

Georgia State Board of Long-Term Care Facility Administrators

Board Meeting Minutes – June 11, 2026

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

Members Present:

- Barbara Baxter, Vice Chair
- Norma Jean Morgan
- Staci Kennedy
- Shanna Dupree
- Kim Pitsenbarger
- Suzanne Gerhardt

Others Present:

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

Members Absent:

- Donna Sant
- Beth Cayce
- Tim Bush

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

Barbara Baxter, acting 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.

The Board expressed, with immense sadness, their condolences to the family and friends of Board Chair, Barbara Mitchell, after her recent passing. An extremely dedicated board member, having been appointed to the Board by Governor Nathan Deal in June 2013, Barbara Mitchell was an invaluable asset to the long-term care profession, advocating for the residents she served and leading with compassion, and will be sorely missed.

OPEN SESSION

Agenda

Kim Pitsenbarger moved, Shanna Dupree seconded, and the Board voted to approve the June 11, 2026, agenda.

Minutes

Norma Jean Morgan moved, Kim Pitsenbarger seconded, and the Board voted to approve the April 9, 2026, Open Meeting minutes and Executive Session minutes.

Ratification List

Licenses Issued 4/7/2026 through 6/7/2026 (Total – 80): Norma Jean Morgan moved, Kim Pitsenbarger 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
ALCA001069	Jasmine Landora Scarver
ALCA001070	Melissa Annette Bartlett
ALCA001071	Melissa Chupp
ALCA001072	Cindy Martin Shadburn
ALCA001073	S. Meshelle Kidd
ALCA001074	Vernice Toloria Giles
ALCA001075	Octavia Badger
ALCA001076	Christine Munns Cowart

License #	Licensee
ALCA001077	Christopher Gordon
ALCA001078	Zechariah Daise Legendary
ALCA001079	Melissa DaSilva
ALCA001080	Nardos Tekeba Yeshitla
ALCA001081	Susan Renae Bowen
ALCA001082	Danita Marsh
ALCA001083	Carol G Harris
ALCA001084	Carol L Whitney

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License #	Licensee	License #	Licensee
ALCA001085	Alyssa Jenkins	PCHA000354	Traci Leigh Jones
ALCA001086	Katie Rittenhouse	PCHA000355	Recca Latice Isom
ALCA001087	Kaelyn Meade Parker	PCHA000356	Edward John Nucci
ALCA001088	Ashley Walden	PCHA000357	Margaret Radford Ewest
ALCA001089	Andrea Renee Winters	PCHA000358	Bennie Oneal Boatwright iii
ALCA001090	ShaQuandria Givens	PCHA000359	Pascha W Williams
ALCA001091	Daniel Holt Lewis	PCHA000360	Lakisha Gault Williams
ALCA001092	Terri Bryan	PCHA000361	Suzette Deneus
ALCA001096	Katrina Marcee Durr	PCHA000362	Stacey Peavy
ALCA001093	Allison Karon Putnam	NHAT000591	Kendra LaTresh White-Smith
ALCA001094	Tera Yvonne Zilbert	NHAT000592	Cory Fagan Brown
ALCA001095	Melissa Caraline Hay	NHAT000593	Rickyia Wesley
ALCA001097	Elia Zahidy Hernandez	NHAT000594	Monroe Simpson
ALCA001098	Shannon Laquita Scott	NHAT000595	Janet Alesa Lewis
ALCA001099	Lakisha Gault Williams	NHA006287	Janis Elizabeth Carver
ALCA001100	Cynthia Swaim	NHA006288	Warren Taylor
ALCA001101	Tanya Burnett	NHA006289	Mark Morley
ALCA001102	Suzette Deneus	NHA006290	Jacqueline Holliday
ALCA001104	Heather Stringer Cruze	NHA006291	Sheresa G Demings
ALCA001103	Stacey Peavy	NHA006292	JeMarcus Lamar Marshall Sr
ALCA001105	Maxey Lee McGill	NHA006293	eden najman
ALCA001106	Michele Avette Tassin	NHA006294	MaChere Laura Chiles
NHAP000325	Charity M Bathon	NHA006295	Becky Ann Ware
NHAP000326	Kristin A Markley	NHA006296	Levonina Gunter
NHAP000327	Tiffany Maryon Reese	NHA006297	Dane Wheeler
NHAP000328	Rashunda Williams	NHA006298	Kweilin Nadal-Smith Belitsos
NHAS000362	Advent Properties dba Rehabilitation	NHA006299	Tyra Chaunique Little
NHAS000363	Pruithhealth Toombsboro	NHA006300	Tara Asbell
NHAS000364	Arrowhead Post Acute	NHA006301	Felecia Kytina Brown
NHAS000365	PruittHealth Limestone	NHA006302	Joseph Germain
NHAS000366	Keysville LTC Management, LLC	NHA006303	Gregory Scott Seeger
PCHA000353	Heather D Williams	NHA006304	Daniel R Oakes

EXECUTIVE SESSION

Suzanne Gerhardt moved, Shanna Dupree seconded, and the Board voted to enter Executive Session at 9:08 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 Baxter, acting 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 10:43 a.m. No votes were taken in Executive Session.

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OPEN SESSION

Suzanne Gergardt moved, Staci Kennedy seconded, and the motion was carried by the Board to ratify the following recommendations made during the Executive Session:

Appointment:

4606767 – A.V. – Assisted Living Community Administrator by Exam – Approve with a public Consent Agreement to include a \$1,000 fine for unlicensed practice.

Applications:

4651720 – F.T. – Nursing Home Administrator by Reciprocity – Deny – State that licensee is trying to reciprocate from has less stringent requirements than those in this state, and education, experience, and training is not sufficient to qualify. Applicant would qualify for a 500-hour AIT program.

4717384 – E.H. – Nursing Home Administrator by Reciprocity – Approve pending receipt of verifications of employment.

4702861 – M.F. – Assisted Living Community Administrator by Exam – Deny – Lack of qualifications.

Complaints:

NHA260014 – Refer to the Attorney General’s Office for revocation for unethical / unprofessional conduct and unlicensed practice.

NHA260020 – Close – No violation.

Executive Session Other Business:

4402401 – Approve change in AIT program to 1,000 hours.

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:

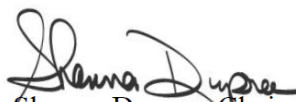
Board Election:

Kim Pitsenbarger moved, Norma Jean Morgan seconded, and the Board voted unanimously to elect Shanna Dupree as Chair and Suzanne Gerhardt as Vice Chair.

There being no further business, Barbara Baxter, acting Chair, declared the meeting adjourned at 10:56 a.m.

The next meeting of the Georgia State Board of Long-Term Care Facility Administrators will be held Thursday, August 13, 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 August 13, 2026.


Shanna Dupree, 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 Baxter**, 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 **June 11, 2026**, 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 J. Bayler

Sworn and subscribed before me.

This 11th day of June, 2026.

Renea L. Gray
Notary Public

My commission expires:

