

**VIRGINIA BOARD OF LONG-TERM CARE ADMINISTRATORS
SPECIAL CONFERENCE COMMITTEE MINUTES**

November 29, 2023

Department of Health Professions

Perimeter Center

9960 Mayland Drive, Suite 201

- CALL TO ORDER:** A Special Conference Committee of the Board was called to order at 10:06 a.m.
- MEMBERS PRESENT:** Ashley Jackson, MBA, NHA, Chair
Kimberly Brathwaite, ALFA
- DHP STAFF PRESENT:** Melanie Pagano, Deputy Executive Director
Florence Venable, Discipline Operations Manager
Christine Corey, Adjudication Specialist
David Kazzie, Adjudication Consultant
- MATTER:** **Charles Bolding, ALFA** License No.: 1706-001203
Case No.: 211845
- DISCUSSION:** Mr. Bolding appeared in person before the Committee in accordance with the Board's Notice of the board dated June 7, 2023, and the Board's Rescheduling letter dated August 17, 2023. Mr. Bolding was represented by Peter Mellette, Esq.
- The Committee fully discussed the allegations in the Notice with Mr. Bolding.
- CLOSED SESSION:** Upon a motion by Ms. Brathwaite and duly seconded by Ms. Jackson, 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 Charles Bolding, ALFA. Additionally, Ms. Brathwaite moved that Ms. Pagano and Ms. Venable attend the closed meeting because their presence in the closed meeting was deemed necessary and would aid the Committee in its discussions.

RECONVENE: Having certified that the matters discussed in the preceding closed session met the requirements of §2.2-3712 of the Code of Virginia, the Committee reconvened in open session and announced its decision

DECISION: Upon a motion by Ms. Brathwaite and duly seconded by Ms. Jackson, the Board voted to **dismiss** the case against Charles Bolding, ALFA. The motion carried.

AJOURNMENT: The Committee adjourned at 11:55 a.m.

MATTER: **Jordan Moore, ALF-AIT License No.: 1708-000982
Case No.: 214792**

PRELIMINARY MATTER: The chair noted that the time was 12:12 p.m. and Jordan Moore, ALF-AIT was noticed to appear before the Committee at 11:00 a.m. and was not present.

Mr. Kazzie advised that the Notice had been sent to Mr. Moore's address of record with the Board by certified and First-class mail.

RULING: Based on the information provided by Mr. Kazzie, the chair determined that proper notice had been provided to Mr. Moore, therefore, the informal conference would proceed in his absence.

DISCUSSION: Mr. Moore did not appear before the Committee in accordance with the Board's Notice of Informal Conference dated September 11, 2023, nor was he represented at the conference by legal counsel.

The Committee fully considered the evidence before it and received information from Mr. Kazzie regarding the allegations in the Notice.

CLOSED SESSION: Upon a motion by Ms. Brathwaite and duly seconded by Ms. Jackson, 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 Jordan Moore, ALF-AIT. Additionally, Ms. Brathwaite moved that Ms. Pagano and Ms. Venable attend the closed meeting because their presence in the closed meeting was deemed necessary and would aid the Committee in its discussions.

RECONVENE:

Having certified that the matters discussed in the preceding closed session met the requirements of §2.2-3712 of the Code of Virginia, the Committee reconvened in open session and announced its decision

DECISION:

Upon a motion by Ms. Brathwaite and duly seconded by Ms. Jackson, the Committee voted to refer this matter to a formal administrative hearing. The motion carried.

AJOURNMENT:

The Committee adjourned at 12:30 p.m.

A formal hearing will be scheduled for a future date for a final determination.

MATTER:

**Parween Nooruddin, ALFA License No.: 1706-001244
Case No.: 230361**

DISCUSSION:

Ms. Nooruddin appeared in person before the Committee in accordance with the Board's Notice of Informal Conference dated September 21, 2023. Ms. Nooruddin was not represented by counsel.

The Committee fully discussed the allegations in the Notice with Ms. Nooruddin.

CLOSED SESSION:

Upon a motion by Ms. Brathwaite and duly seconded by Ms. Jackson, 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 Parween Nooruddin, ALFA. Additionally, Ms. Brathwaite moved that Ms. Pagano and Ms. Venable attend the closed meeting because their presence in the closed meeting was

deemed necessary and would aid the Committee in its discussions.

RECONVENE:

Having certified that the matters discussed in the preceding closed session met the requirements of §2.2-3712 of the Code of Virginia, the Committee reconvened in open session and announced its decision

DECISION:

Upon a motion by Ms. Brathwaite and duly seconded by Ms. Jackson, the Committee voted to refer this matter to a formal administrative hearing. The motion carried.

AJOURNMENT:

The Committee adjourned at 2:01 p.m.

A formal hearing will be scheduled for a future date for a final determination.



Melanie Pagano, Deputy Executive Director

December 11, 2023

Date