

**MINUTES**  
**South Carolina Board of Long Term Health Care Administrators**  
**Board Meeting**

9:30 a.m., June 27, 2018  
Synergy Business Park  
110 Centerview Drive, Kingstree Building Room 204  
Columbia, South Carolina

**Note: These minutes are a record of the motions and official actions taken by the Board and brief summary of the meeting.**

**MEETING CALLED TO ORDER**

Daniel R. McLeod, Jr., announced that this meeting was held in accordance with Section 30-4-80 of the S.C. Freedom of Information Act by notice mailed to The State Newspaper, Associated Press, WIS-TV and all other requesting persons, organizations or news media. In addition, notice was posted on the bulletin boards at the main entrance of the Kingstree Building.

Daniel R. McLeod, Jr., Chairman, of Greenville, called the meeting of the Board of Long Term Health Care Administrators to order at 9:31 a.m. Other members present for the meeting included: Julius Sonny Kinney, Jr. of Anderson, Timothy Slice of Chapin, Melissa Yetter of Simpsonville, William (Bill) Birmingham of Anderson, E. Annette Schaper of Spartanburg and Shelly Kelly of Columbia.

Staff members participating in the meeting included: April Koon, Board Administrator, Kathy Burgess, Program Coordinator I and Georgia Lewis, Office of Advice Counsel.

**PLEDGE OF ALLEGIANCE**

All present recited the Pledge of Allegiance.

**INTRODUCTION OF BOARD MEMBERS**

Each Board member provided a brief introduction of themselves.

**APPROVAL OF AGENDA**

**MOTION**

Mr. Birmingham made a motion to accept the approval of the agenda. Mr. Slice seconded the motion, which carried unanimously.

**APPROVAL OF MEETING MINUTES**

March 7, 2018 Board Meeting Minutes; March 14, 2018 Teleconference Meeting Minutes

### **MOTION**

Mr. Kinney made a motion to accept the approval of the Minutes for March 7, 2018 and the Teleconference Minutes for March 14, 2018. Mr. Birmingham seconded the motion, which carried unanimously.

### **IRC RECOMMENDATIONS AND OFFICE OF INVESTIGATIONS REPORT**

Mr. Greg Hinson, Chief Investigator for the Office of Investigations, presented the OIE Statistical Report and the recommendations from the Investigative Review Committee (IRC). There were four (4) dismissals, (1) one Cease and Desist, two (2) formal complaints and one (1) letter of caution.

### **MOTION**

Mr. Kinney made a motion to accept the recommendations from the IRC for the four (4) dismissals. Mr. Slice seconded the motion, which carried unanimously.

### **MOTION**

Mr. Kinney made a motion to accept the recommendations from the IRC for the one (1) Cease and Desist. Mr. Birmingham seconded the motion, which carried unanimously.

### **MOTION**

Mr. Birmingham made a motion to accept the recommendations of the IRC for the two (2) formal complaints. Mr. Kinney seconded the motion, which carried unanimously.

### **MOTION**

Mr. Kinney made a motion to accept the recommendations of the IRC for the one (1) Letter of Caution. Mr. Slice seconded the motion, which carried unanimously.

### **OFFICE OF DISCIPLINARY COUNSEL REPORT**

Megan Flannery from the Office of Disciplinary Counsel presented the ODC Report. There are twelve (12) open cases, two (2) cases are pending action and a hearing is scheduled for July 17, 2018, one (1) case is pending a Consent Agreement or Memorandum of Agreement, four (4) cases are pending Board hearings, three (3) cases are pending a new OIE case, and two (2) cases are pending scheduling. Three (3) cases have been closed this year.

For informational purposes only. No votes were taken.

### **LEGISLATIVE UPDATE AND REGULATORY REVIEW**

Rebecca Leach did not have any legislative updates to present to the Board at this time.

Ms. Georgia Lewis spoke to the Board members regarding the Regulatory updates that need to be submitted to the Legislature for approval and asked for a volunteer to meet and finalize the regulatory updates to present to the Board for a final decision before they are submitted. Ms. Melissa Yetter volunteered for the position and the Board members concurred. The meeting

would include Ms. Georgia Lewis, Advice Counsel; April Koon, Administrator of the Board; and Melissa Yetter, Board Chair. The meeting will be public.

No votes were taken.

## **DISCIPLINARY HEARINGS**

### **Case #2015-67 and 2016-41 Final Order Hearing**

#### **MOTION**

Mr. Kinney made a motion to accept the Hearing Officer's recommendation of Revocation of licensure with total fine/costs of \$2,200.00; Mr. Birmingham seconded the motion, which carried unanimously.

### **Case #2017-49 Consent Agreement**

#### **MOTION**

Mr. Kinney made a motion to accept the Consent Agreement as presented. Mr. Slice seconded the motion, which carried unanimously.

### **Case#2017- 34 Consent Agreement**

#### **MOTION**

Mr. Birmingham made a motion to accept the Consent Agreement as presented. Mr. Kinney seconded the motion, which carried unanimously.

## **APPLICANT APPEARANCES**

### **Jennifer Brewer**

Ms. Brewer was not present and her file was deferred.

No votes were taken.

### **Sharonah Christie**

Ms. Christie appeared before the Board because she answered "yes" to the question, "Have you ever been convicted of or pled guilty or nolo contendere to any felony, misdemeanor, or crime of moral turpitude?" on her application. Ms. Christie provided an explanation and asked the Board to consider her application to take the exams for the Community Residential Care Facility Administrators license.

#### **MOTION**

Ms. Yetter made a motion to allow Ms. Christie to take the exams for a Community Residential Care Facility Administrators license. Mr. Slice seconded the motion, which carried unanimously.

**Brandy Gray**

Ms. Gray appeared before the Board because she provided transcripts that did not indicate a degree. She asked the Board to approve her application to take the exams for the Community Residential Care Facility Administrators license with the transcripts that she provided without a degree.

**MOTION**

Mr. Kinney made a motion to go into executive session for legal advice. Mr. Birmingham seconded the motion, which carried unanimously.

**MOTION**

Mr. Kinney made a motion to go back into open session. Mr. Slice seconded the motion, which carried unanimously.

**MOTION**

Ms. Yetter made a motion to deny Ms. Gray's application based on her educational/experience. Mr. Kinney seconded the motion, which carried unanimously.

The Board recommended Ms. Gray obtain the required education/experience and reapply.

**Shakeista Hawkins**

Ms. Hawkins appeared before the Board because she failed the RCAL Exam three times. Ms. Hawkins asked the Board to consider her application to retake the RCAL exam for the Community Residential Care Facility Administrators license when she is eligible in October, 2018.

**MOTION**

Mr. Kinney made a motion to allow Ms. Hawkins to retake the RCAL Exam in October when she is eligible to test. Ms. Yetter seconded the motion, which carried unanimously.

**Jerri Johnson-Still**

Ms. Johnson-Still appeared before the Board because her license lapsed in 2007 and her nursing home experience is more than five years. Ms. Johnson-Still asked the Board to consider reinstatement of her license based on her past experience.

**MOTION**

Mr. Kinney made a motion to go into executive session for legal advice. Ms. Yetter seconded the motion, which carried unanimously.

**MOTION**

Mr. Kinney made a motion to go back into open session. Ms. Yetter seconded the motion, which carried unanimously.

**MOTION**

Mr. Kinney made a motion to approve Ms. Johnson-Still to reinstate her dual license with the condition that she provide CEU's for each year her license was inactive. Ms. Johnson-Still will

need to provide 29 CEU's for each of the following renewal periods: 2015-2016; 2016-2017; 2017-2018. Ms. Yetter seconded the motion, which carried unanimously.

**Sheletha Mays**

Ms. Mays was not present and her file was deferred.

No votes were taken.

**Robert Pila**

Mr. Pita appeared before the Board to ask the Board to discuss his answer to the question, "Have you ever been convicted of or pled guilty or nolo contendere to any felony, misdemeanor, or crime of moral turpitude?" Mr. Pila provided an explanation and asked the Board to consider his application to take the exams for the Community Residential Care Facility Administrators license.

**MOTION**

Mr. Kinney made a motion to go into executive session for legal advice. Mr. Birmingham seconded the motion, which carried unanimously.

**MOTION**

Mr. Kinney made a motion to go back into open session. Mr. Slice seconded the motion, which carried unanimously.

**MOTION**

Mr. Birmingham made a motion to allow Mr. Pila to take the exams for a Community Residential Care Facility Administrators license. Mr. Slice seconded the motion, Annette Schaper opposed the motion. The motion carried.

**Barbara Wearing**

Ms. Wearing appeared before the Board because her license lapsed on 6/30/2012 and her experience is more than five years. Ms. Wearing asked the Board to consider reinstatement of her Community Residential Care Facility Administrators License.

**MOTION**

Mr. Kinney made a motion to go into executive session for legal advice. Ms. Yetter seconded the motion, which carried unanimously.

**MOTION**

Mr. Kinney made a motion to go back into open session. Mr. Birmingham seconded the motion, which carried unanimously.

**MOTION**

Mr. Kinney made a motion to approve Ms. Wearing to reinstate her license with the condition that she provide CEU's for each year her license was lapsed. Ms. Wearing will need to provide 18 CEU's for six years to equal 108 hours. Ms. Schaper seconded the motion, which carried unanimously.

**Simone Whatley**

Ms. Whatley appeared before the Board because her experience does not meet the requirements in South Carolina. Ms. Whatley asked the Board to consider her application for a Nursing Home Administrators License.

**MOTION**

Mr. Birmingham made a motion to go into executive session for legal advice. Mr. Kinney seconded the motion, which carried unanimously.

**MOTION**

Mr. Kinney made a motion to go back into open session. Mr. Birmingham seconded the motion, which carried unanimously.

**MOTION**

Ms. Yetter made a motion to deny the application as it stands because Ms. Whatley does not meet the experience requirements for licensure per the statute. Mr. Kinney seconded the motion, which carried unanimously.

**Sharon Woods**

Ms. Woods appeared before the Board because her license lapsed in 2009 and she does not have current experience. Ms. Woods asked the Board to consider reinstatement of her Community Residential Care Administrators license.

**MOTION**

Ms. Yetter made a motion to go into executive session for legal advice. Ms. Shaper seconded the motion, which carried unanimously.

**MOTION**

Mr. Kinney made a motion to go back into open session. Ms. Yetter seconded the motion, which carried unanimously.

**MOTION**

Mr. Kinney made a motion to approve Ms. Woods request to reinstate her license with the following condition: Either catch up a total of 324 CEU's or retake the exams. Ms. Yetter seconded the motion, which carried unanimously.

**OLD BUSINESS**

**Consent Agreement Guidelines for late renewal**

Ms. Koon asked the Board to consider establishing a Consent Agreement guideline for licensees who do not renew on time and continue to practice. After a brief discussion, the Board determined to continue with the current process of filing a formal complaint for anyone who works on a lapsed license.

No votes were taken.

## **NEW BUSINESS**

### **Election of Officers**

#### **MOTION**

Mr. Kinney made a motion to elect Ms. Melissa Yetter as Chair. Mr. Slice seconded the motion, which carried unanimously.

#### **MOTION**

Mr. Kinney made a motion to elect Mr. Bill Birmingham as Vice Chair. Ms. Schaper seconded the motion, which carried unanimously.

Ms. Yetter resumed the meeting as Chair.

## **ADMINISTRATORS REPORT**

### **Finance Report**

Ms. Koon presented the Board with the finance reports for informational purposes only. No votes were taken.

### **NAB Annual Meeting Report**

Ms. Koon directed the discussion to Ms. Yetter to report information from the NAB meeting. Ms. Yetter reported to the Board discussions presented at the NAB meeting on CE registry and approved CEU's. She also mentioned the new HSC credential that was discussed and some changes to the AIT study guides.

### **Clarification on the Sponsor CE Requirements**

Ms. Koon asked the Board to clarify what is approved for CE hours. Specifically, is registration counted towards the time allowed for CE hours? The Board stated that staff should continue with what the Board has instructed in the past, that only course material will be approved. No votes were taken.

## **PUBLIC COMMENTS**

There were no comments from the public.

## **ANNOUNCEMENT**

Next Board Meeting date September 5, 2018.

## **ADJOURNMENT**

The meeting adjourned at 1:50 p.m.

#### **MOTION**

Mr. Birmingham made a motion to adjourn the meeting at 1:50 p.m. Mr. Kinney seconded the motion which carried unanimously.