

**Georgia State Board of Long-Term Care Facility Administrators
Board Meeting Minutes – December 4, 2025**

Professional Licensing Boards Division of the Secretary of State
3920 Arkwright Rd. Suite 195, Macon, GA 31210

Members Present:

- Barbara Mitchell, Chair
- Barbara Baxter, Vice Chair
- Norma Jean Morgan
- Beth Cayce
- Kim Pitsenbarger
- Suzanne Gerhardt
- Tim Bush

Others Present:

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

Members Absent:

- Donna Sant
- Staci Kennedy
- Shanna Dupree

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 9:03 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, Tim Bush seconded, and the Board voted to approve the December 4, 2025, agenda.

Minutes

Beth Cayce moved, Barbara Baxter seconded, and the Board voted to approve the October 9, 2025, Open Meeting minutes and Executive Session minutes.

Ratification List

Licenses Issued 10/7/2025 through 12/1/2025 (Total – 50): Norma Jean Morgan 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
ALCA000981	Jennifer Wilson Banks
ALCA000982	Courtney Nikole Akins
ALCA000983	Polly A Weeks
ALCA000984	Molly Katherine Edgar
ALCA000985	Theresa Nwajei
ALCA000986	Stephanie Dianne Willerson
ALCA000987	Katherine Thornburg
ALCA000988	Karla Williams
ALCA000989	Detra Lynette Summers
ALCA000990	Kimberly Racquel Booker
ALCA000991	Julia Galdis Coker
ALCA000992	Wilson Anhar

License #	Licensee
ALCA000993	Ja'Cinta M Fed
ALCA000994	Lydia Ann Scott
ALCA000995	Latoya Kendrick Flowers
ALCA000996	Tracy Lynn Hoy
ALCA000997	Craig Daniel Jones
ALCA000998	FATEMA TUZ ZOHRA
ALCA000999	Penelope RaLonda McClellan
ALCA001000	Rosalinda Lenise Phagan
ALCA001001	Crystal Dawn Bowen
ALCA001002	Terry L. Thompkins
ALCA001003	Samantha N Rholetter
ALCA001004	Bojana Bojanovic

**Georgia State Board of Long-Term Care Facility Administrators
Board Meeting Minutes – December 4, 2025**

Professional Licensing Boards Division of the Secretary of State
3920 Arkwright Rd. Suite 195, Macon, GA 31210

License #	Licensee	License #	Licensee
ALCA001005	Symone Briana Walker	PCHA000339	Tylena C Revels
NHAP000319	Lisa Crunkelton Sams	PCHA000340	Randall Scott Cochran
NHAP000320	Madison Brown Sapp	NHAT000572	Miranda Barnes
NHAS000350	Tower Road Post Acute	NHAT000573	Jasmine Landora Scarver
NHAS000351	Pruitthealth Sylvester	NHAT000574	Derrek Walker Smith
NHAS000352	The Oaks - Carrollton	NHAT000575	DeBrisha Daniel
NHAS000353	Windermere Health Center by Harborview,	NHAT000576	DaQuan LaShawn Cooper
NHAS000354	Dublinair Health & Rehab	NHAT000577	Kristen Nicole Brooks
PCHA000334	Letisha F Scott	NHA006266	Nipa Patel
PCHA000335	Kelli Suzanne Fortner	NHA006267	Monica Williams
PCHA000336	Kimberley Dawn Magee	NHA006268	Jocelyn Marie Schrader
PCHA000337	Chanelle AnnMarie Evans	NHA006269	Shelley Marie Hughes
PCHA000338	Breanna Shea Dockery	NHA006270	Terri Lynn Amitrone

EXECUTIVE SESSION

Barbara Baxter moved, Beth Cayce seconded, and the Board voted to enter Executive Session at 9:07 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 9:44 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:

Applications:

4356727 – L.W. – Approve education.

4314667 – W.B. – Deny – Does not qualify for 500 hour AIT program based on education and experience. Applicant will need to reapply for the appropriate program length to be considered.

Complaints:

NHA250042 – Table – Refer to Investigations to obtain statement and additional information from complainant.

NHA260007 – Close – No jurisdiction / civil matter.

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.

**Georgia Board of Long-Term Care Facility Administrators
Board Meeting Minutes – December 4, 2025**

Professional Licensing Boards Division of the Secretary of State
3920 Arkwright Rd. Suite 195, Macon, GA 31210

OTHER BUSINESS:

Petition for Rule Waiver:

Wesley Brown – Waiver of Rule 393-3-.02(d) which dictates the length of an AIT program based on the individual's education and experience. Norma Jean Morgan moved, Suzanne Gerhardt seconded, and the Board voted unanimously to deny the petition as it did not demonstrate compelling rationale that strict application of the rule would create a unique, substantial hardship to the petitioner.

Open Records Request:

The Board reviewed an Open Records Request for application or renewal documents. Barbara Baxter moved, Beth Cayce seconded, and the Board unanimously voted to deny the request.

There being no further business, Barbara Mitchell, Chair, declared the meeting adjourned at 10:08 a.m.

The next meeting of the Georgia State Board of Long-Term Care Facility Administrators will be held Thursday, February 12, 2026 at 9:00 am.

Minutes recorded by: Kristin Mitchell, Board Support Specialist
Minutes reviewed and edited by: Brad Coman, Executive Director
Minutes approved on February 3, 2026.


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 December 4, 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 4th day of December, 2025

Renae L. Gray
Notary Public

My commission expires:

