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**VIRGINIA BOARD OF COUNSELING  
SPECIAL CONFERENCE COMMITTEE  
MINUTES**

Board of Counseling

**September 20, 2013**

- CALL TO ORDER:** A Special Conference Committee ("Committee") of the Board of Counseling ("Board") convened on Friday, September 20, 2013, at 1:05 p.m., at the Department of Health Professions, Perimeter Center, 9960 Mayland Drive, Suite 201, Henrico, VA.
- MEMBERS PRESENT:** Charles McAdams, III, Ed.D., LPC, LMFT  
Charlotte Markva, LPC, LMFT, CSAC
- STAFF PRESENT:** Catherine Chappell, Executive Director  
Patricia L. Larimer, Deputy Executive Director, Discipline  
Peter Opper, Adjudication Specialist, APD
- OTHERS PRESENT:** James Standin
- MATTER SCHEDULED:** Sandra F. Gilbert-Lane, LPC  
License No.: 0701-002051  
Case No.: 142486
- DISCUSSION:** Ms. Gilbert-Lane appeared before the Committee in person in accordance with an Amended Notice of the Board dated August 7, 2013, to review allegations that she may have violated portions of the laws and regulations governing the practice of professional counseling in the Commonwealth of Virginia. Ms. Gilbert-Lane was represented by Nathan A. Kottkamp, Esquire. The Committee fully discussed the allegations contained in the notice with Ms. Gilbert-Lane and also received statements from James Standin.
- CLOSED SESSION:** Upon a motion by Ms. Markva and duly seconded by Dr. McAdams, the Committee voted to convene a closed meeting pursuant to § 2.2-3711(A)(15) of the Code of Virginia to discuss the medical or mental records of Ms. Gilbert-Lane. Additionally, she moved that Ms. Gilbert-Lane, Mr. Standin, Mr. Kottkamp, Ms. Chappell, Ms. Larimer and Mr. Opper 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 reconvened in open session.
- CLOSED SESSION:** Upon a motion by Ms. Markva and duly seconded by Dr. McAdams, 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 Sandra Gilbert-Lane. Additionally, she moved that Ms. Chappell and Mr. Opper attend the closed meeting, because their presence in the closed meeting was deemed necessary and would aid the Committee in its deliberations.

**RECONVENE:**

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

**DECISION:**

Upon a motion by Ms. Markva, and duly seconded by Dr. McAdams, the Committee voted to dismiss the case.

**ADJOURNMENT:**

The Committee adjourned at 1:57 p.m.

Charles R. McAdams III  
Charles McAdams, III, Ed.D., LPC, LMFT, Chair  
9 - 29 - 2013  
Date

Catherine Chappell  
Catherine Chappell, Executive Director  
10 - 2 - 13  
Date