

**Georgia State Board of Long-Term Care Facility Administrators**  
**Board Meeting Minutes – August 20, 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
- Shanna Dupree
- Beth Cayce
- Darcy Watson
- Kim Pitsenbarger
- Staci Kennedy
- Suzanne Gerhardt
- Donna Sant

**Others Present:**

- Brad Coman, Executive Director
- Melanie Foster, Licensing Supervisor
- Robyn Henley, Licensing Analyst
- Tommy McNulty, Assistant Attorney General

**Members Absent:**

- Tim Bush

*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 9:02 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**

Barbara Mitchell welcomed new Board members, Suzanne Gerhardt and Donna Sant.

**Agenda**

Barbara Baxter moved, Beth Cayce seconded, and the Board voted to approve the August 20, 2025, agenda.

**Minutes**

Barbara Baxter moved, Norma Jean Morgan seconded, and the Board voted to approve the July 10, 2025, Open Meeting minutes and Executive Session minutes.

**Ratification List**

Licenses Issued 7/7/2025 through 8/17/2025 (Total – 44): Barbara Baxter moved, Beth Cayce 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
NHA006246	Wendy Henning
PCHA000320	ashley nicole young
NHA006247	Nautica Crawford
ALCA000941	Kaylee Joanna Pruitt
NHA006248	Diane Mullen
NHA006249	Dale Carey
NHA006250	Pamela Leverett Stewart
NHA006251	Christopher Allen Golden
PCHA000321	Jill Downs Griffin
NHA006252	James Christopher Echols

License #	Licensee
NHAT000563	Sandra L Martin
ALCA000942	Tiffany R Powell
ALCA000943	Megan Farmer
ALCA000944	Hannah Montgomery
NHA006253	ELMORE PATTERSON
NHAP000315	Lorie Ann Scott Newsome
NHAS000345	Lorie Ann Scott Newsome
ALCA000945	Beatrice Agyemang
NHAP000316	Elizabeth Burns Hill
NHAS000346	Elizabeth Burns Hill

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NHA006254	Jacob Lindsey
ALCA000946	Natasha Schneeberger
ALCA000947	Kayla Michelle Salvatore
PCHA000322	Jim Alphonso Accordino
PCHA000323	Kaylee Joanna Pruitt
NHAT000564	Dwight Eugene Johnson Jr
NHAT000565	Kayla Shepard
NHA006255	Dusty Ann Catala
ALCA000948	Yvette Denise Pearson
NHAS000347	Oghenekaro Charles Odhom
NHA006256	David Bradford Myers II
ALCA000949	Kesha Monique Sellars

License #	Licensee
ALCA000950	Kristen Hardy
ALCA000952	Pamela Polley
ALCA000951	Leisa Cawthon
PCHA000324	Leisa Cawthon
ALCA000953	Heather Jean Shields
ALCA000954	Krista B. Pope
ALCA000955	Courtney Deanne Ellis
PCHA000325	Courtney Deanne Ellis
NHAP000317	Nelva Melissa Lee
ALCA000956	Timothy Ritch
NHAP000318	Megan Logue Gibbs
ALCA000957	Ella Stephenson

**EXECUTIVE SESSION**

Barbara Baxter moved, Norma Jean Morgan seconded, and the Board voted to enter Executive Session at 9:18 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 10:28 a.m. No votes were taken in Executive Session.

**OPEN SESSION**

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

**Appointments:**

4228357 – E.J. – Nursing Home Administrator by Reciprocity Denial Appeal – No show. Reschedule to the next meeting.

NHA250042 – M.M. – No show. Reschedule to the next meeting.

**Applications:**

4266499 – Sarah Moody – Nursing Home Administrator by Reciprocity – Approve based on education, experience, or training.

**Complaints:**

NHA240030 – Close – No violation.

NHA260004 – Table – Refer to Investigations to obtain additional information, as well as obtain statements from respondent, complainant, and witnesses.

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**Executive Session Other Business:**

4120064 – Accept hours beginning 8/1/25. AIT will need to request an extension to complete AIT, which should be submitted before the expiration of the AIT. Any site and/or supervisor change request should be submitted prior, and any hours completed before the Board has approved a change cannot be accepted.

3087118 – Deny additional hours submitted in excess of 40hrs/week.

**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.

**OTHER BUSINESS:**

**Docketed Orders** – Barbara Baxter moved, Beth Cayce seconded, and the Board voted to accept the docketed orders as presented:

Type	Licensee	License/Application #	Docket #	City
Consent Agreement	Ja’Cinta Fed	4222208	2025-0792	Ellenwood

**Executive Director’s Report**

The Commission reviewed the Executive Director’s report, which provided the Commission with statistical data relevant to the processing of applications and complaints/compliance matters for the 2025 fiscal year.

There being no further business, Barbara Mitchell, Chair, declared the meeting adjourned at 10:44 a.m.

The next meeting of the Georgia State Board of Long-Term Care Facility Administrators will be held Thursday, October 9, 2025.

Minutes recorded by: Kristin Mitchell, Board Support Specialist  
Minutes reviewed and edited by: Brad Coman, Executive Director  
Minutes approved on October 9, 2025.

  
Barbara Baxster, acting 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 August 20, 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 20th day of August, 2025

Renae L. Gray  
Notary Public

My commission expires:



RENAE L. GRAY  
Notary Public, Georgia  
Houston County  
My Commission Expires  
June 01, 2027