Hearing Officer's Recommendation in this matter to leave Respondent's license in lapsed status and to require a Board appearance should Respondent ever wish to reinstate her license. Sarah Doctor- Greenwade seconded the motion, and it carried unopposed.

13. New Business

a. NAB - Mid-Year Conference- Santa Fe, NM- October 29-31, 2025

William Birmingham made a motion for 3 staff members to attend the Mid- Year Conference. Elizabeth Schaper seconded the motion, and it carried unopposed.

b. CEU Criteria and Submission Deadline

The Board discussed changing the deadline for CE course submission from 30 days to 45 days prior to the course start date. They also discussed the requirements needed for Board-Approved courses such as bios must reflect experience or being certified in the field that they will be presenting. Also, applicants for course approval must provide a description or a list of the vendors. Patrice Deas will contact CE Broker to update them on these changes.

14. Public Comments

a. Draft- LTHC Regulations

There were no public comments.

15. Adjournment

William Birmingham made a motion to adjourn the meeting at 11:54 am. Sarah Doctor- Greenwade seconded the motion, and it carried unopposed.