

**SOUTH CAROLINA BOARD OF LONG TERM HEALTH CARE ADMINISTRATORS  
REGULATIONS DRAFT WORK SESSION MINUTES**

August 22, 2025 at 9:00 AM – Low Country 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.

Melissa Yetter, Board Chair, called the work session to order at 9:23 am.

Members participating in the meeting were:

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

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; Jennifer Stillwell, Assistant Deputy Director of OIE; Bianca Smith, Program Manager I; Ryan Belton, DOTS.

**2. Approval of Agenda**

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

**3. Approval of Excused Absences**

There were no absences.

**4. Board Member Training**

**a. OIE/ODC**

Sherrie Butterbaugh and Jennifer Stillwell provided training on the processes of OIE and ODC with the Board members. The training consisted of extensive detail of the investigative process from start to finish from both departments. The Board members asked questions and were given answers pertaining to how complaints and investigations are processed and what parameters are used to determine the appropriate disposition of violations of the Practice Act.

**b. FOIA/Ethics**

Tara Nixon provided training to the Board on the OAC processes and gave the Board members a detailed account of the role of Advice Counsel. She discussed Confidentiality and Privilege, Recusal, FOIA, SC Ethics, and Board member roles and responsibilities.

**5. Draft Regulations**

The members of the Board reviewed the proposed changes to the 2025 LTHC Regulations. Regulations reviewed included S.C. Code Ann. Regs. Sections 93-65, 93-80, 93-110 (D) and (E), 93-130, 93-140, 93-150, 93-200, and 93-210.

For regulation 93-110 (E), there was discussion as to whether to delegate authority to the Board Executive to approve the requests for Re-examination and Petition Applications to expedite the process.

**6. Adjournment**

Elizabeth Schaper made a motion to adjourn the meeting at 2:32 pm. Edward Burton seconded the motion, and it carried unopposed.