# MINUTES

**SOUTH CAROLINA BOARD OF SOCIAL WORK EXAMINERS**
**Monday, August 18, 2025 – 10:00 a.m.**
**Synergy Business Park - Kingstree Building**
**Upstate Conference Room**
**110 Centerview Drive, Columbia, SC 29210**

**Board Members Present**
Lynn Melton, Chairperson
Jefferey Cameron
Dell Lancaster
Jacqueline S. Lowe
Alicia Nix

**Absent Members**
D. Scott Stephens, Vice-Chair

**SCLLR Staff Members Present**
Virginia Wetzel, LLR Office of Communications and Governmental Affairs
Megan Flannery, Esq., Office of Advice Counsel
Sherrie Butterbaugh, Office of Disciplinary Counsel
Roxane Tran, Office of Disciplinary Counsel
Yarikza Alexander, Office of Investigations
Pam Dunkin, Board Executive
Shaun Strother, Program Coordinator

**Present**
Creel Court Reporter

**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, Kingstree 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 10:00 a.m.

**Approval of the Agenda**

**MOTION**
On the motion of Ms. Lowe, seconded by Mr. Cameron, the board voted unanimously to approve the agenda. The motion passed.

**Approval/Disapproval of Absent Members**

**MOTION**
On the motion of Ms. Lancaster, seconded by Ms. Nix, the board voted unanimously to approve the absence of D. Scott Stephens. The motion passed.

**Approval of the Minutes – May 19, 2025**

**MOTION**
On the motion of Ms. Lancaster, seconded by Ms. Lowe, the board voted unanimously in favor to approve the May 19, 2025 meeting minutes. The motion passed.

**President Remarks** – Lynn. Melton

Ms. Melton did not have any remarks for the Board.

**Legislative Update** – Virginia Wetzel, LLR Office of Communications and Governmental Affairs

Ms. Wetzel addressed the Board and provided the Legislative Update. She also provided information on a few Bills such as the Compact Bill and the new process on new board members submitting the Oath of Office.

**Disciplinary Hearing – (Closed)**

**NOH-MOA: Case# 2025-1**

This is a closed hearing in accordance with the state and federal confidentiality laws,

The hearing will be postposed to the next appointed time.

**The board remained in closed session.**

**MOTION**
On the motion of Ms. Melton, seconded by Ms. Lancaster, the board voted unanimously in favor to go into closed to discuss disciplinary actions. The motion passed.

**Administrative Reports:**

Yarikza Alexander, Office of Investigations

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

   Ms. Alexander, Office of Investigations presented the OIE report to the Board.

The board reviewed the Statistical Report as information only.

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

Ms. Alexander, presented the board with five (5) dismissals, three (3) formal complaints and four (4) letters of caution.

**Dismissals**

**MOTION**
On the motion of Mr. Cameron, seconded by Ms. Lancaster, the board voted unanimously in favor to accept the IRC recommendations for dismissal of the five (5) cases. The motion passed.

**Formal Complaints**

**MOTION**
On the motion of Mr. Cameron, seconded by Ms. Lowe, 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. Cameron, seconded by Ms. Lowe, the board voted unanimously in favor to accept the IRC recommendations for the four (4) Letters 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.

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

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

- Finance Report

  Mrs. Dunkin addressed the board regarding the "Shared Expenses" listed on the finance report. She will send an email to board members before the next meeting with a update.

- CE Broker Report

**The Board returned to open session.**

**MOTION**
On the motion of Ms. Lowe, seconded by Ms. Nix, the board voted to return to open session. The motion passed.

- Review List of New Licensees (In-State and Out-of-State): 5/13/25 – 7/25/2025
- Review List of S.C. Licensees by County (In-State and Out-of-State)
- Review of Continuing Education Sponsorships Approved: 5/13/25 – 7/25/2025

  Mr. Cameron addressed the Board, regarding the approved Continuing Education (CE) Sponsorships.

**New Business**

Discussion and Vote: 2026 Board Meeting Dates

- March 9, 2026 - Monday
- June 8, 2026 - Monday
- September 14, 2026 - Monday
- December 7, 2026 – Monday

**MOTION**

On the motion of Ms. Nix, seconded by Mr. Cameron, the board voted unanimously in favor to approve the 2026 board meeting dates. The motion passed.

a. Vote on Delegate Attendee: The Association of Social Work Boards (ASWB) 2025 Annual Meeting of The Delegate Assembly, being held in Indianapolis, Indiana, November 7-8, 2025

**MOTION**

On the motion of Ms. Nix, seconded by Ms. Lancaster, the board voted unanimously in favor to approve Mr. Cameron as the delegate to attend the conference. The motion passed.

**Old Business**

a. Discussion and Vote: Expert Reviewers – Pam Dunkin

**MOTION**

On the motion of Ms. Lancaster, seconded by Mr. Cameron, the board voted unanimously in favor to go into executive session to discuss the list expert reviewer candidates. The motion passed.

**MOTION**

On the motion of Mr. Cameron, seconded by Ms. Nix and Ms. Lancaster, the board voted unanimously in favor to come out of executive session and return to open session. The motion passed.

**MOTION**

On the motion of Ms. Lancaster, seconded by Ms. Nix, the board voted unanimously in favor to appoint the Following expert reviewers: Michael Bomar, Jan Giesen, Cynthia Holmes, Monica Owens, Debra Sawyer, Crysta Schaff, Andrew Sone, Carolina M. Van De Voorde and Jennifer Wolff. The motion passed.

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

**Adjournment:**

Ms. Melton moved to adjourn. There being no other business, the meeting was adjourned at 11:15 a.m.