

APPROVED

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

March 12, 2013 - 3:00 PM

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

CALL TO ORDER: A Special Conference Committee of the Board of Long-Term Care Administrators was called to order at 5:14 p.m.

MEMBERS PRESENT: Martha Hunt, ALFA, Chair
Karen Stanfield

DHP STAFF PRESENT: Lynne Helmick, Deputy Executive Director
Kathy Petersen, Discipline Operations Manager
David Kazzie, Adjudication Specialist

MATTER: **Crystal Smith, ALFA AIT
a.k.a. Crystal Brookins
License No.: 1708-000220
Case No.: 147221**

DISCUSSION: Ms. Smith did not appear before the Committee in person in accordance with the Notice of the Board dated February 11, 2013. Ms. Smith was not present and was not represented by counsel.

The Committee fully discussed Ms. Smith's application and allegations as outlined in the Notice of Informal Conference.

CLOSED SESSION: Upon a motion by Ms. Stanfield, and duly seconded by Ms. Hunt, 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 Crystal Smith, AIT & ALFA Applicant. Additionally, she moved that Ms. Helmick, Ms. Petersen 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 5:25 p.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 5:38 p.m.

DECISION:

Upon a motion by Ms. Stanfield, and duly seconded by Ms. Hunt, the Committee made certain findings of fact and conclusions of law and denied Ms. Smith's application for Assisted Living Facility Administrator. The motion carried.

ADJOURNMENT:

The Committee adjourned at 5:27 p.m.

Martha Hunt, ALFA, Chair

Lisa R. Hahn, Executive Director

Date

Date

