

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

April 23, 2026 at 9:30 AM Upstate 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
Sarah Doctor-Greenwade
Elizabeth Schaper
Dennis Lofe
Edward Burton

3. Approval of Excused Absences

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

Edward Burton made a motion to excuse the absence of Vito Wicevic. 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

January 22, 2026

Edward Burton made a motion to approve the meeting minutes for January 22, 2026. 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 April 9, 2026, OIE has received 19 complaints, there are 14 active investigations, and 8 cases have been closed.

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

There were 9 cases recommended for dismissal, 7 formal complaints, and 1 letter of caution.

Dennis Lofe made a motion to accept the recommendations for all 9 dismissals. Edward Burton seconded the motion and it carried unopposed.

Sarah Doctor-Greenwade made a motion to go into closed session. Elizabeth Schaper seconded the motion and it carried unopposed.

Elizabeth Schaper made a motion to accept the recommendation for all 7 formal complaints. Edward Burton seconded the motion, and it carried unopposed.

Dennis Lofe made a motion to accept the recommendation for the 1 letter of caution. Elizabeth Schaper seconded the motion and it carried unopposed.

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

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

There are 11 open cases, and 6 cases are pending hearings and agreements. Since January 1, 2026, there has been 1 case closed.

Sherrie Butterbaugh introduced Mary Campbell to the Board. She will be taking over as the Assistant Disciplinary Counsel for the Long Term Health Care Board.

8. Board Executive Report – Patrice Deas

a. Financial Report

Patrice Deas reported the cash balance as of March 31, 2026, is ~~-\$46,225.82~~.

b. Total Number of Licensees

Patrice Deas reported as of April 22, 2026, there are 42 Active CRCF Administrators; 476 Active-in-Renewal CRCFA; 41 Active NHA; 282 Active-in-renewal NHA; 24 Active Dual Administrators; 150 Active-in-renewal Dual Admin.; 2 Active CRCFA-AIT; 9 Active NHA-AIT; 1 Active CRCFA-AITP; 9 Active-in-renewal CRCFA-AITP; 3 Active NHA-AITP; 35 Active-in-renewal NHA-AITP; 6 Active CRCFA-Provisional; 2 NHA-Provisional; 0 Dual-Provisional; 4 HSE Qualified (SC).

9. Disciplinary Hearing

a. Final Order Hearing- 2025-6

Edward Burton made a motion to go into closed session. Elizabeth Schaper seconded the motion and it carried unopposed.

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

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

No votes were taken while in executive session.

Elizabeth Schaper made a motion to accept the hearing officer's recommendation for a letter of caution. Dennis Lofe seconded the motion, and it carried unopposed.

Elizabeth Schaper made a motion to come out of closed session. Dennis Lofe seconded the motion and it carried unopposed.

10. Application Hearing

a. Initial Application Hearing – Yvette Aitkens

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

Yvette Aitkens presented her 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. Elizabeth Schaper 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.

Edward Burton made a motion to deny the application for licensure for failure to provide proof of education required for licensure. Elizabeth Schaper seconded the motion, and the motion was approved.

b. Reexamination Hearing – Angela Coleman

Edward Burton made a motion to go into closed session. Sarah Doctor-Greenwade seconded the motion and it carried unopposed.

Edward Burton 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. Sarah Doctor-Greenwade 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.

Elizabeth Schaper made a motion to come out of closed session. Dennis Lofe seconded the motion and it carried unopposed.

11. New Business

a. Discussion of Waiver of Final Hearing in Disciplinary Cases

Elizabeth Schaper made a motion to allow ODC to use the waiver process for Final Order Hearings if the respondent agrees to accept the Hearing Officer's Recommendations. Dennis Lofe seconded the motion, and it carried unopposed.

b. Legislative Updates

Advice Counsel, Charlie Gwynne gave the Board members an update on the new regulations and where they stand currently.

c. Clarification of Continuing Education Process

Patrice Deas gave the Board an overview of the current process for approving continuing education, which consists of submission of an application for approval to CE Broker. A Board member then reviews the application for requirements previously set by the Board.

d. Review of Updated SC State Test Questions

The Board has set a potential date for a committee meeting on June 25, 2026, at 10:00 am to review the Updated State Test Questions.

e. Approval for 2027 Board Meeting Dates

- January 21, 2027
- April 22, 2027
- July 22, 2027
- October 21, 2027

Elizabeth Schaper made a motion to approve the 2027 Board Meeting dates. Dennis Lofe seconded the motion, and it carried unopposed.

12. Approval to Travel- FARB Conference, July 23 - 25, 2026 Minneapolis, MN

Dennis Lofe made a motion to approve the Program Director to attend the FARB Conference July 23-25, 2026. Edward Burton seconded the motion, and it carried unopposed.

13. Election of Chair and Vice Chair

Elizabeth Schaper made a motion for Melissa Yetter to remain as Chair. Dennis Lofe seconded the motion, and it carried unopposed.

Melissa Yetter made a motion for Sarah Doctor- Greenwade to remain as Vice Chair. Edward Burton seconded the motion, and it carried unopposed.

14. Public Comments

There were no public comments.

15. Adjournment

Sarah Doctor-Greenwade made a motion to adjourn the meeting at 11:44 am. Dennis Lofe seconded the motion, and it carried unopposed.