

Georgia State Board of Long-Term Care Facility Administrators

Board Meeting Minutes – April 10, 2025

Professional Licensing Boards Division of the Secretary of State
237 Coliseum Drive, Macon, Georgia 31217

Members Present:

- Barbara Mitchell, Chair
- Barbara Baxter, Vice Chair
- Norma Jean Morgan
- Chap Nelson
- Staci Kennedy
- Tim Bush
- Shanna Dupree

Others Present:

- Brad Coman, Executive Director
- Melanie Foster, Licensing Supervisor
- Kristin Mitchell, Board Support Specialist
- Robyn Henley, Licensing Analyst
- Elizabeth Simpson, Assistant Attorney General

Members Absent:

- Beth Cayce
- Darcy Watson
- Kim Pitsenbarger

Note: Visitors are excused during Executive Session unless scheduled for a personal appearance.

Barbara Mitchell, Chair, noted that a quorum was present, called the meeting to order at 9:06 a.m., and declared the meeting to be “open” pursuant to the Open and Public Meeting Act, O.C.G.A. §§50-14-1 et seq.

OPEN SESSION

Agenda

Barbara Baxter moved, Shanna Dupree seconded, and the Board voted to approve the April 10, 2025, agenda.

Minutes

Barbara Baxter moved, Chap Nelson seconded, and the Board voted to approve the January 9, 2025, Open Meeting minutes and Executive Session minutes.

Ratification List

Licenses Issued 1/7/2025 through 4/6/2025 (Total – 99): Chap Nelson moved, Shanna Dupree seconded, and the Board voted to ratify the licenses issued between meetings by application and reinstatement in accordance with Board Rules and Policies.

License #	Licensee
ALCA000840	Crystal Latonya Lipscomb
PCHA000292	Needam Moses Moses
ALCA000842	Needam Moses Moses
PCHA000293	Willie Kay Tillman
ALCA000841	Jestina Sayenoh Saywon
ALCA000843	Willie Kay Tillman
ALCA000844	Mary E Hart
ALCA000845	Kelly Elizabeth DiTullio
ALCA000846	Tammy Dee Ikama-Obambi
PCHA000294	Tammy Dee Ikama-Obambi
ALCA000847	Jessica Blake Coker
ALCA000848	peter kent vanderbogart

License #	Licensee
NHA006210	Janel Baily
NHA006209	Noah Moore
NHAT000551	Chad Allen Mixon
NHA006211	Michael Keyes Bowman
NHA006212	Peter Ehichioya Ojo
ALCA000849	Heather Nicole Webber
ALCA000850	Patrice Govan Washington
PCHA000295	Christina Mitchell
NHAT000552	Dawn Michelle Jones
NHAT000553	Shelley Marie Hughes
NHA006213	Celesta Nix
NHA006214	Vernee Lashay Roberts

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NHA006215	Titilayo E Adeyemi
ALCA000851	Michael Lamar Key
PCHA000296	Amanda Kay May
ALCA000852	Fritznel M Honore
ALCA000853	Mary Trenton Griffies
ALCA000854	Frank R. Dinie
ALCA000855	La Pashon Antionette Conner-Abd
NHA006216	Crystal Sterling Jones
ALCA000856	Deonte A Robinson
NHA006217	Kehinde Adeola Lawal
NHAS000337	John Wilson
NHAP000309	John Wayne Wilson
NHA006218	DaMika Colbert
ALCA000857	Marcus DeWayne McKnight Jr
ALCA000858	Nadege Adrien
ALCA000859	Gina Lee Pope
ALCA000860	Tracy Van Boren Carr
PCHA000297	Patrice A Hurst
PCHA000298	Amy B McDowell
ALCA000861	Patrice A Hurst
ALCA000862	Sandy Owens
ALCA000864	JACQUENETTE GUTHRIE
ALCA000863	Megan Owens
PCHA000299	JACQUENETTE GUTHRIE
PCHA000300	Melica D Lenoir
ALCA000865	Melinda M Anderson
ALCA000866	Kimberly Matthews Skiff
PCHA000301	Matthew Fox
PCHA000302	Debra Burnett Williams
ALCA000867	Tania king
NHA006219	Ethan Hunter Barnhill
ALCA000868	Olawale Ajagbe
NHAT000554	Katelyn Maderia Flores-Chavez
ALCA000869	Kila Acey
NHAT000555	ARKESHIA ADEDEJI
NHA006220	Allison Diane McKenney
NHAT000556	Jessica Lynn Gorham
NHAT000557	Charisma Kiara Ely

License #	Licensee
ALCA000870	Collette Murray
NHA006221	Holly Ann Smith
NHA006222	Tabitha Amanda Johnson
ALCA000871	Christina Mitchell
NHA006223	Hannah Montgomery
ALCA000872	Jeffrey Elliott Whitten JR
ALCA000873	Ruby Lamb
ALCA000874	Charles G Plakiotis
ALCA000875	Kaline Elody Remillard
NHA006224	Ingrid L Houston
ALCA000876	Joao M Davis
ALCA000877	Christopher Lee Forde
NHA006225	Robert Henige
NHA006226	Taylor Morgan McCoy
NHA006227	Caroline Willoughby Fender
ALCA000878	Yania Bautista
ALCA000879	Anica McDonald
NHA006228	Joanne Akuoko
NHA006229	Hannah Noel Recker
PCHA000303	Viktor Arvanitopolo
ALCA000880	Clinton Thomas Strickland
ALCA000881	veronique neala stewart baveghem
ALCA000882	ARLENE CHRISTIE STEPHENS
ALCA000883	Jordan Bloom
PCHA000304	Jordan Bloom
NHA006230	Shanathania Mahorn
ALCA000884	Megan Nicole Martella
ALCA000885	Shannon Devona Mays
ALCA000886	Zachary Tyler Hamsley
ALCA000887	Kaycedar Fairley
ALCA000888	Brandi Mae Powell
ALCA000889	Candi Lloyd-Creech
ALCA000890	Cory J Gambardella
PCHA000305	veronique neala stewart baveghem
ALCA000891	Damaris Green
PCHA000306	Jordan Brock Sears
ALCA000892	Thelandra Teneshia Harrison

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EXECUTIVE SESSION

Barbara Baxter moved, Chap Nelson seconded, and the Board voted to enter Executive Session at 9:12 a.m. in accordance with O.C.G.A. §43-1-2(k) (1) (2), § 50-14-2 (1), and 43-1-19(h) (2) & (4), for the purpose of discussing and reviewing applications, complaints, and to hear the Attorney General’s Report.

At the conclusion of Executive Session Barbara Mitchell, Chair, declared the Board meeting to be “open” pursuant to the Open and Public Meeting Act O.C.G.A. § 50-14-1 et seq., at 12:18 p.m. No votes were taken in Executive Session.

OPEN SESSION

Barbara Baxter moved, Tim Bush seconded, and the motion was carried by the Board to ratify the following recommendations made during the Executive Session:

Appointments:

4228257 – E.J. – Nursing Home Administrator by Reciprocity – Barbara Baxter recused. Deny as the state that the applicant is applying for reciprocity from does not maintain a system and standard of qualifications which is substantially equivalent to those required in this state and the applicant’s experience, education, and/or training is insufficient to qualify.

4176669 – J.A. – Assisted Living Community Administrator by Exam – Approve with a Letter of Concern for unlicensed practice.

4196111 – H.P. – Assisted Living Community Administrator by Exam – Approve with a Letter of Concern for failure to disclose arrest history and unlicensed practice.

4146147 – S.J. – Nursing Home Administrator application by Reciprocity – Deny as the state that the applicant is applying for reciprocity from does not maintain a system and standard of qualifications which is substantially equivalent to those required in this state and the applicants experience, education, and/or training is insufficient to qualify.

Applications:

4134523 – M.M. – Assisted Living Community Administrator by Endorsement – Deny – The state that the applicant is applying for reciprocity from does not maintain a system and standard of qualifications which is substantially equivalent to those required in this state. Applicant holds a certification, not a license, and should apply for initial licensure.

4205566 – D.S. – Nursing Home Administrator by Reciprocity – Deny – The state that the applicant is applying for reciprocity from does not maintain a system and standard of qualifications which is substantially equivalent to those required in this state and the applicant’s experience, education, and/or training is insufficient to qualify.

4179411 / 417923 – T.M. Personal Care Home Administrator by Reinstatement / Assisted Living Community Administrator Reinstatement – Deny – Applicant has not provided proof of the required CE to qualify for reinstatement.

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4197777 – Karen Pass – Assisted Living Community Administrator by Exam – Tim Bush recused. Approved.

4213143 – L.P. – Administrator in Training – Deny – Based on the education and experience provided applicant does not qualify for the 500 hour program applied for but would qualify for a 2,000 program if they apply.

4217882 – Morly Richards – Assisted Living Community Administrator by Exam – Approve.

4185648 – C.C. – Nursing Home Administrator by Reciprocity – Deny – The state that the applicant is applying for reciprocity from does not maintain a system and standard of qualifications which is substantially equivalent to those required in this state and the applicants experience, education, and/or training is insufficient to qualify.

4170785 Lashunta Jackson – Nursing Home Administrator by Reciprocity – Approve based on applicant’s experience, education, and/or training.

4178048 Jacob Mankowski – Assisted Living Community Administrator by Endorsement – Approve.

Complaints:

NHA250024 – Close – No jurisdiction.

NHA250027 – Close – Facility in compliance.

NHA250029 – Close – Lack of information.

NHA250028 – Close – Facility in compliance.

NHA240012 – Close – Facility in compliance.

Attorney General’s Report

The Board reviewed and accepted the Attorney General’s report, which included information on any cases referred for action and requests for advice.

Docketed Orders – Barbara Baxter moved, Norms Jean Morgan seconded, and the Board voted to accept the docketed orders as presented:

Type	Licensee	License/Application #	Docket #	City
Consent Order	Robert Burns Jr	NHA003825	2025-0038	Walhalla, SC
Consent Agreement	Clarencia Smith	4122725	2025-0219	Mableton

Board Election:

Tim Bush moved, Chap Nelson seconded, and the Board voted unanimously to re-elect Barbara Mitchell as Chair and Barbara Baxter as Vice Chair.

Certificates of Active Supervision:

The Board reviewed the certificates of active supervision from the Governor’s office, dated March 12, 2025, for changes to Board Rules 393-9-.02, 393-13-.01, 393-13-.02, and 393-13-.04. These amendments have been approved, to become effective on April 7, 2025.

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Discussion on AIT Reporting:

The Board reviewed and discussed the changes to the licensing system going into effect next month, specifically changes to the process for managing apprentice reporting hours for the apprentice and preceptor. Staff notified the Board that quick reference guides to be shared with the general public will be available and published to the agency's website soon.

There being no further business, Barbara Mitchell, Chair, declared the meeting adjourned at 12:27 p.m.

The next meeting of the Georgia State Board of Long-Term Care Facility Administrators will be held Thursday, July 10, 2025, at 237 Coliseum Drive, Macon, GA 31217 at 9:00 a.m.

Minutes recorded by: Kristin Mitchell, Board Support Specialist
Minutes reviewed and edited by: Brad Coman, Executive Director
Minutes approved on July 10, 2025.


Barbara Mitchell, Chair


Brad Coman, Executive Director

STATE OF GEORGIA
COUNTY OF BIBB

**AFFIDAVIT SUPPORTING CLOSING
OF PUBLIC MEETING**

The Georgia Open Meetings Act, O.C.G.A.50-14-1 et seq., requires that all meetings of an entity covered by the statute must be open to the public unless there is some specific statutory exception which permits the closing of the meeting. If such a meeting to be closed, the law requires that the presiding person execute a sworn affidavit stating that the subject matter of the meeting or the closed portion thereof was devoted to matters within the statutory exceptions and identifying those specific exceptions relied upon. O.C.G.A.50-14-4(b). A copy of this affidavit must be filed with the minutes of the meeting in question:

Comes now, **Barbara Mitchell**, the presiding officer identified below and, before an official duly authorized to administer oaths, makes this affidavit in satisfaction of the statutory requirements outlined above.

1. I am the presiding officer of the Georgia State Board of Long-Term Care Facility Administrators.
2. I am over the age of 18 and in all other aspects, competent to make this sworn statement. I acknowledge that I am giving this statement under oath and penalty of perjury and that I have read the contents of this affidavit prior to signing it.
3. On April 10, 2025, this entity, which is subject to the Open Meetings Act, met. A majority of the quorum of the members present voted to close the meeting or a portion thereof for the following indicated reason(s). I hereby certify that during the closed portion of the meeting, only those subjects indicated below were discussed. I also certify that I have reviewed the exceptions provided under the Open Meetings Act that may permit the closing of a meeting and that, to the best of my knowledge, the reasons I have described in detail below meet the requirements for closing this public meeting.
4. The legal authority for the closure of this meeting was O.C.G.A. 43-1-2(k) and 43-1-19(h).
5. The subject(s) discussed and the underlying facts supporting the closing of this meeting are:

SUBJECT DISCUSSED:	LEGAL AUTHORITY
Investigations including reports and deliberations	O.C.G.A. Sect. 43-1-19(h)(2)&(4)
Applications	O.C.G.A. Sect. 43-1-2-(k)(1)(2)
Exams (including questions, materials, and deliberations)	O.C.G.A. Sect. 43-1-2(k)(3)(4)
Attorney General's Report (certain matters of attorney/client privilege which include: 1. Pending/Potential litigation 2. Settlements (Consent Orders/Disciplinary 3. Claims 4. Administrative Proceedings 5. Judicial actions relating to the board 6. Other matters listed as closed session	O.C.G.A. Sect. 50-14-2(1)
Investigative Interviews if part of disciplinary	O.C.G.A. Sect. 43-1-19(4)
Probation Report (employer and self report)	
Probation Reports (medical information)	O.C.G.A. Sect. 50-18-72(G)(2)

	Executive Session Minutes	O.C.G.A. Sect 50-14-4
	Cognizant Member's Report	O.C.G.A. Sect. 43-1-2(k)(4)
	Voting	None (must be in open session)

FURTHER THE AFFIANT SAYETH NOT

PRESIDING OFFICER Barbara Mitchell

Sworn and subscribed before me.

This 10th day of April, 2025.

Renae L. Gray
Notary Public

My commission expires:

