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

July 23, 2026 at 9:30 AM Upstate Room
110 Centerview Drive, Kingstree Building
Columbia, South Carolina 29210

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

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 9:33 am.

Members participating in the meeting were:
Melissa Yetter
Sarah Doctor-Greenwade
Raymond Tiller
Dennis Lofe
Edward Burton
Vito Wicevic

LLR Staff Present included: Charlie Gwynne, Esq., Advice Counsel; Sherrie Butterbaugh, Esq., Disciplinary Counsel; Patrice Deas, Board Executive; Tajuana Hall, Program Coordinator; Yarikza Alexander, Lead Investigator; Bianca Smith, Program Manager; Natasha Mitchell, Investigator III; Emily Farr, Director; Reshma Parikh, Finance; Melanie Ergle, Finance; Holly Beeson, Esq.; Kathryn Britt, Program Manager III; Yasir Jenkins, DOTS.

Others in attendance: Cindy Patterson, Court Reporter.

3. **Approval of Excused Absences**
   William Birmingham

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

4. **Approval of Agenda**

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

5. **Approval of Meeting Minutes**
   April 23, 2026
   Dennis Lofe made a motion to approve the meeting minutes for April 23, 2026. Sarah Doctor-Greenwade seconded the motion, and it carried unopposed.

   June 25, 2026 – Committee Meeting
   Edward Burton made a motion to approve the meeting minutes for June 25, 2026. Sarah Doctor-Greenwade 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. **Discussion and Vote of Fee Increase-** Emily Farr, Director

   Emily Farr, Director, presented information regarding a proposed increase in Board fees. A Special Called Meeting will be scheduled to further review, discuss, and vote on the matter. No motions were made or votes taken during this meeting.

8. **Administrative Reports**
   a. **OIE Report – For Information Only – Yarikza Alexander, Lead Investigator**
      From January 1, 2026, to July 9 2026**,** OIE has received 37 complaints, there are 19 active investigations, and 26 cases have been closed.

   b. **IRC Report – For Approval – Yarikza Alexander, Lead Investigator**
      There were 6 cases recommended for dismissal, 2 formal complaints, and 3 letters of caution**.**

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

      Dennis Lofe made a motion to accept the recommendations for all 6 dismissals. Edward Burton seconded the motion and it carried unopposed.
      Dennis Lofe made a motion to accept the recommendations for the 2 formal complaints. Raymond Tiller seconded the motion and it carried unopposed.

There were 3 letters of caution. Dennis Lofe made a motion to accept two letters of caution (2025- 20 and 2025-52) and to dismiss case # 2025-26. Raymond Tiller seconded the motion and it carried unopposed.

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

c. **ODC Report – For Information Only – Sherrie Butterbaugh, Esq.**
There are 17 open cases, and 4 cases are pending hearings and agreements. Since January 1, 2026, there has been 2 cases closed.

9. Board Executive Report – Patrice Deas

a. **Financial Report**
Patrice Deas reported the cash balance, as of May 31, 2026, is negative $26, 519.57.

b. **Total Number of Licensees**
Patrice Deas reported as of July 22, 2026, there are 483 active CRCFA's; 284 NHA's; 168 Dual Admin; 2 CRCFA-AIR; 10 NHA-AIR; 9 CRCFA-AIRP; 20 NHA-AIRP; 7 CRCFA Provisionals; 2 NHA Provisionals; 1 Dual Provisional and 4 HSE Qualified (SC).

Patrice Deas also informed the Board that a Committee Meeting was held on June 25, 2026, to revise the state law test questions for the NHA and RCAL. The information will be submitted to NAB, for implementation.

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

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

10. Final Order Hearing

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

2024-38
Dennis Lofe made a motion to accept the hearing officer's recommendation. Edward Burton seconded the motion, and it carried unopposed.

2024-39

Dennis Lofe made a motion to accept the hearing officer's recommendation. Raymond Tiller seconded the motion and it carried unopposed.

2024-40
Dennis Lofe made a motion to accept the hearing officer's recommendation. Raymond Tiller seconded the motion and it carried unopposed.

11. Application Hearing

a. Reexamination Hearing – Gregory Johnson

The purpose of this hearing is to determine whether the applicant should be considered for reexamination.

Sarah Doctor-Greenwade made a motion to approve Gregory Johnson to sit for the Core exam. Dennis Lofe seconded the motion, and it carried unopposed.

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

12. Approval of Administrator-In-Residency (AIR) Updated Applications

Sarah Doctor-Greenwade made a motion to approve the updates to the Administrator-In-Residency (AIR) applications with the suggested changes made by the Board. Dennis Lofe seconded the motion, and it carried unopposed.

The Board discussed and provided three potential dates for the Special Called Meeting: August 13, 20, and 21.

13. Public Comments

There were no public comments.

14. Adjournment

Sarah Doctor-Greenwade made a motion to adjourn the meeting at 11:13 am. Dennis Lofe seconded the motion, and it carried unopposed.