

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

July 24, 2025 at 9:30 AM Midlands Room
110 Centerview Drive, Kingtree Building
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 9:30 am.

Members participating in the meeting were:

Melissa Yetter
Sara Doctor-Greenwade
William Birmingham
Edward Burton
Dennis Lofe
Vito Wicevic

LLR Staff Present included: Tara Nixon, Esq., Advice Counsel; Sherrie Butterbaugh, Esq., Disciplinary Counsel; Patrice Deas, Board Executive; Tajuana Hall, Program Coordinator; Yarikza Alexander, Lead Investigator; Natasha Mitchell, Investigator III, Bianca Smith, Program Manager I; Dowan Sultan, DOTS.

Others in attendance: Sallye Nelson, Court Reporter.

3. Approval of Excused Absences

William Birmingham made a motion to excuse the absence of Elizabeth Schaper. Edward Burton seconded the motion, and it carried unopposed.

4. Approval of Agenda

Sarah Doctor-Greenwade made a motion to approve the agenda. Dennis Lofe seconded the motion, and it carried unopposed.

5. Approval of Meeting Minutes

April 18, 2025- Task Force Meeting

Edward Burton made a motion to approve the Task Force meeting minutes for April 18, 2025. William Birmingham seconded the motion, and it carried unopposed.

April 24, 2025- Board Meeting

William Birmingham made a motion to approve the Board meeting minutes for April 24, 2025. Edward Burton seconded the motion, and it carried unopposed.

May 29, 2025- Task Force Meeting

Edward Burton made a motion to approve the Task Force meeting minutes for May 29, 2025. Sarah Doctor- Greenwade seconded the motion, and it carried unopposed.

6. Board Mission and Member Statistics – Melissa Yetter

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

Dennis Lofe made a motion to go into executive session for legal advice regarding Administrative Reports. William Birmingham seconded the motion, and it carried unopposed.

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

No motions were made, and no votes were taken in executive session.

7. Administrative Reports

a. OIE Report – For Information Only – Yarikza Alexander, Lead Investigator

From Jan 1, 2025, to July 11, 2025, OIE has received 27 cases. 16 cases are active investigations and 18 are closed investigations.

b. IRC Report – For Approval – Yarikza Alexander, Lead Investigator

There were 5 cases recommended for dismissal. William Birmingham motioned for cases 2024-38, 2024-39, 2024-40 be moved to a formal complaint. Edward Burton seconded the motion, and it carried unopposed.

Edward Burton made a motion to accept 2024-21 and 2024-30 as dismissals. Dennis Lofe seconded the motion, and it carried unopposed.

William Birmingham made a motion to accept 2024-41 as a formal complaint. Edward Burton seconded the motion, and it carried unopposed.

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

There are 8 open cases, 3 of those cases are pending hearings and agreements, and 3 closed cases since April. There have been 6 cases closed since the beginning of the year.

8. Board Executive Report – Patrice Deas

a. Financial Report

Patrice Deas reported the cash balance as of May 31, 2025, is \$102,887.62.

b. Total Number of Licensees

Patrice Deas reported as of July 23, 2025, there are 501 Active CRCFA licensees; 290 Active NHA licensees, 166 Active Dual licensees, 5 CRCFA-AIT, 36 Active NHA-AIT, 22 CRCFA-AITP, 38 Active NHA-AITP, 14 Active CRCFA-Provisional, 4 NHA Provisional, 1 Active Dual Provisional, and 4 SC Qualified HSE

9. Application Hearing

a. Lisa Tatum – Initial Application Hearing

Melissa Yetter recused herself from the matter. A statement of recusal was provided to the court reporter, and a copy is attached to these minutes.

William Birmingham made a motion to go into executive session for legal advice regarding the application. Dennis Lofe seconded the motion, and it carried unopposed.

William Birmingham made a motion to come out executive session. Edward Burton 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 approve Ms. Ash for licensure. Dennis Lofe seconded the motion, and it carried unopposed.

10. Final Order Hearings

a. 2022-69, 2023-7

William Birmingham made a motion to go into executive session for legal advice regarding these matters. Dennis Lofe seconded the motion, and it carried unopposed.

Edward Burton made a motion to come out executive session. Dennis Lofe seconded the motion, and it carried unopposed.

No motions were made, and no votes were taken in executive session.

Dennis Lofe made a motion to accept the Hearing Officer's Recommendation. William Birmingham seconded the motion, and it carried unopposed.

11. New Business

a. Approval of LTHC Guidelines for IRC

William Birmingham made a motion to approve the LTHC Guidelines for IRC. Edward Burton seconded the motion, and it carried unopposed. Dennis Lofe abstained.

b. Approval for 2026 Board Meeting Date

- January 22, 2026
- April 23, 2026
- July 23, 2026
- October 22, 2026

Sarah Doctor-Greenwade made a motion to approve the Board meeting dates for 2026. Dennis Lofe seconded the motion, and it carried unopposed.

c. Regulations Draft Work Session Scheduling

Patrice Deas, informed the Board that there is a need to establish a work session in August for the drafting of the Regulations and to have at least three dates for this work session. If the drafting is completed in one day, then the other date will be used as a Special Called meeting to vote on the drafted regulations.

Edward Burton made a motion for the dates of August 22, 2025, in person, and August 27, 2025. William Birmingham seconded the motion, and it carried unopposed.

12. Public Comments

a. Draft- LTHC Regulations

There was one public comment, a letter that was included in the Board materials, that will be discussed during the work session on August 22, 2025.

13. Adjournment

William Birmingham made a motion to adjourn the meeting at 11:41 am. Dennis Lofe seconded the motion, and it carried unopposed.