

**South Carolina Board of Long Term Health Care Administrators**  
**10:00 am, October 24, 2017**  
**Synergy Business Park**  
**Kingstree Building**  
**110 Centerview Drive, Conference Room 202-03**  
**Columbia, South Carolina**

**AIT CRCF Committee**

**MINUTES**

**Call to Order**

April Koon, Board Administrator, called the AIT CRCF Committee Meeting to Order at 10:15 a.m. April Koon 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.

Other members present for the meeting included: Sarah D. Doctor-Greenwade of Columbia, Timothy Slice of Chapin and Melissa Yetter, of Simpsonville participated by teleconference.

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

The committee members discussed CRCF AIT program guidelines and reviewed proposed CRCF AIT candidate and preceptor forms. The members discussed improvements and changes that need to be implemented within the guidelines as well as making changes to the proposed forms.

The committee members decided to adjourn and meet at a later date to continue deliberation.

The committee members agreed the next committee meeting will be held on November 27, 2017 at 1:00 pm.

**MOTION**

Melissa Yetter made a motion to adjourn the meeting at 12:30. Sarah Doctor-Greenwood seconded the motion.

The meeting adjourned at 12:35pm.