

**VIRGINIA BOARD OF LONG-TERM CARE ADMINISTRATORS
INFORMAL CONFERENCE COMMITTEE**

October 7, 2015 - 10:00 a.m.

**Department of Health Professions
9960 Mayland Drive, Suite #300
Henrico, Virginia 23233**

- CALL TO ORDER:** An Informal Conference Committee of the Board of Long-Term Care Administrators was called to order at 10:00 a.m.
- MEMBERS PRESENT:** Karen Stanfield, NHA, Chair
Martha Hunt, ALFA
- DHP STAFF PRESENT:** Lynne Helmick, Deputy Executive Director
David Kazzie, Adjudication Specialist
- MATTER:** **Alice Brooks, A.L.F.A.**
License No.: 1706-000524
Case No.: 159008
- DISCUSSION:** Ms. Brooks appeared in person before the Committee in accordance with the Notice of the Board dated September 9, 2015. Ms. Brooks was present and was not represented by counsel.
- The Committee fully discussed the allegations as outlined in the Notice of Informal Conference with Ms. Brooks.
- CLOSED SESSION:** Upon a motion by Ms. Hunt, and duly seconded by Ms. Stanfield, the Committee voted to convene a closed meeting pursuant to §2.2-3711.A(27) of the Code of Virginia, for the purpose of deliberation to reach a decision in the matter of Alice Brooks, ALFA. Additionally, she moved that Ms. Helmick and Mr. Kazzie attend the closed meeting because their presence in the closed meeting was deemed necessary and would aid the Committee in its discussions. The Committee entered into closed session at 10:51 a.m.

RECONVENE: Having certified that the matters discussed in the preceding closed session met the requirements of §2.2-3712 of the Code, the Committee re-convened in open session at 11:17 a.m.

DECISION: Upon a motion by Ms. Hunt, and duly seconded by Ms. Stanfield, the Committee ordered for Ms. Brooks to obtain twenty-four (24) hours of continuing education before March 31, 2016. Motion carried.

ADJOURNMENT: The Committee adjourned at 11:20 a.m.

Karen Stanfield, NHA, Chair

Lisa R. Hahn, Executive Director

Date

Date
