

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

9:30 a.m., July 11, 2017
Synergy Business Park
110 Centerview Drive, Kingstree Building Room 204
Columbia, South Carolina

Thursday, July 11, 2017

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, organization's 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 regular meeting of the Board of Long Term Health Care Administrators to order at 9:39 a.m. Other members present for the meeting included: Julius Sonny Kinney, Jr. of Anderson, Shelly Kelly of Columbia, Timothy Slice of Chapin, David Buckshorn of Greenwood, Sarah D. Doctor-Greenwade of Columbia and Melissa Yetter of Simpsonville.

Staff members participating in the meeting included: April Koon, Board Administrator, Kathy Burgess, Program Coordinator I, Georgia Lewis, Office of Advice Counsel, Megan Flannery, Office of General Counsel, Doris Cochran, Investigator, Office of Investigations and Enforcement, and Jason Haynes, Chief Investigator, Office of Investigations and Enforcement,

PLEDGE OF ALLEGIANCE

All present recited the Pledge of Allegiance.

CONSIDERATION OF EXCUSES FOR ABSENCES OF BOARD MEMBERS

Melvin Kenneth Hiatt

MOTION

Mr. Kinney made a motion to accept Mr. Hiatt's excused absence. Mr. Slice seconded the motion. The motion carried unanimously.

CHAIRMAN'S REMARKS

There were no remarks.

APPROVAL OF AGENDA

MOTION

Ms. Yetter made a motion to approve the agenda with amendment to delete letter I. National Association of Long Term Health Care Boards (NAB) HSE Credential discussion with Randy Lindler. Mr. Lindler was unable to make his flight. Mr. Kinney seconded the motion. The motion carried unanimously.

APPROVAL OF MEETING MINUTES

March 2, 2017 Board Meeting Minutes

MOTION

Mr. Kinney made a motion to approve the March 2, 2017 Board meeting minutes. Mr. Slice seconded the motion. The motion carried unanimously.

IRC Recommendations and Office of Investigations Report

Mr. Haynes presented the recommendations from the Investigative Review Committee. There were five (5) dismissals, one (1) formal complaint and two (2) letters of caution.

Dismissals

MOTION

Mr. Kinney made a motion to accept the dismissals. Ms. Yetter seconded the motion. The motion carried unanimously.

Formal Complaints

MOTION

Mr. Kinney made motion to accept the formal complaint. Mr. Slice seconded the motion. The motion carried unanimously.

Letters of Caution

MOTION

Mr. Kinney made a motion to accept the letter of caution. Mr. Slice seconded the motion, which carried unanimously.

Office of Disciplinary Counsel Report

Megan Flannery presented the ODC report.

There were thirteen (13) open cases, four (4) pending actions, five (5) pending Board hearings/Action two (2) pending new OIE case, two (2) pending scheduling, eight (8) closed and no appeals.

APPLICANT APPEARANCES

MOTION

Ms Yetter made a motion to go in Executive Session for legal advice. Mr. McLeod seconded the motion. The motion carried unanimously.

MOTION

Mr. Kinney made a motion to come out of Executive Session. Ms. Yetter seconded the motion. Motion carried unanimously.

1. Chad Alexander

MOTION

Mr. Alexander was not present; therefore, no motion was presented.

- 2. John P. Bell** -Mr. Bell appeared before the Board because his application for a Community Residential Care Facility Administrator lapsed on June 30, 2007 and could not be approved at staff level.

MOTION

Mr. Kinney made a motion to allow Mr. Bell to sit for the Community Residential Care Facility Administrators licensure exams. Ms. Yetter seconded the motion. The motion carried unanimously.

- 3. Tra’Ashia Denson**-Ms. Denson appeared before the Board because she answered “no” to the question on the application which states, “Have you ever been convicted of or pled guilty or nolo contendere to any felony, misdemeanor, or crime of moral turpitude?” Her background revealed convictions.

MOTION

Mr. Kinney made a motion to approve Ms. Denson’s application to sit for the Community Residential Care Facility Administrators licensure exams. Ms. Yetter seconded the motion. The motion carried unanimously.

- 4. Ka-Ran K Howle**-Ms. Howle appeared before the Board because her Community Residential Care Facility Administrators license lapsed over 5 years ago and she did not maintain her continuing education.

MOTION

Ms. Yetter made a motion to go into Executive Session for legal advice. Mr. Kinney seconded the motion. The motion carried unanimously.

MOTION

Mr. Kinney made a motion to come out of Executive Session. Mr. Buckshorn seconded the motion. The motion carried unanimously.

MOTION

Mr. Slice made a motion to approve Ms. Howle to sit for the Community Residential Care Facility Administrators licensure exams since it has been over a five year period. Ms. Yetter seconded the motion. The motion carried unanimously.

5. **Scott Lockwood**-Mr. Lockwood appeared before the Board because the state of New York does not require a license for CRCF Administrators and his work experience was not obtained under the supervision of a licensed CRCF Administrator.

MOTION

Mr. Kinney made a motion to allow Mr. Lockwood to sit for the CRCF Administrators Licensure Exams. Ms. Yetter seconded the motion. The motion carried unanimously.

6. **LaDawn L Mack**-Ms. Duncan appeared before the Board because her Community Residential Care experience has been more than five years and the application could not be handled at staff level.

MOTION

Mr. Kinney made a motion to go into Executive Session for legal advice. Ms. Yetter seconded the motion. The motion carried unanimously.

MOTION

Mr. Buckshorn made a motion to come out of Executive Session. Ms. Yetter seconded the motion. The motion carried unanimously.

MOTION

Ms. Yetter made a motion to allow Ms. Mack to sit for the CRCF Administrators license exam. Mr. Slice seconded the motion. The motion carried unanimously.

7. **Timothy McLeod**-Mr. McLeod appeared before the Board because the state of Michigan does not require a license for CRCF Administrators and his work experience was not obtained under the supervision of a licensed CRCF Administrator.

MOTION

Mr. Kinney made a motion to go into Executive Session for legal advice. Ms. Yetter seconded the motion. The motion carried unanimously.

MOTION

Mr. Kinney made a motion to come out of Executive Session. Mr. Buckshorn seconded the motion. The motion carried unanimously.

MOTION

Ms. Doctor- Greenwade made a motion to allow Mr. McLeod to sit for the CRCF Administrators license exam. Mr. Buckshorn seconded the motion. The motion carried unanimously.

Consent Agreements

Case number 2016-7

MOTION

Mr. Kinney made a motion to accept the Consent Agreement as written. Mr. Buckshorn seconded the motion. The motion carried unanimously.

Case number 2016-21 & 2016-33

MOTION

Mr. Kinney made a motion to accept the Consent Agreement as written. Ms. Yetter seconded the motion. The motion carried unanimously.

Case number 2016-18 & 2016-37

MOTION

Mr. Kinney made a motion to accept the Consent Agreement as written. Mr. Buckshorn seconded the motion. The motion carried unanimously.

ADMINISTRATOR'S REMARKS

Budget Report

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

Continuing Education (CE) Sponsor List of Attendees

Ms. Koon stated she receives the list of attendees from the sponsors. She asked the Board if we can remove this requirement from the guidelines since it is the Administrators responsibility to maintain copies of their CE.

MOTION

Mr. Kinney made a motion to remove the requirement for sponsors to send a list of attendees from the guidelines. Mr. Buckshorn seconded the motion. The motion carried unanimously.

PUBLIC COMMENTS

There were no comments from the public.

ADJOURNMENT

MOTION

Mr. Kinney made a motion to adjourn the meeting at 12:07 p.m. Ms. Yetter seconded the motion. The motion carried unanimously.

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

9:30 a.m., October 12, 2017
Synergy Business Park
110 Centerview Drive, Kingtree Building Room 202-13
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 Kingtree Building.

Daniel R. McLeod, Jr., Chairman, of Greenville, called the meeting of the Board of Long Term Health Care Administrators to order at 9:30 a.m. Other members present for the meeting included: Julius Sonny Kinney, Jr. of Anderson, Timothy Slice of Chapin, Sarah D. Doctor-Greenwade of Columbia and Melissa Yetter of Simpsonville.

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

CONSIDERATION OF EXCUSES FOR ABSENCES OF BOARD MEMBERS

David Buckshorn, Shelly Kelley and Ken Hiatt received an excused absence.

MOTION

Ms. Doctor-Greenwade made a motion to accept the excused absences. Ms. Yetter seconded the motion, which carried unanimously.

APPROVAL OF AGENDA

MOTION

Mr. Kinney made a motion to accept the approval of the agenda. Ms. Yetter seconded the motion, which carried unanimously.

NEW BUSINESS

Regulatory Review Pursuant to Executive Order 2017-09

A Regulatory Review was deliberated by the Board members, pursuant an executive order from the Governor's office.

The following amendments were presented by Ms. Georgia Lewis for the Board to consider:

- Withdraw or repeal regulation 93-70(d) - **93-70(d) If an applicant has been convicted of a felony or misdemeanor involving moral turpitude by any state or federal court of competent jurisdiction thereof shall not be permitted to take the examination for licensure, unless the applicant shall first submit to the Board a copy of the certificate of pardon granted by the board of parole which shall indicate among other things that the applicant has completed all sentences including all periods of probation or parole. In the case of a conviction in any jurisdiction wherein the laws do not provide for a certificate of pardon, an equivalent written statement or document shall be submitted.**
- 93-60 Refers to the "Board of Examiners" and needs to be changed to "Long Term Health Care Administrators" - **93-60. -Board of Examiners; Officers and Duties.**
- Remove "be employed as" from 93-80D 3(a) and 3(b) – **93-80D 3.(a) The Nursing Home Administrator preceptor shall be licensed for three years preceding the date of application as a preceptor, be employed as a licensed nursing home administrator employed by the facility licensed pursuant to the regulations promulgated by the Department of Health and Environmental Control. (b) The Community Residential Care Facility Administrator preceptor shall be licensed for two years preceding the date of application as a preceptor, be employed as a licensed community residential care administrator by the facility, with at least 24 beds, licensed pursuant to the regulations promulgated by the Department of Health and Environmental Control.**
- In 93-110 B (1) and B (2) change from "a two part examination" to "examination" - **93-110 B. The Board shall administer the examinations. (1) Nursing home administrator applicants will sit for a two-part examination. The national portion is prepared by the National Association of the Boards of Examiners for Long Term Care Administrators (NAB). The South Carolina portion is prepared by the South Carolina Board and examines applicants on regulations promulgated by the Department of Health and Environmental Control as they relate to Nursing Homes. (2) Community Residential Care Facility Administrator applicants will sit for a two-part examination. The national portion is prepared by the National Association of the Boards of Examiners for Long Term Care Administrators (NAB). The South Carolina portion is prepared by the South Carolina Board relating to regulations promulgated by the Department of Health and Environmental Control as they relate to Community Residential Care Facilities.**
- Amend 93-110K from "twice" to "three" times - **93 110 K. An applicant who fails to pass the examination may apply to re-take the examination once. An applicant who has failed the examination twice must petition the Board if he desires to pursue licensure.**

- Delete 93-130h- **93–130. Provisional Licenses. H. If any applicant fails to present himself for the examination, the provisional license will terminate at the close of business on the day of the examination.**

Title 10- Fees

- Delete \$100 label fee for license list
- Delete State and Federal fingerprint \$38.00
- Reduce fee from \$20 to \$10 to coincide with the Agency fee for a List Request

MOTION

Mr. Kinney made a motion to accept the amendments and approve as discussed. Ms. Doctor-Greenwade seconded the motion, which carried unanimously.

Approval of the 2017 NAB Mid-Year Meeting

MOTION

Mr. Kenny made a motion for two board members and two staff members to attend the 2017 NAB mid-year meeting. Ms. Doctor-Greenwade seconded the motion, which carried unanimous.

Approval of the 2018 Board Meeting Dates

MOTION

Mr. Kenny made a motion to approve the first Board meeting in 2018 to be held on Wednesday, March 2, 2018. Mr. Slice seconded the motion, which carried unanimously.

PUBLIC COMMENTS

There were no comments from the public.

ADJOURNMENT

MOTION

Mr. Kinney made a motion to adjourn the meeting. Ms. Yetter seconded the motion which carried unanimously.