

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

October 25, 2018

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

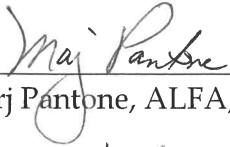
- CALL TO ORDER:** A Special Conference Committee of the Board was called to order at 11:20 a.m.
- MEMBERS PRESENT:** Marj Pantone, ALFA, Chair
Cary Douglas Nevitt, ALFA
- DHP STAFF PRESENT:** Lynne Helmick, Deputy Executive Director
David Kazzie, Adjudication Specialist
- OTHERS PRESENT:** Janna Mills
Karen Attardo
- MATTER:** **Verlicious K. Clark, ALFA**
License # 1706-000877
Case # 172649
- DISCUSSION:** Ms. Clark appeared before the Committee in accordance with the Notice of Informal Conference, dated August 21, 2018. Ms. Clark was present and represented by attorney, Donna Foster.
- The Committee fully discussed the allegations as referenced in the August 21, 2018, Notice of Informal Conference.
- CLOSED SESSION:** Upon a motion by Mr. Nevitt, and duly seconded by Ms. Pantone, 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 Verlicious K. Clark, ALFA. Additionally, he moved that Ms. Helmick attend the closed meeting because her 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, the Committee re-convened in open session and announced its decision.
- DECISION:** Upon a motion by Mr. Nevitt and duly seconded by Ms. Pantone, the Committee moved to issue an Order to Dismiss the

case against Verlicious Clark and Impose No Sanction due to insufficient evidence to warrant disciplinary action by the Board.

The motion carried.

ADJOURNMENT:

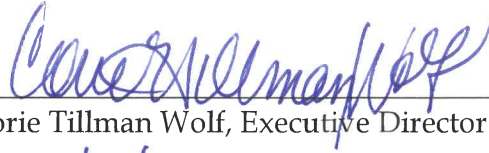
The Committee adjourned at 2:29 p.m.



Marj Pantone, ALFA, Chair

4/26/19

Date



Corie Tillman Wolf, Executive Director

4/29/19

Date



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- CALL TO ORDER:** A Special Conference Committee of the Board was called to order at 2:40 p.m.
- MEMBERS PRESENT:** Marj Pantone, ALFA, Chair
Cary Douglas Nevitt, ALFA
- DHP STAFF PRESENT:** Lynne Helmick, Deputy Executive Director
David Kazzie, Adjudication Specialist
- OTHERS PRESENT:** David Gibbs
Jonathan Bailie
- MATTER:** **Cheryl Whitford Henry, ALFA**
License # 1706-000621
Case # 181047
- DISCUSSION:** Ms. Henry appeared before the Committee in accordance with the Notice of Informal Conference, dated September 5, 2018. Ms. Henry was present.
- The Committee fully discussed the allegations as referenced in the September 5, 2018, Notice of Informal Conference.
- CLOSED SESSION:** Upon a motion by Mr. Nevitt, and duly seconded by Ms. Pantone, 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 Cheryl Whitford Henry, ALFA. Additionally, he 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.
- 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 and announced its decision.

DECISION:

Upon a motion by Mr. Nevitt and duly seconded by Ms. Pantone, the Committee voted to enter an Order with no sanction imposed.

The motion carried.

ADJOURNMENT:

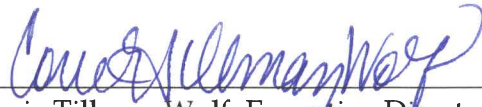
The Committee adjourned at 3:48 p.m.



Marj Pantone, ALFA, Chair

4/26/19

Date



Corie Tillman Wolf, Executive Director

4/29/19

Date



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October 25, 2018

**Department of Health Professions
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CALL TO ORDER: A Special Conference Committee of the Board was called to order at 3:50 p.m.

MEMBERS PRESENT: Marj Pantone, ALFA, Chair
Cary Douglas Nevitt, ALFA

DHP STAFF PRESENT: Lynne Helmick, Deputy Executive Director
David Kazzie, Adjudication Specialist

MATTER: **Kim Brandveen, ALFA-AIT applicant**
Case # 188146

DISCUSSION: Ms. Brandveen did not appear before the Committee in accordance with the Board's Notice of Informal Conference, dated October 3, 2018.

By letter dated October 3, 2018, the Board sent a Notice of Informal Conference to Ms. Brandveen notifying her that an informal conference would be held on October 25, 2018. The Notice was sent by certified mail to the legal address of record on file with the Board. The Notice sent to Ms. Brandveen via certified mail was returned unclaimed to the Board office on October 23, 2018. Accordingly, the Committee Chair concluded that adequate notice was provided to Ms. Brandveen and the informal conference proceeded in her absence.

The Committee fully discussed the allegations as referenced in the October 3, 2018, Notice of Informal Conference.

CLOSED SESSION: Upon a motion by Mr. Nevitt, and duly seconded by Ms. Pantone, 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 Kim Brandveen, ALFA-AIT applicant. Additionally, he 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.

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 and announced its decision.

DECISION:

Upon a motion by Mr. Nevitt and duly seconded by Ms. Pantone, the Committee voted to deny Ms. Brandveen's application for registration as an assisted living facility administrator-in-training.

The motion carried.

ADJOURNMENT:


The Committee adjourned at 4:10 p.m.



Marj Pantone, ALFA, Chair

4/26/19

Date



Corie Tillman Wolf, Executive Director

4/29/19

Date

