

# MINUTES

## SOUTH CAROLINA BOARD OF SOCIAL WORK EXAMINERS

Monday, November 18, 2024 – 10:00 a.m.  
Synergy Business Park - Kingtree Building  
Pee Dee Conference Room  
110 Centerview Drive, Columbia, SC 29210

### **Board Members Present**

Lynn Melton, Chairperson  
D. Scott Stephens, Vice-Chair  
Jefferey Cameron  
Dell Lancaster  
Alicia Nix

### **Absent Member**

Jacqueline S. Lowe

### **SCLLR Staff Members Present**

Megan Flannery, Esq., Office of Advice Counsel  
Sherrie Butterbaugh, Office of Disciplinary Counsel  
Bianca Smith, Office of Investigations  
April Howe, Office of Investigations  
Renee Dash, Office of Investigations  
Courtney Lopez, Office of Investigations  
Jon Rayle, Office of Investigations  
Roxane Tran, Office of Investigations  
Pam Dunkin, Board Executive  
Shaun Strother, Program Coordinator

### **Present**

Sean Cary, Creel Court Reporter  
Michelle Gaskins

Public Notice of this meeting was properly posted at the office of the South Carolina Board of Examiners for the Licensure of Social Work, Synergy Business Park, Kingtree Building, 110 Centerview Drive in Columbia, SC, was posted on the Board website and provided to any requesting persons, organizations, and news media in compliance with Section 30-4-80 of the 1976 South Carolina Code, as amended, relating to the Freedom of Information Act. A quorum is noted as *present/not present*. All votes referenced herein were unanimous unless otherwise indicated.

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

### **Meeting Called to Order**

Ms. Melton, Chairperson, called the meeting to order at 10:04 a.m.

**Approval of the Agenda**

**MOTION**

On the motion of Mr. Stephens, seconded by Ms. Lancaster, the board voted unanimously to approve the agenda. The motion passed.

**Approval/Disapproval of Absent Members**

**MOTION**

On the motion of Mr. Stephens, seconded by Ms. Lancaster, the board voted unanimously to approve the absence of Ms. Lowe. The motion passed.

**Approval of the Minutes – August 19, 2024**

**MOTION**

On the motion of Ms. Lancaster, seconded by Mr. Stephens, the board voted unanimously in favor to approve the August 19, 2024 meeting minutes. The motion passed.

**Chairperson Remarks and Introduction of New Board Member Alicia Nix** – Lynn Melton

Ms. Melton, addressed the board and welcomed new board member Alicia Nix.

**Meeting Agenda Change**

In order to promote time management, Board Chair, changed the placement of the Agenda items.

- Item #6: Application Hearing moved to Item #7
- Item #7: Disciplinary Hearing moved to Item #6

**Disciplinary Hearing – Case# 2022-31**

**Closed hearing for Case# 2022-31:** This is a closed hearing in accordance with the state and federal confidentiality laws.

**MOTION**

On the motion of Mr. Stephens, seconded by Mr. Cameron, the board voted unanimously to go into closed session for Case# 2022-31. The motion passed.

**MOTION – In Closed Session**

On the motion of Ms. Lancaster, seconded by Mr. Cameron, the board voted unanimously to accept Case# 2022-31. The motion passed.

**MOTION – In Closed Session**

On the motion of Mr. Cameron, seconded by Ms. Lancaster, the board voted unanimously to lift order and make license retroactive due to clerical issues. The motion passed.

**MOTION – In Closed Session**

On the motion of Mr. Stephens, seconded by Ms. Nix, the board voted unanimously to accept MOA Case# 2022-31 with conditions. The motion passed.

**The board remained in closed session.**

**Application Hearing – Michelle Gaskins**

**Closed hearing for Michelle Gaskins:** This is a closed hearing to protect personal health information.

**MOTION – In Closed Session**

On the motion of Mr. Stephens, seconded by Mr. Cameron, the board voted unanimously to approve Michelle Gaskins to move forward in the licensure process and take the exam. The motion passed.

**The board remained in closed session.**

**Administrative Reports**

**a. Office of Investigations and Enforcement (OIE) Report – April Howe, Office of Investigations and Enforcement**

Ms. Howe, presented the OIE report to the board.

The board reviewed the Statistical Report as information only.

**b. Investigative Review Conference (IRC) Report – April Howe, Office of Investigations and Enforcement**

Ms. Howe, presented the board with three (3) dismissals, three (3) formal complaints and one (1) letter of caution.

**Dismissals**

**MOTION**

On the motion of Mr. Stephens, seconded by Ms. Lancaster, the board voted unanimously in favor to accept the IRC recommendations for dismissal of the three (3) cases. The motion passed.

**Formal Complaints**

**MOTION**

On the motion of Mr. Stephens, seconded by Ms. Lancaster, the board voted unanimously in favor to accept the IRC recommendations for the three (3) Formal Complaints. The motion passed.

**Letter of Caution**

**MOTION**

On the motion of Mr. Stephens, seconded by Mr. Cameron, the board voted unanimously in favor to accept the IRC recommendations for the one (1) Letter of Caution. The motion passed.

**c. Office of Disciplinary Counsel (ODC) Report– Sherrie Butterbaugh**

Ms. Butterbaugh provided the ODC Report to the board for informational purposes only.

**MOTION**

On the motion of Ms. Lancaster, seconded by Mr. Cameron, the board voted unanimously in favor to return to Public Session. The motion passed.

**d. Board Executive Reports/Remarks – Pam Dunkin**

Mrs. Dunkin addressed the board and provided the following for informational purposes only:

- Finance Report
- CE Broker Report
- 2024 CE Renewals Update
- Review List of New Licensees (7/24/24 – 11/1/24)
- Review Report of All S.C. Licensees by County (In-State and Out-of-State)
- Ratification and Continuing Education Sponsorships Approved (7/24/2024 – 11/1/2024)

**New Business**

**a. Board Member Reports:**

- Association of Social Work Boards (ASWB) 2024 Annual Meeting of the Delegate Assembly being held in San Diego, CA, November 8-9, 2024: Dell Lancaster, Jefferey Cameron, Scott Stephens & Pam Dunkin

Ms. Lancaster, Mr. Cameron, Mr. Stephens and Mrs. Dunkin addressed the board regarding the ASWB 2024 Annual Meeting of the Delegate Assembly.

**b. Discussion and Vote: Legislative Liaison Contact and Co-Contact**

**MOTION**

On the motion of Mr. Stephens, seconded by Mr. Cameron, the board voted unanimously in favor to nominate and approve Dell Lancaster to serve as the Legislative Liaison Contact and Mr. Cameron as Co-Contact. The motion passed.

**c. Discussion and Vote: 2025 Election of Board Executive Officers**

**MOTION**

On the motion of Mr. Cameron, seconded by Ms. Lancaster, the board voted unanimously in favor to nominate and elect Mr. Scott Stephens to serve as Vice-Chair. The motion passed.

**MOTION**

On the motion of Mr. Stephens, seconded by Mr. Cameron, the board voted unanimously in favor to nominate and elect Ms. Lynn Melton to service as Chair. The motion passed.

**Lunch (Time of Lunch will be at the discretion of the Board Chair): No lunch was needed.**

**Executive Session, If needed: No Executive Session was needed.**

**Public Comments: There were no public comments presented.**

**Adjournment:**

**MOTION**

Mr. Stephens moved to adjourn. The motion was seconded by Mr. Cameron. All were in favor and the motion passed. There being no other business, the meeting was adjourned at 1:11 p.m.