

AMENDED

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

October 23, 2025 at 9:30 AM Midlands Room
110 Centerview Drive, Kingstree 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, Kingstree 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
Elizabeth Schaper
William Birmingham
Dennis Lofe
Vito Wicevic

LLR Staff Present included: Mary League, Esq., Advice Counsel; Charlie Gwynne, 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; Billie Chambers, DOTS.

Others in attendance: Kathy Nicholson, Court Reporter.

3. Approval of Excused Absences

Sarah Doctor- Greenwade made a motion to excuse the absence of Edward Burton. Dennis Lofe seconded the motion, and it carried unopposed.

4. Approval of Agenda

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

5. Approval of Meeting Minutes

August 27, 2025

Elizabeth Schaper made a motion to approve the Board meeting minutes for August 27, 2025. Dennis Lofe 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.

7. Administrative Reports

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

From January 1, 2025, to October 9, 2025, OIE has received 52 complaints. 18 cases are active investigations and 38 are closed investigations.

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

There were 4 cases recommended for dismissal. William Birmingham made a motion to accept the cases for dismissal. Dennis Lofe seconded the motion, and it carried unopposed.

There were 4 cases recommended for formal complaint. Sarah Doctor- Greenwade made a motion to accept the cases as formal complaints. Elizabeth Schaper seconded the motion, and it carried unopposed.

There were 2 cases recommended as letters of caution. Dennis Lofe made a motion to accept the letters of caution. William Birmingham seconded the motion, and it carried unopposed.

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

There were 8 open cases, 1 case closed since the last report, and 10 cases closed for the year.

8. Board Executive Report – Patrice Deas

a. Financial Report

Patrice Deas reported the cash balance as of September 30, 2025, is \$151,457.46.

b. Total Number of Licensees

Patrice Deas reported as of October 21, 2025, there are 509 Active-CRCFA; 301 Active-NHA; 168 Active-Dual Administrators; 1 Active-CRCFA-AIT; 12 Active-NHA-AIT; 12 Active-CRCFA-Preceptors; 44 Active-NHA-Preceptors; 4 Active-CRCFA Provisional; 2 Active-NHA Provisional; 0 Dual Provisional; 4 (SC)HSE Qualified

9. Application Hearing

This hearing was closed in accordance with federal and State privacy laws and S.C. Code Ann. Regs. Section 93-110(D).

- a. Reexamination Hearing -Tamara Smart-Clark

Tamara Smart- Clark 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.

Tamara Smart- Clark presented her case to the Board and asked to be allowed another opportunity to sit for the exam after failing five (5) prior attempts.

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

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

Sarah Doctor- Greenwade made a motion to approve Ms. Smart-Clark to retest. Elizabeth Schaper seconded the motion and it carried unopposed.

Elizabeth Schaper made a motion to come out of closed session. William Birmingham seconded the motion, and it carried unopposed.

10. License Wall Certificate

Patrice Deas presented a proposal to the Board to adopt digital licenses, which gives licensees the autonomy to print their own license certificate. This process will be used to cut cost of mailing and streamline time frames for licensees receiving their license certificate. With this process, the licensees would be able to print a digital copy of the license within 48 hours and will utilize the agency's current security measures for accessing the license and their account.

Sarah Doctor- Greenwade made a motion to accept the proposal to adopt digital licenses. Elizabeth Schaper seconded the motion and it carried unopposed.

11. Public Comments

There were no public comments.

12. Adjournment

Sarah Doctor- Greenwade made a motion to adjourn the meeting at 10:26 am. William Birmingham seconded the motion, and it carried unopposed.