

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

August 27, 2025 at 9:30 AM – WebEx
110 Centerview Drive, Kingstree Building
Columbia, South Carolina 29210

Live YouTube Link: <https://llr.sc.gov/lthc/videos.aspx>.

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 login information, they emailed contact.lthca@llr.sc.gov.

1. Meeting Called to Order

Sarah Doctor-Greenwade, Vice Chair called the meeting to order at 9:31 am.

2. Introduction of Board Members and Others

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

LLR Staff Present included: Tara Nixon, Esq., Advice Counsel; Patrice Deas, Board Executive; Tajuana Hall, Program Coordinator; Ryan Belton, DOTS.

Others in attendance: Susan Richardson, Court Reporter, Angela Coleman, Janice Porter, Stacey Sanford.

3. Approval of Excused Absences

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

William Birmingham joined the meeting at a later time.

4. Approval of Agenda

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

5. Approval of Meeting Minutes

- a. July 24, 2025- Board Meeting
- b. August 22, 2025- Work Session Meeting

Dennis Lofe made a motion to approve the Board meeting minutes for July 24, 2025, and the Work Session minutes for August 22, 2025. Elizabeth Schaper seconded the motion, and it carried unopposed.

6. Board Mission and Member Statistics

Patrice Deas read the Board mission and member statistics.

Elizabeth Schaper made a motion to amend the agenda to Finalize Changes to Chapter 93 before the Application Hearings. Dennis Lofe seconded the motion, and it carried unopposed.

7. Application Hearing

- a. Reexamination Application Hearing - Janice Porter

Dennis Lofe made a motion to go into executive session for legal advice. Elizabeth Schaper seconded the motion and it carried unopposed.

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

Elizabeth Schaper made a motion to excuse William Birmingham from the remainder of the meeting. Dennis Lofe seconded the motion, and it carried unopposed.

Melissa Yetter made a motion to go into closed session. Edward Burton seconded the motion, and it carried unopposed.

Stacey Sanford, was sworn in by the court reporter and spoke as a witness for Janice Porter.

Janice Porter 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.

Janice Porter presented her case to the Board and asked to be allowed another opportunity to sit for the exam after failing 4 prior attempts.

Stacey Sanford explained the work ethic and dedication of Ms. Porter to her facility and the residents.

Melissa Yetter made a motion to go into executive session for legal advice. Edward Burton seconded the motion, and it carried unopposed.

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

Elizabeth Schaper made a motion to approve Ms. Porter to retest. Dennis Lofe seconded the motion, and it carried unopposed.

b. Reexamination Application Hearing -Angela Coleman

Angela Coleman 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.

Angela Coleman presented her case to the Board and asked to be allowed another opportunity to sit for the exam after failing 5 prior attempts.

Dennis Lofe made a motion to go into executive session for legal advice. Elizabeth Schaper seconded the motion and it carried unopposed.

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

Elizabeth Schaper made a motion to approve Ms. Coleman to retest. Melissa Yetter seconded the motion, and it carried unopposed.

8. Finalize Changes to Long Term Health Care Administrators Regulations- Chapter 93

Annette Schaper made a motion to move forward with the amendments made to the Long Term Health Care Administrators Regulations- Chapter 93 at the Work Session on August 27, 2025. Edward Burton seconded the motion, and it carried. Denise Lofe opposed.

9. Delegation of Authority to Review and Approve Re-examination Application Request(s)

Melissa Yetter made a motion for the Board Executive to approve Re-examination Applications as long as the applicant's scores are showing improvement with a cap at the sixth attempt. Whether improvement or not, at the sixth attempt, the applicant must appear before the Board. Elizabeth Schaper seconded the motion and it carried unopposed.

10. Board Guidance on the Completion of the AIT Program

Melissa Yetter made a motion to approve the completion of AIT participants, who were previously approved with preceptors that had expired permits and that moving forward the preceptor must have a current permit. Patrice Deas stated that these AIT approvals with expired preceptor permits were done by previous staff prior to her taking over the Board. Mrs.

Deas assured the members of the Board, that her new staff is aware of making sure that preceptors have an active permit if they are going to precept anyone. These provisions are in place to mitigate this error from occurring going forward. Dennis Lofe seconded the motion and it carried unopposed.

11. Adjournment

Elizabeth Schaper made a motion to adjourn the meeting at 12:18 pm. Dennis Lofe seconded the motion, and it carried unopposed.