

APPROVED

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

September 10, 2014 - 10:00 a.m.

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

CALL TO ORDER: An Informal Conference Committee of the Board of Long-Term Care Administrators was called to order at 10:12 a.m.

MEMBERS PRESENT: Karen Stanfield, ALFA, Chair
Randy Scott, NHA, ALFA

DHP STAFF PRESENT: Kathy Petersen, Discipline Operations Manager
David Kazzie, Adjudication Specialist
Jason Brown, Deputy Director of Administration
Peggy Wood, Program Manager, HPMP

OTHERS PRESENT: Howard Brown
C. Bruce Maxa, Esq.
Sara Warden, NHA

MATTER: **Erica J. Brown, ALFA**
License No.: 1706-000686
Case No.: 156934

DISCUSSION: Ms. Brown appeared before the Committee in person in accordance with the Notice of the Board dated August 11, 2014. Ms. Brown was present and was represented by C. Bruce Maxa, Esq.

The Committee fully discussed the allegations as outlined in the Notice of Informal Conference with Ms. Brown.

The Committee heard from Sara Warden, NHA, who serves as the Health Services Administrator at Westminster Canterbury of the Blue Ridge.

CLOSED SESSION:

Upon a motion by Mr. Scott, and duly seconded by Ms. Stanfield, 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 Erica Brown, ALFA. Additionally, he moved that 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 10:54 a.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 11:29 a.m.

DECISION:

Upon a motion by Mr. Scott, and duly seconded by Ms. Stanfield, the Committee referred this matter to a Formal Administrative Hearing before the full Board. The motion carried.

ADJOURNMENT:

The Committee adjourned at 11:32 a.m.

Karen Stanfield, ALFA, Chair

Lisa R. Hahn, Executive Director

Date

Date

