

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

**February 27, 2024**

*Department of Health Professions*

*Perimeter Center*

*9960 Mayland Drive, Suite 201*

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- CALL TO ORDER:** A Special Conference Committee of the Board was called to order at 10:11 a.m.
- MEMBERS PRESENT:** Lisa Kirby, NHA, Chair  
Kimberly Brathwaite, ALFA
- DHP STAFF PRESENT:** Melanie Pagano, Deputy Executive Director  
Florence Venable, Discipline Operations Manager  
Christine Corey, Adjudication Specialist
- OTHERS PRESENT:** Katherine Londos, Esq.  
Brandin Evern
- MATTER:** David Chance Craft, NHA  
License No.: 1701-002976  
Case No.: 211877
- DISCUSSION:** Mr. Craft appeared before the Committee in person in accordance with a notice of the Board dated September 13, 2023. Mr. Craft was represented by Katherine Londos, Esquire.
- The Committee fully discussed the allegations in the Notice with Mr. Craft.
- CLOSED SESSION:** Upon a motion by Ms. Brathwaite and duly seconded by Ms. Kirby, 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 David Chance Craft, NHA. 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. Kirby, the Committee made certain findings of fact and conclusions of the law and voted to issue a Reprimand and required continuing education.

The vote was unanimous.

**AJOURNMENT:**

The Committee adjourned at 12:24 p.m.

**MATTER:**

**Anthony Burfoot, ALF-AIT**  
**License No.: Applicant**  
**Case No.: 224450**

**DISCUSSION:**

Mr. Burfoot appeared before the Committee in person in accordance with a notice of the Board dated December 29, 2023. Mr. Burfoot was not represented by counsel.

The Committee fully discussed the allegations in the Notice with Mr. Burfoot.

**CLOSED SESSION:**

Upon a motion by Ms. Brathwaite and duly seconded by Ms. Kirby, 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 Anthony Burfoot, ALF-AIT Applicant. 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. Kirby, the Board voted to refer this matter to a formal administrative hearing. The motion carried.

The vote was unanimous.

**AJOURNMENT:**

The Committee adjourned at 2:36 p.m.



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Melanie Pagano, Deputy Executive Director

March 4, 2024  
Date