

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

January 22, 2026 at 9:30 AM Upstate 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 9:31 am.

Members participating in the meeting were:

Melissa Yetter  
Sara Doctor-Greenwade  
Elizabeth Schaper  
Dennis Lofe  
Vito Wicevic

LLR Staff Present included: Charlie Gwynne, Esq., Advice Counsel; Brandy Duncan, Esq., Advice Counsel; Sherrie Butterbaugh, Esq., Disciplinary Counsel; Patrice Deas, Board Executive; Emily Isaac, Administrative Assistant; Yarikza Alexander, Lead Investigator; Natasha Mitchell, Investigator III, Dowan Sultan, DOTS.

Others in attendance: Vickie Hester, Court Reporter

**3. Approval of Excused Absences**

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

**4. Approval of Agenda**

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

**5. Approval of Meeting Minutes**

October 23, 2025

Elizabeth Schaper made a motion to approve the meeting minutes for October 23, 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, 2026 to January 12, 2026, OIE has received 4 cases, 23 cases are active investigations and 1 case has been closed.

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

There were 4 cases recommended for dismissal and 1 case recommended as a letter of caution. Sarah Doctor-Greenwade made a motion to go into executive session for legal advice. Edward Burton seconded the motion, and it carried unopposed.

Edward Burton made a motion to come out of executive session, where no votes were taken. Elizabeth Schaper seconded the motion, and it carried unopposed.

Case 2025-4: Elizabeth Schaper made a motion to accept 2025-4 for dismissal. Edward Burton seconded the motion, and it carried unopposed.

Case 2025-7: Elizabeth Schaper made a motion to accept 2025-7 for dismissal. Sarah Doctor-Greenwade seconded the motion, and it carried unopposed.

Case 2025-11: Elizabeth Schaper made a motion to accept 2025-11 for dismissal. Dennis Lofe seconded the motion, and it carried unopposed.

Case 2025-30: Dennis Lofe made a motion to accept 2025-30 for dismissal. Elizabeth Schaper seconded the motion, and it carried unopposed.

Case 2025-18: Edward Burton made a motion to accept 2025-18 as a letter of caution. Dennis Lofe seconded the motion. Elizabeth Schaper, Sarah Doctor-Greenwade and Melissa Yetter, all opposed, and the motion failed.

Sarah Doctor-Greenwade made a motion to send case 2025-18 back to the IRC for a formal complaint. Elizabeth Schaper seconded the motion, and the motion passed.

**c. ODC Report – For Information Only - Yarikza Alexander, Lead Investigator**

There are 12 open cases, and 4 cases are pending hearings and agreements. Since October of 2025 there have been 0 cases closed.

**8. Board Executive Report – Patrice Deas**

**a. Financial Report**

Patrice Deas reported the cash balance as of December 31, 2025, is \$46,213.93.

**b. Total Number of Licensees**

Patrice Deas reported as of January 16, 2026, there are 515 Active CRCFA; 309 Active NHA, 171 Dual licensees, 1 CRCFA-AIT, 11 NHA-AIT, 8 CRCFA-AITP, 35 NHA-AITP, 5 CRCFA-Provisional, 3 NHA Provisional, 0 Active Dual Provisional, and 4 SC Qualified HSE.

**c. Statement of Economic Interest**

Patrice Deas reported as a reminder you must electronically file a Statement of Economic Interest with the SC State Ethics Commission annually, no later than March 30th, at noon.

**9. Application Hearing**

**a. Reexamination Hearing – Angela Coleman**

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

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

Sarah Doctor-Greenwade made a motion to approve Angela Coleman to sit for the exam again. Elizabeth Schaper seconded the motion, and it carried unopposed. Counsel for the board will prepare a formal order.

**b. Initial Application Hearing – Ramy Mikhail**

Ramy Mikhail appeared before the Board, for an initial application hearing. He was not represented by counsel, waived that right on the record, and was sworn in by the court reporter.

Ramy Mikhail presented his case to the Board and asked to be approved for licensure.

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

Dennis Lofe made a motion to come out of Executive Session, where no votes were taken. Elizabeth Schaper seconded the motion, and it carried unopposed.

Edward Burton made a motion not to approve this license due to lack of required experience. Dennis Lofe seconded the motion, and it carried unopposed. Counsel for the board will prepare a formal order.

**c. Initial Application Hearing- William Leverett**

William Leverett appeared before the Board, for an initial application hearing. He was not represented by counsel, waived that right on the record, and was sworn in by the court reporter.

William Leverett presented his case to the Board and asked he be approved for licensure.

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

Edward Burton made a motion to come out of executive session, where no votes were taken. Elizabeth Schaper seconded the motion, and it carried unopposed.

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

#### **10. Old Business**

**a. Discussion of Criminal Background Check Guidelines**

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

Elizabeth Schaper made a motion to come out of executive session, where no votes were taken. Dennis Lofe seconded the motion, and it carried unopposed.

#### **11. New Business**

**a. Delegation of Good Cause Reviews**

Elizabeth Schaper made a motion to allow delegation of Good Cause Reviews to the Board Chair. Sarah Doctor-Greenwade seconded the motion, and it carried unopposed.

**b. Guidance for Preceptors**

The Board discussed how to potentially identify preceptors who are able to accept AIT participants. Patrice Deas stated she would meet with advice counsel to discuss what could be implemented, possibly adding questions to renewal applications or through an online questionnaire to identify more licensed preceptors who are able to train applicants.

#### **12. Approval to Travel**

**a. NAB Annual Conference – Portland, Maine June 3- 5, 2026**

Sarah Doctor-Greenwade made a motion to approve two staff members, two board members, and the Program Director to attend. Dennis Lofe seconded the motion, and it carried unopposed.

**b. NAB Mid-Year Conference – San Antonio, Texas November 11-13, 2026**

Sarah Doctor-Greenwade made a motion to approve two staff members, two board members, and the Program Director to attend. Dennis Lofe seconded the motion, and it carried unopposed.

#### **13. Public Comments**

There were no public comments.

#### **14. Adjournment**

Elizabeth Schaper made a motion to adjourn the meeting at 1:00 pm. Dennis Lofe seconded the motion, and it carried unopposed.